

TRANSLATION STRATEGIES FOR OFFICIAL LETTER TRANSLATION FROM INDONESIAN TO ENGLISH

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Abstract

Letter translation is still under-researched until now, while it is important for translators to discover the translation strategies often applied in this text type translation, especially for official letters. In Indonesia official letters are often translated from Indonesian to English, and this paper aims to reveal the translation strategies used in the translation of those official or formal letters. This study analyzes three data of formal letters and their translation by using the descriptive qualitative approach. The results show that official letter translation applies domestication as the translation ideology and the communicative translation as the translation method. To conclude, letter translation is more suitable as target language-oriented translation since letters should be communicative and understandable by the target readers when they are translated.

Keywords:

Official letters; letter translation; translation strategies; communicative translation

Abstrak

Penerjemahan surat masih kurang banyak diteliti sampai sekarang, meskipun mengetahui strategi penerjemahan surat, terutama surat resmi, itu penting bagi penerjemah. Di Indonesia surat resmi sering diterjemahkan dari bahasa Indonesia ke bahasa Inggris, dan makalah ini bertujuan untuk mengungkapkan strategi penerjemahan yang digunakan dalam penerjemahan surat resmi atau formal itu. Penelitian ini menganalisis tiga data berupa surat formal dan terjemahannya dengan menggunakan pendekatan deskriptif kualitatif. Hasilnya menunjukkan bahwa penerjemahan surat resmi menerapkan domestikasi sebagai ideologi penerjemahannya dan penerjemahan komunikatif sebagai metode penerjemahannya. Kesimpulannya adalah penerjemahan surat lebih sesuai sebagai penerjemahan berorientasi bahasa sasaran karena surat itu harus bersifat komunikatif dan dipahami oleh pembaca sasaran ketika surat itu diterjemahkan.

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Kata kunci:

Surat resmi; penerjemahan surat; strategi penerjemahan; penerjemahan komunikatif

1. INTRODUCTION

Official letters, particularly ones drawn up by officials of the government, play a pivotal role in articulating and communicating the interests of their senders to their international counterparts. These official letters must be translated into foreign languages, chiefly into English, as their original version are written in Indonesian. The importance of official letter translation cannot be overstated. A poorly translated letter could, especially at the head of state or government level, lead to a diplomatic incident. This is a situation that runs counter to its original intent and, hence, must be avoided at all costs.

Notwithstanding this critical role, translation of letters is not very much researched. There are not many papers or academic books that have discussed this text type translation. Even Hidayat stated that research on letter translation is still very limited (2020: 44), and his paper was published recently in 2020. That is one of the reasons why this paper focuses on letter translation, particularly official letter translation, in order to provide explanation on how the translation of this text type should be conducted in regard to the translation strategies applied by this letter translation. Thus, this research is expected to be able to add to the literature review of letter translation, especially for the Indonesian-English language pair.

It is known that there are two types of letters, informal and formal letters. However, this study only focuses on formal or official letters translated from Indonesian to English, as this type is often translated, either by government institutions or by the private sector. So far, there have been only four previous studies found on formal letter translation. First, Zhang discussed official or business letters which have an important role in business activities so that the translation of a

business letter is also crucial to provide successful communication (2011: 615). He believed that the language used in business letters must be polite and the translation should emphasize on the pragmatic element of the letters to achieve the politeness (2011: 619-621). Zhang's opinion is in line with the study by Sharif & Rabbani (2016) which compares the translation of business letters by MT (Machine Translation) with the one (conducted) made by human translators. According to them, a business letter should be concise and precise, directly to the point, and written in a friendly tone (2016: 4623).

Kučiš (2014) discussed the translation of a reference letter which is similar (with) to a recommendation letter, a sponsor letter, or a job application letter. He specifically analyzed a letter to apply for a job between a job application letter in Germany and the one in Slovenia. He discovered that the reference letter in Germany has to be long and in detail, while in Slovenia it has to be concise and precise (2014: 27-28). Moreover, Nugraheni, Nababan, & Djatmika (2016) researched on the translation strategies applied in a sponsor letter. Their research result shows that the methods applied should be the communicative and free translation methods, and the ideology is domestication since a letter is supposed to be communicative and close to the target readers to enhance the emotional bond between the sponsor and the target readers (2016: 17).

From those four previous studies, only one paper focuses on translation strategies. It means there is more room for another research focusing on translation strategies on letter translation to obtain more valid conclusion. In this paper, we will focus on three official letters, two from a government institution and one from a private sector. With more data, it is expected that the results from this study will provide confirmation on the proper translation strategies for official letter translation.

2. METHOD

This study will analyze three data of official letters whose information on names and dates have been altered in order not to reveal and expose any important detail in the letters which is not for public consumption. The three data will be named Corpus 1, Corpus 2, and Corpus 3. This research applies the descriptive qualitative method in the analysis. The theory on translation methods is taken from Newmark (1988), the translation ideology is from Venuti (1995), and the theory of both can also be taken from Dewi & Wijaya (2021), as their book focuses on the translation methods and ideology occurring in the translation of the Indonesian & English language pair, which is suitable for the purpose of this paper. The analysis will also focus on the translation procedures, and the theory on those procedures will be based on Vinay & Darbelnet (1958/2000), Newmark (1988), and Dewi & Wijaya (2021).

3. ANALYSIS OF CORPUS 1

In this part, we see the analysis of corpus 1 from Table 1 below, which consists of an appreciation letter in Indonesian and its translation in English. First, the analysis will focus on the translation procedures related to the shifts of meaning occurring throughout the translation, and all those procedures will be put in Table 2. After observing how many procedures occur and how often the shifts of meaning happen, the method and ideology of translation can easily be identified in the translation.

Table 1. An appreciation letter

Source Text	Target Text
Jakarta, 3 Februari 2021	Jakarta, 3 February 2021
Kepada Yang Mulia	His Excellency

<p>Menteri Legislasi Pemerintah Republik Korea</p> <p>di Republik Korea</p> <p>Saya mengucapkan selamat atas suksesnya <i>The 8th Asian Legislative Experts Symposium</i> tanggal 25 November 2020 lalu, dan terima kasih atas kesempatan yang diberikan pada saya untuk dapat berpartisipasi dalam simposium tersebut.</p> <p>Dalam rangka menjalin hubungan kerja sama yang baik, beberapa perwakilan dari Sekretariat Kabinet sebelumnya juga pernah menghadiri dan berbagi informasi terkait partisipasi publik dalam pembentukan peraturan di negara-negara Asia dalam <i>The 6th Asian Legislative Experts Symposium</i> tanggal 31 Oktober 2018 di Seoul. Saya sangat menghargai perhatian dan dukungan Yang Mulia untuk dapat saling meningkatkan hubungan baik Indonesia-Korea. Simposium ini merupakan forum yang sangat berkontribusi dalam peningkatan dan pengembangan tata kelola sistem hukum di negara-negara kawasan Asia. Saya mengapresiasi dampak positif yang diberikan bagi upaya bersama dalam penanganan</p>	<p>Minister of Government Legislation of the Republic of Korea</p> <p>I wish to extend my warmest congratulations on the success of the 8th Asian Legislative Experts Symposium, which was held on 25 November 2020. I would also like to express my utmost gratitude for the pleasant opportunity to participate and deliver congratulatory remarks in the symposium.</p> <p>In order to establish closer cooperation, Cabinet Secretariat representatives had also previously attended the 6th Asian Legislative Experts Symposium and shared information on public participation in the formation of regulations in Asian countries during the symposium held in Seoul, on 31 October 2018. I wish to voice my highest appreciation for Your Excellency's concern and support to enhance mutual relations between the Republic of Indonesia and the Republic of Korea. This symposium is a very valuable and useful forum in improving and developing legislative systems in the Asian countries. I highly regard the positive impact in joint efforts to handle COVID-19 through strengthened legislation, the</p>
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<p>Covid-19 melalui penguatan legislasi, pertukaran pengalaman antar negara kawasan Asia, dan kerja sama internasional.</p> <p>Terimalah, Yang Mulia, penghargaan tulus saya serta harapan terbaik untuk kemajuan hubungan Indonesia dan Korea.</p> <p>Wakil Sekretaris Kabinet,</p> <p>_____</p>	<p>exchange of experiences between countries in the Asian region, and international cooperation.</p> <p>Please accept, Your Excellency, the assurances of my highest esteem and best wishes for the betterment of relations between the two countries.</p> <p>Vice Cabinet Secretary,</p> <p>_____</p>
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Source: from Setkab (Secretariat Cabinet) with some changes from the original letters

Table 2. Translation procedures occurring in the translation of Table 1

Source Text	Target Text	Procedure
Kepada Yang Mulia	His Excellency	Deletion
Menteri Legislasi Pemerintah Republik Korea di Republik Korea	Minister of Government Legislation of the Republic of Korea	Deletion
Saya mengucapkan selamat atas suksesnya <i>The 8th Asian Legislative Experts Symposium</i> tanggal 25 November 2020 lalu, dan terima kasih atas kesempatan yang diberikan pada saya untuk dapat berpartisipasi dalam simposium tersebut.	I wish to extend my warmest congratulations on the success of the 8 th Asian Legislative Experts Symposium, which was held on 25 November 2020. I would also like to express my utmost gratitude for the pleasant opportunity to participate and deliver congratulatory remarks in the symposium.	Modulation of scope (from direct to indirect statements) Addition Deletion

<p>Dalam rangka menjalin hubungan kerja sama yang baik, beberapa perwakilan dari Sekretariat Kabinet sebelumnya juga pernah menghadiri dan berbagi informasi terkait partisipasi publik dalam pembentukan peraturan di negara-negara Asia dalam <i>The 6th Asian Legislative Experts Symposium</i> tanggal 31 Oktober 2018 di Seoul.</p>	<p>In order to establish closer cooperation, Cabinet Secretariat representatives had also previously attended the 6th Asian Legislative Experts Symposium and shared information on public participation in the formation of regulations in Asian countries during the symposium held in Seoul, on 31 October 2018.</p>	<p>Modulation of a different point of view</p> <p>Deletion</p> <p>Addition</p>
<p>Saya sangat menghargai perhatian dan dukungan Yang Mulia untuk dapat saling meningkatkan hubungan baik Indonesia-Korea.</p>	<p>I wish to voice my highest appreciation for Your Excellency's concern and support to enhance mutual relations between the Republic of Indonesia and the Republic of Korea.</p>	<p>Modulation of scope (from direct to indirect statements)</p> <p>Modulation of a different point of view</p> <p>Deletion</p> <p>Addition</p>
<p>Simposium ini merupakan forum yang sangat berkontribusi dalam peningkatan dan pengembangan tata kelola sistem hukum di negara-negara kawasan Asia.</p>	<p>This symposium is a very valuable and useful forum in improving and developing legislative systems in the Asian countries.</p>	<p>Modulation of a different point of view</p> <p>Deletion</p>
<p>Saya mengapresiasi dampak positif yang diberikan bagi upaya bersama dalam</p>	<p>I highly regard the positive impact in joint efforts to handle COVID-19 through strengthened</p>	<p>Modulation of a different point of view</p>

penanganan Covid-19 melalui penguatan legislasi, pertukaran pengalaman antar negara kawasan Asia, dan kerja sama internasional.	legislation, the exchange of experiences between countries in the Asian region, and international cooperation.	Deletion
Terimalah, Yang Mulia, penghargaan tulus saya serta harapan terbaik untuk kemajuan hubungan Indonesia dan Korea.	Please accept, Your Excellency, the assurances of my highest esteem and best wishes for the betterment of relations between the two countries.	Addition Modulation of a different point of view Modulation of scope (from specific to broader statements)

In the letter translation of Table 1, we can see many shifts of meaning or translation procedures related to meaning (see Table 2) occurring in every sentence of the target text. The most frequent procedure happening is the addition procedure, as there are nine additional expressions in the target text. Those additional expressions do not add messages, but they help to make the target text acceptable and natural for the target readers. For the second most frequent procedure, there are two, deletion and the modulation of a different point of view, but deletion will be discussed first here. There are seven expressions in the source text that are not translated in the target text. The deletion does not reduce any message, but it decreases the redundancy in the target text.

The next procedure is the modulation of a different point of view, where the expression in the source text has a different meaning from the one in the target text, but the message (is) remains the same (Newmark, 1988; Dewi & Wijaya, 2021). There are also seven expressions experiencing the modulation of a different point of view. The first one is the word *baik* (good) to become *closer*, and both have

different meanings but the same message. The second is the word *perhatian* (attention) to become *concern*. The third one is the expression *forum yang sangat berkontribusi* (the forum which very much contributes) to become *a very valuable and useful forum*. The fourth is the word *mengapresiasi* (to appreciate) to become *highly regard*. The fifth is the expression *penghargaan tulus saya* (my sincere appreciation) to become *the assurances of my highest esteem*. The sixth is the expression *harapan terbaik* (the best hope) to become *best wishes*. The seventh is the word *kemajuan* (progress) to become *betterment*.

The last procedure related to meaning happening in the letter translation of Table 1 is the modulation of a different scope. There are four expressions experiencing this modulation. First is the expression *mengucapkan selamat* (to say congratulations) to become *wish to extend my warmest congratulations*. The shift is from a direct statement to an indirect statement, as one directly congratulates, while the other does not sound to directly congratulate. The second one is the expression *terima kasih atas kesempatan* (thank you for the opportunity) to become *I would also like to express my utmost gratitude for the pleasant opportunity*. Just like the first example, the second example of modulation of a different scope also occurs from a direct statement to an indirect statement. The third is the expression *sangat menghargai* (really appreciate) to become *wish to voice my highest appreciation*. This third example has the same type of modulation as the first and second examples. The fourth is the expression *hubungan Indonesia dan Korea* to become *relations between the two countries*, where the modulation happens from a specific statement mentioning the names of the countries to a broader one.

With many shifts of meaning happening in the letter translation of Table 1, this means the translation has been modified (a lot) significantly to be natural and accepted in the target language. The shifts of meaning also reflect a number of different meanings between

the source text and the target text, but the messages remain the same, no addition and no reduction of messages. All those indicate that the translation is target language-oriented and the ideology is domestication. As for the method, this translation mostly applies the communicative translation method as the cultural expressions from the source text are translated with cultural expressions too in the target text (Dewi & Wijaya, 2021: 34-35).

4. ANALYSIS OF CORPUS 2

For the analysis of corpus 2, the steps will be similar with the analysis of corpus 1. Corpus 2 is a letter of request and its translation as can be seen in Table 3 below. We will analyze the translation procedures related to meaning or the shifts of meaning occurring in the translation of Table 3 first before we can identify the translation method and ideology that are applied. The procedures can be seen in Table 4 below.

Table 3. A letter of request

Source Text	Target Text
Jakarta 7 Februari 2020	Jakarta 7 February 2020
Kepada Yth. Direktur Lembaga Bahasa Internasional Fakultas Ilmu Pengetahuan Budaya, Universitas Indonesia	To the Director of Lembaga Bahasa Internasional (LBI), Faculty of Humanities (FIB), Universitas Indonesia (UI)
Gedung X Lt. 1, Kampus UI, Depok, Jawa Barat 16424	Gedung X Lt. 1, Kampus UI, Depok, Jawa Barat 16424

<p>Dengan hormat kami sampaikan bahwa Sekretariat Kabinet selaku Instansi Pembina Jabatan Fungsional Penerjemah (JFP) mengemban kewajiban untuk melaksanakan pembinaan JFP secara nasional, di antaranya dengan penyelenggaraan Diklat Teknis Penerjemahan Lisan Angkatan I Tahun 2020 yang akan dilaksanakan pada tanggal 10 s.d. 15 Maret 2020 di Hotel X in Jakarta.</p> <p>Sehubungan dengan hal tersebut, kami bermaksud bekerja sama dengan Lembaga Bahasa Internasional Fakultas Ilmu Budaya Universitas Indonesia (LBI-FIB-UI) dalam hal penyediaan penceramah materi penerjemahan lisan.</p> <p>Besar harapan kami kiranya Ibu Direktur dapat menugaskan Ibu _____ untuk menjadi penceramah dalam kegiatan diklat dimaksud sebagaimana jadwal terlampir.</p> <p>Atas perhatian dan kerja sama yang diberikan, kami ucapkan terima kasih.</p> <p>Asisten Deputi Bidang Naskah</p>	<p>Dear Ms._____,</p> <p>With this letter, we would like to inform that the Cabinet Secretariat as the institution fostering the translators to have a functional position in the government is obliged to carry out trainings for those translators nationally. One of the trainings is the one for interpreting for the 2020 Batch I. It is planned to be held from 10 to 15 March 2020 at Hotel X in Jakarta.</p> <p>In connection with that, we intend to cooperate with LBI FIB UI in terms of providing us with a facilitator for the training.</p> <p>We have the highest hope that the Director of LBI FIB UI can assign Ms. _____ to become the facilitator in the training and its schedule has been attached in this letter.</p> <p>Thank you very much for your attention and cooperation! We are looking forward to your reply.</p>
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dan Terjemahan, _____	Yours sincerely, The Deputy Assistant of Manuscripts and Translations _____
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Source: from Setkab (Secretariat Cabinet) with some changes from the original letters

Table 4. Translation procedures occurring in the translation of Table 3

Source Text	Target Text	Procedure
Direktur Lembaga Bahasa Internasional Fakultas Ilmu Pengetahuan Budaya, Universitas Indonesia	To the Director of Lembaga Bahasa International (LBI), Faculty of Humanities (FIB), Universitas Indonesia (UI)	Addition
-----	Dear Ms._____,	Addition
Dengan hormat kami sampaikan bahwa Sekretariat Kabinet selaku Instansi Pembina Jabatan Fungsional Penerjemah (JFP) mengemban kewajiban untuk melaksanakan pembinaan JFP secara nasional, di antaranya dengan penyelenggaraan Diklat Teknis Penerjemahan Lisan Angkatan I Tahun 2020 yang akan dilaksanakan pada tanggal 10 s.d. 15 Maret 2020 di Hotel X in Jakarta.	With this letter, we would like to inform that the Cabinet Secretariat as the institution fostering the translators to have a functional position in the government is obliged to carry out trainings for those translators nationally. One of the trainings is the one for interpreting for the 2020 Batch I. It is planned to be held from 10 to 15 March 2020 at Hotel X in Jakarta.	Deletion Addition Modulation of scope
Sehubungan dengan hal	In connection with that,	Modulation of a

tersebut, kami bermaksud bekerja sama dengan Lembaga Bahasa Internasional Fakultas Ilmu Budaya Universitas Indonesia (LBI-FIB-UI) dalam hal penyediaan penceramah materi penerjemahan lisan.	we intend to cooperate with LBI FIB UI in terms of providing us with a facilitator for the training.	different point of view
Besar harapan kami kiranya Ibu Direktur dapat menugaskan Ibu _____ untuk menjadi penceramah dalam kegiatan diklat dimaksud sebagaimana jadwal terlampir.	We have the highest hope that the Director of LBI FIB UI can assign Ms. _____ to become the facilitator in the training and its schedule has been attached in this letter.	Modulation of a different point of view Addition Deletion Modulation of scope
Atas perhatian dan kerja sama yang diberikan, kami ucapkan terima kasih.	Thank you very much for your attention and cooperation! We are looking forward to your reply.	Deletion Addition
	Yours sincerely,	Addition

In the translation of Table 3, we also see many translation procedures related to meaning happening in every sentence. The most frequent procedure is addition. There are 12 additional expressions in the target text, and four of which are also additional messages in fact, namely the expression *with this letter*, the opening greeting (*Dear Ms.____*), the closing greeting (*Yours sincerely,*), and the common expression in English official letters at the end of the letter before the closing greeting (*We are looking forward to your reply*). Those expressions are common to exist in English official letters, so the

translator has made modifications and adjustment to make the letter acceptable and natural in English.

The second most frequent procedures are deletion and the modulation of a different scope. Each happens four times. As for the deletion procedure, it happens to reduce unnecessary expressions or redundancy from the source text so they will not be found in the target text. For the modulation of a different scope, the first one is the expression *Jabatan Fungsional Penerjemah (JFP)* (Translator Functional Position) to become *translators*, and the modulation occurs from a specific statement to a more general statement. The second is the expression *pembinaan JFP* (JFP fostering) to become *trainings for those translators*, where the word *pembinaan* (fostering) is broader than *trainings*, while *JFP* is more specific than *those translators*. The third one is the expression *penyelenggaraan Diklat Teknis Penerjemahan Lisan* (to hold Oral Translation Technical Education and Training) to become *one of the trainings is the one for interpreting*, which is from a specific statement to a more general statement. The fourth one is the phrase *kegiatan diklat* (education and training activities) to become *the trainings*, which is from a general statement to a specific statement.

For the modulation of a different point of view, there are only three expressions found. The first one is the expression *penceramah materi penerjemahan lisan* (oral translation material lecturer) to become *a facilitator for the training*, which actually have different meanings, but the message is still the same. The second is the word *besar* (big) to become *highest*. The third one is the word *penceramah* (a preacher or a lecturer) to become *facilitator*. Besides all those shifts of meaning, the sentencing from the source text to the target text is not exactly the same. In paragraph one the source text consists of one sentence, while the target text consists of three sentences. In the last paragraph, the source text has one sentence only, whereas the target text has two sentences.

Just like the letter translation of Table 1, the translation of Table 3 has gone through many modifications of meanings to be natural and accepted in the target language and the sentencing is also quite different between the source text and the target text. Every sentence of the letter translated has some shifts of meanings, which means the translation is target language-oriented, and the ideology is definitely domestication. Although there are some additional messages, those do not actually alter the main messages from the source text to the target text, so the method cannot be the free translation. The cultural content expressions from the source text are translated with other cultural content expressions in the target text. Hence, the method that is dominant in this translation is the communicative translation method.

5. ANALISIS OF CORPUS 3

The analysis of corpus 3 will follow the same steps as the analysis of corpus 1 and corpus 2. Corpus 3 is a recommendation letter and its translation (as they are put) are compiled in Table 5 below. First, the translation procedures are discovered as can be seen in Table 6 below. After that, the translation methods and ideology can be identified after observing all the shifts of meaning occurring in the translation.

Table 5. A recommendation letter

Source Text	Target Text
SURAT REKOMENDASI	LETTER OF RECOMMENDATION
Saya memberi rekomendasi kepada Budi Santoso yang akan melanjutkan studinya mengikuti Program Studi Doktor (S-3) pada Universitas yang Bapak/Ibu pimpin. Saya dan Budi Santoso berasal dari alumni yang sama	This recommendation letter is provided for Budi Santoso who will continue his studies in a doctoral program of your university. He and I are from the same Master's degree program in University X in Indonesia. I recommend him

<p>yaitu dari Program Pascasarjana (S-2) di Universitas X di Indonesia. Saya memberi rekomendasi kepada Budi Santoso karena saya tahu bahwa dia sangat cerdas dan memiliki kemampuan analisis yang sangat baik terutama dalam bidang Ekonomi Makro.</p> <p>Budi Santoso memiliki ketrampilan komunikasi yang baik, karya tulisnya adalah sangat baik, jelas, ringkas, dan menarik untuk dibaca. Dia memiliki kemampuan berartikulasi secara lisan dalam berdiskusi, terutama tentang sosial ekonomi dan perencanaan pembangunan ekonomi.</p> <p>Budi Santoso memiliki kepribadian yang sangat kritis dan mampu memberikan saran dalam menganalisis suatu masalah. Dia selalu mampu menjelaskan pandangannya dengan sangat ringkas dan mampu memberi argument secara langsung untuk mendukung pandangan tersebut secara jelas dan persuasif.</p> <p>Budi Santoso adalah seorang dosen dan pekerja yang rajin, disiplin dalam bekerja, dan memiliki kepribadian yang menyenangkan. Budi Santoso tidak diragukan lagi sebagai kandidat yang luar biasa untuk diterima sebagai mahasiswa pada universitas yang akan dipilihnya untuk melanjutkan Studi Doktor.</p>	<p>because I know that he is very intelligent and has excellent analytical skills especially in the field of Macroeconomics.</p> <p>He has good communication skills, and his writing is excellent, clear, concise, and interesting to read. He articulates his ideas well in discussions, especially on socio-economy and economic development planning.</p> <p>He has a very critical personality and is able to provide advice when analyzing a problem. He has always been able to explain his views very succinctly and to argue directly to support the view clearly and persuasively.</p> <p>He is a diligent lecturer and worker, is disciplined, and has a pleasant personality. He is undoubtedly an outstanding candidate to be accepted as a student at the university he chooses to pursue his doctoral degree.</p>
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<p>Dia telah membuktikan dirinya untuk memiliki ketekunan, inisiatif dan kreativitas intelektual yang diperlukan untuk dipertimbangkan agar diterima sebagai mahasiswa Doktor pada universitas anda, oleh karena itu saya sangat setuju memberi rekomendasi kepada Budi Santoso. Hasil penelitian dan kajian pada Program Doktornya diharapkan mampu memberikan kontribusi kepada bangsa dan negara sebagai asset yang sangat positif dalam rangka pengembangan ilmu dan pengetahuan khususnya pada kajian tentang Studi Implementasi Kebijakan Perencanaan Anggaran Pembangunan Ekonomi di Indonesia.</p> <p>Demikian rekomendasi yang dapat saya berikan, jika dibutuhkan informasi lebih lanjut, silahkan menghubungi saya.</p> <p>Hormat saya,</p> <p>_____</p>	<p>He has proven himself to have diligence, initiative, and intellectual creativity necessary to be considered as a doctoral student at your university. Therefore, I highly recommend him for admission at your university. The results of his research and studies during the doctoral program are expected to contribute to Indonesia as a positive asset in the development of knowledge, especially on the studies of the Implementation of the Budget Planning Policy for Indonesian Economic Development.</p> <p>If more information on him is needed, do not hesitate to contact me.</p> <p>Faithfully yours,</p> <p>_____</p>
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Source: from a personal translation editing job with some changes from the original letters

Table 6. Translation procedures occurring in the translation of Table 5

Source Text	Target Text	Procedure
<p>Saya memberi rekomendasi kepada Budi Santoso yang akan melanjutkan studinya mengikuti Program Studi</p>	<p>This recommendation letter is provided for Budi Santoso who will continue his studies in a doctoral program of your</p>	<p>Modulation of a different point of view</p> <p>Deletion</p>

Doktor (S-3) pada Universitas yang Bapak/Ibu pimpin.	university.	Cultural equivalent
Saya dan Budi Santoso berasal dari alumni yang sama yaitu dari Program Pascasarjana (S-2) di Universitas X di Indonesia.	He and I are from the same Master's degree program in University X in Indonesia.	Cultural equivalent
Saya memberi rekomendasi kepada Budi Santoso karena saya tahu bahwa dia sangat cerdas dan memiliki kemampuan analisis yang sangat baik terutama dalam bidang Ekonomi Makro.	I recommend him because I know that he is very intelligent and has excellent analytical skills especially in the field of Macroeconomics.	
Budi Santoso memiliki ketrampilan komunikasi yang baik, karya tulisnya adalah sangat baik, jelas, ringkas, dan menarik untuk dibaca.	He has good communication skills, and his writing is excellent, clear, concise, and interesting to read.	
Dia memiliki kemampuan berartikulasi secara lisan dalam berdiskusi, terutama tentang sosial ekonomi dan perencanaan pembangunan ekonomi.	He articulates his ideas well in discussions, especially on socio-economy and economic development planning.	Deletion
Budi Santoso memiliki kepribadian yang sangat kritis dan mampu memberikan saran dalam menganalisis suatu masalah.	He has a very critical personality and is able to provide advice when analyzing a problem.	

Dia selalu mampu menjelaskan pandangannya dengan sangat ringkas dan mampu memberi argument secara langsung untuk mendukung pandangan tersebut secara jelas dan persuasif.	He has always been able to explain his views very succinctly and to argue directly to support the view clearly and persuasively.	
Budi Santoso adalah seorang dosen dan pekerja yang rajin, disiplin dalam bekerja, dan memiliki kepribadian yang menyenangkan.	He is a diligent lecturer and worker, is disciplined, and has a pleasant personality.	
Budi Santoso tidak diragukan lagi sebagai kandidat yang luar biasa untuk diterima sebagai mahasiswa pada universitas yang akan dipilihnya untuk melanjutkan Studi Doktor .	He is undoubtedly an outstanding candidate to be accepted as a student at the university he chooses to pursue his doctoral degree .	Modulation of scope
Dia telah membuktikan dirinya untuk memiliki ketekunan, inisiatif dan kreativitas intelektual yang diperlukan untuk dipertimbangkan agar diterima sebagai mahasiswa doktor pada universitas anda, oleh karena itu saya sangat setuju memberi rekomendasi kepada Budi Santoso.	He has proven himself to have diligence, initiative, and intellectual creativity necessary to be considered as a doctoral student at your university. Therefore, I highly recommend him for admission at your university .	Addition Deletion

Hasil penelitian dan kajian pada Program Doktornya diharapkan mampu memberikan kontribusi kepada bangsa dan negara sebagai asset yang sangat positif dalam rangka pengembangan ilmu dan pengetahuan khususnya pada kajian tentang Studi Implementasi Kebijakan Perencanaan Anggaran Pembangunan Ekonomi di Indonesia.	The results of his research and studies during the doctoral program are expected to contribute to Indonesia as a positive asset in the development of knowledge, especially on the studies of the Implementation of the Budget Planning Policy for Indonesian Economic Development.	Modulation of scope Deletion
Demikian rekomendasi yang dapat saya berikan, jika dibutuhkan informasi lebih lanjut, silakan menghubungi saya.	If more information on him is needed, do not hesitate to contact me.	Deletion Addition Modulation of a different point of view
Hormat saya,	Faithfully yours,	Adaptation

For the translation of Table 5 above, there are more types of translation procedures happening, but those procedures do not appear in every sentence of the letter. There are several sentences that have no shifts of meaning, which means the meanings between the source text and the target text in those sentences are similar and of course the messages are also the same. This is what is called by faithful or close translation. There are six types of translation procedures in the translation of Table 5, namely the modulation of a different point of view, the modulation of a different scope, deletion, addition, cultural equivalent, and adaptation. According to Newmark (1988), cultural equivalent is the translation of a word, a phrase, or an expression having cultural content in the source language into the expression also

having cultural content in the target language (Dewi & Wijaya, 2021: 71).

Moreover, adaptation can actually be a translation method or a translation procedure. According to Newmark (1988), adaptation is the closest method to the target language as it only takes the theme, the characters, or the plot of a story or a novel, while the rest of the text will be completely different between the source text and the target text. Many translation experts do not consider adaptation as translation. However, Molina & Albir (2002) put adaptation as one of the translation procedures or techniques. As a method, the analysis is minimum at the level of sentence up to the level of discourse, whereas as a procedure the analysis is at the level of word up to the level of a clause. As the example of adaptation is at the level of phrase, we can call this as the adaptation procedure, not a method.

The most frequent procedure happening in the translation of a recommendation letter of Table 5 is deletion, as there are seven expressions that are not translated to make the target text more efficient. The second most frequent procedure is addition as there are four additional expressions in the target text to make it clearer. The third most frequent procedures are the modulation of a different point of view and cultural equivalent, as each happens three times. For the modulation of a different point of view, the first one is the expression *saya memberi rekomendasi* (I give the recommendation) to become *this recommendation letter is provided*. The expression in Indonesian is in an active voice, while in English it is in a passive voice. The one in the source text sounds rude and arrogant if translated as it is in English, whereas the expression in the target text is already natural and accepted in the target language recommendation letter. The second one is the expression *pada Universitas yang Bapak/Ibu pimpin* (at the university that you lead) to become *of your university*. The Indonesian expression is not suitable to be translated as it is in English, as it will be awkward and sound foreign. The English recommendation letter

usually just says *of your university* instead. The third one is the expression *silakan* (please) to become *do not hesitate*, which have different meanings but the same message in that context, and both show the courtesy in each respective language.

The first expression experiencing cultural equivalent is *Program Studi Doktor (S-3)* (Doctoral Study Program) to become *a doctoral program*. The source text expression is the accepted one in Indonesian, while the target text expression is the common one in English. The second one is the expression *saya dan Budi Santoso* (I and Budi Santoso) to become *he and I*. The third one is the expression *Program Pascasarjana (S-2)* (Graduate Program) to become *Master's degree program*. The fourth most frequent procedure is the modulation of a different scope as there are two expressions experiencing it. The first one is the expression *studi doktor* (doctoral study) to become *doctoral degree*, where the source text expression is broader than the target text expression. The second one is the expression *kepada bangsa dan negara* (to the nation and the state) to become *to Indonesia*. The source text expression is more specific than the target text expression. The last procedure found in the translation is adaptation which happens in the expression of a closing greeting from *hormat saya* (my respect) to become *faithfully yours*. In adaptation, there is no translation actually as we just take what is commonly used in each respective language.

In the letter translation of Table 5, there are 12 paragraphs, excluding the closing greeting. However, there are no shifts of meaning in five paragraphs, which means in those paragraphs those meanings are the same between the source text and the target text. Nevertheless, still more than 50% of the text experiences translation procedures related to meaning, so the dominant translation method cannot be considered as faithful translation. All procedures that happen show the effort from the translator to make modifications so that the translation will be accepted and natural. Although the modifications are not as many as in the translations of Table 1 and Table 3, they are still quite dominant compared to the faithful and semantic translation

happening in the translation of Table 5. Thus, we can assume that the dominant ideology is still domestication since the effort to make it close to the target language is still obvious. Moreover, the dominant translation method is still the communicative method as the cultural content expressions from the source text are translated into other cultural content expressions in the target text.

6. CONCLUSION

Based on the analysis of the three data, we can conclude that all apply the domestication ideology and the communicative translation method. Hence, we can say that the official letter translation will be suitable to be conducted as the target language-oriented translation, not as the source language-oriented translation. This also means that a translator of an official letter must make modifications or shifts of meaning from the source text to the target text so that the translation will be accepted and natural. Moreover, it is normal for the translation of an official letter to apply the communicative translation method, as a letter must be communicative and any cultural content expressions from the source text must also be translated into other cultural content expressions. The findings of this research are in line with the research result of Nugraheni, Nababan, & Djatmika (2016) that discovered the domestication ideology and the communication method are applied in the translation of a sponsor letter.

With the translation strategies discovered from the research in this paper, it is expected that letter translation from Indonesian to English will be conducted properly and successfully. It is also hoped that the findings from this paper add knowledge to Indonesian translators to improve their skills. One thing for sure, this paper could become part of the literature review for letter translation which is still under-researched in the world and in Indonesia.

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