APPENDIX 1

Permission Letter



KEMENTERIAN PENDIDIKAN DAN KEBUDAYAAN UNIVERSITAS PENDIDIKAN GANESHA

FAKULTAS BAHASA DAN SENI

Jalan A.Yani No. 67 Singaraja Bali Kode Pos 81116 Telepon (0362) 21541 Fax. (0362) 27561 Laman: fbs.undiksha.ac.id

Nomor: 1802/UN48.7.1/DT/2020

10 Agustus 2020

Perihal: Permohonan Izin Penelitian

Yth. HRD InterContinental Bali and Resort

di Jl. Uluwatu 45, Jimbaran, Bali, Kabupaten Bad

Dalam rangka pengumpulan data untuk mer si/Tugas Akhir, dengan hormat kami mohon agar Bapak/Ibu meng

Nama

Gede Surya Dharma Nugraha

NIM

Jurusan

Program Studi

Jenjang

Tahun Akademik

Judul

adysis of Communication Strategy Applied by Front Office in Continental Bali & Resort

untuk mencari data yang diperlukan pada institusi yang Bapak/Ibu pimpin. Atas perhatian dan bantuan Bapak/Ibu, kami ucapkan terima kasih.

Dr. Đewa Putu Ramendra, S.Pd., M.Pd. NIP. 197609022000031001

Tembusan:

- 1. Dekan FBS Undiksha Singaraja
- 2. Kaprodi. Bahasa Asing
- 3. Sub Bagian Pendidikan FBS

APPENDIX 2

Provability Letter



SURAT KETERANGAN

Yang bertanda tangan di bawahini, Learning & Development Manager Inter Continental Bali Resort menerangkan dengan sebenarnya

bahwa:

Nama : I Gede Surya Dharma Nugraha

NIM 1512021233 Jurusan : Bahasa Asing

Program Study : Pendidikan Bahasa Inggris

adalah memang benartelah melakukan penelitian di perusahan kami dalam rangka penyusunan skripsi sebagai salah satu persyaratan untuk menyelesaikan Pendidikan di Universitas Pendidikan Ganesha, Singaraja pada tanggal 23 September 2020 sampai selesai.

Demikian surat keterangan ini kami buat untuk dapat digunakan sebagaimana mestinya.

Jimbaran, 29 September 2020



I Komang Wirawan

Learning & Development Manager

Verifikasi keabsahan surat keterangan ini, bisa dilakukan melalui e-mail berikut: Komang. wirawan@ihq.com

Jalan Uluwatu 45, Jimbaran 80361, Bali, Indonesia Tel: +62 361 701 888 Fax: +62 361 701 777 bali@interconti.com www.bali.intercontinental.com



APPENDIX 3

Transcription of Conversation

First Observation 25 Friday

2020

Staff 1: Good morning, welcome to Intercontinental Bali

Resort. May I help you?

Guest: Check in

Staff 1: May I know the number of

your reservation? Guest: Yes

Staff 1: How are you today sir? How

about your flight? Guest: Good

Staff 1: So yeah I found here, so you book a one room

superior and with extra bath, right?

Guest: Yes

Staff 1: So I found don't worry for that one, so I

just need your passport.

Guest: Okay thank you

Staff 1: Okay you don't mind, you just give your email and

your sign, here your email and in here your sign

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Guest: Yeah, how about the superior room?

Staff: You can have look, so this is like normally our

rooms, only for two people but we have only extra

bath.

Guest: Bigger room?

Staff 1: So what we called, all our superior the size like that

one but you want to upgrade to bigger or biggest so we don't

have until eight because we have like what we call like

Ramadhan, that's why domestic guest come to Bali.

Staff 1: But we do our best, thank you Mr. sorry once again

can I have the voucher, I need to copy the voucher

Guest: Yeah

Staff 1: How many

times come to Bali?

Guest: First time

Staff 1: Ohhh this is the first time?

Guest: Yeah

Staff 1:

Parents

and son?

Guest:

Yes

parent

and son

Staff 1: So in our hotel you stay here

three nights, right? Guest: Yes

Staff 1: Maybe after this one you go another hotel or another holiday?

Guest: Yeahh

Staff 1: So what we called here your room also include breakfast, three breakfasts for you start from six until ten at our restaurant and just come down or mention phone number the staff know well your room. We open 24 hours for you anytime. We also have swimming pool if you like swimming and also we have spa if you want, we have also like some tour if you need the drive to around bali, so you jast call

Guest: Yeah

Staff 1: So this is here (show document)

thank you once again Guest: Yeah, where

we can fine Indian food?

Staff 1: The near, bike

from here to ATC Guest:

ATC?

Staff 1: Yes at ATC. We have also the bigger at

Kedonganan

Guest: Kedonganan?

Staff 1: Yes Kedonganan, this main street you

just mention to the driver

Guest: How far?

Staff 1: 20 until 25 minutes by

car and not walk Guest:

Ohhhh... okay

Staff 1: Thank you and stay.

Second Observation 30 Wednesday 2020

Staff 1

Staff 1: Hallo good morning, welcome to

Intercontinental Bali Resort, can I help you?

Guest: I have a reservation for today.

Staff 1: Under name please?

Guest: It's under the name of JACK

Staff 1: Can you please spell that for me, sir?

Guest: Sure. J-A-C-K

Staff 1: Yes, Mr. Jack, you book 1 room for two nights. Is that

Guest: Yeah

Guest 2: Anyway where is the toilet?

Staff 1: Outside.

Guest 2:

Oh thank

you.

Guest 2:

I try to

find.

Staff 1: Okay.

Staff 1: okay Mr. Jack, so you book for 1 room, and your room include breakfast start from six until ten at our restaurant and just come down or mention phone number the staff know well your room. We open 24 hours for you anytime. We also have swimming pool if you like swimming and also we have spa if you want, we have also like some tour if you need the drive to around Bali, so you just call

Guest: Yes thank you so

Third Observation 5 Monday 2020

Staff 1

Staff 1: Welcome to Intercontinental Bali Resort. May I help

Guest: Check in

Staff 1: Oh yeah, do you have reservation number?

Guest: Yes

Staff 1: How are you today sir? How

about your flight? Guest: Good

Staff 1: So yeah I found here, so you book a one room and with extra bath, right?

Guest: Yes

Staff 1: So the room has been full and the guest

will out at 2 pm Guest: Which room is available

right now?

Staff 1: The bigger rooms are available

Guest: Can you explain me how it looks like?

Staff 1: Ehmm. All of our bigger, bigger room, the size like that one, like

superior room with extra bath

Guest: Hmm, okay I will wait the room

Staff 1: Okay, you just give your email and your sign, here your email and in here your sign

Guest: Yeah

Staff 1: Thank you... so you book for one room with extra bath right? And you stay in here for three nights?

Guest: Yes

Staff 1: Your room also included breakfast, start from six

until ten at our restaurant and just come down or mention phone number the staff know well your room. We open 24 hours for you anytime. We also have swimming pool if you like swimming and also we have spa if you want, we have also like some tour if you need the drive to around Bali, so you jast call

Guest: Thank you very much. Anyway are the guest who come today the domestic only?

Staff 1: It's not the domestic only, but most of the guest are Moslem people. It is because the Moslem guests celebrate

their day here

Guest: Well okay

thank you anyway

Staff 1: Please

enjoy your holiday

Guest: Thank you

Staff 1: You are welcome. Nice to have you here.

STAFF 2

Staff 1: Good morning, welcome to Intercontinental Bali Resort. How may assist you.

Guest: Good morning, I want to stay at this hotel.

Staff 1: Excuse me madam, have you made reservation

before?

Guest : Yes

Staff 1: Okay I will check it first, so

Mrs. Alen right? Guest: Yes

Staff 1: Your passport please, because I want to

copy your passport Guest: Yes

Guest: Are the guest who come today the domestic only?

Staff 1: it's not the but most of the guests

are Moslem people, The Moslem guests celebrate their day

here.

Guest: Ohh yeahh

Staff 1: Fill your email and your sign in here.... Thank you,

so you book one room with extra bath right? And you stay

in here for 2 nights DIKS B

Guest: Yes

Staff 1: so your room includes breakfast for you start from

six until ten at our restaurant and just come down or

mention phone number the staff know well your room. We

open 24 hours for you anytime

Guest: Okay thank you

Staff 1: You are welcome, have a nice day

Fourth Observation 8 Tuesday 2020

Staff 1

Staff 1: Good afternoon, welcome to Intercontinental Bali

Resort, Om Swastiastu, May I help you?

Guest: Check in

Staff 1: Yes, I have. Excuse me sir, May I

know your name? Guest: Yeah. My name
is Mr. Justin Dale.

D-A-L-E

Staff 1:

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right?
Guest:

Yeah

Staff 1: May I know the number of

your reservation? Guest: Yes

Staff 1: How are you today miss? How about your flight?

Guest: Good

Staff 1: So yeah I found here, so you book a one room and

with extra bath, right?

Guest: Right

Staff 1: So I found don't worry for that one, so I just

need your passport. Guest: Okay thank you

Staff 1: Okay you don't mind, you just give your email and your sign, here your email and in here your sign

Guest: Okay

Staff 1: Okay this is your passport, so you stay in here for 3 night right? Your room also include breakfast, three

breakfasts for you start from six until ten at our restaurant

and just come down or mention phone number the staff

know well your room. We open 24 hours for you anytime.

We also have swimming pool if you like swimming and also

we have spa if you want.

Guest: Okay thank you very much

Staff 1: You are welcome, have a nice day

Staff 2

Staff 2: Good afternoon Sir, may I help you??

Guest: Good afternoon, I have a reservation under the

name of Mr. Maxim Staff 2: Okay, let me check first

Sir. Would you mind to wait?

Guest: Okay

Staff 2: So I need your passport please

Staff 2: So please fill your email and

your sign in here Guest: Ohh yeah

Staff 2: So you stay in here

for 2 night's right? Guest:

Yeah

Staff 2: It is already booked for three days Sir. Your room will be in the second floor, take the elevator and you will find your room in the right. Your room will be 201. Your room also include breakfast, three breakfasts for you start from six until ten at our restaurant and just come down or mention phone number the staff know well your room

Guest: Thanks a lot

Staff 2: My pleasure Sir.

Fifth Observation 12 Tuesday 2020

Staff 2 : Good morning, welcome to Intercontinental Bali Resort, May I help you?



Guest 1: Yeah

Staff 2 : So you book only one room right?

Guest: Yes right, but there will be two of us. So, I want to reserve only 1 room. Staff 2: Yes. Would you like a room with twin beds or a double bed, Sir?

Guest 2 : Double bed

Staff 2

:

Double

bed?

Guest

1 and 2

:

Yeahh

Staff 2: Okay, the room has been full but at 2 pm the

room will be ready so you want to wait?

Guest 1: Yes it's no problem,

Staff 2: So please fill your email and your sign in here

Staff 2: So you book only 1 room with two bed and extra bath, and you stay in here for two nights right?

Guest 1: Yeahh

Staff 2: Your room also include breakfast, three breakfasts for you start from six until ten at our restaurant and just come down or mention phone number the staff know well your room. We open 24 hours for you anytime. We also have swimming pool if you like swimming and also we

have spa if you want, we have also like some tour if you need the drive to around Bali, so you just call

Guest 1: Thank you very much.

Staff 2: You are welcome.

Guest 2: Where is the shop in here?

Staff 2 : To buy what? Drink or food?

Guest2: Beer

Staff 2 : Small or large? In our restaurant we have small

beer, if you want you can buy it in our restaurant

Guest: Thank you very much.

Staff 2: You are welcome.

Sixth Observation 23 Friday

Staff 2

Staff 2 : Good morning, welcome to Intercontinental Bali Resort, May I help you?

Guest: Check in

Staff 2 : Ya, wait a moment please. May I know the number of your reservation?

Guest: Yes

superior and with extra bath, right?
Guest : Yes
Staff 2 : So I just
need your passport.
Guest : Okay
Staff 2: Okay you don't mind, you just give your email
and your sign, here your email and in here your sign
Guest: Yeah, how about the superior room? Same like bigger room? Staff 2: You can have looked, so this is like normally our rooms, only for two people but we have only extra bath. Guest:
Bigger ONDIKSUA
room?
Guest:
How
big are
they?

Staff 2 : So yeah I found here, so you book a one room

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Staff 2: Yes, this big the Room yeah. For this room there are

two bed, and also extra bath

Guest: Yep.

Staff 2 : So in our hotel you stay here three nights, right?

Guest: Right

Staff 2: So what we called here your room also include

breakfast, three breakfasts for you start from six until ten at

our restaurant and just come down or mention phone

number the staff know well your room.

Guest: Okay thank you so much. Anyway do you know the

nearest money changer from this hotel? I need to change

some money.

Staff 2: Sure, from this hotel go straight and then turn left

you will find the lamp.

The money changer

is next to the lamp.

Guest: Lamp?

Staff 2 : Lamp is traffic light

Guest: Alright, I see thank

you

Staff 2: You are welcome, thank you and have a nice holiday

Staff 2

Staff 2: Good evening, welcome to Intercontinental Bali

Resort, May I help you?

Guest: I want to check in please

Staff 2 : Sure, may I know your

reservation number? Guest: Yes

sure

Staff 2: Alright, how's your day today Mam? How's your flight to Bali?

Guest: It was good.

Staff 2: How was your trip from airport to

this hotel mam? Guest: It was good just a

little bit traffic Annual Control

Staff 2: Ah yes mam, Bali is now mess with traffic

Guest: Yes. It drives me crazy for sure

Staff 2: Haha yes mam, anyway I have checked your reservation, so you book a superior room and with extra bath, right?

Guest: Yes

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Staff 2: Sure mam, so I just need your passport to

complete the registration Guest: Okay thank you

Staff 2 : Okay you don't mind, you just give your email

and your sign, here your email and sign in here please

Guest: Yeah

Staff 2 : Okay this is your passport, so you stay in here for 2

nights right? Your reservation also include breakfast. We

served balinese and western food, so don't worry if you

don't like balinese food, you still can enjoy the western

food. The breakfast start from six until ten at our restaurant

and just come down or mention phone number the staff

know well your room. We open 24 hours for you anytime.

We also have swimming pool if you like swimming and

also we have spa if you want to relax yourself.

Guest: Oh you served Balinese food too? What kind of

Balinese food?

Staff 2: The most popular Balinese food Mam, like sate,

steamed egg with balinese ingridients, bubur bali and many

more

Guest: Aw, bubur bali? Sounds interesting. What is that?

Staff 2: Yes mam. It serve poridge with balinese special mix vegetables, with balinese secret ingridients and steamed egg on top

Guest: Alright then. Thank you for

that information Staff 2: Sure

you're welcome and have a nice



Appendix 4

The Criteria of Communication Strategies

Types of Communication Strategies Proposed by	Criteria
Dornyei (1995) and Bialystok (1990)	
Circumlocution Circumlocution	Avoiding the topic areas or concept which has Language difficulties. The speaker avoids speaking when they think the topic contains difficult words that must be spoken. Describing or exemplifying the target object or action. The
Approximation	speaker adds some words or exemplifies the words to express something. Using an alternative or other terms which express the meaning of the target lexical item as closely as possible.

Code-Switching	Using	a	native	language	word
	with		native	lang	guage
	pronun	cia	tion whi	ile speakin	g in

	target language.
Paralanguage	A use of gesture and facial
	expression to make clearer
	meaning.
DENDI	
Comprehension Check	The speaker checks whether the
ARSI DE	listener understand what is
	Conveyed.
Clarification request	The speaker check his
	understanding or comprehension
	is right or no.

APPENDIX 5

Interview guide

- 1. Do you have any difficulties in communicating with the guest?
- 2. What makes you think those things are difficult to be understood?
- 3. What do you do to handle with those difficulties?
- 4. Do you have some ways to make your utterance clearer to be understood by the guest?
- 5. What do you do to create an easy way communication between you and the guest?

Translated into Indonesian language

- 1. Apakah anda menemukan kesulitan dalam berkomunikasi dengan tamu?
- 2. Apa yang mebuat anda berpikir hal -hal tersebut susah untuk dimengerti?
- 3. Apa yang anda lakukan untuk mengatasi kesulitan tersebut?
- 4. Apakah anda memiliki beberapa cara agar ucapan anda lebih jelas dimengerti oleh tamu?
- 5. Apa yang and lakukan untuk menciptakan komunikasi yang lancar antara anda dengan tamu?

APPENDIX 6

The interview of staff 1

Researcher: Selamat siang mbok, maaf mengganggu jam istirahatnya. Saya mahasiswa yang observasi disini untuk keperluan skripsi, boleh saya interview sebentar mbok yaa, terkait dengan penelitian yang saya buat?

Staff 1 : ohhh iyaa gak mengganggu kok, mau interview tentang apanya dik?

Researcher: Ini mbok, saya kan udah rekam percakapannya mbok sama turisnya, ini ada beberapa mau saya tanya. Langsung aja mbok ya

Staff 1 : ohh iyaa dik boleh-boleh

Researcher: waktu mbok komunikasi sama turisnya, kesulitan apa yang paling menonjol biasanya mbok?

Staff 1 : ohh banyak dik, biasanya suka bingung waktu turis<mark>n</mark>ya ngomong sama mbok.

Researcher : ohh bingung juga mbok yaa? Kira-kira penyebab bingungnya kenapa yaa mbok?

Staff 1 : wahh banyak dik penyebabnya, kalo mbok pribadi paling sering tu karena turisnya ngomongnya terlalu cepat jadinya kurang jelas didengar saat komunikasi. Belum lagi banyak turis yang bahasa inggrisnya gak terlalu bagus, misalnya tamu dari Prancis yang tidak pake bahasa inggris sehari- harinya. Mbok sering kebingungan jadinya kalo udah turisnya dari Prancis, Rusia, Cina, susah dah dimengerti dik. Kalo udah bingung biasanya tak minta turisnya mengulang apa yang dibilang atau biasanya mbok klarifikasi lagi sekali kata-kata turisnya.

Researcher : ohh yaa mbok. Selain itu ada penyebab lain yang membuat

bingung mbok?

Staff 1 : hmmm, penyebab lain tu mbok kadang lupa sama kosa kata

dalam bahasa inggris makaknya bingung caranya jadinya pas

komunikasi dengan turisnya.

Researcher : ohh gitu mbok ya. Oya ini ada juga beberapa yang mau saya

tanyain mbok. Waktu saya rekam itu ada beberapa kali mbok

seperti mengulang kata-kata turisnya ya mbok? Seperti

misalnya turisnya bilang "double bed" kemudian mboknya

mengulangi seperti dengan nada bertanya "double bed yes?".

Nah sekarang kira-kira tujuannya untuk apa itu ya mbok?

Mungkin mbok bisa jelaskan sedikit

Staff 1 Ohh yang itu. Emm.. gini dik, kalau yang mengulang kata-

kata seperti double bed itu mbok ingin mengklarifikasi yang

diminta atau direquest sama turisnya, biar gak salah nanti

reservasinya. Jadi mbok tanyakan lagi sekali, "double bed

yes?" biar bener-bener pasti bookingannya dik.

Researcher: Oh gitu ya mbok. Kemudian ada lagi mbok, yang mbok

menunjuk-nunjuk arah waktu ngarahin turisnya ke Tandur dan

kayak pake gerakan tangan gitu juga beberapa saya liat waktu

menjelaskan ke turisnya. Selain itu juga waktu tak liat di

transcribenya mbok juga ada beberapa kali senyum sambil

mengangguk saat bicara sama turisnya. Bisa dijelaskan juga ya

mbok?

Staff 1 : Oh itu, itu mbok sengaja dik, gerak-gerakin tangan soalnya

mbok ngasi tau arah jalan gitu karena turisnya bingung pas

mbok jelasin, jadi yaudah tak arahin biar lebih jelas sambil

nunjuk-nunjuk lokasinya dik. Biar mereka nggak bingung jadi

mending mbok langsung tunjuk aja gitu dik. Terus kalau untuk

masalah senyum sambil mengangguk itu untuk menunjukkan

keramahan dan sopan santun aja dik. Jadi kalau saat kita melayani tamu itu, biar first impressionnya baik, harus banyak senyum dan ramah sama turisnya. Apalagi sebagai front office, memang diwajibkan gitu dik, harus banyak senyum dan ramah.

Researcher : Oh gitu ya mbok. Nggih-nggih mbok. Satu lagi niki mbok. Mbok ada cara khusus nggak biar komunikasi sama turisnya lancar? Karena kan biasanya ada aja kendala saat berkomunikasi itu, seperti yang mbok bilang tadi

Staff 1

: Hmm ya dik seperti yang mbok jelasin tadi dah. Kita harus bisa menkondisikan diri kalau sedang berkomunikasi sama turisnya. Harus ingat juga kita berbicara sama orang dari beda Negara tiap harinya, jadi harus bisa menempatkan diri dan paham sama budaya mereka. Tidak boleh gampang tersinggung, karena biasanya turisnya suka jutek jawab pertanyaan kita, dan kadang juga banyak maunya. Kita harus bisa menaggapi dengan baik, jangan sampai terlihat kaku atau nervous. Usahakan se-natural mungkin biar tamunya juga nyaman berkomunikasi sama kita.

Reseacher

Nggih mbok makasi banyak ya mbok lengkap sekali informasinya. Maaf sekali niki mengganggu waktunya ya ONDIKSHE mbok.

The interview of staff 2

Researcher : Selamat pagi bli, maaf mengganggu niki. Saya mahasiswa yang observasi disini untuk keperluan skripsi, boleh saya interview bli sebentar yaa, terkait dengan penelitian yang saya buat?

Staff 2 : Mau interview tentang apanya gus? Researcher : Saya kan udah rekam percakapannya bli sama turisnya, ini

ada beberapa mau saya tanya bli?

Staff 2 : okay dik boleh-boleh

Researcher : apa ada kesulitan pada saat bli berkomunikasi dengan turis?

Staff 2 : ohh untuk kesulitannya pasti ada. Biasanya turisnya

ngomongnya agak cepat. Kita kan kerjanya ngetik sambil

ngomong langsung, jadi suka bingung sama omongan turisnya.

Kayak klabakan gitu dik hahahaha

Researcher : ohh iyaa juga bli, selain karena ngomongnya cpet ada lagi

yang bikin bingung bli?

Staff 2 : ada gus, kadang tiba-tiba suka blank lupa sama bahasa

inggrisnya jadi bingung mau rEnglish for Specific Purposeon

apa ke bulenya. Takut salah arti nanti beda pengertiannya.

Researcher: ohh keto bli oow. Oohh iyaa bli ada direkamannya bli

menyambut tamu asing, bli bilang "welcome to

Intercontinental Bali Resort, selamat datang". Kenapa isi

bilang selamat datang lagi bli? Kan sudah bilang welcome?

Staff 2 : kalo yang itu bli Cuma pengen memperkenalkan bahasa

Indonesia aja. Siapa tau turisnya bisa bahasa Indonesia jadi bli

lebih gampang lagi berkomunikasi, soalnya pernah bli

berkomunikasi sama turis pake bahasa inggris tapi bulenya

nyaut pake bahasa Indonesia.

Researcher : Oh gitu ya bli, nggih bli. Selain itu ada juga bli, waktu

observasi, di video waktu bli ditanya money changer sama

turisnya, bli juga ngasi tau jalan ke money changernya sambil

nunjuk-nunjuk gitu, kira-kira biar gimana tu ya bli?

Staff 2 : Ohh yang itu. ya biar jelas aja gus. Kalo dikasi tau nama

jalan, turisnya kan gak tau dia gus, jadi kalo bli arahin

langsung belok sini sambil tunjuk yang mana baru dia ngerti, gitu. Daripada ribet jelasin nama jalan apa

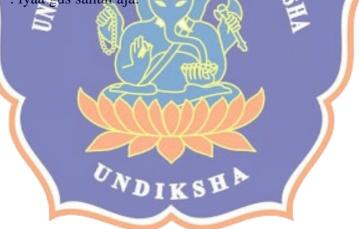
Researcher : Oh gitu ya bli satu lagi. Ada cara khusus nggak biar komunikasi sama turisnya lancar? Karena kan biasanya ada aja kendala saat berkomunikasi itu, seperti yang bli bilang tadi

Staff 2 : Hmm ya dik seperti yang bli jelasin tadi dah. Kita harus jelas saat sedang berkomunikasi sama turisnya. Harus sopan, bagaimana cara kita menaggapi dengan baik saat berkomunikasi dengan tamu. Percaya diri juga sangat penting, yaa bagaimana je cara kita agar tamunya itu nyaman sama kita ssat berkomunikasi.

Reseacher : Nggih bli segitu aja dah makasi banyak ya bli informasinya.

Maaf mengganggu waktunya ya bli.

Staff 2 : iyaa gus santai aja



APPENDIX 7



