

Chinese 307 Business Chinese Fall, 2015

Instructor

伍逸豪 老师

Office: Capers 221B

Office hours: M, W & F: 1100 to 1200; W: 2000 to 2100 on Skype and by appointment

E-mail: iwoo@citadel.edu

Skype: ihaowoo

Class meetings & Classroom

Day/Time: M & W, 1400-1515

Classroom: Capers 215

Required Textbook

Startup Business Chinese, Level 3 新世纪商用汉语中级会话 (三)

Kuo, Jane. (2014). Cheng & Tsui Publishers. ISBN 978-1-62291-030-4

<https://www.cheng-tsui.com/downloads/startup-business-chinese> (audio files)

Course objectives

Business Chinese is an advanced intermediate Chinese language course designed for students who have complete CHIN 302 or the equivalent. The primary goal is to provide students with the opportunities to become familiar with Chinese business operations in the Chinese-speaking communities (i.e., Mainland China, Hong Kong and Taiwan). A variety of aspects of Chinese business culture will be also discussed for the purpose of cross-cultural comparisons. This course will be **conducted primarily in Chinese**. Students are encouraged to recognize both standard and simplified character forms of Chinese characters, and are also **expected to fully participate in the discussion sessions in Mandarin Chinese**.

Course Description

The course covers the first 8 lessons in the textbook and emphasizes on the introductions of the business usages and jargons in modern Chinese as well as on the business related social-cultural awareness. Through reading, discussing, and analyzing the actual cases from real foreign enterprises in China, Hong Kong and Taiwan, students will gain the in-depth knowledge about the macro and micro economic situations in these Chinese-speaking regions. Within the business contexts provided by the materials, the classes will be organized and guided into a variety of language activities.

Classroom Etiquette

1. **Preparation:** You are expected to be well prepared before each class begins. In this way, you can make the most of our class time to do practice in class. Your steadfast preparation is crucial for the success of this course.
2. **Electronic Devices:** Please turn off your cell phones in class. Laptops and other electronic devices are allowed only for learning purposes.

3. **Notification in Advance:** If you have to be absent for a class, you need to write a formal email to inform your instructor at least one day in advance. After you come back you need to present your legitimate documents to your instructor so that you can be excused and take the make-up exam.
4. **Academic Integrity:** Any academic dishonesty of any kind will be processed in accordance with the policies of the Citadel. All students are expected to adhere to the Honor Code. Students should be aware that **violations include any type of cheating or copying of exams, quizzes, homework, and compositions, in addition to the use of online or other translation programs previously mentioned.**
5. Any student eligible for and needing academic adjustments or accommodations because of a disability should speak with the instructor during office hours or outside of class.
6. **E-mail:** The use of e-mail is important for this course. The instructor will use it to make announcements relevant to the course. You can also use it to ask questions or express your concerns to your instructor. Please check your campus email box every day.
7. **Useful Chinese Websites:**
 - China News: www.chinanews.com
 - Chinese News Week: <http://www.inewsweek.cn>
 - Financial News: <http://www.caijing.com.cn/>
 - Sports News: <http://e.titan24.com/ttzb/>
 - Life Week: <http://www.lifeweek.com.cn/>
 - Chinese Culture: www.chinaculture.org
 - Chinese Literature: <http://www.literature.org.cn/>
 - Chinese On-line Literature: <http://www.tianyabook.com/wangluo.htm>
 - On-line Chinese Learning Tools: <http://www.mandarintools.com/>
 - Online dictionary: <http://xh.5156edu.com/html3/11434.html>

Course assignments

1. **Class participation:** Attendance is mandatory. If you have to miss a class with a legitimate excuse, please inform your instructor at least one day in advance and present relevant documents to the instructor within one week after the absence. Being 10 minutes late for class for three times will be considered as one unexcused absence. Students with excessive absences will not pass the course. Absence from class does not exempt the student from responsibilities, and work that is handed in late may not be accepted. If you miss more than 20% of the classes, whether for valid reasons or not, you will receive an “F” due to absences. Please keep your instructor advised of why you are missing class. Tardiness to class is also unacceptable, and will result in a lowering of the final grade. You are encouraged to participate voluntarily in class, asking and answering questions or making comments.
2. **News reports:** Starting from the *2nd* week, you will report some news to the entire class in Chinese. The news can be about any topics so long as they are presented in Chinese. You are required to report at least 5 pieces of news throughout the semester.

3. **Vocab quizzes:** there is a vocab quiz in each lesson. Each quiz includes two sections: recognition of the characters and character writing. Make-ups will be *only* given within 1 week after the quiz is given and will be deducted 10% of the original scores. There is *NO* make-ups or individual re-scheduling for the exams. The missing exams will be graded as 0 points.
4. **Oral quizzes:** there are four oral quizzes in the semester. The format of the quizzes is a short conversation between you and your partner(s). More details about the topics will be given.
5. **Lesson homework:** Lesson homework will help you to get familiar with the grammatical points introduced in each lesson. The homework will be assigned to you in class. Late assignments turned in after the grace period but within 1 class session will be marked one letter grade lower. After that, no grade will be given to the late assignment.
6. Semester tests: there two semester tests, one written and one oral. The first test covers lesson 1 and 2 and the second one covers Lesson 3 to 5. See the class schedule for test dates.
7. Final presentations: topic to be arranged.
8. Final written exam: the final written exam covers Lesson 6 to 8. The exam date is 12/12/2015.

Grading criteria

<ul style="list-style-type: none">• Classroom participation: 5%• News reports 5%• Vocab quizzes: 10%• Oral quizzes: 15%• Homework: 15%• Test 1: 10%• Test 2: 15%• Final presentation: 10%• Final written exam: 15%	100-90% A 89.99-80 B 79.99-70 C 69.99-60 D 59.99-0% F
--	--

Tentative Class Schedule

Date	Class topic (in class)	Homework	Quiz
8/26 (W)1	Intro/Review	preview L1 vocab	
8/31 (M) 2	L1		
9/2 (W)	L1		
9/7 (M) 3	L1		Vocab1
9/9 (W)	L2	H1	
9/ 14(M) 4	L2		Oral 1
9/16 (W)	L2		Vocab2
9/21 (M) 5	Test 1 (oral)		
9/23 (W)	L3	H2	
9/28 (M) 6	L3		
9/30 (W)	L3		Vocab 3
10/5 (M)7	L4	H3	
10/7 (W)	L4		Oral 2
10/12 (M) 8	L4		Vocab 4
10/14(W)	L5	H4	
10/19 (M) 9	L5		
10/21 (W)	Leadership Day (no class)		
10/26 (M) 10	L5	H 5 (in class)	Vocab 5
10/28 (W)	Test 2		
11/2 (M) 11	L6		
11/4 (W)	L6		Oral 3
11/9 (M) 12	L6		Vocab 6
11/11 (W)	L7	H6	
11/16 (M) 13	L7		Oral 4
11/18 (W)	L7		Vocab 7
11/21-29 (14)	Fall break (no classes)		
11/30 (M) 15	L8		
12/2 (W)	L8	H7	
12/7 (M) 16	L8		Vocab 8
12/9 (W)	Final presentation		
12/12 (S)	Final Written Exam		

