

OGP165e Business Hindi 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:

OGP165 Business Hindi I aims to provide students with the necessary language skills and cultural knowledge to live and work in India. An official language in India, Hindi is the most widely spoken language in India and the fourth most spoken language in the world. 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 Indian 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 Hindi communicative norms and be proficient in business communication in Hindi. The course assessments include a quiz assessing students' cultural knowledge, a group-based assignment, an individual assignment and an oral exam.

Topics:

- Greetings and leave-taking
- Introducing oneself and colleagues
- Numbers and quantities
- Position, location, public transport
- Talking about work
- Scheduling an appointment
- Activities in the office
- Making small talk
- Business meeting
- Business calls
- Business correspondence
- Dining with client(s)

Learning Outcome:

- List at least three aspects of Indian culture.
- Recognise norms of speech and behaviour acceptable in interactions with Hindi-speaking communities.
- Describe differences in communicative style in business and social contexts between the target culture and their own culture.
- Demonstrate the use of proper grammar in Hindi in business interactions.
- Show proficiency in using Hindi in social interactions.
- Differentiate the use of phrases in interactions with a range of contacts (colleagues, superiors, business associates, external stakeholders).

Assessment Strategies (Evening Class):

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