

**Higher School of Economics 2019****Indonesian and Malay Languages. Basic Course I.****Part 1: Course Information****Instructor Information**

**Instructors:** by appointment

**Office:** by appointment

**Office Hours:** by appointment

**E-mail:** by appointment

**Course Description**

This course is designed to provide practical skills and knowledge on the vocabulary and grammar of the Indonesian and Malay languages to the students who have never previously learned Indonesian and Malay. At the same time, the course provides students with the opportunities to develop a sufficient competency in Indonesian and Malay and to use it in a variety of ways to develop their communication skills.

Students are also expected to acquire basic speaking and listening comprehension skills, a considerable body of basic grammar, reading and writing skills within the topics covered in class.

**Prerequisites**

As the course Indonesian and Malay languages is taught in Russian the knowledge of Russian language (Intermediate level and upper) is a formal prerequisite for HSE students wishing to enroll the course.

**Learning Objectives**

The course aims at developing basic communicative competences in Indonesian and Malay language including:

- **communicative competence** – developing communicative skills through speaking, listening, reading and writing in communicative scenarios and topics chosen for the course;
- **language competence** – learning new language units (orthographic, phonetic, lexical, grammar) related to communicative scenarios and topics of the course;

learning about language phenomena in the foreign language, about various ways of expressing ideas using the native and foreign languages;

- **socio-cultural competence** – introducing students to the culture, traditions and realia of the country whose language they are learning; developing skills of presenting their country and its culture when communicating with foreigners;
- **cognitive competence** – developing general and special academic skills; familiarizing students with available ways of autonomous learning of a foreign language and culture, ICT included.

### **Learning Outcomes**

Upon completion of the course, students will be able to achieve the following:

#### **Listening:**

- Identify a speaker's purpose and tone;
- Identify the topic and main idea;
- Make inference and predictions about spoken discourse;
- Understand real-life conversation.

#### **Speaking:**

- Use vocabulary appropriately;
- Use grammatical structure appropriately;
- Introduce itself, make a request, give advice, make a suggestion, express agreement/disagreement and make an offer;
- Communicate on daily topics such as daily routines, description of surrounding things, ordering food, shopping, travelling, asking direction etc.;
- Demonstrate and produce some features of spoken Indonesian and Malay languages: sentence stress, intonation on sentence and question.

#### **Writing:**

- Use grammatical structure accurately;
- Compose both simple and complex sentences and texts;
- Write well-developed and logical essays that utilized course readings and topics.

#### **Reading:**

- Skim for a main idea;
- Scan for details;

- Summarize and paraphrase information in the text;
- Deduce meaning from the context.

**Textbook & Course Materials**

Индонезийский язык [Текст] / А С. Теселкин, Н. Ф. Алиева. - Москва : Изд-во вост. лит., 1960. - 60 с.; 22 см. - (Языки зарубежного Востока и Африки/ Акад. наук СССР. Ин-т востоковедения. Под общ. ред. проф. Г. П. Сердюченко).

**Additional resources**

Lecture course and typesetting in Indonesian and Malay languages offered by the teacher.

**CLASSES/HOMEWORK HOURS**

	<b>Classes</b>	<b>Home work</b>	<b>Hours total</b>
<b>Total</b>	432	214	646

<b>1 &amp; 2 Modules</b>					
	<b>Wee k</b>	<b>Topic</b>	<b>Classes</b>	<b>Home work</b>	<b>Hours total</b>
1	1-2	Indonesian and Malay Alphabet & Pronunciation	24	12	36
2	3-4	Greetings	24	12	36
3	5-6	Dormitory	24	12	36
4	7-8	Family	24	12	36
5	9-10	Neighborhood	24	12	36
6	11-12	Daily routine	24	12	36
7	13-14	To the college	24	12	36
8	15	College life	12	8	20
		<b>Total</b>	<b>180</b>	<b>92</b>	<b>272</b>
<b>3 &amp; 4 Modules</b>					
9	16-17	College life	12	8	20
10	17-18	Visiting friend's house	32	16	48
11	19-20	Restaurant	32	16	48

12	21-23	Hobby	32	16	48
13	24-26	Club	32	16	48
14	27-29	Appointment	32	16	48
15	30-32	At the cafe	32	16	48
16	33-35	Bank	32	16	48
17	36	Revision	16	2	18
		Total	252	122	374

The instructor reserves the right to reorder the topics, their grammar and vocabulary, reading/listening, speaking/writing skills based on a group level and its needs and will provide notice when at all possible.

**Part 2: Course Requirements and Grading Policy**

**Quiz**

Quizzes will be given during the first 15 minutes of a class. If you miss a class, you will have a chance to take the quiz you have missed (see In-Class Participation)

**Test**

Details for the finals will be provided during the final class. The exam will generally consist of four parts:

- 1) Lexico-grammatical test;
- 2) Sentences and texts for translation from Russian into Indonesian and Malay;
- 3) Listening exercises;
- 4) Interview: You are required to talk the native Indonesian and Malay speaker. The format and the topics of the exam are subject to change at the discretion of the instructor.

**Homework**

After every class, you will receive a homework assignment to practice new grammar and vocabulary. It can include the following:

1. Workbook: You are required to complete all the exercises in each chapter.
2. Online activities for typing practice ([www.quizzlet.com](http://www.quizzlet.com) – learn vocabulary)
3. Dialogue: You are required to listen to the dialogue and learn it by heart.

4. Text: You are required to prepare a retelling of a text using the phrases from the text.

The instructor has rights to penalize students who come in class unprepared without completed homework.

### **In-Class Participation**

Active learning includes participation. The class involves dialogue practice, conversations, group discussions etc. Students are expected to actively participate in in-class activities. The instructor has rights to give an unsatisfactory mark for their work in the class. Class participation is regarded as given.

If a student misses a class, they will automatically receive zero points for any quizzes and exams that were taken during the class. The student then can change this grade by taking a quiz/test after consulting with the instructor (on the date decided by the instructor) on this matter **within a month**. If the student does not make up for the missed class within a month, the score “zero” will be transferred into the log sheet and there will be no possibility to change it later.

### **Mid-term and Final Exams**

Mid-term and final exams will be given in a form of an achievement test that will include materials introduced in classes up to the day of the exam. The written part of the exam will take place during the final class of the term. Oral exams will be taken during the exam week. The instructor decides whether a student will get an automatic passing grade for their exams upon considering the student’s work during the semester if the cumulative grade is more than 8.

Written exam: lexico-grammatical test, texts for translation from Russian into Indonesian and Malay and listening comprehension.

Oral exam:

1. Reading, interpreting, talk with the examiner.
2. Topics: a conversation on the topic with the examiner is expected (using words, expressions & grammar learned in the class). Evaluation of the oral presentations will be based upon the following components: content, pronunciation, vocabulary, grammar.

### **Part 3. Assessment Criteria**

In accordance with **the Regulations for Interim and Ongoing Assessment of Students of the National Research University** (June 14, 2017), academic progress

at HSE is evaluated through ongoing assessment, interim assessment and final state certification.

**Interim assessment** is held at the end of a study period (semester) to evaluate interim and final results in the course “Indonesian and Malay languages. Basic course I”.

**Ongoing assessment** is conducted continuously within each study period and is designed to organize students' independent work and a systematic monitoring of their academic knowledge.

Ongoing assessment methods include homework, in-class assignments, oral and written tests.

Ongoing assessment grades are entered into the electronic journal by the teacher (instructor).

### Cumulative Grade

During the semester there are grades for oral and written work. These grades are entered into the electronic journal into the rows “written grade” and “oral grade”.

Besides these grades, students have several written and oral tests during the semester. The results of these tests are also entered into the electronic journal. The overall weight of tests is higher than the weight of general grades, at the same time, the overall weight of the written work is higher than of oral work.

The Cumulative Semester Grade is calculated according to the following formulae:

$$G_{cumulative} = 0,4 * (0,4 * G_{oral} + 0,6 * G_{oral\ test}) + 0,6 * (0,4 * G_{written} + 0,6 * G_{written\ test})$$

**G<sub>written</sub>** - is the average of all the grades received by the student for participation in written assignments.

**G<sub>written test</sub>** - is the average of all the grades received by the student for participation in written tests.

**G<sub>oral</sub>** - is the average of all the grades received by the student for participation in oral assignments.

**G<sub>oral test</sub>** - is the average of all the grades received by the student for participation in oral tests.

All the grades are whole numbers between 0 and 10. If the calculated grade turns out to be fractional, it is rounded to the whole number. Deciles below 0,5 are rounded down, deciles over 0,5 are rounded up.

The teacher of the course has a right to increase the final semester grade to motivate hard-working and diligent students. At the same time, the teacher can decrease the

final grade (from 0.1 to 1 point) for missing the lessons and for not turning in homework assignments. It is referred to as ‘**stimulating points from the teacher**’ (SP).

Thus, the final formulae is the following:

$$G_{cumulative} = 0,4 * (0,4 * G_{oral} + 0,6 * G_{oral\ test}) + 0,6 * (0,4 * G_{written} + 0,6 * G_{written\ test}) \pm SP$$

**SP** - Stimulating points from the teacher (0.1 -1)

**Exam grade**

If the exam consists of two parts (written test and speaking), the grade is as follows:

$$O_{exam} = 0,6 * O_{mark\ of\ written\ test} + 0,4 * O_{mark\ of\ speaking}$$

If the exam grade turns out to be fractional, it is rounded to the whole number. Deciles below 0,5 are rounded down, deciles over 0,5 are rounded up.

**Final Grade**

Final Grade is calculated according to the following formulae:

$$G_{final} = 0,4 * G_{exam} + 0,6 * G_{cumulative}$$

If the calculated grade turns out to be fractional, it is rounded to the whole number. Deciles below 0,5 are rounded down, deciles over 0,5 are rounded up.

For exams and the course in general, students will get a mark from 1 to 10. The initial score will be summarized in percent and then transferred from percentage to 1-10 mark as provided below:

10-points grade	Percentage
<b>Unsatisfactory</b>	
<b>1</b>	<b>1 - 15%</b>
<b>2</b>	<b>16 - 29%</b>
<b>3</b>	<b>30 - 39%</b>
<b>Satisfactory</b>	

<b>4</b>	<b>40 - 59%</b>
<b>5</b>	<b>60 - 69%</b>
<b>Good</b>	
<b>6</b>	<b>70 - 76%</b>
<b>7</b>	<b>77 - 84%</b>
<b>Excellent</b>	
<b>8</b>	<b>85 - 90%</b>
<b>9</b>	<b>91 - 95%</b>
<b>10</b>	<b>96 - 100%</b>

**Assessed assignments (in class)**

The instructor will use informal and formal assessment procedures in class. Formal assignments should be given within the 1<sup>st</sup> and 2<sup>nd</sup> semesters. The instructor makes the final decision on all issues regarding the assignments and their assessment.

**Extra credit**

Extra credit (till 1 point) will be available for the cumulative mark.

**Final Grade**

Final Grade is calculated according to the following formulae:

$$G_{final} = 0,4 * G_{exam} + 0,6 * G_{cumulative}$$

If the calculated grade turns out to be fractional, it is rounded to the whole number. Deciles below 0,5 are rounded down, deciles over 0,5 are rounded up.

**Types of mistakes and assessment Scale**

<b>Nº</b>	<b>Task</b>	<b>Type of mistake</b>	<b>Number of reduced points score</b>
1	Quiz (10 words – 10 points score)	The word is not written	1
		The word is written incorrectly	1



2	Dictation of 10 sentences for translation from Russian into Indonesian and Malay (vocabulary checking, 10 points)	The key-word is not written	1
		Spelling mistake	0.5
		Using wrong grammatical construction	1
		The grammatical construction is used incorrectly	0.5
3	Translation from Indonesian and Malay into Russian (3 – 4 points for one sentence)	Spelling or punctuation mistake	0.5
		Incorrect translation	1
		Only half of the sentence is translated	Half of points from the total score of this sentence
		One word or grammatical construction is not translated	1
4	Translation from Russian into Indonesian and Malay (5 – 6 points for one sentence)	Spelling mistake	0.5
		One word or grammatical construction is not translated	1
		Grammatical construction is used incorrect	0.5
		Translation is incorrect	1
5	Listening (writing down audio)	Only half of audio text is written down	Half of points from total score
		One or two words are written	0.5
		The mistake is made in the word or grammatical construction	0.5
6	Homework essay (10 points)	Spelling mistake, lexical error, grammatical error (covered material)	1
		Spelling mistake, lexical error, grammatical error (new material)	0.25
		Phrase is incorrect	2-3 mistakes – 1 points >3 – 2 points
7	Recitation dialogue or text by heart (10 points)	Bad reciting	Half of points from the total score

		Recitation is incorrect	Half of points from the total score
		Sneak peek or any form of cheating	10 points
		Pronunciation of some sounds is incorrect	0.5
		Wrong intonation	1
		Replacement of the word or grammatical construction by synonyms	0.5
8	Retelling the text (10 points)	Reciting the text instead retelling	8 points from 10
		Speed of speech is very slow	5 points from 10
		New lexical and grammatical materials of the original text are not used	5 points from 10
		New lexical and grammatical materials of the original text are not used enough	7 points from 10
9	Homework declaration (10 points)	Speed of speech is very slow	8 points from 10
		Wrong pronunciation	1
		Word or grammatical construction is used in an incorrect context	0.5
		The phrases are used incorrectly	0.5
		Vocabulary and grammatical constructions are not varied enough	7 points from 10

**Part 4: Topics outline/Class Schedule**

Due to the shortage of students for this course, the course was not implemented.

**Part 5. Writing Test Sample (2<sup>nd</sup> Semester)**

Due to the shortage of students for this course, the course was not implemented.

**Part 6. Special Equipment and Software Support**

<b>No</b>	<b>Equipment / Software</b>
1.	Microsoft Windows 10
2.	Speakers
3.	Computer
4.	Projector with remote control