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Spring 2-1-2018

### CHIN 291.01: Special Topic: Chinese for Business

Chai-Wei Vivian Chen

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## CHIN 291-01 Chinese for Business 2018-Spring

### Course Information

- Day/Time: MWF 12:00-12:50
- Location: JRH 205
- Instructor: Chiawei Vivian Chen ([vivian.chen@mso.umt.edu](mailto:vivian.chen@mso.umt.edu))
- Office: LA 427
- Office Hours: Tue, Wed, Thu 1:00-2:00pm

### Course Description

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

### Course Topics

#### 一、Travel and business trips

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

#### 二、Applying for a job

1. Resume/CV preparation
2. Online job application  
Find jobs on [www.zhaopin.com](http://www.zhaopin.com)/[echinacities.com](http://echinacities.com)/[51jobs.com](http://51jobs.com)/[dajie.com](http://dajie.com)
3. Job interview skit

#### 三、Office Work

1. Greetings and introductions
2. Messages and agendas
3. Business meetings

#### 4. Ending a Contract

#### 四、Business etiquette and expressions

1. Dining and banquets

2. Gift giving

#### 五、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. Quizzes	10%
3. Pair-up projects	15%(10%, 5%)
4. Five projects	35%(7% each)
5. Dialogue Checks	10%
6. Research Presentation	10%

### Pair-up Projects

#1 Business Travel Itinerary Project

#2 Mini Skit-Interview calls

### Self Projects

#1 Chinese Resume/CV

#2 Essay-Cover Letter

#3 Online Job Application

#4 Record formal self-introduction

#5 Essay-My Dream Job

### 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.

## Grading Scale

93-100	A	77-79	C+	60-62	D-
90-92	A-	73-76	C	0-59	F
87-89	B+	70-72	C-		
83-86	B	67-69	D+		
80-82	B-	63-66	D		

## Course Schedule

Week	Dates	Topics	Activities	Quizzes	
1	1/22 M				
	1/24 W	Business Travel	Vocab 1-10	Voc. Quiz 1	
	1/26 F	Business Travel	Vocab 11-19	Voc. Quiz 2	
2	1/29 M	Business Travel	Travel Itinerary Project		#1
	1/31 W	Business Travel	Itinerary Presentation		
	2/2 F	Self-Introduction	Vocab/Discussion	Voc. Quiz 1	
3	2/5 M	Self-Introduction	Vocab/Discussion	Voc. Quiz 2	
	2/7 W	Resume/CV	Chinese Resume Reading: <a href="#">Working in China</a>		#2
	2/9 F	Self-Introduction	Professional self-introduction		#3
4	2/12 M	Dream Job	Vocab/Discussion	Voc. Quiz 1	
	2/14 W	Dream Job	Vocab/Discussion	Voc. Quiz 2	
	2/15 F	Dream Job	Online Job application		
5	2/19 M	No class			
	2/21 W	Dream Job	Online Job application		
	2/23 F	Dream Job	Job application Presentation #5 Essay: My Dream Job		#4
6	2/26 M	Cover Letter	Vocab/Discussion	Voc. Quiz 1	
	2/28 W	Cover Letter/ Interview Calls	Vocab/Discussion	Voc. Quiz 2	#6
	3/2 F	CCTV-外國人在中國	Discussion		
7	3/5 M	Interviews	Vocab/Discussion	Voc. Quiz 1	
	3/7 W	Interviews	Vocab/Discussion	Voc. Quiz 2	Mini Skit
	3/9 F	Interviews	Interview skit		

8	3/12	M	Interviews	Interview skit presentation		#7
	3/14	W	Greetings & Introduction	Vocab/Discussion	Voc. Quiz 1	
	3/16	F	Greetings & Introduction	Vocab/Discussion Dialogue Checks	Voc. Quiz 2	
9	3/19	M	Phone calls & Taking msgs	Vocab/Discussion	Voc. Quiz 3	
	3/21	W	Phone calls & Taking msgs	Vocab/Discussion Dialogue Checks	Voc. Quiz 4	
	3/23	F	Cultural Points	Mianzi & Guanxi/Discussion		
10	3/26-3/30	Spring Break				
11	4/2	M	Gift Giving	Vocab/Discussion	Voc.Quiz 1	
	4/4	W	Gift Giving	Vocab/Discussion	Voc. Quiz 2	
	4/6	F	Gift Giving	Cultural Points		
12	4/9	M	Dinners & Parties	Vocab/Discussion	Voc.Quiz 1	
	4/11	W	Dinners & Parties	Vocab/Discussion	Voc. Quiz 2	
	4/13	F	Dinners & Parties	Cultural Points		
13	4/16	M	Business meetings	Vocab/Discussion	Voc. Quiz 1	
	4/18	W	Business meetings	Vocab/Discussion		
	4/20	F	Ending Contract	Vocab L1-L11	Voc.Quiz 1	
14	4/23	M	Ending Contract	Discussion		
	4/25	W	Case Study-Alibaba			
	4/27	F	Case study-WeChat			
15	4/30	M	Case study-Baidu			
	5/2	W	Research Presentation			
	5/4	F	Research Presentation			
16	5/7-5/11	Finals Week				

★★ 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](#) 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 at: <http://www.umt.edu/SA/vpsa/index.cfm/page/2585>.