

# OGP163e Business Vietnamese I

**Level:** 1

**Credit Units:** 5 Credit Units

**Language:** ENGLISH

**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:**

OGP163 Business Vietnamese I aims to provide students with the necessary language skills and cultural knowledge to live and work in Vietnam.

The course offers comprehensive training in conversational skills, grammar and vocabulary, with an additional focus on language used in business settings. It comprises real-time, synchronous, online instruction with native Vietnamese-speaking tutors. The online lessons, which will include feedback segments, will enhance students' proficiency in speaking, listening, reading and writing in Vietnamese. In addition, the course will familiarise students with aspects of the Vietnamese culture such as its food, customs and acceptable etiquette in social and business interactions.

Students will be assessed through their participation during lessons, their ability to engage in dialogue with a native Vietnamese speaker, and their performance on written assignments.

At the end of the course, students will be proficient in social and business communication in Vietnamese and be more aware of Vietnamese culture and social norms.

## **Topics:**

- Self-introduction
- Numbers and time
- Directions and transport
- Making small talk
- Exchanging information
- Describing something
- Expressing an opinion
- Daily activities
- Making an appointment
- Making requests
- Writing a resume
- Communication in the office
- Business meetings
- Business correspondence
- Business trips

## **Learning Outcome:**

- List at least three aspects of the socio-business culture in Vietnam.
- Recognise norms of speech and behaviour acceptable in business settings in Vietnam.
- Describe differences in communicative style between Vietnamese culture and one's own culture.
- Demonstrate fluency in the target language.
- Show proficiency in using target language in social and business interactions.
- Differentiate the use of phrases in interactions with business contacts, colleagues and others in the workplace.

**Assessment Strategies (Evening Class):**

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