

## CHAPTER IV

### CONCLUSION AND SUGGESTION

#### 4.1 Conclusion

Based on the observation and job training at PT. Astra International Semarang about the filing procedure, the writer concludes that : The incoming letters should be handled well in order to create effectiveness and efficiency of administration activity in an office. The steps that PT.Astra International Semarang used for the filing procedure of incoming letters are: Receiving, Sorting, Reading, Recording, Distributing, and Storing.

The Filing Procedure of Outgoing Letters at PT. Astra International Semarang are Making the letter draft, Typing the letter draft, and Sending the letter draft.

The Filing Equipment Used at PT. Astra International Semarang are Portfolio,Folder, Filing Cabinet, File Box, and Transparent File Keeper.

#### 4.2 Suggestion

According to the study which the writer did at PT. Astra International Semarang. PT. Astra check the receiving letters well. The company is just Receiving, Sorting, Opening, Recording, Distributing, and Storing letters. The writer suggests that PT. Astra International Semarang should check the incoming

and outgoing letters well. It is aimed at increasing the efficiency and effectiveness of administration activities.