

SUMMARY

Making a Company Profile Booklet of *Lembaga Kursus dan Pelatihan Rafa's English House (LKP ROSE) Gumukmas Jember*, Jangkung Darojati Eko Saputro, NIM F31180247, 2021, 32 pages, English Study Program, Politeknik Negeri Jember, Fitri Wijayanti, S.Pd., M.Pd. (Supervisor).

Lembaga Kursus dan Pelatihan (LKP), or course and training institution, is non-formal education that has another way to increase skill and knowledge besides school time because the course and training institutions have flexible time to study. Then the student can choose which skill they need to learn. So, the course is one of the non-formal education which purpose to increase specific skill and knowledge based on each people need.

Based on data from website Ministry of Education and Culture Indonesia, there are 47 LKP in Jember that have been officially registered until March 2021 by Ministry of Education and Culture Indonesia. One of LKP in Jember that has been registered is *Lembaga Kursus dan Pelatihan Rafa's English House (LKP ROSE)* in Gumukmas sub-district. It means LKP ROSE has a license from the government.

In doing this final project, the writer did some activities to collect data for the booklet. The writer did interviews, observation, documentation, and audio-visual material. In the interview, the writer got data about the history of LKP ROSE, vision and mission, kind of class, cost, learning activities, and facilities in LKP ROSE. In the observation, the writer got data about learning activities and facilities in LKP ROSE. In the documentation, the writer got data about contact information and address. In the audio-visual material, the writer took photos directly to LKP ROSE.

After getting the data, the writer started to make a layout design. The booklet was made in a bilingual version that is English and Bahasa Indonesia. The writer adopted the procedure from Irawan (2016) to make a booklet. Those steps are brief client, observation, interview, brainstorming, design process, and finishing

In finishing this project, the writer found the difficulties and challenges. The writer has difficulties in grammar, so the writer using the application Grammarly to help check grammar. The writer needed to learn more about grammar. Besides, because the writer has a partial color blindness issue, so it made the writer got difficult to differentiate certain colors, but the writer can solve these difficulties by taking a note of the code of the color and find the code in the search engine Google. In addition, the writer has challenges to make a good script because the script had to be attractive and made the readers interested in joining the course with LKP ROSE. The writer helped the owner of LKP ROSE increased the number of students with the product from the writer. The second challenge faced was about the distance. The writer must meet the owner who has a busy schedule, so the writer difficulty in meeting the owner.