

CHAPTER III ANALYSIS

3.1. Mismatch Discussion Between The Theory Given and Field Practice

- M. Braum and Ramon C (1994) mention that the Secretary was an Deputy Chairman who prepares the purposes of correspondence, receiving visitors, checking and reminding the leadership of promises that have been made, and help in other tasks in order to improve the effectiveness of the leaders. The secretary managed the needs in office, like ticket reservation, schedule managing, meeting schedule with collega, and being notulen in meeting,

These are some things that are not considered with the theory mentioned:

- The job description that was not according to do usual secretary was religious gathering/fellowship.

job des nya yah kegiatan administrasi khususnya untuk direktur tapi saya juga ikut kegiatan lintas iman gitu kan jadi ee diluar job des sekretaris saya juga, eeh ada kegiatan yang lain gitu untuk memfasilitasi kegiatan lintas iman khususnya sih untuk anak-anak muda

(Especially administration for director but i have also follow a religious gathering. Outside job my secretary there are also other activities to facilitate religious gathering for a young generation)

One condition that influenced missmatches between theory and practice was unstability on condition and situation or psychology affair, religious affair, where it was not considered with their faith.

3.2. Working Pattern

During observing there, the writer found some finishing job patterns or ways that usually did by a secretary. Verifying and replying electronic were started by the secretary. Setting, some

important files into filing system, preparing all sorts were needed by director, included checking the meeting schedule with several clients were also they did.

There are several point secretary activity equal to the theories above, there are:

❖ **Routine Tasks**

- Typing letter, report, proposal
- Receive and Making phonecall
- Receiving Guest
- correspondence
- Managing Incoming Letter
- Filing

Secretary of Kampung Percik Foundation had routine task like receiving guest, answering calls and arranging and making shedule for the leader.

❖ **Instruction Task**

It is a direct task instructed by the superior to a secretary with special completions. These tasks are given due to trust that a secretary is able to keep organizational secrets. These tasks are including:

- Arrange Schedule Trip
- Financial Managing
- Preparing and Organizing The Meeting

Ambar usually arrange the office leader schedule and preparing organizing meeting for client or for the foundation itself.

❖ Social Task

- Arrange Office Appliance
- Sending The Compliment to colleague
- Preparing Reception

As secretary at Kampung Percik Salatiga, Ambar always did an activity like arrange office appliance and sending the compliment to any colleague whether it was the relationships from around salatiga and foreign country.

3.3. Role of English Language

The secretary of Kampung Percik Foundation had to know English, either spoken or written, because of the donation had a lot of coming from abroad, such America, Australia, Norway, and Korea. The secretary, therefore, was suggested to understand English Language to use their communication with clients. Not only speaking, but also writing in English needed by the secretary in order to reply electronic mail from clients. There was a library where it was existed for secretary to learn by them self or otodidac.

Ambar, secretary of Kampung Percik Foundation had a good pronunciation while talking with a guest from foreign country like US, Korea and Japan.

3.4. Reflective.

Observation done by the writer was very usefull to the writer, like adding more friends in Kampug Percik. New experience in secretary was also giving benefit for the writer, where it was

not got in University before. Then by doing observation in Kampung Percik the writer got more knowledge and experience.

