

AN APPRENTICESHIP REPORT
THE REGIONAL AGENCY FOR LANGUAGE IN RIAU
PROVINCE

*In Partial Fulfillment of a Three-Year Diploma Program of English of State
Polytechnic of Bengkalis*



By:

NARY HABIBAH

REG. NUMBER: 5203191107

ENGLISH STUDY PROGRAM
LANGUAGE DEPARTMENT
STATE POLYTECHNIC OF BENGKALIS
2022

APPROVAL SHEET

APPROVAL SHEET REGIONAL AGENCY FOR LANGUAGE IN RIAU PROVINCE

This apprenticeship report written by NARY HABIBAH Reg. Number 5203191107 who had done the apprenticeship at The Regional Agency for Language in Riau Province started from May 9th 2022 to July 15th 2022 has been approved by the following advisor:


Bengkalis, July 15th, 2022

**Advisor Apprenticeship
Regional Agency for Language in Riau Province**



ENDRY SATYA RAMADHAN, S.E.
NIP.197609102005011001

**Advisor
English Study Program**



ASWANDI, M.Pd
NIP. 198804122015041004

Approved by:

**Head of English Study Program
State Polytechnic of Bengkalis**



Ari Satria, M.Pd.B.I
NIP: 198805172015041002

ACCEPTANCE SHEET

ACCEPTANCE SHEET

This is to certify that we have been examined the apprenticeship report of **NARY HABIBAH** Reg. Number 5203191107 who has done the apprenticeship at the Regional Agency for Language in Riau Province started from May 9th 2022 to July 15th 2022. This report is used for partial fulfillment of the State Polytechnic of Bengkalis.

This report is complete and satisfactory in all respect, and all revisions required by the apprenticeship report examining committee had been made.

Bengkalis, August 11th, 2022
Accepted by:



Advisor



Aswandi, M.Pd

NIP: 198804122015041004

Head of English Study Program
State Polytechnic of Bengkalis



Ari Satria, M.Pd.B.I
NIP: 198805172015041002

ACKNOWLEDGEMENT

Praise and gratitude we pray for the presence of Allah SWT, for the grace and His gift ever bestowed upon us all. Sholawat and greetings are hopefully given to the Prophet Muhammad SAW that had been in communicating the message and the Shari'a of Islam to all mankind. For the grace of Allah, the author finally finished this report apprenticeship.

On this occasion, the author would like to express gratitude to a few parties where the assistance, guidance, and encouragement so that I can finish this apprenticeship report, namely to:

1. Johny Custer, ST., MT as the Director of State Polytechnic of Bengkalis
2. Diah Paramita Sari M.Pd as the Head of Language Department.
3. Aswandi M.Pd as the Head of English for Business and Professional Communication and advisor of the apprenticeship report
4. Ari Satria, M.Pd.,BI as the Head of English Study Program Program
5. Fanalisa Elfa M.Pd as the Coordinator of the apprenticeship project report
6. Endry Satya Ramadhan, S.E, as the supervisor at the Regional Agency for Language in Riau Province
7. All staff in the Regional Agency for Language in Riau Province
8. Kartina and Burhanuddin, my parent who gave birth, and keeps praying for the author so that the author does not despair in completing this apprenticeship report.

Even though the author has made this apprenticeship project as well as possible and minimized the errors, this apprenticeship project still needs improvement or revision and advice to make this apprenticeship project to get better results. Hopefully this paper can be useful and provide guidance to the students who will carrying out the apprenticeship project as well as to the various parties that need it.

Bengkalis, July 15th, 2022



Nary Habibah

Reg. Number: 5203191107



TABLE OF CONTENTS

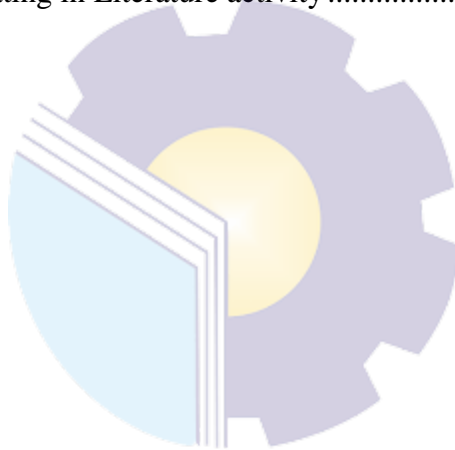
TITLE SHEET	i
APPROVAL SHEET	ii
ACCEPTANCE SHEET.....	iii
ACKNOWLEDGEMENT	vi
TABLE OF CONTENT.....	viii
LIST OF FIGURES	x
LIST OF TABLE	xi
LIST OF APPENDICES	xii
CHAPTER I. INTRODUCTION.....	1
1.1. Background of Apprenticeship	1
1.2. Purpose of Apprenticeship.....	1
1.3. Significances of Apprenticeship.....	2
1.3.1. Significance for Apprentice.....	2
1.3.2. Significance for State Polytechnic of Bengkalis.....	2
1.3.3. Significance for Regional Agency fo Language in Riau Province.....	2
CHAPTER II. REVIEW OF RELATED LITERATURE.....	3
2.1. Office History.....	3
2.2. Vision and Mission.....	4
2.2.1. Vision.....	4
2.2.2. Mision	5
2.3. Kind of Business	5
2.4. Organizational Structure.....	6
2.5. Document Used for activities	20
CHAPTER III. SCOPE OF THE APPRENTICESHIP.....	21
3.1. Job Description.....	21
3.2. Working Procedure.....	21

3.3. Place of Apprenticeship.....	25
3.4. Kind and Description of Apprenticeship.....	25
CHAPTER IV. CONCLUSION AND SUGGESTION	33
4.3. Conclusion	33
4.4. Suggestion	33
APPENDICES	34



LIST OF FIGURES

Figure 2.1. The Regional Agency for Language in Riau Province.....	4
Figure 2.2. Organizational Structure of The Regional Agency for Language in Riau Province	7
Figure 3.1. Being a Receptionist.....	22
Figure 3.2. Editing Process	22
Figure 3.3. The Process of Input the Vocabulary data.....	23
Figure 3.4. The Process of Input report data to <i>Sidaks</i> sites	24
Figure 3.5. Participating in Literature activity.....	24



LIST OF TABLE

Table 3.1. Agenda of Activities on May	25
Table 3.2. Agenda of Activities on June	28
Table 3.3. Agenda of Activities on July	32



LIST OF APPENDICES

Appendix A. Equipment Used during the apprenticeship.....	34
Appendix B. Some of the Data of the vocabulary Malay Rokan Hilir-Indonesia dictionary	35
Appendix C. Daily Activity Report of the Apprenticeship.....	36
Appendix D. Consultation Sheet of Apprenticeship Report	79
Appendix E. Letter of Completed Apprenticeship.....	80
Appendix F. Certificate of Apprenticeship	81
Appendix G. Apprentice Appraisal Letter	82
Appendix H. Attendance list during the Apprenticeship	83

