

OGP161 Business Chinese I

Level: 1

Credit Units: 5 Credit Units

Language: CHINESE

Presentation Pattern: EVERY REGULAR SEMESTER

Synopsis:

OGP161 Business Chinese I aims to provide students with the necessary language skills and cultural knowledge to live and work in China. The course offers comprehensive training in conversational skills, grammar and vocabulary, with an additional focus on language used in business settings. It will also introduce students to aspects of the Chinese culture such as its food, customs and acceptable etiquette in social interactions. The course will be delivered through synchronous, online instruction with small groups of students to ensure an optimum learning experience. Feedback on individual performance in each lesson helps students correct their errors immediately. Pre-lesson and post-lesson tasks help students focus on new knowledge gained, and reinforce and practise new vocabulary and grammatical structures learned. At the end of the course, students will be more aware of Chinese communicative norms and be proficient in business communication in Mandarin. The course assessments include a quiz assessing students' cultural knowledge, a group-based assignment, an individual assignment and an oral exam.

Topics:

- Introducing oneself
- Meeting business associates
- Attending business engagements
- Exchanging gifts
- Making phone calls
- Writing emails
- Communicating on social media
- Making a business trip
- Activities in the office
- Office disputes and gossip
- Writing a resume
- Attending a job interview

Learning Outcome:

- Recognise norms of communication preferred by native Mandarin speakers.
- Describe differences in communicative style between the target culture and their own culture.
- Express themselves effectively and confidently in speech and writing.
- Show proficiency in using business terminology in Mandarin.
- Differentiate the use of different phrases in interactions with business contacts, and with colleagues and others in the workplace.
- Apply knowledge of Chinese communicative norms in speech and writing.

Assessment Strategies - Regular Semester (Evening Class):

Components	Description	Weightage Allocation (%)
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Overall Continuous Assessment	QUIZ 1	10
	TUTOR-MARKED ASSIGNMENT 1	30
	GROUP BASED ASSIGNMENT 1	30
Overall Examinable Components	Oral Exam	30
Total		100

*The information listed is subject to review and change.