

**THE PROCEDURE OF OUTGOING LETTERS AT  
REGIONAL INVESTMENT COORDINATION BOARD**

**PAPER**

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



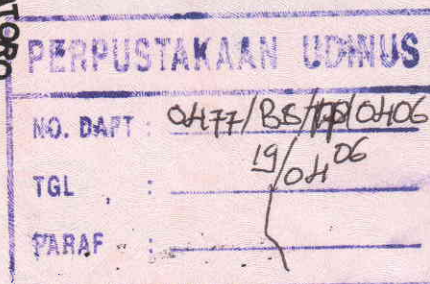
by :  
**Lina Vidyawati**  
**C21.2002.00357**

**FACULTY OF LANGUAGES AND LETTERS  
DIAN NUSWANTORO UNIVERSITY  
SEMARANG  
2006**

# THE PROCEDURE OF OUTGOING LETTERS AT REGIONAL INVESTMENT COORDINATION BOARD

PAPER

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



by :  
Lina Vidyawati  
C21. 2002. 00357

FACULTY OF LANGUAGES AND LETTERS  
DIAN NUSWANTORO UNIVERSITY  
SEMARANG  
2006

## PAGE OF APPROVAL

This paper has been approved by Board of Examiners, Diploma III Study Program of English Language, Faculty of Languages and Letters, Dian Nuswantoro University on February 7, 2006.

### Board of Examiners

Chairperson



**Dra. Sri Mulatsih**

Member



**Yusra Sylvania Ningrum, S.S.**

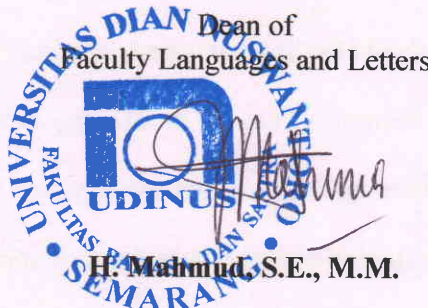
Adviser



**Haryati Sulistyorini, S.S.**

*Approved by :*

Dean of  
Faculty Languages and Letters



**H. Mahmud, S.E., M.M.**

## ACKNOWLEDGEMENT

In this wonderful and joyful moment, I would like to thank to Allah SWT for the blessing and help, so I can finish this paper.

I would like furthermore, to express my sincere thank to :

1. Dean of Faculty Languages and Letters of Dian Nuswantoro University, who gave permission to conduct my study;
2. Ms. Ardini Suryo Ardiani, S.S., paper coordinator of Diploma III Study Program of English Language, Faculty of Languages and Letters Dian Nuswantoro University, who gave me permission to conduct this study and also for her tolerance;
3. Mrs. Haryati Sulistyorini, S.S., my adviser for her continuous and valuable guidance, advice, encouragement, and also for her patience in completing this paper;
4. Mrs. Dra. Sri Mulatsih, Head of English Department Diploma III Program, for her help and tolerance in dealing with me;
5. All lecturers at the English Department of Faculty of Languages and Letters, Dian Nuswantoro University, who have taught, motivated, given knowledge and guidance during the writing of this paper;
6. Mr. Hadi Purnomo, the Head of Administration of Regional Investment Coordination Board, and his staff for the opportunity that was given to me and for the hospitality and also valuable help to conduct to field study at Administration of Regional Investment Coordination Board;

7. Librarians of Central Library of Dian Nuswantoro University for their permission for me to use some valuable references in writing this paper;
8. All my friends at Faculty of Languages and Letters of Dian Nuswantoro University, especially Sri Susanti, Lina Cendrawati, and Nurul Setyani, for their help and support during the writing of this paper;
9. My friend, Sri Pertiwi, for her mutual cooperation during the implementation of the field study at Administration of Regional Investment Coordination Board;
10. My beloved one, Agus Priyadi, for his moral support during the writing of this paper;
11. Last but not least, my lovely family who have supported my studied.

Finally, I do realize that due to my limited ability this paper must have shortcoming. For this I welcome any suggestions and criticisms.

Semarang, February 2006

**Lina Vidyawati**

## ABSTRACT

This paper, entitled "The Procedure of Outgoing Letters at Regional Investment Coordination Board", is the result of field study conducted for one month (1-28 February 2005) at Regional Investment Coordination Board. This study is aimed at getting information and data about the procedure of outgoing letters at Regional Investment Coordination Board.

The data of this study were collected by using interview, observation, and library research methods. The observation method is aimed at obtaining the data about the procedure of outgoing letters is applied at Regional Investment Coordination Board. The interview method was conducted in the purpose of getting further information about how the procedure of outgoing letters at Regional Investment Coordination Board were applied. The library research method was studied in order to get the references about theories of the procedure of outgoing letters.

From the data which are presented in this paper, it can be concluded that the procedure of outgoing letters consists of :

1. Drafting
2. Approving draft
3. Numbering
4. Typing
5. Legalizing
6. Recording
7. Copying of letters
8. Sending the letters

## TABLE OF CONTENTS

PAGE OF TITLE .....	i
PAGE OF APPROVAL.....	ii
ACKNOWLEDGEMENT .....	iii
ABSTRACT.....	v
TABLE OF CONTENTS.....	vi
LIST OF TABLE.....	viii
LIST OF FIGURE.....	ix
LIST OF APPENDIX.....	x
CHAPTER I INTRODUCTION .....	1
1.1 Reason for Choosing the Title.....	1
1.2 Statement of the Problem.....	3
1.3 Objective of the Study .....	3
1.4 Significance of the Study.....	3
1.5 Implementation of the Study.....	4
1.6 Method of the Data Collection.....	5
1.7 Paper Organization .....	6
CHAPTER II LITERATURE REVIEW .....	7
2.1 Letters .....	7
2.2 Function of Letter.....	8
2.3 Type of Letter.....	9
2.4 Procedure of Outgoing Letters.....	10

<b>CHAPTER III THE PROCEDURE OF OUTGOING LETTERS AT REGIONAL INVESTMENT COORDINATION BOARD.....</b>	<b>12</b>
3.1 History of Regional Investment Coordination Board..	12
3.2 Organizational Structure .....	13
3.3 Job Description.....	16
3.4 The Procedure of Outgoing Letters at Regional Investment Coordination Board .....	19
<b>CHAPTER IV CONCLUSION AND SUGGESTION .....</b>	<b>24</b>
4.1 Conclusion .....	24
4.2 Suggestion.....	25
<b>BIBLIOGRAPHY .....</b>	<b>26</b>
<b>APPENDIX .....</b>	<b>27</b>



## LIST OF TABLE

Table 1. Implementation of the Study ..... 4

Table 2. .... 15

## LIST OF FIGURE

Figure 1. Organizational Structure of Regional Investment Coordination

Board..... 15

## LIST OF APPENDIX

Appendix 1. The Control Card of Outgoing Letter .....	27
---	----