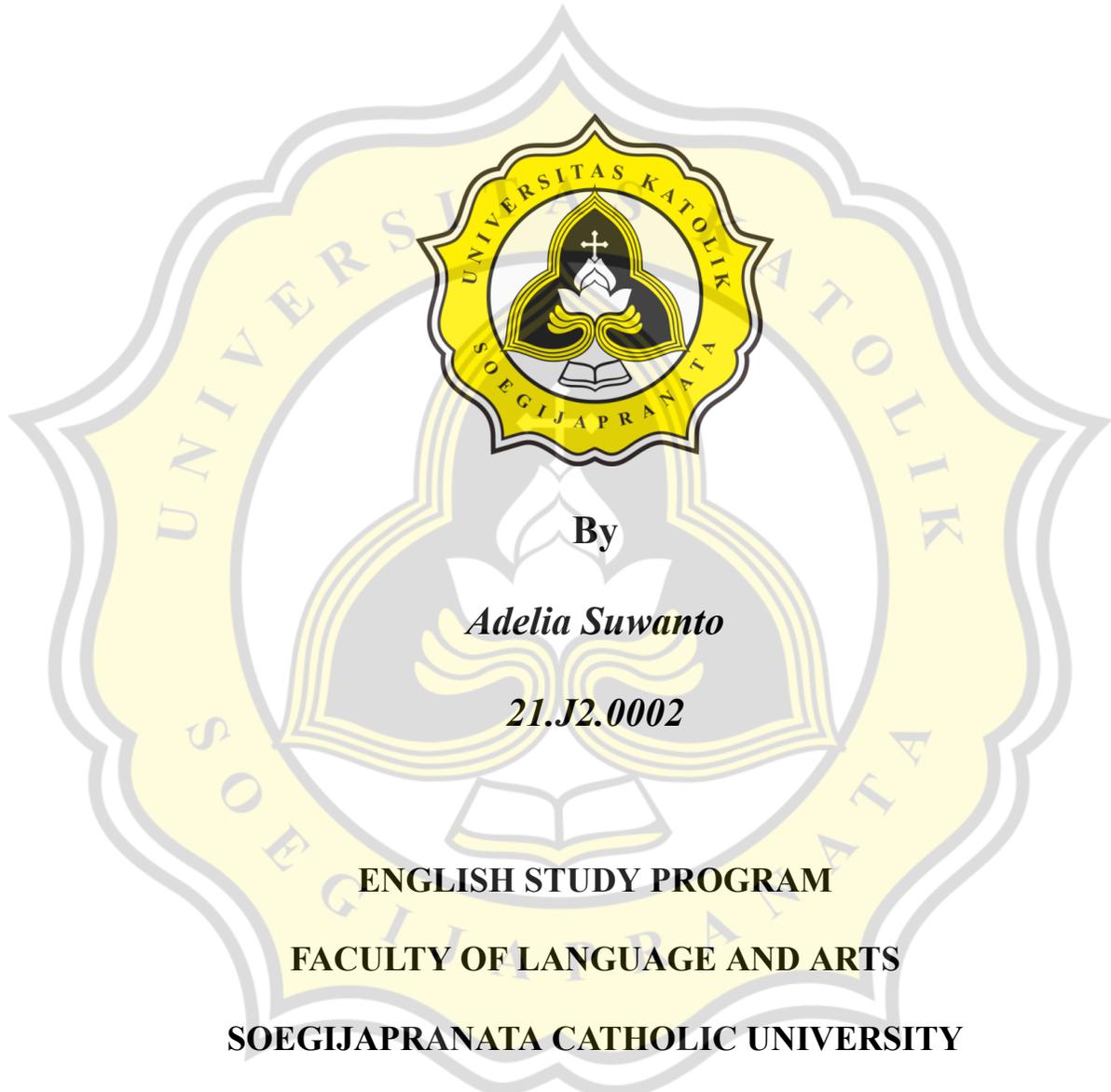


**THE BEST PRACTICES OF MANAGING THE  
LEARNING ACTIVITIES AT THE PRIMARY SCHOOL  
OF PKBM EDUHOUSE SEMARANG**



By

*Adelia Suwanto*

*21.J2.0002*

**ENGLISH STUDY PROGRAM**

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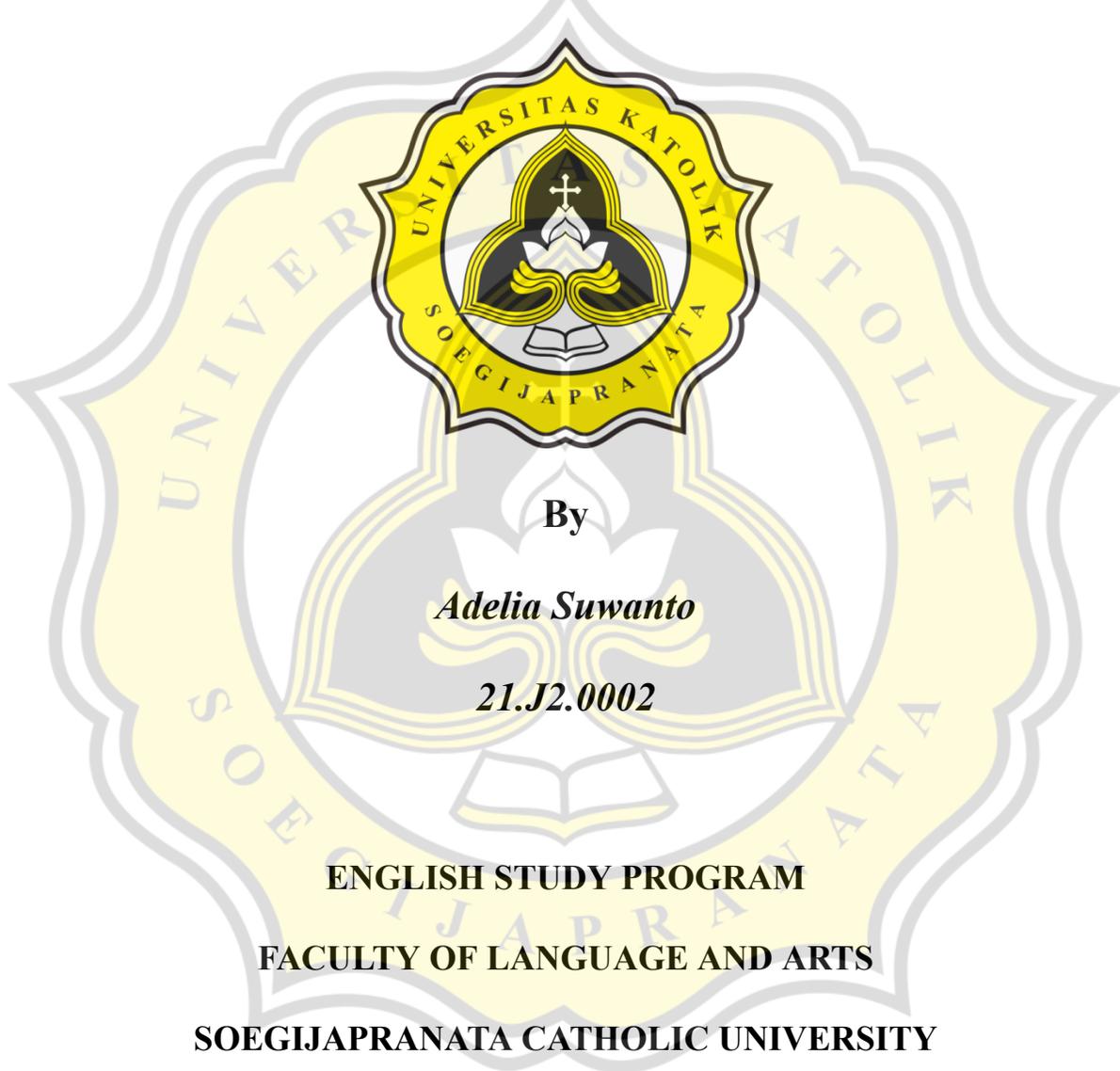
**SOEGIJAPRANATA CATHOLIC UNIVERSITY**

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**A Final Project Report Presented as a Partial Fulfillment for the Requirements  
for the Degree of *Sarjana Sastra* in the English Study Program**



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## SUMMARY

The growing competition in the workforce, especially in the developing world, underscores the importance of education in equipping individuals with the necessary skills for employment. An internship offers valuable opportunities for students to gain real-world experience and develop practical skills. The author participated in a six-month internship program at Eduhouse from August 5, 2024, to January 8, 2025. During the internship, the author worked primarily in the administration department, assisting with tasks such as organizing student data, creating report covers, and helping with classroom activities. The author also faced challenges, such as receiving tasks from multiple people and communication issues due to physical distance. These issues were addressed through clear role clarification and digital communication tools. The internship gave the author valuable teamwork, communication, and administrative skills. The experience also deepened the author's understanding of the importance of clear communication and efficient task management.

**Keywords:** *internship, administrative tasks, communication, teamwork, task management*

## RINGKASAN

Kompetisi yang semakin berkembang di dunia kerja, terutama di negara berkembang, menekankan pentingnya pendidikan dalam membekali individu dengan keterampilan yang diperlukan untuk memasuki dunia kerja. Magang menawarkan peluang berharga bagi mahasiswa untuk mendapatkan pengalaman langsung dan mengembangkan keterampilan praktis. Penulis mengikuti program magang selama enam bulan di Eduhouse dari 5 Agustus 2024 hingga 8 Januari 2025. Selama magang, penulis bekerja terutama di departemen administrasi, membantu dengan tugas seperti mengorganisasi data siswa, membuat sampul laporan, dan membantu kegiatan di kelas. Penulis juga menghadapi tantangan, seperti menerima tugas dari berbagai orang dan masalah komunikasi akibat jarak fisik. Masalah ini diatasi melalui klarifikasi peran yang jelas dan penggunaan alat komunikasi digital. Magang ini memberikan penulis keterampilan berharga dalam kerja tim, komunikasi, dan pekerjaan administrasi. Pengalaman ini juga memperdalam pemahaman penulis tentang pentingnya komunikasi yang jelas dan manajemen tugas yang efisien.

**Kata kunci:** *magang, tugas administratif, komunikasi, kerja sama tim, manajemen tugas*