

CHAPTER IV

CONCLUSION AND SUGGESTION

4.1. Conclusion

Observation that have been conducted in PT. Tripilar Betonmas has given the writer a knowledge about secretary's duties and responsibilities. The writer had the opportunity to compare the theories that have been acquired during the lecture with the application in PT. Tripilar Betonmas. Almost all of the roles of secretary in PT. Tripilar Betonmas are match with the theories. As an example, one of secretary's task is as an intermediary between the leader and other employees. She also arranges the leader's schedule and prepare everything he needsfor an important meeting. But there is a bit mismatch between what the writer observed and the theory she learnt before. Secretary at PT. Tripilar Betonmas does not have its own authority in managing other employees.

4.2. Suggestion

By conducting the observation, the writer gives advice to the Faculty of Language and Literature as follows:

- Students must be more prepared before conducting observation in terms of the selection of the field of observation.
- Students must be working closely with companies in order to obtain many things to learn from the observation.