APPRENTICESHIP REPORT BALAI BAHASA PROVINSI RIAU PEKANBARU - RIAU

NAZIRA SESTIYA

Reg. Number: 5504211030



ENGLISH FOR BUSINESS AND PROFESIONAL COMMUNICATION LANGUAGE DEPARTMENT STATE POLYTECHNIC OF BENGKALIS BENGKALIS - RIAU 2024/2025

APROVAL SHEET

APPRENTICESHIP REPORT BALAI BAHASA PROVINSI RIAU

PEKANBARU - RIAU

Written as one of the conditions for completing Apprenticeship

Nazira Sestiya 5504211030

Pekanbaru, January 9th, 2025

PUBLIC AFFAIR

Zuryetti Muzar, S.E. NIP1976051120055012001 Advisor

<u>Fanalisa Elfa, M.Pd</u> NIP. 198510082019032015

Approved by,
Head of English For Business and Profesional Communication
Study Program
State Polytechnic of Bengkalis

198510082019032015

ACCEPTANCE SHEET

This is to certify that we have examined the apprenticeship report of Nazira Sestiya, Reg Number 5504211030 who did the apprenticeship at Language Agency of Riau Province, started from September 16Th to Januari 10th 2024. This report is used for partial fulfillment of the State Polytechnic of Bengkalis. This report is complete and satisfactory in all respects, and all revision required by the apprenticeship report examination committee have been made.

Bengkalis, January 10nd, 2025

Acceptance by:

Advisor

Fanalisa Elfa, M.Pd

NIP. 198510082019032015

Approved by:

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

IP. 198510082019032015

ACKNOWLEDGEMENT

Praise be to Allah, the Lord of all the worlds. First and foremost, I would like

to say my sincere thanks to Allah, the Almighty, the Most Gracious, and the Most

Merciful, for His blessings during my studies and who always provides health, both

physical health and spiritual health, and provides opportunities for me to be able to

complete the apprenticeship report at Balai Bahasa Provinsi Riau.

During the writing process of this report, there were many people involved giving

advice, help, and support. In this occasion, writer would like to say many thanks to:

1. Mr. Johny Custer ST., MT, as the Director of State Polytechnic of Bengkalis

2. Mrs. Diah Paramita Sari M.Pd., as the Head of Language Department

3. Mr. M. Sabri S.pd, M.Par., as the Secretary of Language Department

4. Mrs. Fanalisa Elfa M.Pd, as the Head of English for Business and Professional

Communication Study Program, as well as being an internship guidance

lecturer

5. Mr. Ari Satria M.Pd., B.I., as the Head of English Study Program

6. Mrs. Arita Destianingsih M.Pd, as the Coordinator of Apprenticeship Report

7. Mr. Toha Machum, M.Ag., the Head of the Balai Bahasa Provinsi Riau

8. Mr. Endry Satya Ramadhan, S.E. as Head of Subdivision Balai Bahasa Provinsi

Riau

9. Mrs. Zuryetti Muzar, S.E., my supervisor at the Balai Bahasa Provinsi Riau

10. The staff members of the Balai Bahasa Provinsi Riau

11. I express special thanks to my beloved mother, the most beautiful woman in

the world, and to my two brothers Nazri & Jefry who are no less handsome.

12. The last but not least, I am also very grateful to Ahmad Dzakwani Wahid who

have given me the best advice and always listened to my daily grievances, and

shared happy and sad moment.

Bengkalis, Januari 10th 2025

Author

Nazira Sestiya

5504211030

iii

Table of Contents

APPRENTICESHIP REPORT	1
APROVAL SHEET	j
ACCEPTANCE SHEET	i
ACKNOWLEDGEMENT	ii
CHAPTER I	1
INTRODUCTION	1
1.1 Background of Apprenticeship	1
1.2 Purposes of the Apprenticeship	
1.3 Significances of the Apprenticeship	3
CHAPTER II	
GENERAL DESCRIPTION OF COMPANY	5
2.1 Company History	5
2.2 Vision and Mission	
2.2.1 Vision	6
2.2.2 Mission	6
2.3 Kind of Business	6
2.3.1 Product of Balai Bahasa Provinsi Riau	
2.4. Organization Struktur	11
2.5 The Working Proces	
2.6 Document Used for activity	
CHAPTER III	
SCOPE OF THE APPRENTICESHIP	
3.1 Job Description	16
3.2 System and Procedure	
3.3 Place of Apprenticeship	
3.4 Kind and Description of the Activity	
CHAPTER IV	
CONCLUSION AND SUGGESTION	
4.1 Conclusion	
4.2 Suggestion	