

OGP162 Business Bahasa Indonesia I

Level: 1

Credit Units: 5 Credit Units

Language: ENGLISH

Presentation Pattern: EVERY REGULAR SEMESTER

Synopsis:

OGP162 Business Bahasa Indonesia I aims to provide students with the necessary language skills and cultural knowledge to live and work in Indonesia. 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 Indonesian 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 Indonesian communicative norms and be proficient in business communication in Bahasa Indonesia. The course assessments include a quiz assessing students' cultural knowledge, a group-based assignment, an individual assignment and an oral exam.

Topics:

- Introductions
- Career and education
- Business appointments
- Invitations
- Requests and offers
- In the office
- Business writing
- Social interactions
- Public speaking
- Office disputes
- Mutual understanding
- Company culture

Learning Outcome:

- List at least three aspects of Indonesian culture.
- Recognise norms of speech and behaviour acceptable in the Indonesian culture.
- Describe differences in communicative style between the target culture and their own culture.
- Demonstrate the use of proper grammar in Bahasa Indonesia.
- Show proficiency in using basic Bahasa Indonesia in social interactions.
- Differentiate the use of different phrases in interactions with business contacts, colleagues and others in the workplace

Assessment Strategies - Regular Semester (Evening Class):

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

*The information listed is subject to review and change.