

# OGP161e Business Chinese I

**Level:** 1

**Credit Units:** 5 Credit Units

**Language:** CHINESE

**Presentation Pattern:** EVERY SEMESTER

**E-Learning:** FULL - Learning is done ENTIRELY online using interactive study materials in Canvas. Students receive guidance and support from online instructors via discussion forums and emails. There are no face-to-face sessions. If the course has an exam component, this will be administered on-campus.

## Synopsis:

OGP161 Business Chinese aims to provide students with the necessary vocabulary and skills for business communication and to enable them to become effective and confident users of Mandarin in work settings in China. The focus, content, objectives, materials, teaching and assessment in the course will be based on specific language needs in the business context. Themes and topics will center on language and communication skills that are appropriate and required in business activities. The course will comprise real-time, one-on-one, online instruction and post-assessment verbal feedback with native Mandarin-speaking tutors. The online lessons and feedback sessions will focus on improving the student's Chinese language proficiency in speaking and writing, and are customized to each student's individual competency needs in their acquisition of Business Chinese. Students will be assessed on their ability to write a resume and a business email, and to engage in a conversation on a business/work-related topic. At the end of the course, students will be more aware of Chinese communicative norms and be proficient in business communication in Mandarin.

## Topics:

- Business communication
- Business correspondence
- Business trip
- In the office
- In a meeting

## 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 (Daytime Class):

Components	Description	Weightage Allocation (%)
Overall Continuous Assessment	TUTOR-MARKED ASSIGNMENT 1	20

Overall Continuous Assessment	TUTOR-MARKED ASSIGNMENT 2	20
	TUTOR-MARKED ASSIGNMENT 3	40
	PARTICIPATION 1	20
<b>Total</b>		<b>100</b>