

# MLL171e Business Malay I

**Level:** 1

**Credit Units:** 5 Credit Units

**Language:** MALAY

**Presentation Pattern:** EVERY JULY

**E-Learning:** FULL - Learning is done ENTIRELY online using interactive study materials in Canvas. Students receive guidance and support from online instructors via discussion forums and emails. There are no face-to-face sessions. If the course has an exam component, this will be administered on-campus.

## **Synopsis:**

MLL171 Business Malay I aims to provide students with the necessary language skills and cultural knowledge to work with Malay-speaking communities. The course offers comprehensive training in conversational skills, grammar and vocabulary, with an additional focus on language used in business settings. It will also introduce students to aspects of the Malay culture such as its food, customs and acceptable etiquette in social interactions.

The course will be delivered through synchronous, online instruction with small groups of students to ensure an optimum learning experience. Feedback on individual performance in each lesson helps students correct their errors immediately. Pre-lesson and post-lesson tasks help students focus on new knowledge gained, and reinforce and practise new vocabulary and grammatical structures learned.

At the end of the course, students will be more aware of Malay communicative norms and be proficient in business communication in Malay. The course assessments include a quiz assessing students' cultural knowledge, a group-based assignment, an individual assignment and an oral exam.

## **Topics:**

- Introducing oneself
- Talking about one's family members
- Talking about one's work
- Business Lunch
- Business Retreat
- Talking about one's company
- Describing location of one's place of work
- Working with colleagues
- Making requests and giving advice and recommendation
- Business email
- Business trips
- Telephone conversations

## **Textbooks:**

Hirman Mohamed Khamis: Exploring Malay LAP LAMBERT Academic Publishing  
ISBN-13: 9786202787505

**Learning Outcome:**

- List at least three aspects of Malay culture.
- Recognise norms of speech and behaviour acceptable in interactions with Malay-speaking communities.
- Describe differences in communicative style in business and social contexts between the target culture and their own culture.
- Demonstrate the use of proper grammar in Malay in business interactions.
- Show proficiency in using Malay in social interactions.
- Differentiate the use of phrases in interactions with a range of contacts (colleagues, superiors, business associates, external stakeholders).

**Assessment Strategies (Evening Class):**

<b>Components</b>	<b>Description</b>	<b>Weightage Allocation (%)</b>
Overall Continuous Assessment	QUIZ 1	10
	TUTOR-MARKED ASSIGNMENT 1	30
	GROUP BASED ASSIGNMENT 1	30
Overall Examinable Components	Oral Exam	30
<b>Total</b>		<b>100</b>