CHN 205 Intermediate Chinese for Business Professionals

I. Course General Information

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<tr>
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<th>Fall 2014 Class Meetings</th>
<th>August 25 - December 19, 9:30-11:20 a.m., MTWF, @ BUSAD C103</th>
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<tbody>
<tr>
<td>Instructor</td>
<td>Jing Wu (吴老师 wú lǎo shī)</td>
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<td>Office Hours</td>
<td>Mondays, 11:30 a.m. – 12:30 p.m., or by appointment</td>
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- **Student Learning Outcomes:**

  Students will gain listening, speaking, reading and writing skills in standard Mandarin Chinese, attaining approximately the and will bring them to Intermediate Mid-level on the ACTFL/ETS proficiency still, characterized by the emerging ability to narrate, describe, and compare and to handle survival situations. **Workplace-specific** interactions will comprise the focus of the latter portion of the course. Reading and writing will be focused on simple business-associated functions. Specifically, students will have the opportunity to achieve the following:

  **Listening:** At the end of the semester, students should be able to understand basic conversational exchanges pertaining to a wide range of topics relating to daily life and generic business, such as making phone calls, banking, business introductions, office business, making appointments, using postal services, social interactions, negotiations, arranging travel, consultation, etc.

  **Speaking:** At the end of the semester, students should be able to handle successfully a wide range of task-oriented and social functions pertaining to such topic areas as those mentioned above, participating fully to initiate, maintain, and end conversations. Beginning to be able to narrate, describe, compare and contrast, and persuade with some linguistic breakdown.

  **Reading:** At the end of the semester, students should be able to identify key facts and some details in descriptive material on daily life and news events, and carefully written personal communications. Will also be able to discern linkages among sentences in simple connected text. Will be able to understand a range of authentic texts dealing with basic personal and social needs, such as signs, public announcements, and short, straightforward instructions dealing with public life and pertaining to generic business.

  **Writing:** At the end of the semester, students should be able to take notes in some detail, and write notes and simple letters, brief synopses, summaries of biographical data and of work and life experience.

- **Text & Materials:**
  2. Supplementary Readings and Listening (Laulima):

  - *Reading:* Selected readings from various contemporary media and authentic documents from workplaces, focusing on reading strategies and information process.
  - *Listening:* Contemporary Chinese and international TV and radio news, etc.

II. Course Attendance and Policies

- **Class Attendance and Participation**
  - Attendance and Participation accounts for 30% of the entire course grade, and each student’s class participation and performance will be evaluated according to the following scale:

    - 5 pts = Well prepared with excellent performance
    - 4 pts = Gave some indication of good preparation
    - 3 pts = Participated, but displayed inadequate preparation; *or Excused Absence (absence but with early notification and/or valid documentation)*
    - 1-2 pt(s) = Present with almost no participation
    - 0 pt = Unexcused Absence
• Absences due to illness, attendance at university approved activities, and family or other emergencies constitute **Excused Absences (3 points)**. Under these circumstances, students must inform your instructor of anticipated or unavoidable absences and to make up work missed as a result of absences as early as possible, and it is advisable to present valid documentation of your excused absence to your instructor prior to or immediately upon your return to class. **Without any early notification and/or valid documentation, absence is unexcused (0 point).**

• More than 15 minutes late will be regarded as a tardy. A combination of three unexcused tardinesses and/or early departures is equal to ONE absence.

**Homework/Assignments Policy**
All the homework/assignments MUST be submitted in class on the due day to receive full grade. Late homework/assignments would be accepted BUT there would be a 50% grade deduction for any late work without a valid reason. Please refer to the **Class Schedule** for major assignments due dates, and contact your instructor as soon as possible if you have an emergency or are having difficulty fulfilling your assignments.

**III. Course Grading**

**Grading:**
Final course grades will be based on the results of -
1. Attendance and Participation: 30%
2. Lesson Tests: 15%
3. Assignments and Homework: 15%
4. Presentations and Projects: 20%
5. Final Test (written*: 10%, speaking**: 10%): 20%

*Final written test (12/17, 7:30-9:30 a.m.)
**Final speaking test (12/10, 9:30-11:20 a.m.)

**Final Grade:**