

**METODE DAN TEKNIK PENERJEMAHAN DALAM SURAT KORESPONDENSI  
NIAGA SEBAGAI KOMPETENSI DASAR SEKRETARIS  
(STUDI KASUS MAHASISWA AKADEMI SEKRETARI BUDI LUHUR  
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*Abstract*

*This study aims to understand in depth the process of translation of a correspondence letter from the Indonesian into English for the student Akademi Sekretari Budi Luhur. The research is qualitative with content analysis method. The correspondence has been sorted based on research focus on application letter, reply letter of application, inquiry letter, and replying inquiry letter. The results is shown in the method of translation focusing on the loyalty source language as much as 18 or 36%, the method literally is 20 or 40%, loyal method as much as 23 or 46%, while the method word by word as much as 19 or 38%. While translation techniques include letter of application letter tend to apply amplification techniques as much as 15 or 30%, letter of application linguistic amplification techniques are more likely to be seen in part as much as 10 or 20%, letter of application amplification techniques are more likely to be seen in as much as 10 or 20%, while reply application letter as much as 15 or 30% amplification techniques. Inquiry letter translation mistakes tend to lead to The omission as much as 15 or 30%, The inversion is more likely to be seen in the reply letter inquiry letter as much as 10 or 20%, The modification also tends to be seen in the mailing letters applications as much as 10 or 20%, while reply application letter also tend to The deviation of 15 or 30%. This study produces the findings of the basic competence of the secretary in translating the correspondence of commercial letter covering the competency of translation method, the competence of translation techniques, and the competence of translation error.*

**Keywords:** *Business Correspondence, Translation, Content Analysis, Competence*

**Abstrak**

Penelitian ini bertujuan untuk memahami secara mendalam proses penerjemahan surat korespondensi niaga dari Bahasa Indonesia ke dalam Bahasa Inggris bagi mahasiswi Akademi Sekretari Budi Luhur. Jenis penelitian ini adalah kualitatif dengan metode analisis isi. Korespondensi ini telah dipilah berdasarkan fokus penelitian pada surat lamaran pekerjaan (*application letter*), surat balasan lamaran (*replying application letter*), surat permintaan informasi (*inquiry letter*), dan balasan surat permintaan informasi (*replying inquiry letter*). Hasil penelitian ini menghasilkan metode penerjemahan fokus pada bahasa sumber metode setia sebanyak 18 atau 36%, metode harfiah ebanyak 20 atau 40%, metode setia sebanyak 23 atau 46%, sedangkan metode kata demi kata sebanyak 19 atau 38%. Sedangkan teknik penerjemahan meliputi surat balasan surat lamaran (*inquiry letter*) cenderung menerapkan teknik amplifikasi sebanyak 15 atau 30%, surat surat lamaran (*reply inquiry letter*) teknik amplifikasi linguistik lebih cenderung terlihat di bagian sebanyak 10 atau 20%, surat surat lamaran (*application letter*) teknik amplifikasi lebih cenderung terlihat di bagian sebanyak 10 atau 20%, sedangkan balasan surat permintaan informasi (*reply application letter*) sebanyak 15 atau 30% teknik amplifikasi. Kesalahan penerjemahan surat balasan surat lamaran (*inquiry letter*) cenderung mengarah penghilangan makna sebanyak 15 atau 30%, perubahan makna lebih cenderung terlihat di bagian surat lamaran (*reply inquiry letter*) sebanyak 10 atau 20%, penghilangan makna juga cenderung terlihat di bagian surat lamaran (*application letter*) sebanyak 10 atau 20%, sedangkan balasan surat permintaan informasi (*reply application letter*) juga cenderung kesalahan penghilangan makna sebanyak 15 atau 30%. Penelitian

ini menghasilkan temuan kompetensi dasar sekretaris dalam menerjemahkan korespondensi surat niaga meliputi kompetensi metode penerjemahan, kompetensi teknik penerjemahan, dan kompetensi kesalahan penerjemahan.

**Kata kunci:** Korespondensi Niaga, Penerjemahan, analisis isi, Kompetensi