



Philadelphia University
Faculty of Arts
Department of Chinese
First Semester, Academic Year 2022-2023

Course syllabus

Course title: Chinese for Business & Trade 商务汉语	Course code: 0121352
Course level: Medium	Course prerequisite (s) and/or corequisite (s): Intensive Chinese
Lecture time: 48 hours	Credit hours: 3
	Contact hours:
Location: 31523, FA/Online	

Academic Staff Specifics

Name	Rank	Office number and location	Office hours	E-mail address
Yang Guanghai	Associate Professor	5F, Faculty of Arts (opposite 31521)	12:45- 14:00 Monday & Wednesday	ghy0635@163.com

Course description (According to the University Catalogue)

This course is designed for BA students of Chinese Department, Philadelphia University. It is intended to develop students' basic Chinese language proficiency for communication while doing Business and Trade in China. The necessary scenes will be discussed with simple words and sentence patterns. By taking this course, students will learn the useful words, phrases and basic sentence patterns in each scene. They will also be provided with the relevant information and general knowledge about doing Business and Trade in China.

Course objectives:

To enable students to

1. read and write the main words and phrases used in Chinese for Business and Trade.
2. practice and learn to use some basic sentence patterns in practical communication scenes while doing business and trade.
3. get more knowledge about doing business and trade in China.
4. be aware of and understand some cultural differences between China and Jordan in doing business and trade.

Course/ resources

- **Text book/ books (title , author (s), publisher, year of publication)**

A Business Trip to China (Beijing language and Culture University Press, 2005)

- **Support material (s) (vcs, acs, etc).**

CD on the same textbook;

Recording on classroom practice by Chinese teachers

- **Study guide (s) (when applicable)**

Language and culture materials on Edmodo classes/groups (Chinese Department of Philadelphia University) for all Chinese BA students

- **Laboratory Handbook/ books (when applicable)**

Teaching methods(Lectures, discussion groups, tutorials, problem solving, debates, etc)

This course is mainly involved in classroom lectures, and group discussions are frequently done inside and outside lectures. The teaching activities will be designed to get the students actively involved; teaching materials will be designed to help the students improve their language proficiency. For each week, at least one-hour group tutorial is arranged for BA students in Chinese Department office.

Learning outcomes:

- Knowledge and understanding

(1) Everyday Chinese language knowledge on doing business and trade in China including small business, signing the contract, visiting the factory, foreign investment, business connections, saying good bye, etc.

(2) Knowledge on Chinese reading and writing of the main words, phrases and basic sentences used in practical communication scenes of doing business and trade in China.

- Cognitive skills (thinking and analysis).

(1) Learn to realize the importance of cooperation and teamwork; (2) Practice on logical thinking and management of daily studies and life, and form good habit especially on studies; (3) Learn to explore and form academic interest; (4) Learn to listen to and observe other people and their cultures, and learn to learn; (5) Learn to recognize the value in both Arab culture and Chinese culture.

- Communication skills (personal and academic).

(1) Introduction and self-introduction; (2) Recognize information on business cards and make them (basic information about address, telephone numbers, emails, and accounts on

Facebook, Twitter, WhatsApp, WeChat, etc.); (3) Communicate with Chinese on business and trade hobbies and their daily activities; (4) Talk about small business, signing the contract, visiting the factory, foreign investment, business connections, saying good bye, etc ; (5) Learn to small business, signing the contract, visiting the factory, foreign investment, business connections, saying good bye, etc; (6) Basic information on small business, signing the contract, visiting the factory, foreign investment, business connections, saying good bye, etc; and (7) Practice on planning future studies and life, based on information and skills on university and other main aspects in society.

- **Transferable Skills.**

(1) Common purpose language competence enables students to easily cope with real-time situations in real language context in China or in other Chinese language-related situations; (2) Chinese language knowledge and skills equip students with ability to cope with political, economic, cultural, and tourist situations not only in China, but also in other southeastern Asian countries and any Arab country where Chinese language or cultural background is involved in real-time situations (conference, teaching, translation, tourism, etc.) or in written forms (translation, documents and documentation, etc.); (3) Cognitive and communication skills help students to deal with any problem-solving situations other than China or Chinese language-related contexts.

- **Psychomotor Skills (When applicable)**

(1) Chinese language learning (character writing, acquaintance to historical changes of Chinese characters) practices and strengthens students psychological and physical balance; (2) Some Chinese art and culture skills (taiji, hulusi, calligraphy and traditional painting, paper-cutting, etc.) help with students psychological and physical development.

Assessment instruments

- Exams (Mid-term and Final Exams)
- Quizzes.
- Short reports and/ or presentations, and/ or Short research projects
- Homework assignments

<u>Allocation of Marks</u>	
Assessment Instruments	Mark
Mid-term examination	30
Final examination: 50 marks	40
Reports, research projects, quizzes, homework, Projects	30
Total	100

Documentation and academic honesty

- Documentation style (with illustrative examples)

(1) All teaching materials are open to students and quality assurance organization; (2) All teaching materials are well-prepared before lectures, and are well-preserved after lectures; (3) All exam papers are totally confidential before, in the middle of, and after the exam, and are well preserved in Faculty of Arts archives; (4) Each test paper is well checked before printing, and each teacher signs his name upon the paper after reading and giving result to students; (5) Attendance is called on each class, and all attendance sheet and bonus giving is marked, well preserved in Department or Faculty archives.

• Protection by copyright

(1) All lecture materials are genuine and original: teachers don't copy others' lecture materials or research papers, and all quotations are listed and announced; (2) All textbooks, handbooks, and other lecture materials (if applicable) are officially donated by Confucius Institute Headquarters/Hanban through Jordanian Customs, and are all printed by officially authorized publishers in China; (3) Students homework materials are well preserved and displayed (when necessary), and all display homework is openly announced among students.

• Avoiding plagiarism.

(1) Chinese staff promise to use original lecture materials in language teaching, and all quotations are listed and announced in lectures or research papers, violation of which results in the violator's public announcement and immediate resignation as Chinese teacher of Philadelphia University; (2) Each test paper is different in contents from previous ones, and each test paper is genuine and original; (3) Students are honest both in exams and at homework, and violation of which results in failure of the exam/homework--this is announced in the first class before all students.

Course/ academic calendar

week	Basic and support material to be covered	Homework/reports and their due dates
(1)	Lesson7 Small Business/小本生意 (A) 逛街 1.对话; 2.语法句型	1.熟读对话; 2.用“值得”、“叫”“比”、“用不着”、“难怪”造句。
(2)	Lesson7 Small Business/小本生意 (B) 小摊儿 1.对话; 2.语法句型	1.熟读对话; 2.用“什么+.....+都.....”、“随便”“打折”、“对”、“一点儿”造句。
(3)	Lesson8 Signing the Contract 签约 (A) 合同草案 1.对话; 2.语法句型	1.熟读对话; 2.用“根据”、“之”“过”造句。
(4)	Lesson8 Signing the Contract 签约 (B) 正式签字 1.对话; 2.语法句型	1.熟读对话; 2.用“作为”、“按照”“有关”造句。
(5)	Lesson 9 Visiting the Factory (A) Ordering Products 订货 1.对话; 2.语法句型	1.熟读对话; 2.用“特”、“如何”“得看”造句。
(6)	Lesson 9 Visiting the Factory (B) Inspection 检验 1.对话; 2.语法句型	1.熟读对话; 2.用“向”、“比”等造句。
(7)	Lesson 10 Foreign Investment (A) Joint Ventures 合资经	1.熟读对话; 2.用“正在”、“对”等造句。

	营 1.对话; 2.语法句型	
(8)	Lesson 10 Foreign Investment (B) Stock Market Quotations 股市行情 1.对话; 2.语法句型	1.熟读对话; 2.用“向”、“比”等造句。
(9)	Revising all the materials from 7 to 8	
(10)	Mid-term examination and Analysing	
(11)	Lesson 11 Business Connections 生意往来 (A) Public Relations 公关 1.对话; 2.语法句型	1.熟读对话; 2.用“多亏”、“相互”、“破例”等造句。
(12)	Lesson 11 Business Connections 生意往来 (B) Building Connections 拉关系 1.对话; 2.语法句型	1.熟读对话; 2.用“讲”、“不过”、“尤其”等造句。
(13)	Lesson 12 Saying Goodbye (A) On the Way to the Airport 去机场的路上 1.对话; 2.语法句型	1.熟读对话; 2.用“亲自”、“按时”等造句。
(14)	Lesson 12 Saying Goodbye (B) See You Next Time 后 会有期 1.对话; 2.语法句型	1.熟读对话; 2.用“谁……呀?”等造句。
(15)	Revising all the materials from 7 to 12	
(16) Final Examination	Final Examination	

Expected workload:

On average students need to spend 2 hours of study and preparation for each 50-minute lecture/tutorial.

Attendance policy:

Absence from lectures and/or tutorials shall not exceed 15%. Students who exceed the 15% limit without a medical or emergency excuse acceptable to and approved by the Dean of the relevant college/faculty shall not be allowed to take the final examination and shall receive a mark of zero for the course. If the excuse is approved by the Dean, the student shall be considered to have withdrawn from the course.

Other Education Resources

Books

1. 中级商务汉语教程, 王惠玲 黄锦章主编, 北京大学出版社, 2011

2. 商务汉语教程, 刘文丽主编, 大连理工大学出版社, 2009
3. *A Business Trip to China*, Beijing language and Culture University Press, 2005

Journals

Websites

1. Follow Jade: <https://www.youtube.com/watch?v=fYfH7rMYVA8>
2. My first Chinese words: <https://www.youtube.com/watch?v=T8ifz5QWOOk>
3. Chinese for kids: <http://chinese4kids.net/>
4. <http://dinolingo.com/languages/chinese.html>
5. <http://kidschinese podcast.com/>
6. <http://www.petralingua.com/foreign-languages/online-chinese-for-kids.php>
7. <http://www.bbc.co.uk/languages/chinese/>
8. <http://www.chineselearningcenter.com/>
9. 约旦费城大学孔子学院课程平台: <http://cipujo.chinesecio.com/>