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SUMMARY

This job training report is entitled “Translating Journal Article Abstracts of Griya Jurnal LPPM UIN Saizu”. The job training activity was carried out from August 26 – November 22, 2024. Through the job training program, six full articles were translated from the Indonesian into the English languages at “Griya Jurnal” LPPM UIN Saizu. In addition, as a student of the English Diploma Program, the writer tried to apply the knowledge learned during the study into the process of translating the articles.

The translation process used are tuning, analysis, understanding, terminology, restructuring, checking, discussing. These processes are used by the translator to support the translation of the source language's content into the target language. In order to complete this job training report, seven, out of eighteen different techniques for translating the abstracts, were employed: amplification (addition), borrowing, calque, compensation, generalization, literal translation, and reduction.

Challenges were faced during the translation process, including adapting to a new company culture, managing multiple tasks under tight deadlines, and collaborating with team members from different backgrounds. To overcome these obstacles, senior staff were observed, company protocols were followed, and guidance was sought from mentors. Task prioritization strategies, self-directed learning, active participation in team discussions, and positive feedback were employed to improve communication and collaboration. Mistakes were treated as learning opportunities, fostering personal and professional growth.

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RINGKASAN

Laporan kerja praktik ini berjudul “Menerjemahkan Abstrak Artikel Jurnal Griya Jurnal LPPM UIN Saizu”. Kegiatan kerja praktik ini dilaksanakan dari tanggal 26 Agustus hingga 22 November 2024. Melalui program kerja praktik, penulis menerjemahkan artikel dari Bahasa Indonesia ke Bahasa Inggris di Griya Jurnal LPPM UIN Saizu. Selain itu, sebagai mahasiswa Program Diploma Bahasa Inggris, penulis mencoba menerapkan ilmu yang telah dipelajari ke dalam proses penerjemahan artikel-artikel tersebut.

Proses penerjemahan menggunakan penyesuaian, analisis, pemahaman, terminologi, penataan ulang, pemeriksaan, diskusi. Proses-proses ini digunakan oleh penerjemah untuk mendukung penerjemahan konten bahasa sumber ke dalam bahasa target. Untuk melengkapi laporan pelatihan kerja ini, penulis menggunakan tujuh dari delapan belas metode untuk menerjemahkan abstrak, sebagai berikut: *amplification (addition), borrowing, calque, compensation, generalization, literal translation, and reduction*.

Penulis menghadapi tantangan selama proses penerjemahan, termasuk beradaptasi dengan budaya perusahaan yang baru, mengelola berbagai tugas di bawah tenggat waktu yang ketat, dan berkolaborasi dengan anggota tim dari latar belakang yang berbeda. Untuk mengatasi hambatan-hambatan ini, penulis mengamati staf senior, mengikuti protokol perusahaan, dan mencari bimbingan dari mentor. Strategi prioritas tugas, pembelajaran mandiri, partisipasi aktif dalam diskusi tim, dan umpan balik positif digunakan untuk meningkatkan komunikasi dan kolaborasi. Kesalahan diperlakukan sebagai peluang belajar, mendorong pertumbuhan pribadi dan profesional.