

# CET Syllabus of Record



**Program:** Intensive Chinese Language in Harbin  
**Course Title:** Business Chinese (Summer)  
**Course Code:** CL381  
**Total Hours:** 48  
**Recommended Credits:** 3  
**Suggested Cross Listings:** Chinese Language  
**Language of Instruction:** Chinese  
**Prerequisites/Requirements:** 2 years of previous study

---

## Description

This course is designed for intermediate to advanced-level students and aims to help students achieve linguistic competence when discussing or reading subjects related to business. Students focus on building specialized vocabulary and key grammar patterns in order to function effectively in a Chinese business setting. The class emphasizes all areas of competence but speaking and reading are given particular priority.

## Objectives

By the end of the course, students:

- Have a firm lexicon of Chinese business vocabulary
- Demonstrate a preliminary understanding of business protocol in China
- Are able to read articles about business-related topics with little difficulty or with limited use of a dictionary

## Course Requirements

This course is highly interactive. Classes are typically arranged as follows:

- Each student presents an oral report to the class using vocabulary and grammar previously studied. They respond to their classmates' questions before the instructor corrects mistakes and reviews difficult segments.
- The class reviews the previous lesson as a group.
- The class reads the new text, practicing new vocabulary and grammar structures, discussing the material, and forming complex sentences about the topic.
- The instructor may introduce supplementary material that enhances and expands on the material covered in the textbook lesson.

Students are expected to prepare thoroughly for each class session. This includes listening to audio materials on a daily basis, reviewing new grammar and vocabulary covered in class, memorizing new vocabulary prior to class, preparing all discussion topics, etc. Students are expected to participate actively in class, proactively attempting to incorporate new patterns into their speech. Students have daily homework assignments that must be returned to the instructor on time. In addition, there are biweekly quizzes and midterm and final exams.

# CET Syllabus of Record

## Methods of Evaluation

|                     |     |
|---------------------|-----|
| Attendance          | 10% |
| Class Preparation   | 15% |
| Homework            | 15% |
| Quizzes and Review  | 15% |
| Daily Participation | 15% |
| Final Exam          | 30% |

## Primary Texts

*Open for Business: Lessons in Chinese Commerce for the New Millennium*, Cheng & T sui, 2005.

## Supplementary Texts

Related articles and web pages

## Pace and Textbook Lessons Covered

Students cover 1 lesson (approximately 25 to 30 new characters) every 3 to 4 days, and are tested on material every two weeks. Lessons from *Open for Business* are selected based on student interest and level. Students complete a total of 9 to 12 lessons (not necessary sequential) over the course of the term.