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Booklet in Immigration Office Class II
Tasikmalaya
Head of Board Examiner : Rosdiana Puspita Sari, S.S., M.A
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SUMMARY

This job training report is entitled “Writing English Public Service Information Booklet in Immigration Office Class II Tasikmalaya”. It was held on March 08, 2022 - April 08, 2022. The purpose of implementing this job training is to provide English booklet for making it easier for foreign citizens to find out the public service information that is in Immigration Office Class II Tasikmalaya, and know the obstacles and to find the solutions.

In this job training activity, the methods were observation, interview, and documentation. In carrying out the job training, it was found that the use of English in booklet of the company is seldom used. Besides, the use of social media as the publication was not maximum in the company.

There were several obstacles faced in carrying out this job training, such as the limited knowledge of the writer about the job description carried out during job training to support the information in the booklet, the lacked of the writer’s skill in design about the cover and the content of the booklet, the limited knowledge of the writer in mastering several languages, grammar, and vocabulary that are often spoken in immigration office.

Based on the discussion, there are several conclusions. English is a language that can help the foreign visitors. This English booklet can be very useful because it helps to make it easier for foreign visitors to know about public service information at Immigration Office Class II Tasikmalaya.

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RINGKASAN

Laporan pelatihan kerja ini diberi judul “Writing English Public Service Information Booklet in Immigration Office Class II Tasikmalaya”. Diselenggarakan pada tanggal 08 Maret 2022 – 08 April 2022. Tujuan dilaksanakannya pelatihan kerja ini adalah untuk menyediakan booklet berbahasa Inggris untuk memudahkan warga negara asing mengetahui informasi layanan publik yang ada di Kantor Imigrasi Kelas II Tasikmalaya, dan mengetahui hambatan dan mencari solusinya.

Dalam kegiatan pelatihan kerja ini metode yang digunakan adalah, observasi, wawancara, dan dokumentasi untuk menambah referensi penulis. Dalam melaksanakan pelatihan kerja, ditemukan bahwa penggunaan bahasa Inggris dalam booklet perusahaan jarang digunakan. Selain itu pemanfaatan Media Sosial sebagai media publikasi belum maksimal di perusahaan.

Ada beberapa kendala yang dihadapi dalam melaksanakan kerja praktek ini, seperti terbatasnya pengetahuan penulis tentang uraian tugas yang dilakukan selama pelatihan kerja untuk menunjang informasi dalam booklet, kurangnya kemampuan penulis dalam mendesain sampul booklet dan isi booklet, terbatasnya pengetahuan penulis dalam menguasai beberapa bahasa, tata bahasa, dan kosa kata yang sering digunakan dalam kantor imigrasi..

Berdasarkan pembahasan, terdapat beberapa kesimpulan. Bahasa Inggris adalah bahasa yang dapat membantu pengunjung asing. Booklet berbahasa Inggris ini dapat sangat bermanfaat karena membantu memudahkan pengunjung asing mengetahui informasi pelayanan publik di Kantor Imigrasi Kelas II Tasikmalaya.