



CIEE Taipei, Taiwan

Course name:	Business Chinese
Course number:	CHIN 3001 CTAI
Programs offering course:	Taipei Intensive Chinese Language and Culture
Language of instruction:	Mandarin Chinese
U.S. Semester Credits:	3
Contact Hours:	45
Term:	Spring 2019

Course Description

Business Chinese is designed to give students exposure to Taiwan's vibrant business scene and to enhance both Chinese skills in the business context and their understanding about the social and cultural aspects of "doing business" in Taiwan and in China. Students will gain knowledge about the economic terms and communication strategies, learn to use the language in real business settings, acquire basic skills in reading economic news in Chinese, and more importantly, have a better cultural awareness about the Chinese business world.

Learning Objectives

- Initiate formal introduction.
- Acquire the ability to produce a Chinese resume.
- Understand the working culture and environment in Taiwan.
- Obtain knowledge of specific word use in working environments.

Course Prerequisites

N/A

Methods of Instruction

Interactive lectures, role plays, small group discussions, flash card, games, audio-visual aids, etc.

Assessment and Final Grade

Presentation:	20%
Class participation:	20%
Homework Assignment:	15%
Midterm Exam:	20%
Final Exam:	25%

Course Requirements

Presentation: fluency; pronunciation; content. Linked-in self introduction new product proposal
Class participation: class interactions; group discussions
Homework assignment:
Midterm Exam:



Students are required to preview the new lesson text and be able to answer questions based on the text prior to the start of a new lesson. After class, students are required to do homework and prepare for quizzes of vocabulary, sentence patterns as well as the oral presentation.

Class Participation

Students are encouraged to contribute to class discussion, group work, and participation is the key to a lively class. Twenty percent (20%) of the course grade will depend upon contributions to our class sessions.

Attendance

(1) Students are required to sign the attendances sheet upon arrival of each class. Students who arrive 30 minutes during class will be considered absent for one full hour.

Weekly Schedule

Week	Contents	Remarks
1	Introduction to class 程度測試 討論教材 主題 1: 請多指教 Topic 1: Nice to meet you	暖身: 自我介紹 Warming up: self-introduction 暖身: 導入主題與詞彙 對話閱讀討論與生詞/語法演練 Warming up: • Subject and vocabulary Reading: • Common phrases and dialogue in Topic 1. Discussion and vocabulary: • Business card exchange in Chinese Grammar drilling: • 請多 V • S 在...部分負責... • 希望以後+Clause
2	第一單元: 請多指教 Topic 1: Nice to meet you	對話閱讀討論與生詞/語法演練 Reading: • Topic 1 Dialogue. Discussion and vocabulary: • Learn to understand the information which appears on business card, including identifying what type of business a company does, the various positions within a company, etc. Learn how to describe your work.

3	<p>第二單元：接機 Topic 2: picking up a client from the airport</p>	<p>暖身：導入主題與詞彙 對話閱讀討論與生詞/語法演練 Warming up: Subject and vocabulary Reading: <ul style="list-style-type: none"> • Topic2 Common phrases • Topic2 Dialogue . Discussion and vocabulary: <ul style="list-style-type: none"> • How to determine who you are supposed to be meeting and how to introduce yourself to them. Grammar drilling: <ul style="list-style-type: none"> • 飛機__從__起飛，航班__到達。 • S₁先 V₁O₁, (S₂)再 V₂O₂. • S₁一 V₁O₁.....(S₁)/ S₂就 V₂O₂. </p>
4	<p>第二單元：接機 Topic 2: picking up a client from the airport</p>	<p>對話閱讀討論與生詞/語法演練 Reading: <ul style="list-style-type: none"> • Topic2 Dialogue. Discussion and vocabulary: <ul style="list-style-type: none"> • How to greet your clients with the phrase “一路辛苦了”. Scenario: Meeting pre relaxing plan.</p>
5	<p>第三單元：上海飯店 Topic 3:The Shanghai Hotel 政大社團聯展 NCCU Club fair</p>	<p>暖身：導入主題與詞彙 對話閱讀討論與生詞/語法演練 Warming up: <ul style="list-style-type: none"> • Subject and vocabulary Reading: <ul style="list-style-type: none"> • Topic3 Dialogue. Vocabulary: <ul style="list-style-type: none"> • Topic 3 Vocabulary Discussion: <ul style="list-style-type: none"> • Gratitude express. • Restaurant and special dish intro. Grammar drilling: <ul style="list-style-type: none"> •方面 • S 什麼 O 都 V..... • 要...才... • 來+(Nu)+M+N Assignment 作業 1: LinkedIn –撰寫中文版「專業簡介」 Chinese LinkedIn profile</p>

6	第三單元：上海飯店 Topic 3: The Shanghai Hotel 複習一	對話閱讀討論與生詞/語法演練 Reading: • Topic3 dialogue. Vocabulary drilling: • Topic1-3 Discussion: • Chinese dinning manners • Dish meanings Review: Lesson 1-3
7	期中考試 Mid-term Exam 第四單元：出差 Topic 4: Taking a business Trip	第一課到第三課 Mid-term exam: Lesson1-3 1. 撰寫測驗草稿 Write a Dialogue 2. 表演對話 Make a Dialogue 3. 寫文章(頁 72-73) Write an article (Cf. 72-73) 暖身：導入主題與詞彙 對話閱讀討論與生詞/語法演練 Warming up: Subject and vocabulary Reading: • Topic 4 Dialogue. Vocabulary: • Topic 4 Scenario: • Business travel. Homework: • Learn how to plan a travel itinerary.
8	第四單元：出差 Topic 4: Taking a business Trip	對話閱讀討論與生詞/語法演練 Reading: Topic 4 Dialogue. Vocabulary drilling: • Topic 4 Dialogue formation Scenario: • Learn the role a secretary plays when the person in charge is on travel.
9	第五單元：介紹新產品 Topic 5: Demonstrating a New Product	暖身：導入主題與詞彙 對話閱讀討論與生詞演練 Warming up: Subject and vocabulary Reading: • Topic 5 Dialogue. Vocabulary drilling:

		<ul style="list-style-type: none"> • Topic 5 Dialogue formation Scenario: <ul style="list-style-type: none"> • Product intro: Styles and functions&Size and colors
10	第五單元: 介紹新產品 Topic 5: Demonstrating a New Product	對話閱讀討論與生詞演練 Reading: Topic 5 Dialogue Vocabulary drilling: <ul style="list-style-type: none"> • Topic 5 Dialogue formation Scenario: <ul style="list-style-type: none"> • Market price Assignment 作業 2& presentation: 介紹一個產品 new product proposal
11	第六單元:參觀展覽 Topic 6: Attending an Exhibition	暖身: 導入主題與詞彙 對話閱讀討論與生詞演練 Warming up: Subject and vocabulary Reading: <ul style="list-style-type: none"> • Topic 6 Dialogue Vocabulary drilling: <ul style="list-style-type: none"> • Topic 6 vocabulary formation Scenario: <ul style="list-style-type: none"> • An exhibition's theme and its products The companies participating in the exhibition and their booths
12	第六單元:參觀展覽 Topic 6: Attending an Exhibition 期末測驗 Final Exam	對話閱讀討論與生詞演練 Reading: <ul style="list-style-type: none"> • Topic 6 Dialogue Vocabulary drilling: <ul style="list-style-type: none"> • Topic 6 Dialogue formation Scenario: Exhibition's opening times and purpose. Final Exam: 第四、五、六單元 <ul style="list-style-type: none"> • Topic 4, Topic 5 and Topic 6 • Final presentation.

Course Materials

Readings

Yeh, The-Ming. Far East Business Chinese I. Taiwan; the Far East Book Co, LTD