

CET Syllabus of Record



Program: Intensive Chinese Language in Harbin

Course Code/Title: (HB/LANG 381) Business Chinese

Total Hours: 48

Recommended Credits: 3

Primary Discipline: Chinese Language

Language of Instruction: Chinese

Prerequisites/Requirements: Required for students with 4 terms 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.

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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 daily quizzes, weekly tests and final exams.

Daily quizzes

- Assesses comprehension of material completed as homework
- Could entail dictation, speaking, or writing
- Sharing a business event for each class.

Weekly tests

- Administered each Friday, covering material learned that week
- Includes reading, writing and five -minute oral report sections

Final exam

- Administered during the last week of the term
- Covers material from throughout the term
- Includes a presentation and writing section

Grading

The final grade is determined as follows:

- Participation (Able to actively participate in classroom activities and complete classroom tasks according to the rhythm and requirements of teachers.)
20%
Participation Grading Rubric below. See
- Homework
10%
- Daily quizzes (20 @ 0.5%)
10%
- Weekly written tests (6 tests @ 2.5%)
15%
- Weekly oral tests (6 tests @ 2.5%)
15%
- Final written exam
15%
- Final oral exam
15%

Primary Texts

CET Self-edited Teaching Materials

Supplementary Texts

Related articles and web pages

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Pace and Textbook Lessons Covered

Students cover 1 lesson (approximately 40 to 50 new characters) every 4 to 5 hours, and are tested on material every two weeks. Students complete a total of 7 to 8 lessons (not necessary sequential) over the course of the term.

Outline of Course Content (Example) (Business 1)

Date	Topic	Readings/Assignments
Week 1	The Rapid Expansion of China's Middle Class+ test 1	Lesson 1
Week 2	Chinese Companies Emphasizing Quality Over Quantity + test 2	Lesson 2
Week 3	Protecting Intellectual Property <i>Review</i> + test 3	Lesson 3
Week 4	Strengthening National Energy Safety+ test 4	Lesson 4
Week 5	The Silk Road+ test 5	Lesson 5
Week 6	China's Credit Risk+ test 6	Lesson 6
Week 7	Real Estate in China	Lesson 7
Week 8	<i>Final Review+Exams</i>	

Participation Grading Rubric

	A - 90-100% Exemplary	B - 80-89% Proficient	C - 70-79% Developing	D - 60-69% Unacceptable	F - 0-59% Missing
Frequency of class participation	Always actively participate in all activities in class.	Mostly actively participate in all activities in class.	Somewhat actively participate in all activities in class.	Rarely actively participate in all activities in class.	Always passively participate in activities in class.
Quality of class participation	Contribution is always thoughtful, accurate, and constructive	Contribution is mostly thoughtful, accurate, and constructive	Contribution is somewhat thoughtful, accurate, and constructive	Contribution is rarely thoughtful, accurate, and constructive	Does not contribute or interact with peers

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	tive, frequent ly interact ing with peers	ve, usually interactin g with peers	ve, sometimes interactin g with peers	ive, rarely interacti ng with peers	
Level of class preparati on	Always fully prepared and on task	Mostly prepared and on task	Somewhat prepared and on task	Rarely prepared and on task	Consiste ntly unprepar ed and not on task