

**MANUAL PROCESS OF MAKING "SEMESTA"  
CIGARETTE *KRETEK* AT  
CV. ATLAS INDONUSA**

**PAPER**

Presented in partial fulfillment for the requirements  
For the completion of Diploma III Program  
of English Department  
specialized in Office Management



By:  
**DWI SANTOSO NUGROHO**  
C21.2002.00362

**FACULTY OF LANGUAGES AND LETTERS  
DIAN NUSWANTORO UNIVERSITY  
SEMARANG**

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**PAGE OF APPROVAL**

This paper has been approved by board of Examiners, Diploma III Study Program of English Language Faculty of Language and Letters, Dian Nuswantoro University on August 2006

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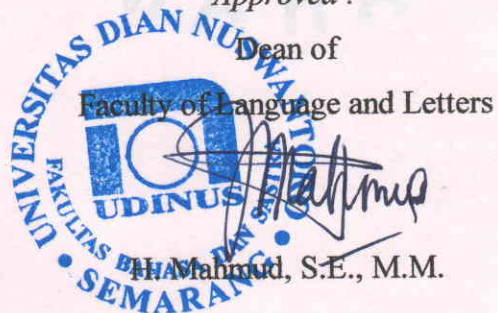


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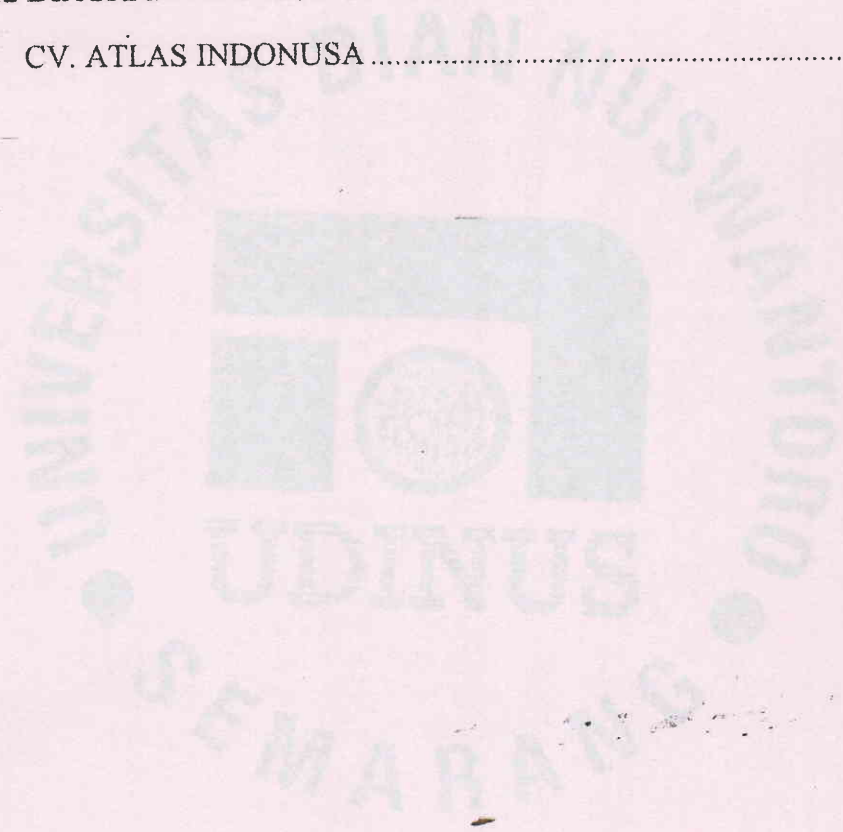
At least, the writer does realize that due to the writer limited ability, this paper must have shortcoming. For this the writer welcomes any suggestion and criticisms.

Semarang, August 2006

Dwi Santoso Nugroho

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## ABSTRACT

This paper entitled "Manual process of making "SEMESTA" cigarette *kretek* at CV. Atlas Indonusa", is the result of field study which was conducted for twelve days or two weeks (February 13 to February 24, 2003) at CV. Atlas Indonusa. This study is aimed at describing the manual process of making "SEMESTA" cigarette *kretek* at CV. Atlas Indonusa.

The data of this study were collected by using interview, observation, and library research methods. The interview method was conducted by interviewing with employees who are competent with the job of making cigarette and know much about the process. The observation method was aimed at understanding the activities of making cigarette by watching it closely and directly at CV. Atlas Indonusa. The library research method is used by reading some books to complete the data about kinds of tobacco and the manual process at CV. Atlas Indonusa.

The result of study shows that CV. Atlas Indonusa in making SEMESTA cigarette *kretek* uses manual process, while the process is:

1. Smearing glue on cigarette paper
2. Gathering tobacco on the mould
3. Positioning the paper on the mould
4. Grinding (process of) tobacco into cigarette
5. Making neat the shape of cigarette
6. Checking the standard weight of cigarette
7. Storing the cigarette into the warehouse of half-made-product
8. Wrapping the cigarette and sticking the tax ribbon on the packet size

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