

**APPRENTICESHIP REPORT**  
**PT CENTRO DIGITAL RIAU MEDIATAMA (CERIA**  
**TV) PEKANBARU- RIAU**

**MANJA ISMERNAINI**  
**5504201017**



**ENGLISH FOR BUSINESS AND PROFESSIONAL**  
**COMMUNICATION STUDY PROGRAM**  
**LANGUAGE DEPARTMENT**  
**STATE POLYTECHNIC OF BENGKALIS BENGKALIS**  
**2024**

# APPROVAL SHEET

## APPROVAL SHEET APPRENTICESHIP REPORT PT. CENTRO DIGITAL RIAU MEDIATAMA

Written as one of the conditions for completing Apprenticeship

**Manja Ismernaini**  
5504201017

Pekanbaru-Riau, December 21<sup>th</sup> 2023

COORDINATOR  
INTERNSHIP PT.CERIA TV

  
PURWANTO


ADVISOR

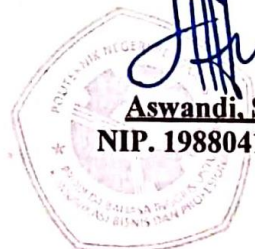


**Dr. Halim Dwi Putra,S.pd.,M.AB**  
NIP.198307112014041001

Approved by,

Head of English for Business and Professional Communication Study Program  
State Polytechnic of Bengkalis

  
**Aswandi, S.Pd., M.Pd**  
NIP. 198804122015041004



# ACCEPTENCE SHEET

## ACCEPTENCE SHEET

This is to certify that we have been examined the apprenticeship report of Manja Ismernaini with Reg. Number 5504201017 who had done the apprenticeship at PT. Centro Digital Riau Mediatama from 21<sup>st</sup> August to 21<sup>st</sup> December, 2023. This report is used for partial fulfillment of the State Polytechnic of Bengkalis.

This report is complete and satisfactory in all respect, and any all revision required by the apprenticeship report examine commite had been made.

Bengkalis, 10<sup>th</sup> January ,2024

Accepted by:


**Advisor**



**Dr. Halim Dwi Putra, S.Pd., M.AB**  
NIP.198307112014041001

Approved by:

**Head of English For Business  
and Professional  
Communication Study  
Program State Polytechnic of  
Bengkalis**

  
**Aswandi S.Pd., M.Pd**  
NIP. 198804122015041004

## ACKNOWLEDGEMENT

Assalamualaikum Wr. Wb

We express our gratitude to Allah SWT, the Most Compassionate and Merciful, for facilitating the successful completion of this Apprenticeship Report with unwavering dedication. This document signifies the earnest application of knowledge and skills acquired during the English for Business and Professional Communication study program at the Language Department, Bengkalis State Polytechnic, portraying the apprenticeship as an academic requirement and a pivotal step into the professional realm.

During the writing process of this report on apprenticeship at PT. Centro Digital Riau Mediatama (Ceria Tv), many individuals were involved in providing guidance, assistance, and support. On this occasion, the author would like to express gratitude to:

1. Johny Custer, ST., MT as the Director of State Polytechnic of Bengkalis.
2. Diah Paramita Sari, M.Pd as the Head of the Language Department.
3. Aswandi, M.Pd as the Head of D-IV English for Business and Professional Communication Study Program.
4. Ari Satria, M.Pd. B.I as the Head of D-III English Study Program.
5. Drc. Halim Dwi Putra, Spd., M.AB as supervisor.
6. Prettı Rıstra, S.Pd., M.Ed as the Coordinator of apprenticeship.
7. Doris Sukma, S.Pd., M.Pd as advisor of apprenticeship
8. Raflız Tıaz, ST as main commissioner at PT. Centro Digital Riau Mediatama
9. Purwanto as Advisor for this apprenticeship.
10. All staff of Ceria Tv for the opportunity to apprenticeship in these departments.
11. All Lectures of Language Department at State Polytechnic of

Bengkalis.

12. All family and friends as well as all BTS members who have been an encouragement in my life.
13. Andika Suprianto is very good and tough brother, both material and moral support.

The author realizes that in the preparation of this job training report, it is still far from perfect, both in terms of preparation, language, and writing. Therefore, the authors really expect constructive criticism and suggestions to become a reference for writers in the future. Hopefully this job training report is useful for the writer and the reader.

Wassalamu'alaikum Wr. Wb

Bengkalis, 10<sup>th</sup>  
January, 2024



Manja ismernaini

## **TABLE OF CONTENTS**

<b>COVER .....</b>	<b>i</b>
<b>APPROVAL SHEET .....</b>	<b>ii</b>
<b>ACCEPTENCE SHEET .....</b>	<b>iii</b>
<b>ACKNOWLEDGEMENT .....</b>	<b>iv</b>
<b>TABLE OF CONTENTS.....</b>	<b>vi</b>
<b>LIST OF FIGURES.....</b>	<b>viii</b>
<b>LIST OF TABLES .....</b>	<b>ix</b>
<b>LIST OF APPENDICES .....</b>	<b>x</b>
<b>CHAPTER I INTRODUCTION.....</b>	<b>1</b>
1.1 Background of the Apprenticeship .....	1
1.2 Purpose of the Apprenticeship .....	2
1.3 Significances of the Apprenticeship .....	2
1.4 Time and Length of Practical Work .....	3
1.5 Place of Implementation of Practical Work .....	3
<b>CHAPTER II GENERAL DESCRIPTION OF THE COMPANY.....</b>	<b>4</b>
2.1 Company Profile.....	4
2.2 Vision and Mission.....	7

2.3 Organization Structure .....	8
<b>CHAPTER III SCOPE OF THE APPRENTICESHIP .....</b>	<b>10</b>
3.1 Job Description.....	10
3.2 Place of Apprenticeship.....	10
3.3 Systems and Procedures .....	20
<b>CHAPTER IV CONCLUSION AND SUGGESTION.....</b>	<b>22</b>
4.1. Conclusion.....	22
4.2. Suggestion .....	22
<b>REFERENCES .....</b>	<b>24</b>
<b>APPENDICES .....</b>	<b>25</b>

## LIST OF FIGURES

<b>Figure 2.1</b> PT.Centro Digital Riau Mediatama .....	4
<b>Figure 2.2</b> Logo PT.CERIA TV .....	6
<b>Figure 2.3</b> Organizational Structure of PT. Ceria TV .....	8



## LIST OF TABLES

<b>Table 1.1.</b> Office Hours Schedule .....	3
<b>Table 3.1.</b> Daily Activities of August 21 <sup>Th</sup> 2023 to August 25 <sup>Th</sup> 2023 .....	11
<b>Table 3.2.</b> Daily Activities of August 28 <sup>Th</sup> 2023 to September 02 <sup>Th</sup> 2023 .....	11
<b>Table 3.3.</b> Daily Activities of September 04 <sup>Th</sup> 2023 to September 09 <sup>Th</sup> 2023 ...	12
<b>Table 3.4.</b> Daily Activities of September 11 <sup>Th</sup> 2023 to September 16 <sup>Th</sup> 2023 ...	12
<b>Table 3.5.</b> Daily Activities of September 18 <sup>Th</sup> 2023 to September 23 <sup>Th</sup> 2023 ...	13
<b>Table 3.6.</b> Daily Activities of September 25 <sup>Th</sup> 2023 to September 30 <sup>Th</sup> 2023 ...	13
<b>Table 3.7.</b> Daily Activities of October 02 <sup>Th</sup> 2023 to October 07 <sup>Th</sup> 2023.....	14
<b>Table 3.8.</b> Daily Activities of October 09 <sup>Th</sup> 2023 to October 14 <sup>Th</sup> 2023.....	14
<b>Table 3.9.</b> Daily Activities of October 16 <sup>Th</sup> 2023 to October 21 <sup>Th</sup> 2023.....	15
<b>Table 3.10.</b> Daily Activities of October 23 <sup>Th</sup> 2023 to October 28 <sup>Th</sup> 2023.....	15
<b>Table 3.11.</b> Daily Activities of October 30 <sup>Th</sup> 2023 to November 04 <sup>Th</sup> 2023.....	16
<b>Table 3.12.</b> Daily Activities of November 06 <sup>Th</sup> 2023 to November 11 <sup>Th</sup> 2023..	16
<b>Table 3.13.</b> Daily Activities of November 13 <sup>Th</sup> 2023 to November 18 <sup>Th</sup> 2023..	17
<b>Table 3.14.</b> Daily Activities of November 20 <sup>Th</sup> 2023 to November 25 <sup>Th</sup> 2023..	18
<b>Table 3.15.</b> Daily Activities of November 27 <sup>Th</sup> 2023 to December 02 <sup>Th</sup> 2023..	18
<b>Table 3.16.</b> Daily Activities of December 04 <sup>Th</sup> 2023 to December 09 <sup>Th</sup> 2023 ..	19
<b>Table 3.17.</b> Daily Activities of December 10 <sup>Th</sup> 2023 to December 15 <sup>Th</sup> 2023 ..	19
<b>Table.3.18</b> Camera settings .....	20
<b>Table.3.19.</b> Dubbing .....	21
<b>Table.3.20.</b> Become a source for weather news .....	21
<b>Table.3.21.</b> Following event.....	21

## LIST OF APPENDICES

APPENDIX A .....	25
APPENDIX B .....	26
APPENDIX C .....	27
APPENDIX D .....	28
APPENDIX E .....	31
APPENDIX F .....	32
APPENDIX G .....	48