CHN 305 Third Year Chinese for Business Professionals

I. Course General Information

<table>
<thead>
<tr>
<th>Spring 2016 Class Meetings</th>
<th>January 11 – May 4, 9:30-11:20 a.m., MTWF, @ BUSAD D301</th>
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<tbody>
<tr>
<td>Instructor</td>
<td>Jing Wu (吴老师 wú lǎo shī)</td>
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<tr>
<td>Email</td>
<td><a href="mailto:wujing@hawaii.edu">wujing@hawaii.edu</a></td>
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<tr>
<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

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 Chinese 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 applying for and accepting a job, employment and training, office communication, company meeting and conference, trade fair and symposium, price inquiry and negotiation, etc. In addition, understanding of broadcast radio and TV news and TV talk shows and interviews on both general topics and business professional 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 work place in the situations mentioned above. Conduct job-related interviews. Deal with both social and business transactional situations with complications. Give detailed job-related instructions and simple professional oral reports.

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, telephone messages, 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.

➢ Text & Materials


2. Supplementary Readings and Listening from traditional media and internet will be provided.

II. Course Attendance and Policies

➢ 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.
- You are expected to download and print out the required homework sheets from Laulima (“Assignment” tab bar on the left side). 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: [2%: tutorials, 3%: Reading Chinese for Fun program] 25%
2. Vocab Quizzes (10%) and Unit Tests (10%): 20%
3. Assignments and Homework: 15%
4. Presentations and Projects: 20%
5. Midterm Exam (10%) and Final Exam (10%): 20%

**Final Grade**

**NOTE:** This syllabus constitutes a contractual agreement between the instructor and the students for the CHN 305 course in the Spring of 2016 semester. If you have questions or concerns regarding this syllabus, please contact the instructor prior to the last day of class registration.