

OGP281 Chinese Language for Work 2

Level: 2

Credit Units: 5 Credit Units

Language: CHINESE

Presentation Pattern: EVERY REGULAR SEMESTER

Synopsis:

OGP281 Chinese Language for Work 2 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. 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:

- Human resource matters (resume, job interview, salary and benefits, appraisals)
- Business meetings
- Business Negotiation
- Marketing matters (strategies, market research, crisis management)
- Freight matters (shipment, insurance, customs clearance)
- Investments (business reports, risk assessment, loans and financing, contracts)
- Business strategies: know oneself, know thy enemy (offers and counter-offers)
- Business strategies: look before you leap (service/goods delivery)
- Business strategies: silent salesman (service/product packaging)
- Business strategies: mutual benefit
- Business strategies: sharing the same joy
- Business strategies: local economy and global trends

Learning Outcome:

- Illustrate similarities and differences in the business and social contexts between the local and target cultures.
- Show fluency in the use and expression of business terms in the target language.
- Develop a resume and perform competently at a job interview.
- Employ appropriate phrases in work-/business-related meetings
- Give suggestions and request for feedback in a formal, business setting.
- Demonstrate the ability to discuss business strategies in the target language
- Apply context-specific marketing and investment knowledge
- Summarize information and make a business presentation in the target language.

Assessment Strategies - Regular Semester (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

*The information listed is subject to review and change.