

## CHAPTER 3

### ANALYSIS

#### A. DESCRIPTION

##### 1. Discussion on Match between Theories Given and Observation:

Wahyu Susiloningsih is the only secretary in **Satria Tunas Bangsa Kindergarten**. She is a common secretary. Ibu Susiloningsih does a secretary tasks like:

1. make schedules of picket teachers
2. make children attendance lists
3. make school fee-card
4. received school fee and administration of new student regristration
5. receive a telephone, letters, E-mail,meeting notes,etc)
6. arranging correspondence (example; make clear letter, invitation letter, Himpaudi report, incoming letter from UPT, Himpaudi, Disdik some company Eben Haezer, UKSW,major government ,book shop Andi Star
7. Write minutes by hands
8. manage a filling cabinet, based on:
  - a. Common Administration
  - b. Monetary Administration
  - c. KBM Administration

Like Mrs.Wahyu Susiloningsih prepare and answering one of her tasks is, *“arranging correspondence(example;make clear letter, invitation letter,unknow letter,Himpaudi report;to correspondence like incoming letter from UPT,Himpaudi,Disdik some company Eben Haezer,UKSW,major government,book shop Andi Star)and delivering alone, for minutes,our directing to be an archieve”*.

Ibu Susiloningsih does many things like in theories. She achieves from “Subject Filling System”, she does correspondence, and help the principal and teachers and students. But she not makes the meeting board.

She explain too, that she is not job only in front of computer, but too walking-walking, and make a drink to her self ,etc. She is too inspection necessary every month like handwash, dry tissue, wet tissue, room perfumery, wash-floor soap, glasses cleaner and detergent”.

She also wears high heels shoes (less from 5 cm), hair is tidy arranged, with a simple make-up, and using a tidy clothing, used a collar blouse and black dress”.

And Mrs Wahyu says too,like, *“Yes, like I am used this time, a uniform clothes,with a tidy arrange hair ,using black dress,high heels shoes (under 5 cm),and simple make up”*.

## **2. Discussion on Mismatch between Theories Given and Observation:**

1. Mrs.Wahyu do not type the minutes
2. speak more English

The Pattern of the observation the secretary in “Satria Tunas Bangsa”,does the secretariat tasks well,like filling,receiving telephone,doing minutes,and making the students attendance lists.But the minutes are still written not yet typed.

*“minutes our writed with hand.In the especially to meeting with different label is are there in wadrobe.And direct our save on the this wadrobe”*.Like in below,she explained about her minutes.

She explained too how much important of used an English in secretary office, *“English is seldom for used,but our still prepared if sometimes come in some foreigner to come by costumer,I can used an English little by little.Seldom used,costumer,E-mail,either telephone of*

*foreigner is seldom to coming, although like happened but English are firm must to used”.*

### **3. Pattern of my observation**

- 1) What is the meaning of secretary?
- 2) What are the tasks of secretary?
- 3) What are some skill are has to be a secretary?

### **4. Following for you why happen there are some unsuitable on theory and practice(what kinds of material are was be influence)**

With I observation I know the jobs of a secretary not only theories but in the job place. In the books, the tasks of secretary is many but in real the jobs can be more or little. But I know all jobs secretary is about letters, telephones, meeting, and many more.

Mrs Wahyu says is the tasks of secretary is are, *“the task of secretary is a make and archieve correspondence.correcting place /position stationery and equipment.Make a report to service office.(Like,make schedule teacher picket,make children absent,make school fee-card,received school fee and administration of new student regristration)”*.

## **B.THE ROLE OF ENGLISH**

### **1. Role of English in the job**

Ibu Susiloningsih seldom use English because telephone and mail from foreigner is seldom to coming. But sometimes foreigners come.

### **2. The form of English used in “Satria Tunas Bangsa” Kindergarten**

Speaking and writing is same are have a big act function in this school.

### **3. The obstacle met in the use English?**

Mrs.Wahyu says she was can used an English,so there was no obstacle.

## **C. RELECTIVE**

### **1. The Advantages and disadvantages of my paper**

#### **➤ The Advantages of my observation is,are:**

1. To know about used of English language in function the daily international communication language in real.
2. See with direct of the work in daily routine secretary job ,in real although in books.
3. So I am an learn and imitate it,in my next future.

#### **➤ The Disadvantages of my observation is,are:**

1. I must repeat my field practice,until so much time.To meet interviewee
2. The time to writing the observation is really short time.To complete all neccessaries.

### **2. The lesson from Doing The Observation**

I learn a secretary must neat, hardwork, and has good filing. It is good to be a secretary.

