

APPRENTICESHIP REPORT
PT. BINA PERTIWI PEKANBARU BRANCH
BRANCH ADMINISTRATION DIVISION
PEKANBARU – RIAU

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Reg. Number: 5504221089



ENGLISH FOR BUSINESS AND PROFESSIONAL
COMMUNICATION STUDY PROGRAM
LANGUAGE DEPARTMENT
STATE POLYTECHNIC OF BENGKALIS
2026

APPROVAL SHEET

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PT. BINA PERTIWI PEKANBARU
BRANCH ADMINISTRATION DIVISION

Written as one of the Condition completing Apprenticeship

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Pekanbaru-Riau, November 21st, 2025

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ACCEPTANCE SHEET

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This document serves to certify that the apprenticeship report submitted by Muhammad Zulkhairi, Reg. Number 5504221089 has been officially examined. The apprenticeship was completed at the PT. Bina Pertiwi Pekanbaru Branch between July 21st to November 21st, 2025. This report is submitted in partial fulfillment of the requirements for the State Polytechnic of Bengkalis. Having met all necessary standards and incorporated all revisions requested by the examination committee, this report is hereby declared complete and satisfactory.

Bengkalis, January 19th, 2026

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Participation in the apprenticeship program is a mandatory requirement for all students at the State Polytechnic of Bengkalis, specifically within the Language Department, serving as a vital opportunity to bridge the gap between theoretical knowledge and practical application. It is anticipated that this report will offer significant insights and foster creative perspectives for both the author and the audience. Furthermore, the author wishes to express profound gratitude to all individuals who provided guidance and support during the placement and the subsequent preparation of this document. In particular, heartfelt appreciation is extended to the following parties:

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May *Allah* bless those who have shared their kindness and support. Acknowledging that this report can still be improved, I am open to any constructive suggestions. I hope that this work serves as a beneficial reference and provides useful insights for all concerned parties.

Bengkalis, January 19th, 2026

Best Regards,

A handwritten signature in black ink, appearing to be 'Muhammad Zulkhairi', with a stylized, cursive script.

Muhammad Zulkhairi
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