http://www.indonesianmalaytexts.iinet.net.au/

AN INDONESIAN AND MALAY GRAMMAR FOR STUDENTS

(Second Edition)

Malcolm W Mintz
For

Rosemary Shantha
About the Author

Malcolm Mintz received his PhD in Linguistics at the University of Hawaii where he also did a minor in Southeast Asian Studies. Subsequently he spent three years teaching Linguistics at University Sains Malaysia in Penang and, until recently, was employed at Murdoch University where he developed and coordinated a program of Malay and Indonesian language. Currently Dr. Mintz is an Honorary Research Fellow in the School of Social Sciences, University of Western Australia. Dr. Mintz has also taught in the United States, the Philippines and Papua New Guinea. He carries out research on Malay and Indonesian as well as the Philippines and has published a number of books and articles related to these areas.

Other Indonesian / Malay Books by the same author

A Course in Conversational Malay
A Course in Conversational Indonesian
Readings in Indonesian Culture
Guided Writing for Students of Indonesian and Malay
Listening Comprehension - Selections from Malaysian & Indonesian History
ACKNOWLEDGMENTS

There have been a number of people who have commented on sections of this text over the years, both students and colleagues, and I would like to thank them all for their advice and suggestions. I would in particular like to thank Des Alwi, who supplied the majority of the Indonesian sample utterances for the first edition, Suharsono for reading through the text and making comments for the second edition, and Erna Webber for her comments on the supplementary material for the first edition which has now been incorporated into this new edition. I would also like to thank Habibah Chesi for commenting on the Malay entries, and Hans Beutenmuller and those who work with him in Indonesia for commenting on the Indonesian entries for both the first and second editions.
REFERENCES


Roolvink, R. 1965. "The passive-active per-/ber- // per-/memper- correspondence in Malay. Lingua 15, 310-337


# TABLE OF CONTENTS

**INTRODUCTION** .......................................................... 1

**THE GRAMMAR** ........................................................... 3

**Chapter 1: THE SOUND SYSTEM** ........................................... 4
1.1 Vowels ................................................................. 4
1.2 Diphthongs ............................................................. 7
1.3 Semivowels ............................................................. 8
1.4 Consonants ............................................................. 8
1.5 Timing ................................................................. 15
1.6 Word Stress ............................................................ 16
1.7 Spelling System ......................................................... 17
1.8 Chart of Vowels ......................................................... 18
1.9 Chart of Consonants .................................................... 18

**Chapter 2: SENTENCES, PHRASES, CLAUSES & CONJUNCTIONS** .... 19
2.1 Sentences ............................................................... 19
   2.1.1 Equational Sentences .......................................... 19
      (i) Composition ...................................................... 19
      (ii) Word order ...................................................... 21
      (iii) Adalah & ialah ............................................... 22
      (iv) Ialah & iaitu whilst yaitu past ................................ 23
      (v) Adalah - Special usage ...................................... 24
   2.1.2 Verbal Sentences ............................................... 24
      (i) Composition ...................................................... 24
      (ii) Complements .................................................... 26
      (iii) Omitting the verb ............................................ 26
   2.1.3 Existential Sentences ........................................... 27
      (i) Composition ...................................................... 27
      (ii) Word order - general and specific reference .......... 28
      (iii) Subject and predicate ....................................... 29
      (iv) Omitting ada .................................................... 31
      (v) Showing possession - ada and punya ................. 31
      (vi) Ada as an auxiliary .......................................... 32
   2.2 Phrases ............................................................... 33
    2.2.1 Noun Phrase ................................................... 33
       (i) Basic ............................................................ 33
       (ii) Expanded ....................................................... 34
       (iii) Possession ..................................................... 36
       (iv) Word order in the noun phrase and the verbal sentence compared to English word order 37
    2.2.2 Adjective Phrase ................................................ 38
       (i) Description .................................................... 37
       (ii) Basic ............................................................ 37
       (iii) Formation with bersifat ................................... 39
2.2.3 Adverbial Phrase
(i) Description
(ii) Basic
(iii) Expanded
(iv) Formation with *dengan* and *secara*

2.2.4 Prepositional Phrase

2.2.5 Verb Phrase

2.3 The Relative Clause
2.3.1 The relative pronoun *yang*
(i) General Use
(ii) With a series of modifiers
(iii) Not used with location or place nouns
(iv) In combination with *-nya*
(v) Replacing modified nouns in noun phrases
(vi) Replacing an entire noun phrase to create a dependent clause
(vii) Compared to the demonstrative pronouns and adjectives *itu* and *ini*
(viii) Compared to *Si* and *Sang*
(ix) Not a subordinate conjunction

2.3.2 Modification with and without a relative clause

2.3.3 Loss of prepositions and selection of particular verbs in relative clauses

2.4 Conjunctions
(i) And
(ii) But
(iii) Or
(iv) Because

Chapter 3: TENSE AND ASPECT
3.1 Tense
3.1.1 Interpretation of time by context
3.1.2 Temporal (time) noun phrases and adverbs

3.2 Aspect
3.2.1 Completed Aspect
(i) *Sudah*
(ii) *Sudah* in relation to the perfective aspect in English
(iii) *Sudah* & *pernah*

3.2.2 Incomplete Aspect
(i) *Belum*, *masih* and *lagi*
(ii) Further uses of *lagi* and *masih*
(iii) *Lagi* and *masih* - some ambiguity

3.2.3 Continuing Aspect

3.2.4 Intended Aspect
(i) *Hendak* and *mahu* "/mau"
(ii) Definite and indefinite
(iii) *Akan*
Chapter 4: PRONOUNS

4.1 Personal

4.1.1 Formal and Informal Personal Pronouns

4.1.2 First Person Pronouns

(i) First Person Singular - I

(ii) First Person Plural - We

4.1.3 Second Person Pronoun - You

(i) Various forms

(ii) The use of pronouns

(iii) The use of titles

(iv) The use of names

(v) Understood reference

4.1.4 Third Person Pronouns

(i) Third Person Singular - He/She

(ii) Third Person Plural - They

4.1.5 The Question Pronoun - Who

4.1.6 Subject, Direct and Indirect Object Pronouns

(i) Description

(ii) Subject

(iii) Direct and Indirect Object

4.1.7 Possession

(i) Pronouns and punya

(ii) Reversing the order of punya

(iii) Punya showing emphasis

4.1.8 Alternative Pronouns

4.2 Demonstratives

4.2.1 Demonstrative Pronouns

(i) General use

(ii) Compared to demonstrative adjectives

4.2.2 Demonstrative Adjectives

(i) General use

(ii) Specific and General Reference

(iii) Used in place of personal pronouns

(iv) Compared to -nya to show general reference

4.2.3 The Questions - What/Which

4.3 Locatives

4.3.1 Locative Pronouns

4.3.2 Locative Prepositions

(i) Preceding locative pronouns

(ii) Di, dari and ke

(iii) Ke and kepada

(iv) Kepada, dengan and sama

(v) Pada

(vi) Dari and Daripada

(vii) Di, Ke and Dalam

(viii) Dari meaning "of"

4.3.3 The Locative Question - Where

4.4 Interrogatives

(i) Introduction
Chapter 5: VERBAL AFFIXES

5.1 Meng-

5.1.1 The various forms of Meng-

5.1.2 Meng- shows the subject as actor or agent

5.1.3 Omitting meng-

5.1.4 Meng- in imperative utterances

(i) Description

(ii) With Specific Objects

(iii) Without objects, or with nonspecific objects

(iv) Negatives with jangan

5.1.5 Meng- may show the subject as patient or experiencer

5.2 Ber-, Ber--an and Ber--kan

5.2.1 Ber-

(i) Basic and Alternative Forms

(ii) Showing the subject as patient or experiencer

(iii) Reflexive Subjects

(iv) Reciprocal Subjects

(v) Patient and actor

(vi) Prefixed to noun phrases

(vii) Optionality

(viii) Indicating Possession

5.2.2 Ber--an

(i) General Use

(ii) Indicating Possession

(iii) Indicating mutuality

(iv) Indicating generality

5.2.3 Ber--kan

5.2.4 Derivations With Ber-

5.3 The suffixes -kan and -i

5.3.1 The basic functions of -kan

(i) General discussion

(ii) Brief summary

5.3.2 The basic functions of -i

(i) General Discussion

(ii) Brief summary

5.3.3 The suffix -kan makes intransitive verb roots transitive; the suffix -i directs the action to an indirect object or location
5.3.4 The suffix -kan derives transitive verbs from adverb and adjective roots; the suffix -i directs the action to a location

5.3.5 The suffix -kan derives causative verbs from adjectives of feeling; the suffix -i directs action to the source of the feeling

5.3.6 The suffix -kan makes intransitive verbs transitive; the suffix -i shows the time of an action

5.3.7 The suffix -kan makes transitive and intransitive verbs causative; -i directs the action to an indirect object

5.3.8 The suffix -kan is directional, moving the action from the direct object to the indirect object; the suffix -i marks the indirect object

5.3.9 The suffix -kan makes verbs instrumental

5.3.10 The suffix -kan makes verbs causative; the suffix -i shows frequency or variety

5.3.11 The suffix -kan means "about"

5.3.12 The suffix -i: the interpretation of indirect object for particular verbs

5.4 The prefix di-: the passive

5.4.1 Subject and predicate in active sentences

5.4.2 Subject and predicate in passive sentences

5.4.3 Oleh in passive sentences

5.4.4 Replacing the agent noun in passive sentences by a third person pronoun

5.4.5 The agent may be relatively unimportant in passive sentences

5.4.6 The pseudo-passive

(i) Compared to the Passive

(ii) Meng- is not used as a verb prefix

5.4.7 A preference for active or passive

5.5 Ter-

5.5.1 Ter- affixed to adjectives

5.5.2 Ter- affixed to verbs

(i) General Use

(ii) Showing a completed state

(iii) Showing unintentional completion of an action

(iv) Showing inability

(v) In combination with the suffixes -kan and -i

5.6 Per-

5.6.1 Per- affixed to noun roots

5.6.2 Per- affixed to adjective roots

5.6.3 Per- affixed to verb roots

5.7 The suffixes -in and -an

Chapter 6: NOMINAL AFFIXES

6.1 Peng- and Pe-

(i) Indicating the agent of the action

(ii) The various forms

(iii) Compared to the verbal affixes meng- and ber-

(iv) Peng- prefixed to adjectives

(v) Peng- compared to tukang, juru and ahli
6.2  *Peng--an* and *Per--an*
(i)  Introduction  ...  209
(ii) Showing process and resultant action  ...  209
(iii) *Per--an* indicating resultant location  ...  214
(iv) Exceptions  ...  216
(v)  *Per--an* affixed to nouns  ...  217
(vi) Compared to the simple gerund  ...  219

6.3  The suffix *-an*
(i)  Introduction  ...  220
(ii) Affixed to verb roots  ...  220
(iii) Comparison with *per--an*  ...  221
(iv) Indicating location  ...  224
(v)  Indicating tool or instrument  ...  225
(vi) Affixed to adjectives and adverbs  ...  225
(vii) Affixed to nouns  ...  227
(viii) Affixed to numbers  ...  227

6.4  *Ke--an*
(i)  Introduction  ...  228
(ii) Affixed to verbs  ...  228
(iii) Compared to *per--an* and *peng--an*  ...  230
(iv) Indicating location  ...  231
(v)  Affixed to adjectives  ...  234
(vi) Compared to *-an*  ...  235
(vii) Affixed to nouns  ...  235
(viii) In combination with other affixes  ...  237

6.5  *Ke--*

6.6  The suffix *-nya*
(i)  Introduction  ...  240
(ii) Affixed to adjectives  ...  240
(iii) Compared to *ke--an*  ...  241
(iv) Affixed to verbs  ...  242
(v)  Affixed to nouns  ...  244
(vi) Showing emphasis  ...  245

Chapter 7:  GENERAL AFFIXES

7.1  *Se--*
(i)  Introduction  ...  246
(ii) Affixed to nouns, verbs, adjectives and adverbs  ...  246
(iii) Retaining the meaning "one"  ...  249
(iv) Compared to *satu*  ...  250

7.2  The suffixes *-lah* and *dong*

7.2.1  *-Lah*
(i)  Introduction  ...  252
(ii) Adds emphasis to particular words  ...  252
(iii) Takes the edge off a command  ...  253

7.2.2  *Dong*

7.3  The suffix *-kah*
(i)  Introduction  ...  254
(ii) Optionality and placement  ...  254
Chapter 8: COMPARISONS AND DIFFERENCES  

<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.1</td>
<td>Greater Degree</td>
<td>256</td>
</tr>
<tr>
<td>(i)</td>
<td>Lebih, lagi and alternatives</td>
<td>256</td>
</tr>
<tr>
<td>(ii)</td>
<td>Various short forms</td>
<td>257</td>
</tr>
<tr>
<td>(iii)</td>
<td>Lebih used without an adjective</td>
<td>259</td>
</tr>
<tr>
<td>(iv)</td>
<td>Lebih or lagi always implies a comparison</td>
<td>260</td>
</tr>
<tr>
<td>8.2</td>
<td>Lesser Degree</td>
<td>261</td>
</tr>
<tr>
<td>(i)</td>
<td>Kurang or tidak se-</td>
<td>261</td>
</tr>
<tr>
<td>(ii)</td>
<td>Kurang used without an adjective</td>
<td>261</td>
</tr>
<tr>
<td>(iii)</td>
<td>Kurang used in implied comparisons</td>
<td>261</td>
</tr>
<tr>
<td>8.3</td>
<td>Similar Degree</td>
<td>262</td>
</tr>
<tr>
<td>(i)</td>
<td>Sama and serupa</td>
<td>262</td>
</tr>
<tr>
<td>(ii)</td>
<td>The prefix se-</td>
<td>263</td>
</tr>
<tr>
<td>(iii)</td>
<td>Berapa</td>
<td>264</td>
</tr>
<tr>
<td>(iv)</td>
<td>Inequality or dissimilarity</td>
<td>265</td>
</tr>
<tr>
<td>(v)</td>
<td>Macam and seperti</td>
<td>267</td>
</tr>
<tr>
<td>8.4</td>
<td>Superlative Degree</td>
<td>268</td>
</tr>
<tr>
<td>(i)</td>
<td>Paling</td>
<td>268</td>
</tr>
<tr>
<td>(ii)</td>
<td>Ter-</td>
<td>269</td>
</tr>
<tr>
<td>(iii)</td>
<td>Implied</td>
<td>269</td>
</tr>
<tr>
<td>8.5</td>
<td>Intensity</td>
<td>270</td>
</tr>
<tr>
<td>(i)</td>
<td>Sangat, terlalu, sekali and betul</td>
<td>270</td>
</tr>
<tr>
<td>(ii)</td>
<td>Reduplication</td>
<td>271</td>
</tr>
<tr>
<td>(iii)</td>
<td>Not comparative</td>
<td>271</td>
</tr>
<tr>
<td>(iv)</td>
<td>&quot;Very&quot; and &quot;too&quot;</td>
<td>271</td>
</tr>
<tr>
<td>(v)</td>
<td>Degrees of intensity</td>
<td>272</td>
</tr>
</tbody>
</table>

Chapter 9: REDUPLICATION  

<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>9.1</td>
<td>Reduplication of nouns</td>
<td>274</td>
</tr>
<tr>
<td>(i)</td>
<td>Singular and plural meanings</td>
<td>274</td>
</tr>
<tr>
<td>(ii)</td>
<td>Unitary or individual meanings</td>
<td>276</td>
</tr>
<tr>
<td>(iii)</td>
<td>Not used with words of quantity</td>
<td>277</td>
</tr>
<tr>
<td>(iv)</td>
<td>Not used with numbers</td>
<td>278</td>
</tr>
<tr>
<td>(v)</td>
<td>With the suffix -an</td>
<td>278</td>
</tr>
<tr>
<td>(vi)</td>
<td>Imitative or rhyming reduplication</td>
<td>280</td>
</tr>
<tr>
<td>(vii)</td>
<td>Partial reduplication</td>
<td>280</td>
</tr>
<tr>
<td>(viii)</td>
<td>Para</td>
<td>281</td>
</tr>
<tr>
<td>9.2</td>
<td>Reduplication of pronouns</td>
<td>281</td>
</tr>
<tr>
<td>9.3</td>
<td>Reduplication of adjectives and adverbs</td>
<td>283</td>
</tr>
<tr>
<td>9.4</td>
<td>Reduplication of conjunctions</td>
<td>285</td>
</tr>
<tr>
<td>9.5</td>
<td>Reduplication of numbers and time phrases</td>
<td>285</td>
</tr>
<tr>
<td>(i)</td>
<td>Numbers</td>
<td>285</td>
</tr>
<tr>
<td>(ii)</td>
<td>Time phrases</td>
<td>286</td>
</tr>
<tr>
<td>9.6</td>
<td>Reduplication of verbs</td>
<td>287</td>
</tr>
<tr>
<td>(i)</td>
<td>Repetitiveness, Continuation, and Generality</td>
<td>287</td>
</tr>
<tr>
<td>(ii)</td>
<td>Intensity and emphasis</td>
<td>288</td>
</tr>
</tbody>
</table>
9.7 Reduplication resulting in idiomatic expressions

Chapter 10: NEGATIVES AND TAG QUESTIONS

10.1 Bukan and Tidak

(i) The short forms
(ii) The basic differences
(iii) Bukan negating verbs and adjectives
(iv) Tidak negating nouns
(v) Negating prepositional phrases
(vi) Bukan negating possessive noun phrases
(vii) Negation of time phrases
(viii) Bukannya

10.2 Tag Questions

(i) Introduction
(ii) Tidak and kan compared
(iii) Positions of tidak and kan in the utterance
(iv) Kan may focus on shared knowledge
(v) Ya
(vi) Kok

Chapter 11: NUMBERS and TIME

11.1 Numbers

11.1.1 Cardinal Numbers
(i) Introduction
(ii) Position in the utterance
(iii) Satu, suatu and salah satu

11.1.2 Ordinal Numbers
(i) Introduction
(ii) Formation
(iii) Keberapa
(iv) Position in the utterance

11.1.3 Fractions
11.1.4 Mathematical Formulas
11.1.5 Numerical Classifiers

11.2 Time

11.2.1 The calendar
(i) Introduction
(ii) Years
(iii) Months
(iv) Weeks and days

11.2.2 Relative Time
(i) Introduction
(ii) Sekarang and tadi
(iii) Demonstratives
(iv) Tadi and nanti
11.2.3 Clock Time
   (i) Introduction
   (ii) Telling the time
   (iii) Asking "when"

11.2.4 Words for time

<table>
<thead>
<tr>
<th>Chapter 12: GENERAL USAGE</th>
<th>... 335</th>
</tr>
</thead>
<tbody>
<tr>
<td>12.1 Kena</td>
<td>... 335</td>
</tr>
<tr>
<td>(i) Introduction</td>
<td>... 337</td>
</tr>
<tr>
<td>(ii) In active sentences</td>
<td>... 338</td>
</tr>
<tr>
<td>(iii) In passive sentences</td>
<td>... 339</td>
</tr>
<tr>
<td>12.2 Terms of Obligation</td>
<td>... 337</td>
</tr>
<tr>
<td>(i) Introduction</td>
<td>... 337</td>
</tr>
<tr>
<td>(ii) Kena, Terpaksa and Harus</td>
<td>... 338</td>
</tr>
<tr>
<td>(iii) Mesti and Harus</td>
<td>... 339</td>
</tr>
<tr>
<td>(iv) Hendaklah and Hendaknya</td>
<td>... 340</td>
</tr>
<tr>
<td>(v) Patut and pantas</td>
<td>... 341</td>
</tr>
<tr>
<td>(vi) Sebaiknya, Sepantasnya and Seharusnya</td>
<td>... 342</td>
</tr>
<tr>
<td>(vii) &quot;The Passive&quot;</td>
<td>... 343</td>
</tr>
<tr>
<td>12.3 Memang and Tentu</td>
<td>... 343</td>
</tr>
<tr>
<td>12.4 Boleh, Dapat, Sempat and Bisa</td>
<td>... 345</td>
</tr>
<tr>
<td>(i) Introduction</td>
<td>... 345</td>
</tr>
<tr>
<td>(ii) Boleh and dapat</td>
<td>... 346</td>
</tr>
<tr>
<td>(iii) Bisa and dapat</td>
<td>... 346</td>
</tr>
<tr>
<td>(iv) Boleh</td>
<td>... 348</td>
</tr>
<tr>
<td>(v) Sempat</td>
<td>... 348</td>
</tr>
<tr>
<td>12.5 Ambil, Bawa and Dapat</td>
<td>... 348</td>
</tr>
<tr>
<td>12.6 Beritahu, Bilang, Suruh and Pesan</td>
<td>... 350</td>
</tr>
<tr>
<td>12.7 Minta and Tanya</td>
<td>... 353</td>
</tr>
<tr>
<td>12.8 &quot;While&quot;</td>
<td>... 353</td>
</tr>
<tr>
<td>(i) Introduction</td>
<td>... 353</td>
</tr>
<tr>
<td>(ii) Sambil</td>
<td>... 354</td>
</tr>
<tr>
<td>(iii) Semasa and Sewaktu</td>
<td>... 354</td>
</tr>
<tr>
<td>(iv) Sementara</td>
<td>... 355</td>
</tr>
<tr>
<td>(v) Sedangkan and padahal</td>
<td>... 357</td>
</tr>
<tr>
<td>12.9 &quot;For&quot; and &quot;In order to&quot;</td>
<td>... 359</td>
</tr>
<tr>
<td>(i) Introduction</td>
<td>... 359</td>
</tr>
<tr>
<td>(ii) Untuk</td>
<td>... 359</td>
</tr>
<tr>
<td>(iii) Supaya and Agar</td>
<td>... 363</td>
</tr>
<tr>
<td>(iv) Sampai and Sehingga</td>
<td>... 366</td>
</tr>
<tr>
<td>(v) Hendak, mahu 'maw' and ingin</td>
<td>... 368</td>
</tr>
<tr>
<td>(vi) Kerana</td>
<td>... 371</td>
</tr>
<tr>
<td>(vii) Using no conjunction</td>
<td>... 371</td>
</tr>
<tr>
<td>12.10 Juga, Pun, Pula and Kok</td>
<td>... 374</td>
</tr>
<tr>
<td>12.10.1 Juga</td>
<td>... 374</td>
</tr>
<tr>
<td>12.10.2 Pun</td>
<td>... 376</td>
</tr>
<tr>
<td>(i) Introduction</td>
<td>... 376</td>
</tr>
<tr>
<td>(ii) Compared to juga</td>
<td>... 376</td>
</tr>
</tbody>
</table>
INTRODUCTION

The grammar presented here is a pedagogical grammar and has been written for the primary purpose of aiding students who are studying Malay or Indonesian as a foreign language.

The grammar describes modern Malay and Indonesian and makes no attempt to account for the structures and vocabulary typically found in classical Malay literature. The grammar focuses as well on conversational usage. This does not mean, however, that the formal aspects of the modern language are neglected. These are also included, but equivalent conversational structures are given so that students will be aware of the type of language most appropriate in both formal and informal situations.

The grammar presents both Malay and Indonesian usage. Where one example serves to exemplify usage in both countries, these examples contain no additional marking: *Guru kita sedang makan* [Our teacher is eating]. Where there is a difference in usage, usage most common in Malaysia is marked with a raised 

\[M\]

, and that most common in Indonesia with a raised 

\[I\]

. A slash (/) is used to separate the two when a citation is made in the text: *Jam ini rosak*\[M\]/*Jam ini rusak*\[I\] [This watch is broken].

Where individual examples are given, separate entries are shown for both the Malay and Indonesian. The Malay example is always presented in the left column, and the Indonesian in the right.

MALAY

Subri jumpa siapa malam tadi?

Who did Subri meet last night?

INDONESIAN

Subri ketemu siapa tadi malam?

Who did Subri meet last night?

Separate examples are also presented where there are cultural differences even though the grammatical point under discussion may be identical:

MALAY

*Sultan Puasa ialah ketua orang Melayu yang awal.*

Sultan Puasa was the head of the early Malays.

INDONESIAN

*Sultan Hamengkubuwono IX ialah satu-satunya raja Jawa yang diakui negara.*

Sultan Hamengkubuwono IX is the only Javanese king recognised by the state.

Students should realise that neither the Malay of Malaysia nor the Indonesian of Indonesia is one, single, unified language. There are many variations on the standard language of the country due to local dialect differences, and to the influences of various other languages. Variation in language is the rule, not the exception, and students should be prepared for this as they set about learning any language.

A grammar should be used as a supplement to the language learning process. It is not possible to learn a language simply by reading through a grammar and memorising rules. While the rules of a language are indeed the rules of its grammar, the spontaneity, variety and assumptions of
language can only be learned by listening to and using the language in context, and this is something that a grammar is unable to offer.

A grammar is best used as a reference, to be consulted when questions about language arise from other sources, for example, from reading, conversation, or listening to radio or television. When students become aware of particular new language forms, they may check these in a grammar, but they should also continue to actively listen for the new forms so that they will learn how and when they are appropriately used.

The grammar is divided into 12 Chapters. While the Table of Contents lists the specific contents of each of these chapters, it is the Index which will probably be of most use to students. By using the index students should be able to find quickly and accurately the location of a particular language form or topic they would like more information about. The index lists general topics, specific grammatical categories, and individual Malay and Indonesian words and affixes which are discussed in the text. It also lists references in the text where students can find explanations of grammatical terms.

New to this edition is a full Glossary listing all of the Malay and Indonesian words used in the text with their English equivalents.

Chapter 1 discusses the Sound System of the language, Chapter 2 the basic syntactic structures, focussing on Sentences, Phrases, Clauses and Conjunctions, and Chapter 3 the Tense and Aspect system.

In Chapter 4 the Pronouns are introduced and discussed as to their usage and appropriateness. Chapters 5-7 look at the various affixes of the language: Verbal, Nominal and General. Comparisons and Differences are presented in Chapter 8, and in Chapter 9 the form and meaning of Reduplication.

Chapter 10 looks at Negatives and Tag Questions, and Chapter 11, Numbers and Time. The final Chapter, 12, has been entitled General Usage. In this chapter are grouped various sets of words which often cause students difficulty. These words are compared, discussed and exemplified to illustrate their similarities and differences.