

**APPRENTICESHIP REPORT
PT. IVO MAS TUNGGAL
LUBUK GAUNG - KOTA DUMAI - RIAU**

MILATUN HASANAH
Reg. Number 5504221082



**ENGLISH FOR BUSINESS AND PROFESSIONAL
COMMUNICATION STUDY PROGRAM
LANGUAGE DEPARTMENT
STATE POLYTECHNIC OF BENGKALIS
2025**

APPROVAL SHEET
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Written as one of the requirements for completing Apprenticeship

MILATUN HASANAH
5504221082

Dumai, November 21st 2025

Head of HRGA Department
PT. Ivo Mas Tunggal


 **PT. IVO MAS TUNGGAL**
LUBUK GAUNG REFINERY

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ACCEPTANCE SHEET

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This is to certify that we have examined the apprenticeship report of **Milaton Hasanah** Reg. Number **5504221082** who has done the apprenticeship at **PT. Ivo Mas Tunggal** started from **July 21st to November 21st, 2025**. This report is to use for partial fulfilment of the State Polytechnic of Bengkalis. This report is complete and satisfactory in all respect, and any all revisions requires by the apprenticeship report examine committee had been made.

Bengkalis, December 11th, 2025

Accepted by:

Advisor



Dr. Halim Dwi Putra, S.Pd., M.AB
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ACKNOWLEDGEMENT

Praise be to Allah, the Lord of all the worlds. First and foremost, the intern 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.

All students at the State Polytechnic of Bengkalis are required to be involved in this apprenticeship program, especially the Language Departments, in order to apply their knowledge and experience to support knowledge that gained from lectures. Both the intern and the readers should find this report to be more creative and knowledgeable. The intern would like to express my gratitude to everyone who helped with the apprenticeship process up until the proper preparation of this report. On this occasion, the intern would like to express gratitude to the parties concerned, namely:

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2. Mrs. Diah Paramita Sari, M.Pd as the head of Language Department.
3. Mrs. Fanalisa Elfa, M, Pd as the Head of D-IV English for Business and Professional Communication Study Program and also as my advisor of my job training program.
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May Allah reward you for all your kindness and sincerity. The interns realizes that this Internship Report may still have room for improvement, and sincerely welcomes any

feedback and suggestions. The intern sincerely hopes that this Internship Report will be a valuable resource for all interested parties in the future.

Bengkalis, November 21st, 2025

Best Regards,



Milatun Hasanah
Reg. Number 5504221082

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