MPU3212
National Language A

Kursus ini menawarkan kemahiran berbahasa dari aspek mendengar, bertutur, membaca dan menulis sesuai dengan tahap intelek. Tujuan kursus ini adalah untuk meningkatkan kecekapan berbahasa dalam konteks rasmi dan tidak rasmi. Pengajaran dan pembelajaran akan dilaksanakan dalam bentuk kuliah, tugasan, aktiviti kebahasaan, main peranan (role-play), ujian dan peperiksaan. Pada akhir kursus ini, pelajar diharapkan dapat menguasai kemahiran berbahasa secara lisan dan tulisan.

Mode of Delivery	On-campus (Malaysia)
Medium of instruction	Malay
Workload requirements	This is a three Malaysian Qualifications Framework (MQF) credit point unit with at least two hours of online learning session per week over twelve learning and teaching weeks. This does not include time spent in preparing for and completing assessment tasks, and time spent for revision, research and final assessment.
Unit relationships	This unit is a compulsory unit for selected and identified Malaysian students pursuing an undergraduate and honors degree as stipulated in subsection 41 (4) Private Higher Education Act 1996 (Act 555). In relation to this, Department of Higher Education, Malaysian Ministry of Education (Administrative Circular JPT / GS1000-606 JLD.1 (25) dated 27 June 2013) as well as the guidelines stipulated under *the Garis Panduan Matapelajaran Pengajian Umum (MPU) Edisi Kedua* published by Ministry of Higher Education, Malaysia (2016) provided further explanation on the implementation of General Studies in a public and private university. Selected and identified Malaysian students are compelled to enrol, undertake, complete and pass this unit as a prerequisite to the award of an undergraduate degree and / or honours degree.

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SEMESTER 1, 2022 TEACHING PERIOD

Your Feedback to Us

Monash is committed to excellence in education and regularly seeks feedback from students, employers and staff. One of the key formal ways students have to provide feedback is through the Student Evaluation of Teaching and Units (SETU) survey. The University's student evaluation policy requires that every unit is evaluated each year. Students are strongly encouraged to complete the surveys. The feedback is anonymous and provides the Faculty with evidence of aspects that students are satisfied and areas for improvement.

For more information on Monash's educational strategy, see:
www.monash.edu.au/about/monash-directions/directions.html and on student evaluations, see:
www.policy.monash.edu/policy-bank/academic/education/quality/student-evaluation-policy.html

ACADEMIC OVERVIEW

Learning Outcomes

Di akhir kursus ini, pelajar boleh:
- bertutur dengan berkesan dalam situasi rasmi dan tidak rasmi;
- menghasilkan penulisan yang jelas bersistematik;
- membina hubungan baik dalam kerja berpasukan / organisasi.

Total Learning and Teaching Time (equivalent to 3 MQF credit points)

Learning and Teaching Activities	Hours
Face-to-face learning sessions	0
Online learning sessions	24
Others (self-study, writing etc)	96
TOTAL	**120**

UNIT SCHEDULE

Date	Week	Activities	Approach & Tasks
28/2 – 4/3 2022	1	**Unit Orientation and Introduction to MPU3212 National Language A** i. Unit overview.	**Online learning** Unit Briefing

7/3 – 11/3 2022	2	**Pengenalan**
		i. Asal Usul Bahasa Melayu
		       a. Rumpun Bahasa Melayu
		       b. Bahasa Melayu sebagai lingua franca
		ii. Dasar Bahasa: Asas Pemilihan Bahasa Melayu
		iii. Fungsi Bahasa Melayu dan Kedudukan Bahasa Melayu
		       a. Bahasa Kebangsaan
		       b. Bahasa Rasmi
		       c. Bahasa Perpaduan
		       d. Bahasa Ilmu
		iv. Kedudukan Bahasa Melayu di sisi Undang-undang
		       a. Perkara 152 Perlembagaan Persekutuan
		       b. Akta Bahasa Kebangsaan 1967
		       c. Akta Pendidikan 1996
		v. Bahasa dan Budaya
			Online learning
			
			Access Moodle for learning and teaching activities.
			
			LRE 1
			Topic assessed:
			Chapter 1

14/3 – 18/3 2022	3	**Sebutan dan Intonasi**
		i. Sebutan
		       a. Prinsip Sebutan Baku Bahasa Melayu
		ii. Intonasi
		       a. Komponen Intonasi
		       b. Intonasi pelbagai jenis ayat
			Online learning
			Access Moodle for learning and teaching activities.

21/3 – 25/3 2022	4	**Isu Ejaan dan Tatabahasa** i. Ejaan ii. Pengimbuhan iii. Pemilihan Kata	**Online learning** Access Moodle for learning and teaching activities **LRE 2** Topic assessed: Chapter 3 (Ejaan, Pengimbuhan & Pemilihan Kata)
28/3 – 1/4 2022	5	**Isu Ejaan dan Tatabahasa** i. Struktur Ayat **ii.** Penghubung Ayat	**Online learning** Access Moodle for learning and teaching activities
4/4 – 8/4 2022	6	**Komunikasi Lisan – Bentuk-bentuk Pengucapan** i. Ucapan ii. Adab berbahasa iii. Syarahan iv. Temu ramah	**Online learning** Access Moodle for learning and teaching activities. **Online Quiz 1** Topics assessed: Chapter 1,2 and 3

11/4 – 15/4 2022	7	**Komunikasi Lisan – Bentuk-bentuk Pengucapan**
		    v. Taklimat
		    vi. Pidato
		    vii. Bahas
		    viii. Pengendalian Mesyuarat
			Online learning
			Access Moodle for learning and teaching activities.

18/4 – 22/4 2022		**University's mid-semester break**	

25/4 – 29/4 2022	8	**Penulisan (1)**
		    i. Ciri-ciri Penulisan Fakta
		          a. Gaya dan laras
		          b. Struktur
		          c. Bentuk Wacana
			Online learning
			Access Moodle for learning and teaching activities.
			
			LRE 3
			Topic assessed:
			Chapter 5 (Penulisan 1)

2/5 – 6/5 2022	9	**Penulisan (2): Jenis Teks Berformat** a. Surat Rasmi	**Online learning** Access Moodle for learning and teaching activities.

9/5 – 13/5 2022	10	**Penulisan (3): Jenis-jenis Teks**
		    ii Jenis teks: Tidak berformat
		          a. Rencana
		          b. Ucapan
		          c. Perbincangan
		          d. Cerpen
			Online learning
			Access Moodle for learning and teaching activities.
			
			LRE 4
			Topic assessed:
			Chapter 5 (Penulisan 3)

16/5 – 20/5 2022	11	**Kefahaman** i. Teks Prosa	**Online learning** Access Moodle for learning and teaching activities.
23/5 – 27/5 2022	12	**Kefahaman** ii. Teks Puisi	**Online learning** Access Moodle for learning and teaching activities. **Online Quiz 2** Topics assessed: Chapter 4, 5 and 6. **Due Date** **Online Submission of** **Pair Assignment**

Learning and Teaching Approach

This unit employs a full online learning strategy. All students in this unit are expected to develop the independent learning skills required for university study and professional life.

All students must ensure they have access to the resources required for successful completion of this unit. The minimum resources required for this unit include the following:
- Continuous & stable internet access for accessing Moodle and online materials;

- Computer / laptop / tablet / mobile phones to access Moodle and watch online videos;
- Good, above average high quality headphones or earbuds for audio listening;
- Other related resources such as handouts provided by the lecturer, the unit's Moodle site, and academic articles from the Monash library databases and other related and required information.

This unit adopts learning and teaching approaches that are both student-centred and research-led. A student-centred approach places students at the centre of the learning process, allowing and equipping them to learn about Ethnic Relations through the learning materials and assessment tasks. Research-led teaching complements this approach by facilitating students' understanding and experience of research and its contribution to the knowledge that underpins Ethnic Relations.

You can also find information on inclusive teaching practices for students with learning disabilities or mental health conditions at: http://www.monash.edu.au/lls/inclusivity/
This unit adopts a pastoral care approach to your academic progress and overall wellbeing as a student. University is a time of change, which induces many responses including anxiety, stress and negative thoughts. This time is more stressful with other changes within our lives outside of University. If you do need assistance to manage these changes, or even just talk to someone, there is a lot of support available and support that will help. If your first contact cannot assist directly, they will know who can, so please take the first step and ask.

If you are presenting academic at-risk triggers, including missing classes, late submissions, failing assignments and the like, you may be contacted by your lecturer or Unit Coordinator enquiring if further support is needed. Please take advantage of these opportunities. If you are not contacted, though feel you are at risk, please ask for support. Again, it is unfortunate though normal part of university life to be faced with some difficult situations – there is help to deal with these so please ask for it.

Assessment Summary

The overall weighting for assessment tasks consists of **100%** in-semester continuous assessment tasks.

A student is required to achieve 50% of the marks to pass this unit. Failing to do so will result in a student to receive a fail grade and will be required to re-enroll and undertake the unit again.

	Assessment Tasks	Value	Due Date
1.	**Learning Reinforcement Exercises (LREs)** ● Online learning tasks to reinforce the understanding on the topics learnt & taught through online learning sessions in Moodle.	30 marks (LRE1= 6 marks, LRE 2= 8 marks, LRE 3= 8 marks, LRE 4= 8 marks)	
2.	**Online Quiz 1** ● An assortment of at least 10 questions assessed through Moodle.	20 marks	
	Online Quiz 2 ● An assortment of at least 10 questions assessed through Moodle.	20 marks	**27 May 2022**
3.	**Pair Assignment: Grammar Analysis** *(Analisis Tatabahasa)* ● Students in a group of 2 students are required to produce an assignment (Grammar Analysis) based on the short video that has been chosen. ● Specific details relating to the assignment shall be presented & discussed by the lecturer.	30 marks	

Grading Scale
- 80 – 100: High Distinction
- 70 – 79: Distinction
- 60 – 69: Credit
- 50 – 59: Pass
- 0 – 49: Fail
- No grade (as stated in WES): Fail

ASSESSMENT REQUIREMENTS
Assessment Tasks
Assessment Task 1: **Learning Reinforcement Exercises (LREs) - Unlimited attempt.**
- **Details of task:** Online learning assessments conducted in Moodle to reinforce the understanding on the topics learnt & taught through online learning.
- **Total LRE:** 4 (LRE 1, LRE 2, LRE 3 and LRE 4)
- **Released date:** Week 1.
- **Weighting Value:** 30 marks (LRE 1: 6 marks, LRE 2: 8 marks, LRE 3: 8 marks and LRE 4: 8 marks)
- **Criteria for Marking:** Mark is awarded for each correct answer attempted.

Assessment Task 2: **Online Quizzes- One attempt.**
- **Details of task:** An assortment of at least 10 questions assessed through Moodle for each online quiz.
- **Release dates:** Week 1
- **Weighting Value:** 40 marks (20 marks for Online Quiz 1 + 20 marks for Online Quiz 2)
- **Criteria for Marking:** Mark is awarded for each correct answer attempted.

Assessment Task 3: **Pair Assignment: Grammar Analysis**
- **Details of task:** Written essay.
- **Release dates:** Week 1
- **Length of assignment: 2 - 3 pages, 1.5 spacing, exclude cover sheet, submission statement, references, and appendices.**
- **Weighting Value:** 30 marks
- **Estimated return date:** Starting Week 1 until Week 12 (Between 28 February – 27 May 2022)
- **Submission Method:** Students are required to submit online by uploading the file in Moodle.
- **Criteria for Marking:**

Criteria	Marks
Pengenalan *(Introduction)*	3
Analisis Tatabahasa *(Grammar Analysis)*	10
Refleksi *(Reflective)*	8
Bahasa *(Language)*	6
Format *(Formatting)*	3
TOTAL	**30**

Rubrik Pemarkahan

		(3 m)	(2 m)	(1 m)	(0 m)
Pengenalan		Pengenalan yang amat baik. Objektif dan aspek tatabahasa yang dianalisis dinyatakan dengan sangat jelas. Maklumat video yang dianalisis sangat jelas	Pengenalan masih baik. Objektif dan aspek tatabahasa yang dianalisis dinyatakan dengan jelas. Maklumat video yang dianalisis masih berkaitan/ masih sesuai dan masih jelas.	Pengenalan tugasan tidak lengkap. Tidak dinyatakan objektif / aspek tatabahasa yang dianalisis. Tidak ada maklumat video yang dianalisis / kurang jelas.	Tiada pengenalan / Pengenalan tidak berkaitan / tidak tepat.

	(9-10 m)	(8-6 m)	(3-4 m)	(1-2 m)	(0 m)
Analisis Tatabahasa	SEMUA aspek tatabahasa dihuraikan dan dianalisis dengan tepat dan komprehensif serta contoh-contoh yang lengkap dari video.	Ada sekurang-kurangnya TIGA aspek tatabahasa dihuraikan dan dianalisis dengan tepat. Contoh-contoh dari video kurang/tidak tepat.	Ada sekurang-kurang DUA aspek tatabahasa dihuraikan dan dianalisis dengan baik. Contoh-contoh dari video kurang / tidak tepat.	Ada SATU aspek tatabahasa dihuraikan dan dianalisis dengan memuaskan. Contoh-contoh dari video amat kurang / tidak tepat.	Analisis tatabahasa tidak tepat / tidak berkaitan.

	(7-8 m)	(5-6 m)	(3 -4 m)	(1-2 m)	(0 m)
Refleksi	Huraian refleksi sangat komprehensif dan sangat tepat.	Huraian refleksi jelas dan tepat.	Huraian refleksi sederhana dan sebahagian refleksi masih berkaitan.	Huraian refleksi sangat ringkas /kurang jelas/kurang berkaitan.	Tiada refleksi/Refleksi tidak berkaitan.

	(5-6 m)	(4 m)	(3 m)	(2 m)	(1 m)
Bahasa	Bahasa amat baik dan amat lancar. Kepelbagaian kosa kata dan ayat-ayat yang tepat.	Bahasa baik dan lancar. Terdapat beberapa kesalahan ringan. Kosa kata dan ayat-ayat masih pelbagai.	Bahasa sederhana dan masih lancar. Banyak kesalahan ringan. Penggunaan kosa kata dan ayat-ayat yang mudah.	Bahasa kurang lancar dan banyak kesalahan tatabahasa. Penggunaan kosa kata dan ayat-ayat yang mudah.	Bahasa tidak lancar dan banyak kesalahan tatabahasa. Penggunaan kosa kata dan ayat-ayat yang terhad.

		(3 m)	(2 m)	(1 m)	(0 m)
Format		Tugasan mengikut format dan panduan yang ditetapkan sepenuhnya.	Sebahagian format dan panduan yang ditetapkan diikuti.	Satu atau dua format / panduan yang ditetapkan diikuti.	Tugasan tidak mengikut format dan panduan ditetapkan.

Learning resources
Main references

Muhammad Nadzri Mohd. Sharif, Mohd. Faiz Idris, Suhaila Ngadiron, (2012). Modul Bahasa Kebangsaan A: Silibus MQA. Tanjong Malim: Emeritus Publication.

Yong, C. C., Rohaidah Mashudi, Maarof Abd Rahman, (2012). Bahasa kebangsaan untuk pelajar luar negara: Malay language for international students. Petaling Jaya: Pearson Malaysia.

Zarina Othman, Roosfa Hashim & Rusdi Abdullah. (2012). Modul Komunikasi Bahasa Melayu Antarabangsa, KPT: Penerbit UKM Press.

Additional references

Abd. Rashid Abd. Rahman dan Yap Kim Fat, (2006). Bahasa Kebangsaan. Longman.

Abdullah Hassan et al., (2007). Sintaksis : Siri Pengajaran dan pembelajaran Bahasa Melayu. Kuala Lumpur: PTS Profesional.

Abdullah Hassan, (2006). Morfologi: Siri Pengajaran dan pembelajaran Bahasa Melayu. Kuala Lumpur: PTS Profesional.

Abdullah Hassan, (2007). Linguistik Am: Siri Pengajaran dan pembelajaran Bahasa Melayu. Kuala Lumpur: PTS Profesional.

Adenan Ayob. (2009). Bahasa Kebangsaan. Shah Alam : Oxford Fajar.

Asmah Hj. Omar, (2008). Nahu Kemas Kini: Panduan Bahasa yang Baik dan Betul. Kuala Lumpur: PTS Profesional.

Asraf, (2012). Petunjuk Tatabahasa Bahasa Melayu. Petaling Jaya: Sasbadi.
Indirawati Zahid, Mardian Shah Omar, (2008). Fonetik dan Fonologi. Kualal Lumpur: PTS Profesional.

Nik Safiah Karim, et al. (2004). Tatabahasa Dewan, Edisi Baru. Kuala Lumpur: Dewan Bahasa dan Pustaka.

Samsudin Wahab. (2004). Panduan Mengurus Majlis dan Acara Rasmi. Kuala Lumpur: PTS Publication & Distributor.

Siti Hajar Abdul Aziz. (2008). Siri Pendidikan Guru Bahasa Melayu I. Shah Alam.

Feedback to students
In accordance with the University procedures on Unit Assessment, students should receive feedback on student performance in examinations and other assessment tasks.

Exam sightings for the General Studies (GS) U1 units are held no later than 7 days after results have been published. Students are required to complete and submit a Request to Sight Examination Script form to the office. Students can collect this form from the office at their home campus.

Please see http://www.policy.monash.edu/policy-bank/academic/education/assessment/unit-assessment-procedures.html#FFeedbacktoStudents

Extensions and penalties

Late submissions will attract penalties. An assessment item that is submitted after the due date and without an agreed extension will attract a penalty of **FIVE (5) points per calendar day overdue**. The Unit Coordinator & Lecturer, may, at their discretion, grant an extension of up to **TWO (2)** calendar days. No assessment item can be accepted if it is more than **THREE (3)** calendar days overdue.

It is suggested that you plan on submitting the assignment before the due date to cover any unexpected delays you may encounter in finalising and completing the assignment. Excuses such as those relating to computer breakdowns or competing work commitments are not acceptable.

Required Resources
Students generally must be able to complete the requirements of their course without the imposition of fees that are additional to the student contribution amount or tuition fees. However, students may be charged certain incidental fees or be expected to make certain purchases to support their study. For more information about this, go to Administrative Information for Higher Education Providers: Student Support, Chapter 21, Incidental Fees at:
http://www.innovation.gov.au/HigherEducation/TertiaryEducation/ResourcesAndPublications/Pages/default.aspx

Technological Requirements
The University's official learning management system (LMS), *Moodle*, will be the main mode of technological approach of learning and teaching. Students are able to download lecture handouts and be aware of announcements posted in the Moodle site.

Kindly contact your Course Management Office immediately if a student has yet to locate their enrolment in *Moodle*.

Students are also advised to check their Monash email account regularly as the Unit Coordinator / lecturer(s) may email the students to highlight important updates or instructions pertaining to the unit.

OTHER INFORMATION
Policies
Monash has educational policies, procedures and guidelines, which are designed to ensure that staff and students are aware of the University's academic standards, and to provide advice on how they might uphold them. You can find Monash's Education Policies at: www.policy.monash.edu.au/policy-bank/academic/education/index.html

Key educational policies include:
- Student Academic Integrity Policy and Student Academic Integrity: Managing Plagiarism and Collusion Procedures ;
- Assessment in Coursework Programs;
- Special Consideration;
- Grading Scale;
- Discipline: Student Policy;
- Academic Calendar and Semesters;
- Orientation and Transition; and
- Academic and Administrative Complaints and Grievances Policy.

Graduate Attributes Policy
http://www.policy.monash.edu/policy-bank/academic/education/management/monash-graduate-attributes-policy.html

Student Services

The University provides many different kinds of services to help you gain the most from your studies. Contact your lecturer or Coordinator if you need advice and see the range of services available at www.monash.edu.au/students

Monash University Library
The Monash University Library provides a range of services, resources and programs that enable you to save time and be more effective in your learning and research. Go to www.lib.monash.edu.au or the library tab in my.monash portal for more information.

Disability Liaison Unit
Students who have a disability or medical condition are welcome to contact the Disability Liaison Unit to discuss academic support services. Disability Liaison Officers (DLOs) visit all Victorian campuses on a regular basis.
- Website: www.monash.edu/equity-diversity/disability/index.html
- Telephone: 03 9905 5704 to book an appointment with a DLO
- Email: dlu@monash.edu
- Drop In: Equity and Diversity Centre, Level 1, Building 55, Clayton Campus.