

CHAPTER II

INTERNSHIP ACTIVITIES

2.1. General Description of Company

In this part, I presented the information provided by TranslationLinker's official website, <https://www.translationlinker.com>. The information provided includes their profile, vision and missions, services, while some of the organizational structure was provided by the

2.1.1. Introduction to TranslationLinker

TranslationLinker is a leading provider of professional translation and localization services. Their mission is to bridge the communication gap between businesses and their target audience, regardless of language barriers. TranslationLinker have a team of highly skilled and experienced linguists who are dedicated to delivering accurate and culturally appropriate translations, ensuring that your message is conveyed effectively.

With over 14 years in the industry, TranslationLinker have built a reputation for delivering high-quality translations and exceptional customer service. Their services include but are not limited to document translation, website localization, software localization, and multimedia localization. TranslationLinker also offer interpreting services for events and business meetings, ensuring seamless communication for all participants.

TranslationLinker understand that every client has unique requirements, and that is why they offer customized solutions to meet client's specific needs. Their team of project managers works closely with clients to understand their goals and develop a tailored approach to ensure the best results. Whether the client need to translate a legal document, a user manual, or a marketing campaign, they have the expertise to deliver a solution that meets the requirements.

2.1.2. Brief History of TranslationLinker

Founded in November 2009 by Arif Furqon, with a passion for the translation and localization industry, and joined by co-founder Mawar Firdausi in 2010, TranslationLinker has since grown into one of the fastest-growing translation companies in the industry. With a team of experienced and qualified linguists, TranslationLinker provides a one-stop solution for clients globally, offering services such as translation, localization, review, subtitling, DTP, voiceover, and language testing.

From its humble beginnings in a small 3x3 square meter room, to a vibrant and spacious office, TranslationLinker has maintained its core value of quality, delivering high-quality results for clients across Asia, and especially in Indonesia. Despite the challenges posed by the COVID-19 pandemic, TranslationLinker has continued to thrive and grow, with a team dedicated to staying ahead of the fast-changing markets and technologies.

Whether it's for small projects or large, TranslationLinker is ready to help clients succeed on the global stage. With a commitment to excellence and a passion for delivering the best results, TranslationLinker is your trusted partner for bridging the gap between languages and ideas.

2.1.3. Services TranslationLinker Provides

TranslationLinker provides some services specializes in translation between English, Indonesian, French, German, Dutch, Spanish, Italian and Asian languages. Not only translation works, but they also provides services regarding localization, editing, proofreading, transcribing, etc.

2.1.3.1. Translation

As a company that specializes in translation, of course translation is the main service of TranslationLinker. As mentioned in the beginning, translation means the process to translate words or text from one language to another. Translation can involve various types of content, including written documents, books, articles, websites, legal texts, technical manuals, and more. Translation plays a crucial role in facilitating communication between individuals and communities who speak different languages, especially in business, diplomacy, literature, media and international relations. The goal of translation is to break down language barriers, enabling information and ideas to be shared across linguistic and cultural boundaries.

2.1.3.2. Localization

Although it seems like translation and localization almost means the same thing, localization focused by taking into cultural, regional and contextual aspects from a language. This was done to make the content suitable and relatable to the target audience. For example, when translating from English to Indonesian, localization does not only take a linguistic accuracy to ensure the text was translated properly, but they also consider the Ejaan Yang Disempurnakan so that it can be read easily by the target audience. Localization can mainly be found in a game, website or software application, where translators do not only translate the text but also adjust date formats, currency symbols, images, and even colours to align with the local customs and preferences.

2.1.3.3. Multimedia

Multimedia translation refers to the process of adapting and translating multimedia content, which can include various forms of media such as audio, video, images, and even interactive elements into another language or cultural context. During the time of the internship, we got some multimedia translation training by translating advertisements of a new product and subtitling a piece of an old movie. Multimedia translation requires a deep understanding of both languages and cultural

aspects associated with the content because it aims to convey the intended message accurately while also considering constraints and opportunities presented by different multimedia formats. Some may need and use specialized tools and software to facilitate the translation and adaptation process for various types of multimedia content, for example, in TranslationLinker we used Amara (a subtitling website) to subtitle a piece of a really old movie.

2.1.3.4. MTPE

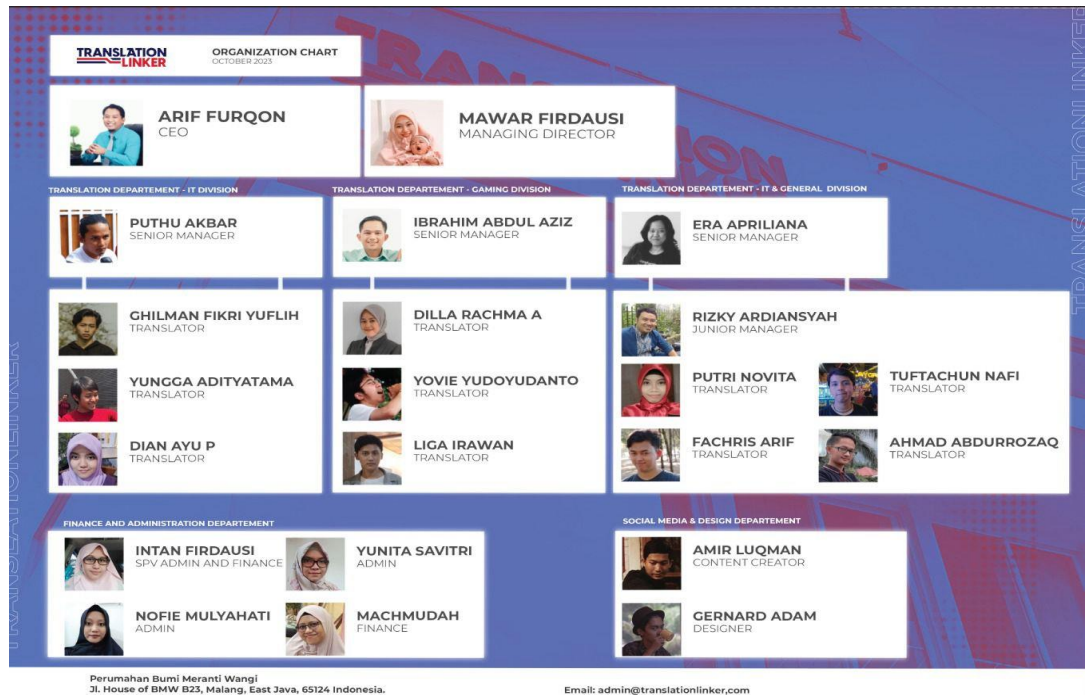
MTPE is Machine Translation Post-Editing, which refers to the process where we use Machine Translation (like Google Translate, Papago, Microsoft Translator, etc) to translate quickly but then we still edit the results of the Machine Translation. This service is usually used for industries like e-commerce, customer support and content localization, of which they need to translate quickly a large amount of content.

2.1.3.5. Voiceover

Voice-over is a production technique, where a narrator's voice is recorded to then be used in either a film, television show, radio broadcast, video game, or any other multimedia production. The narrator provides spoken words that are not accompanied by an on-screen subtitle.

2.1.4. Organizational Structure of TranslationLinker

TranslationLinker has several staff who have different positions and duties. The organizational structure of TranslationLinker is divided into several departments.



Picture 2.1 Organizational Structure of TranslationLinker

2.1.4.1. Executive Board

The Executive Board of TranslationLinker only have two positions, which are held by Pak Arif as the Chief Executive Officer and Bu Mawar as the Managing Director. Both of them are responsible for day-to-day operations of the company and ensuring that the business objectives are met.

2.1.4.2. Translation Department

The Translation Department is divided again into three divisions. Three of which are responsible for different things to translate. The first division is the IT Division, which is managed

by Kak Puthu as their Senior Manager. The second division is the Gaming Division, managed by Kak Aziz as their Senior Manager. The next division is the IT and General Division, managed by Kak Era as their Senior Manager, with the help of Kak Rizky as their Junior Manager. Their responsibilities are translating messages from the source language to the target language, and then editing the translation that has been done before. The editing is not only limited to the language and style, but they also do some proofreading before they complete their translation.

2.1.4.3. Finance and Administration Department

The Finance and Administration Department is managed by Kak Intan. In the finance and administration department, they are responsible for doing some data archiving, making the financial plan of the company, etc.

2.1.4.4. Social Media and Design Department

There are only two people in this department, and both of them are responsible for different things. Kak Amir is responsible for making content for the company's social media, and Kak Adam is responsible for designing the company's social media page.

2.2. Activities

The internship was conducted in 4 months, starting on August 7th, 2023 to December 6th, 2023. Students from Universitas Ma Chung that also conducting their internship in this agency were given Monday to Friday from 9 AM to 1 PM as their working hours, and guided by several translators in TranslationLinker, because once in at least two weeks another mentor replaces the previous mentor for us to experience a lot of different things to translate. The deadline varies during translating, but mostly they gave us a one-day deadline, we must send the result of our translation via the mentor's WhatsApp numbers before we come home.

Usually, after translating the text, around two days later, we will discuss the whole translation. Because the texts that were given to us were the texts that had been translated before by the employees, a discussion was done instead of an evaluation. This was done because of the improvement in our language, especially the language used in our daily life. For example, maybe two years ago several words were not widely used to describe something, and two years later, there will be several new words to describe it better. Other than that, the reason that we had a discussion was because even the employees also need to improve their translation ability to be better translators. So, we grew together during the internship sessions.

On the first day, all we did was have a little quiz about our knowledge of the Ejaan Yang Disempurnakan. The mentor gave us some words to identify, which one is wrong, or which one is the correct one. This little quiz was to

determine, whether we understand the guidelines of writing in Indonesian or not. Since I was not aware of the importance of Ejaan Yang Disempurnakan, I got some of the questions wrong during the discussion we had the next day.

The image displays several screenshots of a quiz on Indonesian spelling rules (Ejaan Yang Disempurnakan). The questions and options are as follows:

1. Penulisan gabungan kata berikut ini yang benar adalah
a. Pascabanjir banyak korban yang terkena penyakit kulit.
b. Kegiatan itu diadakan antar sekolah.
c. Banyak infra struktur yang hancur akibat tsunami.
d. Agama nonislam terutama Kristen dibawa oleh bangsa Portugis.
e. Mudah-mudahan kita dilindungi oleh Tuhan Yang Mahakuasa.

2. Penulisan kalimat berikut benar menurut ejaan yang baku, kecuali
a. Dia harus bertanggungjawab atas perbuatannya.
b. Pemerintah Indonesia berterima kasih kepada Jepang atas bantuan penanggulangan bencana.
c. Perusahaan A ingin bekerja sama dengan perusahaan B.
d. Allah akan melampungkan amalan umat-Nya.
e. Dia sudah menandatangani perjanjian itu.

3. Penulisan kata hubung berikut yang salah adalah
a. Rumahnya jauh dari sekolah.
b. Kesepakatan itu di bacakan saat rapat.
c. Adit dipanggil ke ruangan guru.
d. Kucing tidur di bawah meja.
e. Ia berasal dari Bangka Belitung.

4. Penulisan singkatan yang benar adalah
a. Namanya A. H. Nasution.
b. Sdr Ahmad sudah sering membuat KTP.
c. Soeman hs merupakan sastrawan dari Riau.
d. WR Soepatraman adalah pengarang lagu Indonesia Raya.
e. H.R. Soebrantas menjadi Gubernur Riau periode 1978-1980.

5. Penulisan angka yang benar menurut ejaan adalah
a. Panjang pensil itu 10.3 sentimeter
b. Acara itu sudah berlangsung selama 1 jam 40 menit
c. Dia tinggal di jalan melati no lima
d. Tebal ensiklopedi itu hanya 1 / 2 halaman buku saya

5. Penulisan angka yang benar menurut ejaan adalah
a. Panjang pensil itu 10.3 sentimeter
b. Acara itu sudah berlangsung selama 1 jam 40 menit
c. Dia tinggal di jalan melati no lima
d. Tebal ensiklopedi itu hanya 1 / 2 halaman buku saya
e. Uang 5000an berwarna coklat

6. Penulisan tanda koma yang benar menurut ejaan adalah
a. Sdr, Purnomo
b. Pemerintah berencana menaikkan iuran BPJS, tarif dasar listrik, dan subsidi bahan bakar.
c. Ini bukan milik saya. Tetapi, milik adik saya.
d. Siapakah, namamu Dik?
e. Fakultas Teknik, Fakultas Sastra dan Fakultas Kedokteran.

7. Penulisan tanda baca berikut benar menurut ejaan, kecuali
a. Setiap Jumat Bimo selalu ke pasar.
b. Dia mendapat peringkat ke-2.
c. Agus adalah juara lari se-kecamatan.
d. Mahasiswa se-Indonesia melaksanakan demo.
e. Andi lulusan D-3 teknik mesin.

8. Penulisan berikut benar, kecuali
a. "Merdeka atau mati!" seru Bung Tomo dalam pidatonya.
b. "Kerjakan tugas ini sekarang!" perintah atasannya. "Besok akan dibahas dalam rapat."
c. Menurut Pasal 31 Undang-Undang Dasar Negara Republik Indonesia Tahun 1945, "Setiap warga negara berhak memperoleh pendidikan."
d. Sajak "Dahlawanku" terdapat pada halaman 125 buku itu.
e. Marilah kita menyanyikan lagu "Maju Tak Gentar!"

9. Penulisan berikut benar, kecuali
a. "Di mana Saudara tinggal?" tanya Pak Lurah.
b. "Masuk ke dalam kelas sekarang!" perintahnya.
c. "Wow, indahnyanya pantai ini!" seru wisatawan itu.
d. Kata nenek saya, "Kita harus berbagi dalam hidup ini."
e. "Kita harus berbagi dalam hidup ini," kata nenek saya, "karena manusia adalah makhluk sosial."

10. Penulisan berikut benar, kecuali
a. Wah, bukan main!
b. Hati-hati, ya, jalannya licin!
c. Nak, kapan selesai kuliahmu?
d. Siapa namamu, Dik?
e. Dia, baik sekali Bu.

11. Penulisan berikut benar, kecuali
a. Kata ibu, "Roni adalah anak yang baik".
b. "Kita harus mandiri," kata ibu saya, "karena kita bukan orang yang lemah."
c. "Di mana Anda tinggal?" tanya Pak Lurah.
d. "Masuk ke dalam rumah sekarang!" perintahnya.
e. Ini adalah tempat untuk membeli berbagai macam "tetikus".

12. Penulisan judul berikut tepat, kecuali
a. Penerapan Asas-Asas Hukum Perdata
b. Terus-menerus Berjuang
c. Undang-Undang Pemberantasan Korupsi
d. Layang-layang di Rumah Hantu
e. Ramah-tamah Bersama Presiden Soekarno

13. Penulisan berikut tepat, kecuali
a. Luas tanah itu sekitar 4 hektare
b. Pohon tersebut bisa tumbuh 10cm setiap hari
c. Rumah itu dibuat selama 2 tahun 6 bulan 5 hari
d. Pesawat Anda diperkirakan tiba pukul 08.30 WIB
e. Untuk menikmati wahana tersebut, Anda cukup membayar Rp5.000,00

14. Penulisan bilangan tingkat berikut benar, kecuali
a. abad XX
b. abad ke-20
c. abad kedua puluh
d. Perang Dunia II
e. Perang Dunia Ke-2

15. Penulisan berikut benar, kecuali
a. Mempertanggungjawabkan pengelolaan sumber daya serta pelaksanaan kebijakan yang dipercayakan kepada entitas pelaporan dalam mencapai tujuan yang telah ditetapkan secara periodik.
b. Setiap warga negara diwajibkan untuk memberitahukan, membuktikan, dan memperlihatkan akta yang sudah ditandatangani.
c. Pemain sepak bola itu tidak pernah memberitahu para pelatih tentang cedera yang dia alami pascacekelakaan hebat pekan lalu di Samarinda.
d. Setiap orang yang menyebarkan atau mengedarkan rupiah tiruan, sebagaimana dimaksud dalam Pasal 23 ayat (2), dipidana dengan pidana kurungan paling lama 1 (satu) tahun dan pidana denda paling banyak Rp200.000.000,00 (dua ratus juta rupiah).
e. Telah diterima uang sebanyak Rp2.950.000,00 (dua juta sembilan ratus lima puluh ribu rupiah) untuk pembayaran satu unit televisi.

Picture 2.2 The Quiz on Ejaan Yang Disempurnakan

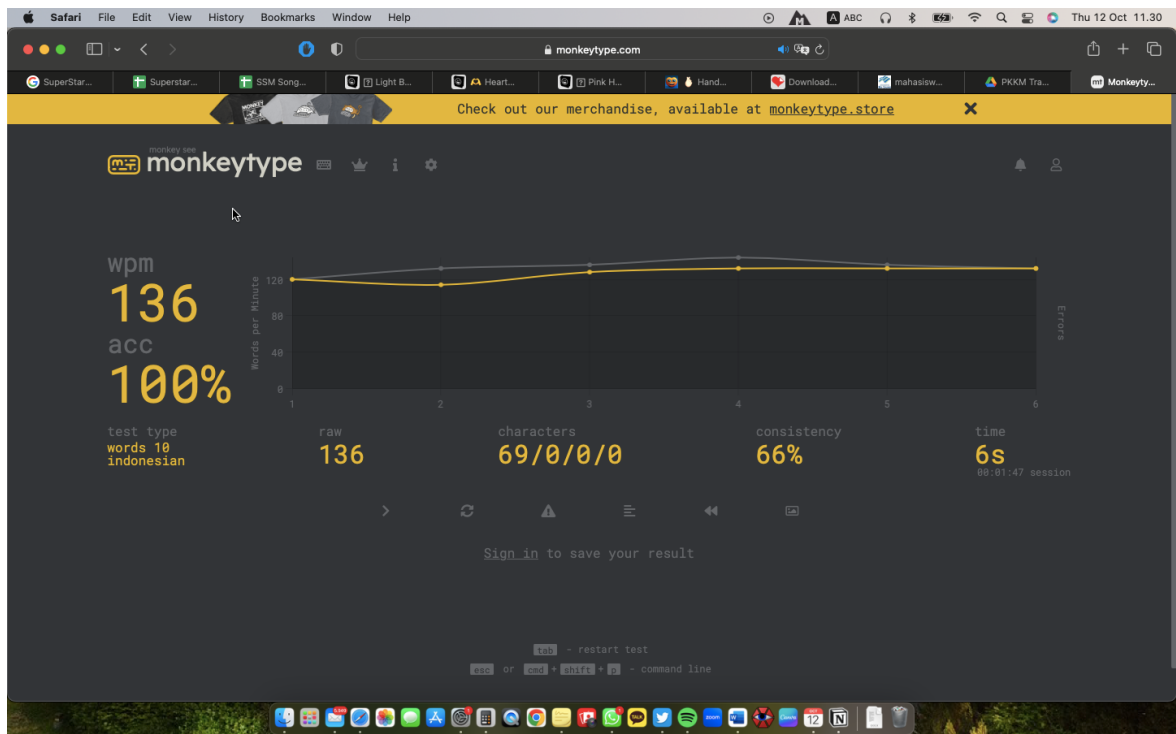
Because we were there during August, TranslationLinker also held an Independence Day festival, of which all the TranslationLinker employees and interns were invited to do some festivities of the usual Indonesian Independence Day celebration at August 23rd. On this day, the interns bonded with the employees because we were split into several groups of which both the interns and the employees were separated and bonded into one team to win



Picture 2.3 The Festival on Indonesian Independence Day

Not only translating, in TranslationLinker, they also taught the interns several skills such as typing skills, proofreading, peer-revision, and our knowledge of the PUEBI and words that are standardized in the Indonesian Language (according to the KBBI). One of the reasons why we were trained to type was because typing without seeing the keyboard will decrease the amount of time we need to spend translating. Not only to decrease the time, typing

accurately without actually seeing the alphabet on the keyboard will also train our fingers to remember the places of each alphabet with the little guide



Picture 2.4 The Results of the typing training concluded online

During the internship, the interns were supposed to learn about CAT tools, although some of us had already learned about it already during the lectures and workshops at the university. But, because two of us are using a MacBook, which is not compatible with the Trados, CAT tool mainly used by the employees, we are not getting any CAT tools training.

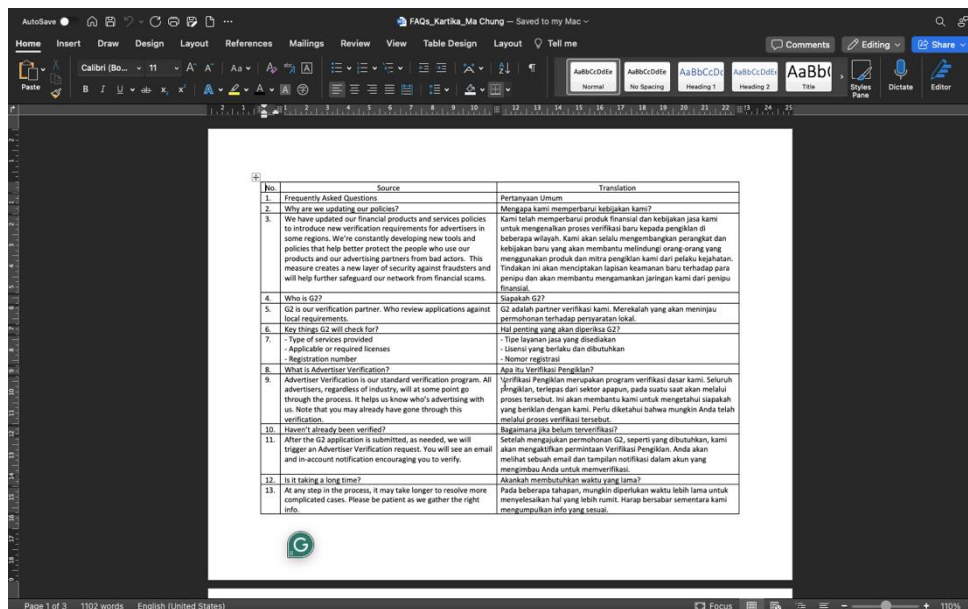
When translating the texts, I used various references to support my translation, such as the built-in dictionary that is available on my laptop and supports several dictionaries, tr-ex.me, Papago, babla.co.id, thesaurus.com, m.persamaankata.com, KBBI (Kamus Besar Bahasa Indonesia) app, the newest version of the PUEBI (Pedoman Umum Ejaan Bahasa Indonesia) and

various sources in the internet to understand the context of the text better. Mainly, because I used several sources, I did not face a crucial problem during translating. The only problem I had was the procrastination I faced during the time frame of the working hours.

The following are examples of the texts I translated during the internship in TranslationLinker. In total, we translated around 36 documents, a subtitle work and a song. So, we got a variation of several types of texts, and these are the examples. And since there are some agreement that we should keep the translation work as a secret, I can not show all of the translation work that we did during the internship.

2.2.1. IT-related Texts

The very first text that we had to translate was talking about teaching during the COVID-19 pandemic. The text explains about using an app for teaching from home during the coronavirus crisis. Other than procedure text, we also translate some other things, such as promotional e-mails, some tweet/X posts, a Frequently Asked Question page, and several UI/UX writings.



Picture 2.5 Example of a Frequently Asked Question Page (FAQ) translation

Translating IT-related texts was not that hard for me, because I unconsciously kept up with the trends in information and technologies as my brother works as a programmer. Keeping up with trends in information and technology-related fields was beneficial, as sometimes several words are hard to translate and when you did not keep up with the trends, you will find it hard to translate the words.

2.2.2. Game-related Texts

The next thing we had translated was several game-related texts. Sometimes, it is about a promotional description of a game, an update of a promotional description of the game, or even translating the storyline of a game. Personally, game-related texts are pretty hard to translate, because you have to know about the whole context of a game, what was the game about, and the names of the characters and weapons they may use in the game. Because I tend to translate the names of the objects in the game, I got several things wrong here, as we were not supposed to translate the names of the objects in the game, and just leave them as it

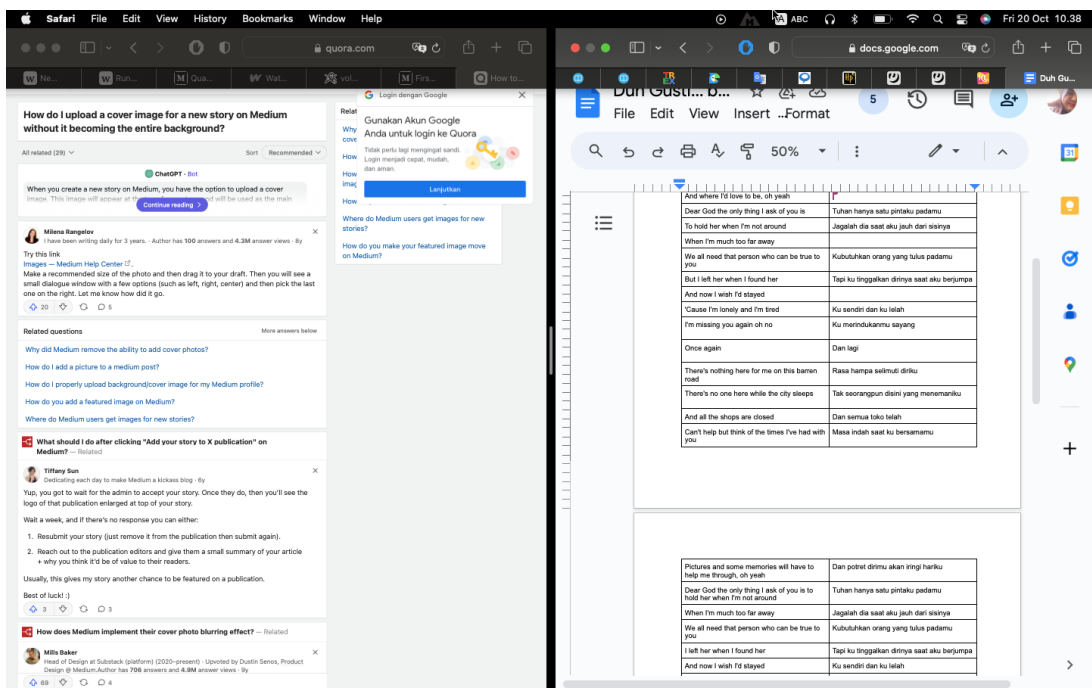
is. Since there are some of the game name, I can not show the whole translation work here.

2.2.3. General Texts

General texts are pretty much easy for me to translate because I can look for the whole context of the text easily on the internet. The general texts that we had to translate were from a book that talked about the global workforce. Although it was pretty easy, the length of the text we had to translate was overwhelming so the mentor gave us a week to translate the whole text.

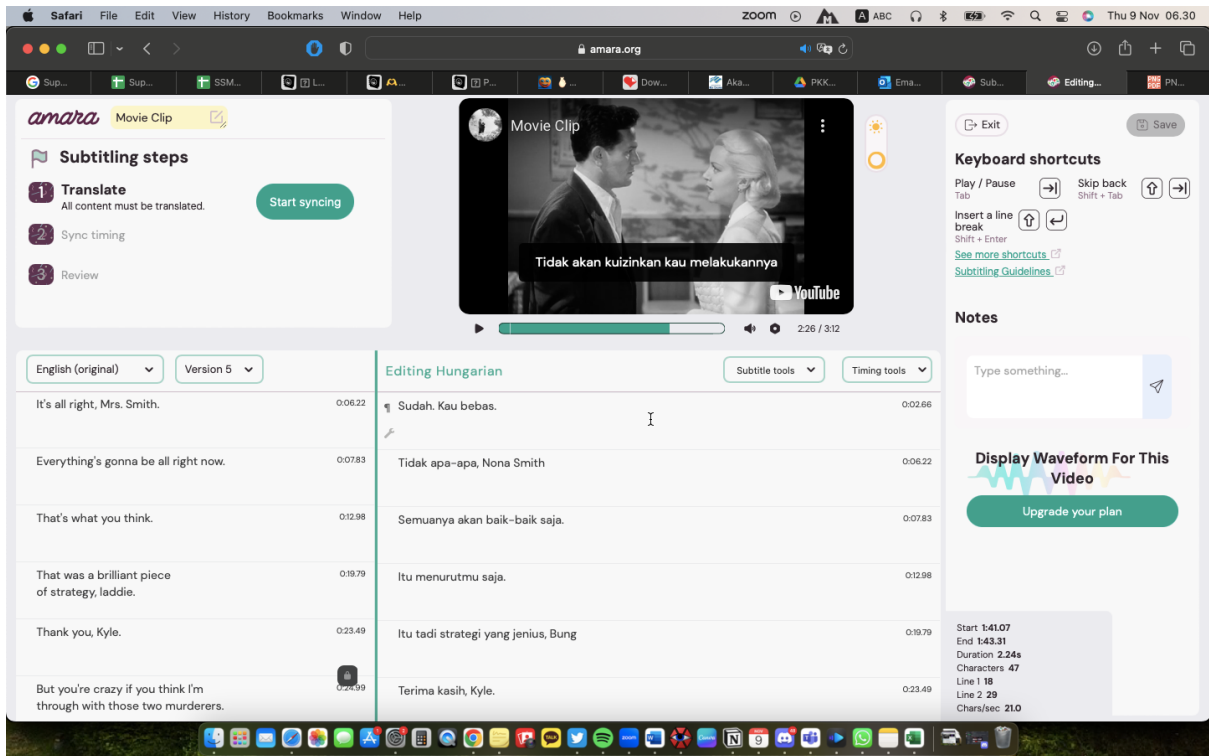
Other than translating content from a book, we also translated a song and did some subtitle work. For song translation, we were grouped into a group of six and each group had to translate a different song.

In translating a song, we have to preserve the rhymes and the whole mood of the song, so it was pretty hard for us to translate. Other than that, we also had to sing the translated song and at the end, we were graded on how we delivered the translated song.



Picture 2.6 The Usage of split screens to translate a song in group, done in an online platform for easier work.

In subtitle work, we have to translate a subtitle from a very old movie, which not all of us were familiar with. Although we were not familiar with the movie, in subtitling a piece from the movie, I had to consider the word count in each scene so that people could easily decipher the message of the movie.



Picture 2.7 Usage of Amara, an online platform used to write the subtitle for a piece of video

2.2.4. Promotional Texts

The thing about promotional text is that we have to persuade the reader. It is sometimes to persuade the reader to attend the event or persuade the reader to buy something new that a product offers. In translating promotional text, I tried to add some punchlines that resonated with the whole context and even added some puns to persuade the reader. And for this, I got some positive feedback.

At the end of the internships, TranslationLinker gave us two documents, each contains three texts for our evaluation. Among three texts, we have to choose two of them to translate. Each texts have different topics, for example, on the first evaluation, the topic were about environment, music and technology, whereas on the second evaluation, the text were about History, Art and Gaming.

2.3. Problems

One important problem that I will talk about in this report is procrastination. In my case, procrastination leads to bad time management, resulting in a lack of rigour in translating, inconsistency in translating some words, and less time to proofread the target language results. Other than that, procrastination also leads to the wrong choice of words that are equivalent to the whole context, resulting in the final draft being stiff, unnatural, and inflexible to read.