

**IDENTIFICATION OF TERMS AND PHRASES IN FORMS AND
APPLICATIONS USED IN SENDING ITEMS OR MONEY AT POST
OFFICE SINGARAJA**

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ABSTRACT

This study aims to identify terms and phrases used in forms and applications in sending items or money at the Post Office Singaraja. The subject of this research is the manager at the Singaraja post office and the objects are several forms and applications used in sending items or money at the Singaraja post office. Interview guide, forms, applications, and tables were used as instruments to collect data. There are two forms and two applications. In terms of form there are express mail service and International Ordinary Postal Package. In terms of application, there are western union and customs declaration. This study used a descriptive research design. The researcher identified terms and phrases used in forms and applications for sending items and money at the Singaraja Post Office. The results of the study show that there are 22 terms and phrases in the Western Union application, 26 terms and phrases in the Customs Declaration application, 21 terms and phrases in the International Ordinary Postal Packages form, and 21 terms and phrases in the Express Mail Service.

Keywords: post office Indonesia, terms and phrases used in post service, sending items and sending money

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ABSTRAK

Penelitian ini bertujuan untuk mengidentifikasi istilah dan frasa yang digunakan dalam formulir dan aplikasi dalam pengiriman barang atau uang di Kantor Pos Singaraja. Subjek penelitian ini adalah pengelola di kantor pos Singaraja dan objeknya adalah beberapa formulir dan aplikasi yang digunakan dalam pengiriman barang atau uang di kantor pos Singaraja. Panduan wawancara, formulir, aplikasi, dan tabel digunakan sebagai instrumen untuk mengumpulkan data. Ada dua formulir dan dua aplikasi. Untuk Formulir ada layanan pos kilat dan Paket Pos Biasa Internasional. Dalam hal aplikasi, ada Western Union dan Customs Declaration. Penelitian ini menggunakan desain penelitian deskriptif. Peneliti mengidentifikasi istilah dan frasa yang digunakan dalam formulir dan aplikasi pengiriman barang dan uang di Kantor Pos Singaraja. Hasil penelitian menunjukkan bahwa terdapat 22 istilah dan frasa dalam aplikasi Western Union, 26 istilah dan frasa dalam aplikasi Customs Declaration, 21 istilah dan frasa dalam formulir International Ordinary Postal Packages, dan 21 istilah dan frasa dalam Express Mail. Melayani.

Kata kunci: kantor pos Indonesia, istilah dan frasa yang digunakan dalam layanan pos, pengiriman barang dan pengiriman uang