

Chapter 4

CONCLUSION AND SUGGESTION

4.1 Conclusion

Observation that has been conducted in Yayasan Kristen Trukajaya has given the writer a knowledge about secretary jobs in the real working world. The writer had the opportunity to compare the theories that have been acquired during the lecture with the application in Yayasan Kristen Trukajaya. There are several points that correspond to the theory, such as task of the secretary in correspondence, functions of the letters, and other types of letters which are often made by a secretary. But there are also things that do not fit with the theory. Such as people prefer e-mail instead of writing letters when writing letters over a legitimate legal force when compared to email. The writer learns various secretarial duties that the writer did not get during the lecture. This is certainly very helpful to enter the real working world. The shortage that occurred in the preparation and implementation of the short observation time such as searching space can be overcome with good observation by the writer with the help of English Department Satya Wacana Christian University and Yayasan Kristen Trukajaya.

4.2. Suggestions

After conducting observation, the writer gives suggestions to the English Department Satya Wacana Christian University by conducting the observation, which are:

- Students should really have enough time to prepare the material before doing observation
- Students must have enough material before making observations to the selected companies.
- Students should actively ask and work more closely to the company in connection with the passing observation.

