

Course Syllabus (Preliminary Course Description)

Term:	Spring 2026
Course:	CHIN2350.001. Business Chinese January 20, 2025- May 15, 2026
Time:	Tuesday, Thursday 1:00pm-2:15pm
Location:	JO 4.112
Instructor:	Zhen Yi, Wu
Email:	ZhenYi.Wu @utdallas.edu
Office Hours:	Tuesday, Thursday: 10:00 pm – 12:00 pm, by appointment, GR2.801

Course Information

Description

This course develops students' proficiency in Business Chinese, focusing on practical language skills for professional communication. It covers common business practices like formal meeting, itinerary arrangements, attending banquets, and job interview, with supplemental discussions on the Chinese economy and business culture. The student-centered approach includes language practice, role-playing, group discussions, and presentations.

Prerequisites

NO

Learning Objectives

On successful completion of this course a student will be able to:

1. Understand and use key business vocabulary and expressions in Chinese.
2. Conduct basic business communication in Chinese, including emails, phone calls, and meetings.
3. Focusing on building students' language skills for conducting business in real-world Chinese-speaking environments.
4. Read and comprehend business documents in Chinese.
5. Gain insights into Chinese business culture and etiquette.

Required Texts & Materials

Xiaojun Wang. (2010). *A business trip to China: conversation & application*. Beijing Language & Culture University Press.

Xiaohui Zhang. (2005). *Chinese for Managers, Business Chinese Volume 1*. Foreign Language Teaching and Research Press.

Suggested Texts, Readings, & Materials

A Practical Business Chinese Reader (Third Edition) Volume 1&2

Daoxiong Guan. Peking University Press, 2018. ISBN:

9787301291320 and 9787301294925.

Guan, D. (2021). *Business Chinese 101*. Royal Collins Publishing Company.

Dong, J. (2005). *Business Chinese: Speaking*. Foreign Language Teaching and Research Press.

Kuo, J. C. M. (2006). *Startup Business Chinese: An Introductory Course for Professionals*. Cheng & Tsui Co.

Li, X. Q. (2012). *New Silk Road: An Integrated Business Chinese for Intermediate Students(About Business)*. Peking University Press.

Tentative Schedule (This schedule is subject to changes)

Week	Topic		Assignments
1	Introduction Lesson1	Arrival	Quiz 1
2	Lesson1		Homework 1.2
3	Lesson2	At the Hotel	Quiz 2
4			Homework 3.4
5	Lesson3	Formal Meeting	Quiz 3
6			Homework 5.6
7	Review Lesson1-3 Presentation		Draft due February 28
8	Spring Break		Quiz 4
9	Lesson4	Itinerary Arrangements	Homework 7.8
10			Quiz 5
11	Lesson5	Attending a Banquet	Homework 9.10
12			Quiz 6
13	Lesson13	Job Interview	Homework 11.12
14			
15	Review Lesson4-5、13 Presentation		Draft due May 2
16	Final		

Grading Scale and Assignment Breakdown

Homework (12)	30%	A+	95.0-100	B+	80.0-84.9	C+	65.0-69.9
Quizzes (6)	15%	A	90.0-94.9	B	75.0-79.9	C	60.0-64.9
Attendance	15%	A-	85.0-89.9	B-	70.0-74.9	F	59.9 and below
Draft (2)	10%						
Presentations (2)	30%						

Homework (12 at 2.5 points each; 30 points total)

Quizzes (6 at 2.5 points each; 15 points total)

Attendance (15 points total): Two points will be deducted for each absence. Regular attendance is crucial for language acquisition. Participation in class activities, discussions, and group work is required.

Draft (2 drafts at 5 points each; 10 points total): Must be written in Chinese. Due on February 28 and May 2. Please email as a PDF. **NO MAKEUP.**

Presentations (2 at 15 points each; 30 points total): Presentation time: 8-10 minutes. Please email the final version in both PDF and PPT formats at the end of the presentation day. **NO MAKEUP.**

Course Policies

NOTICE:

To improve/enhance your Business Chinese, **please write your emails in both English and Chinese.**

If you have any questions regarding assignments, exams, or any other issues related to the course that may affect your score, please do not wait until their due dates to ask. I usually respond to emails within 48 hours (Monday to Friday).

Class Materials

The instructor may provide class materials that will be made available to all students registered for this class as they are intended to supplement the classroom experience. These materials may be downloaded during the course; however, these materials are for registered students' use only. Classroom materials may not be reproduced or shared with those not in class or uploaded to other online environments except to implement an approved AccessAbility Resource Center accommodation. Failure to comply with these University requirements is a violation of the [Student Code of Conduct](#).

Late work

If a situation occurs on campus, such as inclement weather, power outage, or network outage, or server problems, then assignments will be extended at the discretion of the instructor. Otherwise, **No make-up work or extra assignments will be accepted in order to improve your grade.**

Class Attendance

If you have an emergency related to family or personal health, please contact me IN ADVANCE. The University's attendance policy requirement is that individual faculty set their course attendance requirements. Regular and punctual class attendance is expected. Students who fail to attend class regularly are inviting scholastic difficulty. In some courses, instructors may have special attendance requirements; these should be made known to students during the first week of classes.

Class Participation

Regular class participation is expected. Students who fail to participate in class regularly are inviting scholastic difficulty. A portion of the grade for this course is directly tied to your participation in this class. It also includes engaging in group or other activities during class that solicit your feedback on homework assignments, readings, or materials covered in the lectures (and/or labs). Class participation is documented by faculty. Successful participation is defined as consistently adhering to University requirements, as presented in this syllabus. Failure to comply with these University requirements is a violation of the [Student Code of Conduct](#).

Class Recordings

Students are expected to follow appropriate University policies and maintain the security of passwords used to access recorded lectures. Unless the AccessAbility

Resource Center has approved the student to record the instruction, students are expressly prohibited from recording any part of this course. Recordings may not be published, reproduced, or shared with those not in the class, or uploaded to other online environments except to implement an approved AccessAbility Resource Center accommodation. Failure to comply with these University requirements is a violation of the [Student Code of Conduct](#).

NOTE: if the instructor records any part of the course, then the instructor will need to add the following syllabus statement:

The instructor may record meetings of this course. These recordings will be made available to all students registered for this class if the intent is to supplement the classroom experience. If the instructor or a UTD school/department/office plans any other uses for the recordings, consent of the students identifiable in the recordings is required prior to such use unless an exception is allowed by law.

Comet Creed

This creed was voted on by the UT Dallas student body in 2014. It is a standard that Comets choose to live by and encourage others to do the same:
“As a Comet, I pledge honesty, integrity, and service in all that I do.”

Academic Support Resources

The information contained in the following link lists the University’s academic support resources for all students.

Please go to <http://go.utdallas.edu/academic-support-resources>.

UT Dallas Syllabus Policies and Procedures

The information contained in the following link constitutes the University’s policies and procedures segment of the course syllabus. Please review the sections regarding the [credit/no credit](#) grading option and withdrawal from class.

Please go to <http://go.utdallas.edu/syllabus-policies> for these policie