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Title : Creating English Guiding Video in Applying
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SUMMARY

The author made an english instruction video in applying for a limited stay permit for foreign students at the Cilacap Immigration Office for three months, between September 18 and December 18, 2023. The aim is to explain the implementation of job training at the Cilacap Immigration Office and find out the obstacles and solutions during work practice. The author was placed in the technology, information, and communication division.

Three methods were used by the author, namely observation, interview, and documentation. Observation was conducted several months before the date of the internship. Interviews were conducted with the staff of the Cilacap Immigration Office. Documentation, conducted to show the process and results during the internship at the Cilacap Immigration Office.

The video production process is divided into three stages, namely pre-production, production, and post-production. Pre-production involves determining the idea, the concept, schedule, and tools of the video, the script, the storyboard, and the cast of characters. Production involves making the video by recording scenes in several locations. Post-production begins the editing process, adding additional elements and voiceovers. The author faced several challenges. First, it was necessary to use the premium version of the Capcut app. Second, there was a lack of talent. Third, the weather conditions were not optimal. However, a solution has been found. First, buy the premium CapCut app. Second, become two roles in the video. Third add light to the Capcut app.

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RINGKASAN

Penulis membuat video instruksi bahasa Inggris dalam pengurusan izin tinggal terbatas bagi mahasiswa asing di Kantor Imigrasi Cilacap selama tiga bulan, yaitu dari tanggal 18 September sampai dengan 18 Desember 2023. Dengan tujuan untuk menjelaskan pelaksanaan praktek kerja di Kantor Imigrasi Cilacap dan mengetahui kendala dan solusi selama praktek kerja. Penulis ditempatkan di divisi teknologi, informasi, dan komunikasi.

Tiga metode yang digunakan oleh penulis, yaitu observasi, wawancara, dan dokumentasi. Observasi dilakukan beberapa bulan sebelum tanggal praktik kerja magang. Wawancara dilakukan dengan staf Kantor Imigrasi Cilacap. Dokumentasi, dilakukan untuk menunjukkan proses dan hasil selama magang di Kantor Imigrasi Cilacap.

Proses produksi video dibagi menjadi tiga tahap, yaitu pra-produksi, produksi, dan pasca produksi. Pra-produksi meliputi penentuan ide, konsep, jadwal, dan alat video, struktur narasi, dan pemeran karakter. Produksi melibatkan pembuatan video dengan merekam adegan di beberapa lokasi. Pasca-produksi memulai proses pengeditan, menambahkan elemen tambahan dan sulih suara. Penulis menghadapi beberapa tantangan. Pertama, perlu menggunakan aplikasi Capcut versi premium. Kedua, kurangnya jumlah talenta. Ketiga, kondisi cuaca yang tidak mendukung. Namun, solusi telah ditemukan. Pertama, membeli aplikasi CapCut premium. Kedua, menjadi dua peran dalam video. Ketiga, menambahkan cahaya pada CapCut.