

Modern & Classic Languages

Chin 291/392- Chinese for Professionals (Fall 2018)

Department of

Instructor: Dr. Zhen Cao

Office: LA 428

Phone: 243-2791

Email: zhen.cao@mso.umt.edu

Office Hours M.W.F.: 12noon -1pm; T.TR: 1pm -2pm

General Introduction:

This course is designed to prepare students for the business world in contemporary Chinese societies, including contemporary usage of business Chinese, Chinese business culture and customs, and preparation for working and living in China. It is a course with equal emphasis on reading, writing, speaking and listening comprehension, and which will focus on how to use Chinese in business related activities.

Class meetings will focus on the topic of the week and authentic materials, where we work through vocabulary, sentence structures, text reading and conversations, as well as its application in the real business world environment.

Course Materials

To be distributed in class & updated on Moodle

Course Topics

~>Travel and business trips

1. Places and directions
2. Transportation
4. Be able to talk about schedules

s>Applying for a job

1. Chinese Resume/CV
2. Jobs in China

Find jobs on www.zhaopin.com/echinacities.com/51jobs.com/dajie.com

3. Job interview skit

...>Office Work

1. Greetings and introductions
2. Business meetings/Working on the Internet
3. Advertisements & Commercials

¶>Business etiquette and expressions

1. Dining and banquets
2. Gift giving
3. Dresscodes

¶>Case Study: Alibaba, WeChat, Baidu, Sharing economy in China...etc.

Course Requirements

Grading in this class will be based on the following calculation:

1. Attendance & Participation	20%
2. Homework	20%
3. Quizzes	10%
4. Pair-up projects	11%(6%, 5%)
5. Four projects	24%(6% each)
6. Dialogue Checks	5%
7. Research Presentation	10%

Attendance & Participation

Attendance is required unless being informed otherwise. 2 unexpected absences are permitted. More than 2 unexcused absences can lower your grade (-3 pts each time). Any excused absence requires an official written note.

Students are expected to preview and review vocabularies before class and before each topic. There will be vocabulary quizzes before we start going over vocabularies. We will emphasize on the application of each vocabulary rather than how to write it or how it is formed. Students are expected to practice writing the characters outside of class.

Pair-up Projects

- #1 Business Travel Itinerary Project
- #2 Mini Skit-Interview calls

Self Projects

- #1 Chinese Resume/CV
- #2 Record formal self-introduction
- #3 Essay-My Dream Job
- #4 Culture X Advertising effectiveness

Dialogue Checks

Students in pairs are required to memorize and perform short dialogues based on a sample

dialogue in the textbook.

Final Research Presentation

You can research your interested business/ professional topics concerning China for your final project, such as Chinese business, startup culture, international companies in China, Chinese economic development, eCommerce, Chinese consumers, career opportunities for international graduates, a business plan in China, and so on. Think about it and confirm with me what topics you like to do as research. Details will be given later.

No Mid-term & Final exams

There will be no mid-term and final exams in this course.

Grading Scale

93-100	A
90-92	A-
87-89	B+
83-86	B
80-82	B-

77-79	C+
73-76	C
70-72	C-
67-69	D+
63-66	D

60-62	D-
0-59	F

Students with Disabilities

This course offers equal opportunity in education for all participants, including those with documented physical and documented learning disabilities. For information regarding documentation of disabilities, approaching your instructor with pertinent information, and establishing guidelines for potential accommodation, you may consult the [Disability Services for Students \(DSS\) website](#) at <http://life.umt.edu/dss>. The DSS Office is located in Lommasson 154; the phone number is 243-2243.

Plagiarism and Academic Honesty

Please refer to the Student Conduct Code of the University as it pertains to your responsibility to hand in work and/or perform activities assigned to be your own as indeed representing your own efforts and research. The [Student Conduct Code](#) is available for review online a