

STUDENTS' ABILITY IN TRANSLATING BUSINESS LETTER FROM ENGLISH INTO INDONESIAN AT ENGLISH DEPARTMENT OF BUNG HATTA UNIVERSITY

Lailatul Husna¹, Nadira Arindra Rahma Eisyah²

^{1,2}Universitas Bung Hatta

E-mail: elhusna@bunghatta.ac.id¹, nadiraarindra@gmail.com²

ABSTRACT

This research was aimed to describe the fourth year students' ability in translating a business letter from English into Indonesian at the English Department of Bung Hatta University. The design of this research was descriptive. The research sample members were 20 students chosen by using total sampling techniques. The data were collected through a Translation Test and analysed by using a descriptive statistics. The result of data analysis showed the students had very good ability in translating a business letter from English into Indonesian. Furtherly, it can be explained that the students had very good ability in using lexical equivalence in translating a business letter. While, the students' ability in using grammatical adjustment in translating a business letter was good. Based on the result of this research, it can be concluded that the fourth year students' ability in translating a business letter from English into Indonesian at the English Department of Bung Hatta University was very good. And further research is needed to do to find the reason why the students' ability in using grammatical adjustment in translating a business letter from English into Indonesian was not very good either.

Keywords— *Ability, Translating, Business Letter.*

INTRODUCTION

English is an international language that people use around the world. English is important for communication with other people in other countries. So, all the countries of the world have to learn English many as well to get good communication. Usually, the countries that are not English as their native, they have to learn English from the basics. In the Indonesian education system, English has been taught to the students since junior high school, and they have been learning four skills in English, such as listening, speaking, reading and writing. Besides those four skills, there are the other language components of English, like vocabulary, grammar, and pronunciation that the students should study. Another skill that non-native have to learn is translation.

Translation is one of the important aspects of English because translation is the process that interprets sentences into another language. Newmark (1988: 5) states that "translation is rendering the meaning of a text into another language in the way that the author intended the text." On the other hand, Newmark cited in Sudartini (2009: 3) states that "translation is the superordinate term for converting the meaning of any utterance of any source language to target language". Basnett (2002: 12) states that "translation as a process that involves the

delivering of a source language (SL) text into the target language (TL) to ensure that the surface meaning of the two will be approximately similar and the structures of the SL will be preserved as closely as possible but not so close that the TL structures will be seriously distorted”.

Translation has been studied by the fourth year students of the English Department of Bung Hatta University. In this subject, the students learn how to translate a business letter from English into Indonesian. One of the types that have been learnt is how to translate the acknowledgement business letter from English into Indonesian. Here, the students are required to understand the text by translating a text from English into Indonesian. Before translating the text, the students should know how a business letter looks, and also they should know more about the vocabulary used in business letter.

There have been already many researches on students' ability in translating. One of them studies about English Department students' ability in translating job vacancy text from English into Indonesian (Fikra, 2014). The result is, the students has moderate ability in translating job vacancy text. And the other one is, there was a research done by Purwanti (2018) about students' ability in translating business terms from English into Bahasa Indonesia. She found that the students' ability in translating business terms from English into Indonesian at the third-semester students in Muhammadiyah University of Makassar was excellent.

These researches have revealed the researcher to study other topic about translation, that is about students' ability in translating a business letter from English into Indonesian. Furthermore, the analysis of students' ability in translating a business letter from English into Indonesian was done in terms of ability in using lexical equivalence and in using grammatical adjustment in translating a business letter.

METHODS

The researcher used a descriptive research design. According to Refnita (2018:17), descriptive research involves collecting data to test hypotheses or to answer questions about the current status of the subject of the study. The researcher chose a descriptive research design because this research describes the ability of the fourth-year student's ability in translating a business letter from English into Indonesian.

The population of this research was the fourth year students at the English Department of Bung Hatta University who register in the academic year 2017/2018. In this research, the researcher used total sampling technique because the sample of this research was the same as the population. It was 20 students. The instrument of this research was the translation test.

The researcher used this test because the researcher wanted to know the ability of the fourth year students of the English Department in translating a business letter from English into Indonesian. The researcher asked the students to translate one type of business letter that was “Acknowledgement” business letter.

To determine the validity of the research, the researcher used content validity. Refnita (2018), states that content validity is the degree to which a test measures an intended content area. Therefore, the researcher constructed this test based on the syllabus, curriculum, and teaching material when they studied Translation in class.

According to Refnita (2018; 99), reliability is the degree of the test to measure whatever it measures. To find out the reliability of the test, the researcher used Inter-rater technic. It means that the researcher used the second scorer to identify the ability of students in translating a business letter into Indonesian. The data of this research was the students' score in translating a business letter. To find out the ability of the fourth year students' ability in translating a business letter from English into Indonesian, the researcher used the following procedures: 1) The researcher sent the link to Google form through Whatsapp group. 2) The researcher explained the instruction of the test. 3) The researcher asked the students to do the test in 30 minutes. 4) The researcher asked the students to do the test in 30 minutes. 5) The researcher collected the students' answer sheet. The researcher copied the answer sheet and gave it to the second scorer. 6) Both scorers checked the students' answer sheet and gave the score based on the criteria below:

Criteria for Translation Scoring

Indicator	Criteria	Score
Lexical Equivalence	The meanings of words are accurately transferred to the target language; there is no distortion of meaning at all.	3
	Most of the meanings of words (65%-79%) have been accurately transferred to the target language but there are still distortions in the meaning or translation of multiple meanings.	2
	The meanings of words ($\leq 64\%$) are inaccurately transferred to the target language or omitted (deleted).	1
Grammatical Adjustment	The meanings sentences of the source language are accurately transferred to the target language; there is no distortion of meaning at all. And, the sentences used are following language rules.	4
	Most of the meanings of sentences (65%-79%) have been	3

	accurately transferred to the target language but there are still distortions in the meaning or translation of multiple meanings, there is a slight grammatical problem.	
	The meanings of sentences ($\leq 64\%$) are inaccurately transferred to the target language and sentences used are not following the rules of the Indonesian language.	2

RESULTS AND DISCUSSIONS

1. RESULTS

Results and Discussions contain results obtained by the researcher during the research activities. The results of the research submitted in advanced as whole, which continues by doing the discussion. The discussion is presented systematically from general to the specific. The data can be presented with charts. Results and discussions must also be interconnected with the theory that is used.

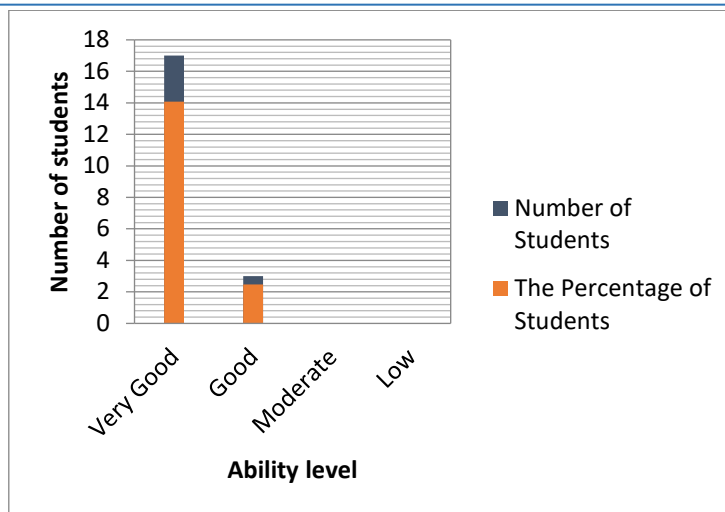
Based on the result of data analysis, it was generally found that the students' ability in translating a business letter from English into Indonesian was very good. The data consisted of the result of the analysis of the students' ability in translating a business letter from English into Indonesian. After the first scorer and the second scorer checked the students' answer sheet, the researcher analyzed them to find out how their ability in translating a business letter from English into Indonesian that can be divided into very good, good, moderate and low ability. Furthermore, it can be explained in the following paragraphs.

1.1 The Ability of the Fourth-year students in the English Department of Bung Hatta University in Translating Business Letter from English into Indonesian

Based on the result of data analysis, the researcher can present the students' ability generally in translating a business letter from English into Indonesian. The result of the analysis of the data showed that 17 students got very good ability (85%), 3 students got good ability (15%). The Chart 1 can describe about it:

Chart 1

The Students' Ability in Translating Business Letter from English into Indonesian



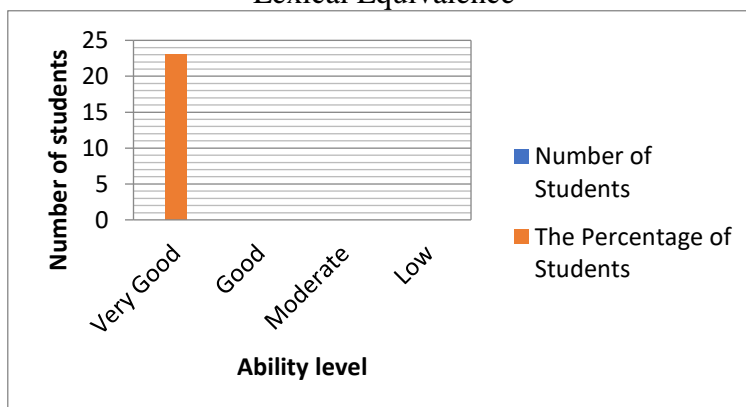
The chart describes that the ability of the fourth year students in translating a business letter was very good. This result showed that most of the students got very good ability in translating a business letter from English into Indonesian focused on the content or meaning of the business letter. Newmark in Budianto and Fardhani (2010:2) defines translation as a craft consisting of an attempt to replace a written message and/or statement in one language with the same message and/or statement in another language.

1.2.The Ability of the Fourth-Year Students in the English Department of Bung Hatta University in Translating Business Letter from English into Indonesian in Using Lexical Equivalence

The result of the data analysis showed that all scores of students' ability in translating a business letter from English into Indonesian using lexical equivalence were in the level of very good and no one got lower than that. The result showed that 20 students (100%) got very good ability.

Chart 2

The Students' Ability in Translating Business Letter from English into Indonesian in Using Lexical Equivalence

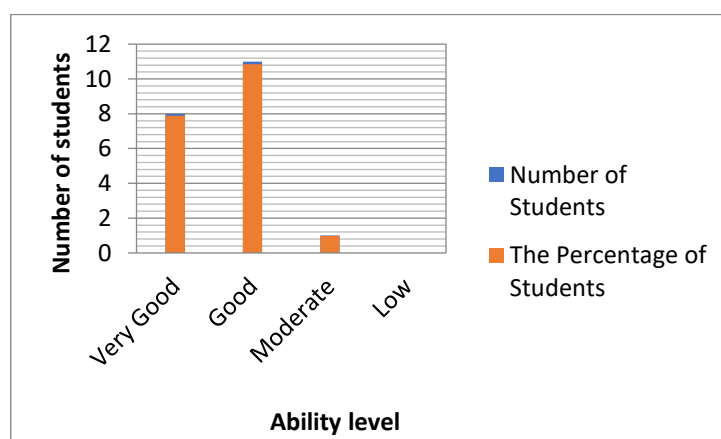


The chart can tell us that the ability of the fourth year students in translating a business letter from English into Indonesian at the English Department of Bung Hatta University in using lexical equivalence was very good. Duff (1989), states that the translation should reflect accurately the meaning of the original text. It means that the translation words from SL to TL should have similar meaning.

1.3. The Ability of the Fourth-Year Students in the English Department of Bung Hatta University in Translating Business Letter from English into Indonesian in Using Grammatical Adjustment

The result of the data analysis showed that the range of students' scores in translating a business letter from English into Indonesian in using grammatical adjustment was in the level of good ability. The result showed that 8 students got very good ability (40%), 11 students got good ability (55%), 1 student got moderate ability (5%), and 0 students got low ability (0%). Furthermore, it can be seen from the Chart 3 below.

Chart 3
The Students' Ability in Translating Business Letter from English into Indonesian in Using Grammatical Adjustment



It means that the ability of the fourth year students in translating a business letter from English into Indonesian at the English Department of Bung Hatta University in terms of grammatical adjustment was good.

2. DISCUSSION

Based on the result of data analysis, generally, the ability of the fourth year students of the English Department of Bung Hatta University in translating a business letter from English into Indonesian was very good. It was shown by the data that the majority of students (85%) had very good ability. It can be said that most students do not have problems in doing translation work dealing with the ability in using lexical equivalence. All students can do it well. This is in line with the research done by Fikra (2014) and Purwanti (2018). This fact is a little different with the students' ability in doing translation by using grammatical adjustment.

Most of the students did not have very good ability in doing it. Because of that, it is necessary to do other research about how to improve this grammatical adjustment in doing translation.

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