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CHIN 391.02: Chinese For Professionals

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Chin 391- Chinese for Professionals (Spring 2022)

Department of World Cultures and Languages

Instructor: JungCheng Liz Lin

Office: LA427

Classroom: LA202

Class meets: Mon, Wed, Fri 2:00-2:50pm

Email: jung.lin@mso.umt.edu

Office Hours: M10-11am; W11am-1pm

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 or Taiwan. 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 and updated on Moodle.

Course Topics

- Travel and business trips
 1. Places and directions
 2. Transportation
 3. The weather
 4. Be able to talk about schedules
 5. In hotel
- Applying for a job
 1. Chinese Resume/CV
 2. Jobs in China or Taiwan

Find jobs on <https://www.51job.com> or <https://www.1111.com.tw>

3. Self-introduction
 4. Job interview skit
- Office Work
 1. Greetings and introductions
 2. Map of company structure/operational flow chart
 3. Message and agendas
 4. Business meetings
 5. Working on the Internet/ Phone calls
 - Business etiquette and expressions
 1. Dining and banquets
 2. Gift- giving

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 & Participate	20%
2. Quizzes	10%
3. Pair-up projects	18% (6% each)
4. Four projects	32% (8% each)
5. Dialogue Checks	10%
6. 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 once a week. 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

*3 Mini Skit-Make a reservation call

Self Projects

#1 Essay- My Dream Job

#2 Chinese Resume/ CV

#3 Cover letter

#4 Formal self-introduction

• Late assignments may be penalized.

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

Course schedule

Week	Dates	Topic	Activities	note
1	Jan19 W	Course overview		
	21 F	Business trip	Vocab	
2	24		Vocab	
	26		Text/Discussion	
	28		The weather	
3	31		In hotel	
	Feb 2		Travel itinerary	
	4	Travel itinerary		
4	7	Dream job	Discussion	Pair-up *1 presentation
	9		Vocab	
	11		Text	
5	14	Practice/ Discussion		Self #1 Draft due Final due 2/23
	16	Online jobs finding		
	18	Video discussion		
6	21	President's Day – No class		
	23	Self-intro	Vocab/discussion	
	25		Make your own text	Dialogue check
7	28	Resume/CV	Reading working in China	
	Mar 2		Discussion	
	4	Cover letter	Vocab	
8	7		Discussion	Self #2 due

	9		Practice	
	11	Interview	Vocab	
9	14		Text	Self #3 Draft due Final due 4/1
	16		Discussion	
	18		Practice and feedback	
10	21-25	Spring break		
11	28	Greetings and introduction	Vocab	
	30		Text	
	Apr 1		Practice	Self #4
12	4	Map of company structure	Vocab/Discussion	
	6	Message and agendas	Vocab/Discussion	
	8	Culture points	Discussion	Pair-up *2
13	11	Business meeting	Vocab	
	13		Text	
	15	Working on internet/phone calls	Vocab	
14	18		Text	Dialogue check
	20		Discussion	
	22	Dining and banquets	Vocab/Discussion	Pair-up *3
15	25	Gift-giving	Discussion	

	27	Case study-TikTok	Discussion	
	29	Case study-WeChat	Discussion	
16	May 2	Case study	Discussion	
	4	Final project		Final Presentation
	6	Last day of regular Class	Discussion	
17	9-13	Finals week		

Vocabulary Quizzes on Wednesdays.

★★All dates and activities are subject to change.★★

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](http://life.umt.edu/dss) 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.

References

- <<商務漢語提高：應酬篇、辦公篇、業務篇>> 張黎 北京大學出版社 2008
 <<Advanced Business Chinese: Social Gatherings, Office Work, Day-to-Day Operations>> Zhang Li, Beijing University Press, 2008
- <<體驗漢語：商務篇>> 張紅 高等教育出版社 2006
 <<Experience Chinese: Business communication in China>> Zhang Hong, Higher Education Press, 2006