

# THE TRANSLATION PROCEDURES ON SCHOOL NOTICES BOARD AT SMAN 3 KOTA SERANG

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## *Abstract*

*Translation has an important role especially for people in Indonesia. This is owing to the fact that only little information is available in Bahasa Indonesia. That is, a great deal of information is mostly presented in foreign languages, particularly in English. In this research, the writer discusses about translation in school notices school and researchers concern this research in one of senior high school in Serang. At this time in various schools the rules for the use of school bulletin boards that are affixed to the walls of the school and the language used in English with varying words have meaning. School notice board is a surface intended for the posting of public messages, for example, to advertise items wanted or for sale, announce events, or provide information. Researchers found that is the existence of writing errors in writing and translating words and also sentences on the school bulletin board because on the basis of a lot of bulletin boards in schools that use English language. In this study the researchers want to analyze of translation procedures school notices board in senior high school.*

**Keywords:** translation procedures, school notices board

## **1. Background**

Translating activities now a days continue to be more and more important practices, especially in Indonesia, close to globalization era. Translation activity has a large benefit in developing knowledge or science and international exchange of culture. Translation is not only transformed one language to other, but also must give right information in order the content of it can be conveyed well. In this case, foreign literature influence much toward Indonesia literature because they are related to each other.

The terms of translation have been proposed by a number of translation

experts. Regarding this, it is defined by Newmark (1988) that translation is “the process of rendering the meaning of a text into another language in a way that the author intended the text” (Newmark, 1998). In addition, Bell (1991) states that translation is the replacement of a representation of a text in a second language (1991). Translation Procedures It has been proposed by a number of translation theorists that a translator needs to use translation procedures This situation may become a barrier for someone who wants to get information from English texts. Based on the descriptions above, translation plays a crucial role for people to get information

which is written in English. Regarding this, Weber (1984) says that translation is the process of transposition of a text written in a source language into a target language, which in this case is from English into Indonesian

Nowadays, translation has an important role especially for people in Indonesia. This is owing to the fact that only little information is available in Bahasa Indonesia. That is, a great deal of information is mostly presented in foreign languages, particularly in English (Choliludin, 2005). In many places in Indonesia, one can find many text books, journals, news articles, movies, and advertisements are addressed in English. Then Because of that translation activity its not always easy. Besides translating language, the traslator its also translating culture. Translation has a role to transfer culture to other culture with or without changing it. Its measn that if the translator has to translate a word or a sentence whichh contains the cultural aspect of a country, then they have to find its equivalence to the target language that is suitable to the source language. In fact, many Indonesia translators who have been proficient in english and familiar with various styles of english overlook those aspects of translation works when the source language in English and the target language is Bahasa Indonesia.

Translation activity have a large scope of various purpose, they need not only high quality of knowledge in linguistics but also involve the whole aspect of communication, such as knowladge, culture, stylistic values,ect. Translation should realize that to be the profesional one, they must be well acquainted with all aspect of social life, besides being full of knowledge and experience including traslating activities.

In this reseach, the writer discusses about translation in school notices school and researchers concent this reseach in one of senior high school in Serang. At this time in various schools the rules for the use of school bulletin boards that are affixed to the walls of the school and the language used in English with varying words have meaning. School notice board is a surface intended for the posting of public messages, for example, to advertise items wanted or for sale, announce events, or provide information. Bulletin boards are often made of a material such as cork to facilitate addition and removal of messages, as well as a writing surface such as blackboard or whiteboard. A bulletin board which combines a pinboard (corkboard) and writing surface is known as a combination bulletin board. Bulletin boards can also be entirely in the digital domain and placed on computer networks

so people can leave and erase messages for other people to read and see, as in a bulletin board system.

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By analyzing the translation procedures in the school bulletin board, starting from analyzing translation errors from English to Indonesian, or difficulties in translating words or sentences from English to Indonesian the author hopes that this research can increase the knowledge of writers and readers about how good translation . In addition, the authors also hope that this research can be one of the appropriate references for future researcher

## **2. Theoretical Review**

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The definitions of translation have been proposed by a number of translation experts. Regarding this, it is defined by Newmark (1988) that translation is “the process of rendering the meaning of a text into another language in a way that the author intended the text” (Newmark, 1998). In addition, Bell (1991) states that translation is the replacement of a representation of a text in a second language (1991). Translation Procedures It has been proposed by a number of translation theorists that a translator needs to use translation procedures This situation may become a barrier for someone who wants to get information from English texts. Based on the

descriptions above, translation plays a crucial role for people to get information which is written in English. Regarding this, Weber (1984) says that translation is the process of transposition of a text written in a source language into a target language, which in this case is from English into Indonesian.

Translating a text (Newmark, 1988). In what follow is some procedures proposed by some translation theorists: 1. Word-for-word translation, 2. Transference or Borrowing, 3. Calque or Through Translation, 4. Transposition or Shift, 5. Modulation, 6. Equivalence, 7. Naturalization, 8. Cultural Equivalent, 9. Functional Equivalent, 10. Descriptive Equivalent, 11. Synonymy, 12. Recognized Translation, 13. Translation Label, 14. Compensation 15. Reduction and Expansion, 16. Paraphrase, 17. Couplets, 18. Notes, Additions, Glosses.

To get a good translation result, a good translation process and stages are also needed. According to Machali (2000) the stages referred to are as follows: a. The analysis referred to by the analysis here is that an interpreter prior to doing the translation must be able to analyze what the author wants to say in a text. What purpose do you want to deliver is conveyed in what way? Is it by arguing, narrating or doing persuasion. Efforts to convey the purpose can be seen from the

style of language, the selection of words and their manifestations in kalimathingga into a reading text.

After completing the analysis of the author's intent as stated above, then the second process is then carried out, which is a change. What is meant by transfer is to transfer the text into the target text. Herein lies the academic ability discussed in two languages, the translator is sued. What should be underlined here is that the process of transfer is not the same meaning of the language with the target language, but the equivalence of meaning between the two languages. After transferring the language, then the last process is carried out as below.

In this harmonization process, an interpreter must be able to adapt the source language that is still standard by observing the language rules contained in the target language. This adjustment is useful so that the language that has been translated is easily understood by the target language reader. This stage of adjustment can be done by others to avoid the personal justification of an interpreter.

Larson in Simatupang (1999: 39) divides the translation into two, namely: Translation based on meaning (meaning-based translation), and Form-based translation (Translation based on meaning) is the same as free translation which is more concerned with conveying

the meaning contained in the source language. While the translation based on the form means that the translation is bound by the sentence structure that is in the source language. Accordingly, Grace (2000: 2) divides the translation into Literal translation, which is translation based on form, seeks to form the source language, and Idiomatic translation, namely translation based on meaning, attempts to convey the meaning of the source language text in the form of the target language appropriately.

Notices Board definition is a board that has announcement and other information on it, a board on a wall on which notices can be fixed (Advanced learner dictionary), a board on a wall where you can put information or a pictures for other people to see, brit a board on which notices, advertisements, bulletins, etc, are displayed. US and Canadian name: bulletin board. A bulletin board or notice board in British English is a surface intended for the posting of public messages, for example, to advertise items wanted or for sale, announce events, or provide information. Bulletin boards are often made of a material such as cork to facilitate addition and removal of messages, as well as a writing surface such as blackboard or whiteboard. A bulletin board which combines a pinboard (corkboard) and writing surface is known

as a combination bulletin board. Bulletin boards can also be entirely in the digital domain and placed on computer networks so people can leave and erase messages for other people to read and see, as in a bulletin board system.

Bulletin boards or notices board are particularly prevalent at universities. They are used by many sports groups and extracurricular groups and anything from local shops to official notices. Dormitory corridors, well-trafficked hallways, lobbies, and freestanding kiosks often have cork boards attached to facilitate the posting of notices. At some universities, lampposts, bollards, trees, and walls often become impromptu posting sites in areas where official boards are sparse in number.

Purposes of Notices Board/notices board: attract the attention of the student, effective communication of the intended message, promotes the creativity of the students and the teachers, used as an effective educational media, can be used for a larger audience. Principle in use of bulletin Board/notice board: a board for posting notice should be kept separate from those of current study and events, suggested plan for placement is near education administrators offic, library or study room or main wards, material should be dated, board should be divided into sections, it should be kept a little

above the eye level, the material should be changed frequently and systematically, students contributed should be well labelled, the appearance must be neat, orderly and attractive manner, crowding of display material has to be avoided.

The uses of Bulletin board/notices board: to communicate the ideas, photographs to show local activities, to local announcement of importance to all, to motivate the learner, to add variety of the classroom activity, to provide information, to vitalize instruction. The advantaged bulletin board/noticed board: work as a good supplement to normal classroom teaching, arouse students interest, add colour and liveliness to the classroom as they have decorative value along with educational value, display can be used to introduce the topic and as well to review it, makes available to the students or public, those materials, of which there is only one copy, may be place wherever required on classroom wall, in the corridor of the school, or public building or at an information centre. The disadvantaged of Bulletin board/notices board: cannot be used for all inclusive teaching, has to be used only as a supplementary aid, at times the collection of relevant material for certain specific topics may be difficult, arranging the display material on the board may be a challenging task for the teacher, as it

requires artistic and creative potentialities, if not used properly, may fail in its purpose to convey the central theme.

Uses of Notice board/bulletin board: display of holidays for the current year, issue of any notice, new joined note, any revision or new policies, current information, provide one-way information, it provides information about upcoming events and activities. The characteristics of the notices board: sizes of the board, the notice board come in various size and kinds, the type and size used will depend on the purpose for which it is used and the approximate number of people it will serve, material required for notice board: wooden wood or cardboard or ply wood or thermo coal, colour papers, flannel cloth, gum or fevicol, straight or coloured pins, letters, material, notice etc.

### **3. Method**

The research employed qualitative descriptive method as the research methodolog. This is because the researcher analyzed the data descriptively and presented the results in the form of explanations of words. Sudaryanto (1990: 36) mentions that population as the total number of uses of a particular language is unknown in its boundaries due to the number of people who use it (from thousands to millions), duration of use

(throughout the lives of speakers), and the extent of the area and environment of use from the utterances taken and considered to be sufficient to represent the whole.

Based on Sudaryanto's opinion, the population in this study is the text translated from English into Indonesian, while the sample in this study is the English text and Indonesian text as a result of the translation on the notices board at school. Then the text of the text is chosen as a research object because this text is a literary work, so context is needed in the translation process. Therefore, by using this text as a research object, it is expected to obtain forms of error in translation in the text or sentence sentences used on the school bulletin board. And for the sample was taken from the School Noticed board in one of the high schools in the city of Serang, namely SMAN 3 Kota Serang.

As stated in the section on the research sample above, the school notices board and its translation are used as data sources. This text and sentence is worthy of being used as a source of data because based on temporary observations, the text and sentence can answer the research questions listed in the problem formulation section. In addition to the ability to provide data, this text is also a text that has an intermediate English language skills for foreign learners. In

other words, this text is not too difficult or not too easy, so the sentence patterns, grammar, vocabulary or starch that appear in this book are at the middle level.

In analyzing the data, the stages of analysis are carried out which begin with a search of the grammatical elements of the source language as well as the good and correct target language. The search is needed to determine the extent to which there will be errors in the results of the school announcement board. After conducting grammatical searches in both languages, then the analysis of the translation results in the source language is then carried out. From the analysis it is expected to find errors in the translation result of source text of the school notices board.

After completing the analysis of the author's intent as stated above, then the second process is then carried out, which is a change. What is meant by transfer is to transfer the text into the target text. Herein lies the academic ability discussed in two languages, the translator is sued. What should be underlined here is that the process of transfer is not the same meaning of the language with the target language, but the equivalence of meaning between the two languages. After transferring the language, then the last process is carried out as below

#### 4. Result

Morphological errors are translation errors that occur in morphological accounts such as errors in the affixation, reduplication and others. To see the translation errors that occur at the morphological level, each word that has a morphological element will be analyzed according to the language rules of the two languages. Here are the clauses in it. there are words that contain morphological elements in the source language.

According to Sofa (2008) that syntactic errors are errors or deviations in phrase structure, clauses, or sentences, and inaccuracies in particle usage. Error analysis in the field of sentence planning involves word sequences, cohesiveness, arrangement of phrases, cohesion of sentences, and logical sentences (Lubis Grafura: 2008). In speaking the sentences, to be able to speak well, we must be able to arrange good sentences. To be able to compile a good sentence, we must master the rules of sentence (syntax). This is because the sentence system occupies an important position in linguistics. Sentences are a series of words arranged systematically in accordance with applicable rules to express ideas, thoughts, or feelings that are relatively complete. It means that the sentence is able to express ideas, thoughts, and ideas

clearly so that it is revealed by the reader as desired.

Semantic error is an error that occurs due to incompetence translator to transfer a lexical meaning to a words from BSu to BSa. From the data analyzed, the error is semantic found in three groups, namely (1) lack of vocabulary mastery word (vocabulary mastery), (2) inaccuracy of word choices choice), and (3) failure to transform words (word transformation). These are a few words found in School Notices Board that have been translated.

ST : Jika kamu rajin membaca, kamu bisa membuka dunia seperti keinginanmu

TT : Read well then the whole world opens up to you

ST : Membaca adalah kunci terbaik untuk membuka dunia

TT : Reading is the best key to open the world

ST : Banyak membaca, banyak ilmu

TT : Much reading, Much knowledge

ST : Semakin banyak membaca, semakin banyak tahu

TT : The more you read, the more things you know

ST : No litter

TT : Jangan buang sampah sembarangan

ST : People who read will success

TT : Orang yang suka membaca akan sukses

ST : Education is the best equipment for our future

TT : Pendidikan adalah alat terbaik untuk masa depan kita

ST : Today a reader tomorrow a leader

TT : Pembaca hari ini, Pemimpin masa depan

ST : Keep the environment clean

TT : Jagalah kebersihan lingkungan

ST : Reading is the best teacher

TT : Membaca adalah guru terbaik

ST : The Cleanliness is beautiful and healthy

TT : Kebersihan itu indah dan sehat

Based on the analysis of the data above, it appears that errors occur at the morphological, syntactic and semantic level. In morphological errors, a translation error occurs in the word attached to affixes. At the syntactic level, there is an improper structure. In addition,

there are also improper installations between one word class and another. At the semantic level, there are errors in the meaning of words and occurrences of words that are not found in the source language.

## 5. Conclusion

School notice board is a surface intended for the posting of public messages, for example, to advertise items wanted or for sale, announce events, or provide information. Bulletin boards are often made of a material such as cork to facilitate addition and removal of messages, as well as a writing surface such as blackboard or whiteboard. Researchers found that is the existence of writing errors in writing and translating words and also sentences on the school notices board because on the basis of a lot of notices boards in schools that use English language. In this study the researchers wants to analyze of translation procedures school notices board in senior high school.

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