# 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

Fanalisa Elfa, M.Pd 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 16<sup>Th</sup> to Januari 10<sup>th</sup> 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 10<sup>nd</sup>, 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

iii

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.

Bengkalis, Januari 10th 2025

Author

Nazira Sestiya 5504211030

# TABLE OF CONTENTS

APPRENTICESHIP REPORT	1
APROVAL SHEET	ii
ACCEPTANCE SHEET	iii
ACKNOWLEDGEMENT	iv
TABLE OF CONTENTS	v
LIST OF FIGURES	vi
LIST OF TABLES	vii
LIST OF APPENDICS	viii
CHAPTER I INTORDUCTION	1
1.1 Background of Apprenticeship	1
1.2 Purposes of the Apprenticeship	2
1.3 Significances of the Apprenticeship	3
CHAPTER II GENERAL DESCRIPTION OF COMPANY	5
2.1 Company History	5
2.2 Vision and Mission	6
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	7
2.4. Organization Struktur	11
2.5 The Working Proces	12
2.6 Document Used for activity	15
CHAPTER III SCOPE OF THE APPRENTICESHIP	16
3.1 Job Description	16
3.2 System and Procedure	17
3.3 Place of Apprenticeship	20
3.4 Kind and Description of the Activity	21
CHAPTER IV CONCLUSION AND SUGGESTION	42
REFERENCES	43

# LIST OF FIGURES

Figure 2.1 Logo Tut Wuri Handayani	5
Figure 2.2 Uji Kemahiran Berbahasa Indonesia (UKBI)	7
Figure 2.3 The Procedure of UKBI	8
Figure 2.4 Procedure of the BIPA	9
Figure 2.5 Procedure of the Layanan Penerjemahan	10
Figure 2.6 Procedure of the Layanan Ahli Bahasa	11
Figure 3.1 The proces lobby duty	18
Figue 3.2 The proces entering book data	18
Figure 3.3 the proces SINDE aplication	19
Figure 3.4 The proces content creation	20

# LIST OF TABLES

Table 3.4. 1 Daily Activities Report Week 1 from September 17 <sup>th</sup> 2024 to 20 <sup>th</sup> 2024
Table 3.4. 2 Daily Activities Report Week 2 from September 23 <sup>rd</sup> 2024 to 27 <sup>th</sup> , 2024
Table 3.4. 3 Daily Activities Report Week 3 from September 30 <sup>th</sup> 2024, to October 04 <sup>th</sup> , 2024
Table 3.4. 4 Daily Activities Report Week 4 from October 07 <sup>th</sup> 2024, to 11 <sup>st</sup> 202424
Table 3.4. 5 Daily Activities Report Week 5 from October 14 <sup>th</sup> 2024, to 18 <sup>th</sup> 202425
Table 3.4. 6 Daily Activities Report Week 6 from October 21 <sup>st</sup> 2024 to 25 <sup>th</sup> 2024
Table 3.4.7 Daily Activities Report Week 7 from October 28 <sup>th</sup> 2024 to November 01 <sup>st</sup> 2024
Table 3.4. 8 Daily Activities Report Week 8 from November 04 <sup>th</sup> 2024 to 08 <sup>th</sup> 2024
Table 3.4. 9 Daily Activities Report Week 9 from November 11 <sup>st</sup> 2024 to 15 <sup>th</sup> 2024
Table 3.4. 10 Daily Activities Report Week 10 from November 18 <sup>th</sup> 2024 to 22 <sup>st</sup> 202431
Table 3.4. 11 Daily Activities Report Week 11 from November 25 <sup>th</sup> 2024 to November 29 <sup>th</sup> 202432
Table 3.4. 12 Daily Activities Report Week 12 from December 02 <sup>nd</sup> 2024 to 07 <sup>th</sup> 202433
Table 3.4. 13 Daily Activities Report Week 13 from December 09 <sup>th</sup> 2024 to 13 <sup>rd</sup> 2024
Table 3.4. 14 Daily Activities Report Week 14 from December 16 <sup>th</sup> 2024 to 20 <sup>th</sup> 2024
Table 3.4. 15 Daily Activities Report Week 15 from December 23 <sup>rd</sup> 2024 to 27 <sup>th</sup> 2024
Table 3.4. 16 Daily Activities Report Week 16 from December 30 <sup>th</sup> 2024 to Januari 03 <sup>rd</sup> 2025

# LIST OF APPENDICS

APPENDIX 1: APPRENTICSHIP STATEMENT LETTER	44
APPENDIX 2: APPRENTICESHIP ACCEPTANCE LETTER	45
APPENDIX 3: LIST OF ATTENDANCE	46
APPENDIX 4: CERTICATE OF INTERNSHIP	48