

CHAPTER IV CONCLUSION AND SUGGESTION

4.1. Conclusion

After doing an observation at Kampung Percik, writer got some of benefits such as can observe secretary activities directly so that writer be able to prepare to face of the real job. In addition, the writer also knows the working conditions of a secretary and difficulty and the way to the handling of the problems.

The problem while did an observation process is slow response from Kampung Percik for granting permission to do an observation therefore time to do observation activity is also limited So that the writer only got little information in that limited time (only one day).

4.2. Suggestion

The suggestion that the writers give for the faculty of language and literature Satya Wacana Christian University in the process of observation is:

- Establish cooperation with some sompanies according with a package of interest that had been learned in the faculty of language and literature to ease find a place observation and is expected given training before stepping into the working world actually so that students who carry out observations in according with objective and the purpose of real observation.