

**INTERNSHIP IN ADMINISTRATION DEPARTMENT OF  
DIPLOMA THREE OF ENGLISH LANGUAGE STUDY PROGRAM**

***PROJECT PAPER***



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FAKULTAS SAstra  
UNIVERSITAS KRISTEN INDONESIA  
JAKARTA  
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**Presented to  
Fakultas Sastra Universitas Kristen Indonesia  
in partial fulfillment of the requirements  
for the degree of Diploma Three**

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JAKARTA  
2019**

## DECLARATION OF THE ORIGINALITY

I, THE UNDERSIGNED:

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Colleger's Academy Number : 1622130801

Study Program : English Study Program (Diploma Three)

Faculty : Faculty of Letters.

Do declare that this project paper which I have written is my own work: it is not the work or thinking of other people that I have taken and declared as my own work. In the future, if it is proven that in writing this project paper I have copied or plagiarized the work of others, I am ready to accept sanctions that have been determined for that behavior.

Jakarta, 30 August 2019

Declared by,



Suriati Tambunan

NIM: 1622130801

## SHEET OF ATTESTATION

This is to certify that the *project paper* of Suriati Tambunan and (NIM: 1622130801) entitled Internship in Administration Department of Diploma Three of English Language has been approved by the project paper advisor as the requirement for the degree of postgraduate in Faculty of Letters.

Jakarta, 30 August 2019

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## PROLOGUE

The author of this Internship Report's script would like to thank to God Jesus Christ for His blessing and grace so that I could complete the activity of internship held at the office of English Study Program in Universitas Kristen Indonesia.

Basically the script of apprentice has been compiled in order to fulfill one of semester's final assignment and to assist me to comprehend the real environment of working. I realize that the preparation of the Internship's Report has not been perfect yet without supporting and attention from several important persons in English Study Program at Universitas Kristen Indonesia. Therefore in this moment, I would like to express my gratitude for the honorable ones:

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Thus I have completed this script of Apprenticeship's Report and The author is very expect criticisms and suggestions that can improve this apprenticeship's Report. Hopefully my apprenticeship report is worth and meaningful for readers.

Jakarta, 30 August 2019



Suriati Tambunan

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