FINAL REPORTS ON
SECRETARY’S TASKS ABOUT
CORRESPONDENCE IN
YAYASAN KRISTEN TRUKAJAYA

Submitted in Partial Fulfillment of
The Requirements for
The Professional Title of “Ahli Madya”

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2015
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THE ROLE OF SECRETARY IN CORRESPONDENCE
IN YAYASAN KRISTEN TRUKAJAYA

SALATIGA

Submitted in Partial Fulfillment of
The Requirements for
The Degree of “Ahli Madya”

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SATYA WACANA CHRISTIAN UNIVERSITY

SALATIGA

2015
ACKNOWLEDGEMENTS

The writer says thank you for those who have helped the writer in preparing this observation final report:

1. Jesus Christ, who always bless me and my life;
2. My family, especially my parents who supported me and always pray for me during studying in Satya Wacana Christian University and during finishing my final reports;
3. Ervin Suryaningsih, S.S., M.Hum, as advisor who always be patient in teaching, giving instruction, and advice to the writer during writing process of the observation report;
4. All teacher and staffs in English Department Satya Wacana Christian University;
5. Yayasan Kristen Trukajaya that has given permission to do observation and interview;
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8. Ferita Adelia, my best friend who always supported me every time;
9. Rendika Dirgananda Putra, who always helped me, make me smile, and supported me when I write my final report;
10. All of my brother and sister, Widya, Nana, Yonathan, Arka, and others;

Finally, this report can give benefits to readers who interested to know deeper about secretary and correspondence. The writer realized that this observation report is not perfect, suggestions and critics from readers will be useful for the writer.

Salatiga, 29th June 2015

Ristya Hapsari Pranawengrum
The writer did observation about secretary and correspondence in Yayasan Kristen Trukajaya on 2\textsuperscript{nd} April 2015. The purpose of observation was to know the real tasks of a secretary in Yayasan Kristen Trukajaya and to compare between theories which is learned during the lecture with the real working world, so the writer will get better understanding of being secretary and his or her tasks. The writer found that almost all of the correspondence activities done by administration staff in Yayasan Kristen Trukajaya, the function of letter and the kind of letters are match with the theories. But there is a bit mismatch between what the writer observed and the theory the writer learnt before, the use of email instead of written letter which is sent via post. The writer hope that this paper can give the reader an explanation about the tasks of the secretary in the working world especially in correspondence.
# TABLE OF CONTENTS

TITLE PAGE...................................................................................................................... i

APPROVAL PAGE........................................................................................................... ii

ACKNOWLEDGEMENT................................................................................................. iii

BRIEF SUMMARY........................................................................................................... iv

TABLE OF CONTENTS.................................................................................................... v

CHAPTER I: INTRODUCTION....................................................................................... 1

   1.1. Place and Time of Observation and Interview...................................................... 1
   1.2. Company Profile..................................................................................................... 1
   1.3. Interviewee Profil................................................................................................... 3

CHAPTER II: THEORETICAL REVIEW........................................................................ 2

   2.1. Secretary Definition............................................................................................... 5
   2.2. The Definition of Correspondence........................................................................ 6
   2.3. The Function of Letter......................................................................................... 6
   2.4. The Kind of Letter............................................................................................... 8

CHAPTER III: ANALYSIS............................................................................................... 10

   3.1. Description.............................................................................................................10
   3.2. The Role of English...............................................................................................12
   3.3. Reflection.............................................................................................................. 13

CHAPTER IV: CONCLUSION AND SUGGESTIONS................................................. 14

   4.1. Conclusion.............................................................................................................14
   4.2. Suggestion.............................................................................................................14
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# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE PAGE</td>
<td>i</td>
</tr>
<tr>
<td>APPROVAL PAGE</td>
<td>ii</td>
</tr>
<tr>
<td>ACKNOWLEDGEMENT</td>
<td>iii</td>
</tr>
<tr>
<td>BRIEF SUMMARY</td>
<td>iv</td>
</tr>
<tr>
<td>TABLE OF CONTENTS</td>
<td>v</td>
</tr>
<tr>
<td><strong>CHAPTER I: INTRODUCTION</strong></td>
<td>1</td>
</tr>
<tr>
<td>1.1. Place and Time of Observation and Interview</td>
<td>1</td>
</tr>
<tr>
<td>1.2. Company Profile</td>
<td>1</td>
</tr>
<tr>
<td>1.3. Interviewee Profile</td>
<td>3</td>
</tr>
<tr>
<td><strong>CHAPTER II: THEORETICAL REVIEW</strong></td>
<td>2</td>
</tr>
<tr>
<td>2.1. Secretary Definition</td>
<td>5</td>
</tr>
<tr>
<td>2.2. The Definition of Correspondence</td>
<td>6</td>
</tr>
<tr>
<td>2.3. The Function of Letter</td>
<td>6</td>
</tr>
<tr>
<td>2.4. The Kind of Letter</td>
<td>8</td>
</tr>
<tr>
<td><strong>CHAPTER III: ANALYSIS</strong></td>
<td>10</td>
</tr>
<tr>
<td>3.1. Description</td>
<td>10</td>
</tr>
<tr>
<td>3.2. The Role of English</td>
<td>12</td>
</tr>
<tr>
<td>3.3. Reflection</td>
<td>13</td>
</tr>
<tr>
<td><strong>CHAPTER IV: CONCLUSION AND SUGGESTIONS</strong></td>
<td>14</td>
</tr>
<tr>
<td>4.1. Conclusion</td>
<td>14</td>
</tr>
<tr>
<td>4.2. Suggestion</td>
<td>14</td>
</tr>
</tbody>
</table>