

OGP162e Business Bahasa Indonesia I

Level: 1

Credit Units: 5 Credit Units

Language: ENGLISH

Presentation Pattern: EVERY SEMESTER

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:

OGP162 Business Bahasa Indonesia aims to provide students with the necessary language skills and cultural knowledge to live and work in Indonesia. The 60-hr 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. Students will be assessed on their participation in class, their ability to engage in dialogue with a native Bahasa Indonesia speaker, and their performance on a written test. At the end of the course, students will be more aware of Indonesian culture and norms of speech and behaviour, and be proficient in basic social and business communication in Bahasa Indonesia.

Topics:

- Greetings and leave-taking
- Introducing oneself and colleagues
- Meeting people
- Numbers and quantities Cultural tips: Inauspicious numbers (in business)
- Verbs Cultural tips: Taboos, customs and ceremonies
- Position, location, public transport Cultural tips: Traffic jams
- At the bank
- Shopping and bargaining, asking about quantities
- Talking about work
- Scheduling an appointment
- Activities in the office
- Making small talk
- Business meeting
- Business calls
- Business correspondence
- Dining with client(s)

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 (Daytime Class):

| Components | Description | Weightage Allocation (%) |
|-------------------------------|---------------------------|---------------------------------|
| Overall Continuous Assessment | PARTICIPATION 1 | 20 |
| | TUTOR-MARKED ASSIGNMENT 1 | 50 |
| | TUTOR-MARKED ASSIGNMENT 2 | 30 |
| Total | | 100 |