THE TRANSLATION PROCESS OF OFFICIAL DOCUMENTS AT UPT-P2B

FINAL PROJECT REPORT
Submitted as a Partial Requirements to Obtain a Degree
from the English Diploma Program, Faculty of Cultural Sciences.

Sebelas Maret University

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APPROVAL OF SUPERVISOR

Approved to be examined before the Board of Examiners,
English Diploma Program, Faculty of Cultural Sciences,
Sebelas Maret University

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MOTTO

“You handle your own when you become a man and became a man when you handle your own.”

(Till it’s gone - Yelawolf)

“It is not about how hard you can hit; it is about how hard you can get hit and keep moving forward.”

(Rocky Balboa - Rocky)

“We are what we repeatedly do. Excellence, then, is not about an act, but a habit”

(Aristotle)

“Many of life’s failures are people who did not realize how close they were to success when they gave up.”

(Thomas A. Edison)
DEDICATION

I present my final project report to:

- My Almighty God, Allah SWT
- My beloved parents, father and mother
- My Brother and sisters
- All my friends in English Diploma Program
  2011, especially Class A
PREFACE

I would like to say my gratitude to the Almighty God for the bless, so that I could finish this final project report entitled “The Translation Process of Official Documents at UPT-P2B”. This report was written to fulfill the partial requirement in obtaining degree in English Diploma Program, Faculty of Cultural Sciences, Sebelas Maret University.

This report discusses the activity related with translation in UPT P2B, especially Indonesian-English and English-Indonesian translation based on job training done by the writer during 17th February 2015 – 14th April 2015. In this report, the writer also reveals the translation process applied while translating documents, the problems during job training and the solutions to the problems.

I would also like to say thank to everyone, especially my beloved parents, who support and give spirit to finish this report. A great thank is also expressed to Prof. Drs. M.R. Nababan, M.Ed, MA, Ph.D as my supervisor who gives his time, patience, and guidance so I can finish the report appropriately.

I realize that this final project report is far from being perfect. Therefore, I welcome any criticisms and advices to improve this final project report. I fully expect that this report will be useful and have some contributions for all readers, especially for those who are interested in translation field.

Surakarta, January 2016

Afandhi Mucharom
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First of all, I would like to biggest praise the Almighty God (Allah SWT), because of his bless I can finish this final report. This report also can not be done without many people’s who always giving their best support in me. Therefore, I would like to express my thank to those who have supported me during writing this report.

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9. All of My Friends in English Diploma Program, for the friendship.

Surakarta, January 2016

Afandhi Mucharom
ABSTRACT


This final project report was written based on the job training at UPT P2B, Sebelas Maret University, Surakarta, during 17th February 2015 – 14th April 2015. The objectives are to elaborate the process of translating official documents and to find out both problems and solutions in translating official documents from Indonesian into English and vice-versa during job training at UPT P2B.

During the job training, there are 4 procedures applied when translating documents from Indonesian into English in order to make the translation readable, acceptable, and accurate. The procedures are: reading the sentences from the source text to comprehend the meaning of the text, rearranging the structure or the diction of the sentence from the source text, transforming the sentence (source text) to the target language, and revising translation as the final process of translating official documents.

There were some problems faced during translating the official documents. The problems were lack of experience, lack of translation theory comprehension, and difficulty on revising the writer’s own translation. The writer also presented the solutions to the problems. They were: reading a number of English texts on the internet to improve the vocabulary and to be accustomed to the English structure, asking job training supervisor to assist in learning some articles related to the translation of official documents found in internet, rearranging the sentence in both of source text and target text, and asking job training supervisor and colleagues to check the translation revision.
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