Student Learning Outcomes:
This is a comprehensive language-for-specific-purposes (LSP) course, which will admit students with a minimum oral proficiency of Intermediate High in Mandarin. This course will focus on language functions for the workplace. Productive skills, both spoken and written, will include the delivery of extended analytic business reports. Students will attain approximately the Advanced Level on the ACTFL/ETS proficiency scale. Advanced Level reading and speaking skills and Intermediate High Level essay writing techniques will be given emphasis in this course. As an advanced language course, students will be required to use ONLY Mandarin during contact hours. Specifically, students will have the opportunity to achieve the following:

Listening - Understand the majority of face-to-face conversation in standard Mandarin at normal rate in selected business settings; gain main ideas and most supporting details of oral communications during professional engagements, such as environment and protection, and sustainability development, etc. In addition, understanding of broadcast radio and TV news and interviews on both general topics and business related topics will also be emphasized.

Speaking - Confidently engage in everyday communication needed during the work related stay in China. Appropriately initiate, maintain and end conversations at the workplace in the situations mentioned above. Give detailed job-related instructions and simple professional oral reports. Be able to present topics of interests at professional settings based on one’s research.

Reading - Understand main ideas and most supporting details of factual narrations, descriptions and statistics in business prose, such as company announcements, memos, business email exchanges, fiscal reports, product instructions, and advertisements. Reading on various general topics related to social, cultural and current issues in China will also be included. Strategies to understand unfamiliar subjects and a variety of literary styles are also emphasized.

Writing - Be familiar with the formality and characteristics of various Business related writings, such as office memos, work emails, business letters, reports and product advertisements, etc. Write social and basic formal correspondence, Write summaries, descriptions, narrations of several paragraphs accurately. Describe in detail with precision, and narrate in detail with precision. Particularly write articles of at least several paragraphs in length (1000 Chinese characters or more). Make a draft for personal talks and speeches. Be able to write analytical articles containing personal opinions with data and organizational devices and strategies.

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.

Class Attendance and Participation
- Attendance and Participation accounts for 25% 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.

**Grading:**
Final course grades will be based on the results of -

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<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Attendance and Participation</td>
<td>25%</td>
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<tr>
<td>Extensive Reading</td>
<td>3%</td>
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<tr>
<td>Diagnostic Test</td>
<td>2%</td>
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<tr>
<td>Unit Tests</td>
<td>10%</td>
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<tr>
<td>Assignments and Homework</td>
<td>10%</td>
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<tr>
<td>In-class Presentations, Oral Reports, and Other Projects</td>
<td>25%</td>
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<tr>
<td>Plenary Presentation</td>
<td>10%</td>
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<td>Final Test</td>
<td>15%</td>
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**Final Grade:**