

CHIN 1301

ELEMENTARY BUSINESS CHINESE

Learn Mandarin Chinese business phrases and understand Chinese culture so you can communicate professionally in the largest market in the world.

Course: Elementary Business Chinese

School of Arts & Humanities

University of Texas at Dallas

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DESCRIPTION

Elementary Business Chinese (3sch/semester) is designed for students interested in work or travel for business in Chinese-speaking areas, and for those who want to develop practical communication and comprehension skills in authentic social situations. Students will gain linguistic knowledge of Chinese with a focus on listening and speaking, they will also develop a broader understanding of today's Chinese business environment.

Prerequisite: No prior knowledge in business, economics, or Chinese language is required.

OBJECTIVE

By the end of the academic year, students will be able to

- ★ Speak Chinese with correct pronunciation,
- ★ Learn how to type in Chinese, handwriting Chinese characters is not required.
- ★ Recognize and use approximate 400 basic Chinese words/phrases and 50 Chinese sentence patterns.
- ★ Conduct Everyday conversations such as greeting and introduction.
- ★ Conduct the business conversations such as introducing the company, checking samples and invitation, etc.
- ★ Know essential travel phrases, such as taking flights and taxi, exchanging money, ordering food, etc.
- ★ Network with colleagues at the office, and customers over the phone.
- ★ Learn rules and formalities of contract signing in China.
- ★ Develop telephone and email skills as well as presentation and negotiation skills in mandarin Chinese.
- ★ Be familiar with Chinese business practices and sector-specific terminology.

DIFFERENCE

between Business Chinese 1301/1302 and Regular Chinese 1311/1312

- ★ Business Chinese puts more strength into developing the practical communication and comprehension skills, the class will mainly focus on listening and speaking.
- ★ Writing characters is NOT required in Business Chinese course, students will learn typing instead of writing. However, students are required to be able to recognize the characters they learned in the business emails or documents.
- ★ Writing characters is a requirement for students taking the regular Chinese 1311/1312.
- ★ Since writing characters is not required, Business Chinese students are expected to learn and use more characters and phrases (around 350-400 per semester). The number is 200 in regular Chinese 1311/1312.

COMPARE

Contents between Business Chinese 1301/1302 and Regular Chinese 1311/1312

TEXTBOOK	ELEMENTARY BUSINESS CHIN1301 & 1302	REGULAR CHINESE 1311&1312
	based on the textbook <i>Gateway to Business Chinese</i> (ISBN 9787040323863), However, instructor has developed a customized textbook and all the learning resources, including the textbook, workbook and audio files are downloadable from e-learning.	<i>Integrated Chinese</i> by Cheng-Tsui Company, Level 1, Part 1, Simplified characters, 3 rd edition: the textbook and grammar workbook are required (students are required to use the e-workbook).
CONTENT 1st Semester	<p>Introduction:</p> <ol style="list-style-type: none"> Chinese phonetic system: Pinyin Chinese character: history, evolution, stroke and stroke order, radical. 	<p>Introduction:</p> <ol style="list-style-type: none"> Chinese phonetic system: Pinyin <p>Chinese character: history, evolution, stroke and stroke order, radical.</p>
	<p>L1 (1301):</p> <p>Language: Number/Taking Flights/Time Expressions Grammar: Word Order & Interrogative Sentences Culture: Travel tips before you visit China.</p>	<p>L1(1311):</p> <p>Language: Self Introduction and Greeting. Grammar: Word Order, question word Culture: Chinese names</p>
	<p>L2(1301):</p> <p>Language: Greeting/Introduction/Common Salutations. Supplementary: How to address people properly: formal terms and slangs. Culture: Conduct a business card exchange in China.</p>	<p>L2(1311):</p> <p>Language: Family members and ask about profession Grammar: 的('s), measure word, to have Culture: Kinship terms & education systems</p>
	<p>L3(1301):</p> <p>Language: Making Phone Calls/Years, Weeks & Days Grammar: Negation Culture: Lunar Calendar, Chinese manner of counting age & Wechat & Phone etiquette in China.</p>	<p>L3 (1311):</p> <p>Language: Dates & Times Grammar: Alternative questions: A-Not-A type Culture: Chinese calendar, Chinese manner of counting age, Chinese food symbolizing longevity.</p>
	<p>L4(1301):</p> <p>Language: Taking a Taxi/Chinese currency & Monetary Units/Purchasing Grammar: Past Tense1, Complement of Result Culture: Taxi vs. Didi Dache; Dockless Bike Sharing</p>	<p>L4(1311):</p> <p>Language: Hobbies & Activities Grammar: Word order, Chinese modal verb, V.O. structure as a detachable compound Culture: Paying bill and splitting checks</p>
	<p>L5(1301):</p> <p>Language: Money exchange/Countries/Currencies Grammar: Modal Verb, 都 Culture: Banks & ATMs</p>	<p>L5(1311):</p> <p>Language: Visiting friend's Grammar: Past tense, adjective predicate, 才, 吧, 在;一下/一点儿 to moderate the tone of voice. Culture:Chinese civilities upon meeting for the 1st time, Chinese tea.</p>
	<p>L6(1301):</p> <p>Language: Meeting the Customer/Company Positions Grammar: Personal Pronoun, Reduplication, Past Tense2, A-Not-A type Question Culture: List of the most influential Chinese in business and entrepreneurship.</p>	

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CONTENT 2nd Semester	L7(1302): Introducing the Company/types of business	L6(1312): Language: Making appointment, calling people Grammar:modal verb 要 and 得, time expression Culture: Chinese phone etiquette.
	L8(1302): Checking Samples (inquiry/product units)	L7(1312): Language: Studying Chinese, exam, review and preview Grammar:descriptive complement, 的 structure, ordinal numbers, 就, 真, 太, 有一点儿 Culture:Chinese character writing, brush pen and other stationery.
	L9(1302): Negotiating the Price (price inquiry/price units)	L8(1312): Language: talking about a typical school day. Grammar: Chinese modal verbs: 能&会; 就, 了, 的, 一边, 除了……正在……的时候…… Culture: Chinese letter format, Chinese school year
	L10(1302): Signing a Contract (discussing the items/types of contracts)	L9(1312): Language: Shopping for clothes and exchange shoes Grammar: Chinese modal verb 要, 多 as how, amounts of money, etc. Culture: Chinese salesclerks and waiters, formal attire
	L11(1302): Thanks dinner (invitation/Chinese food)	L10(1312): Language: Transportation Grammar:Topic-comment sentence, 或者, 先……再……, 还是, 每……都, 要……了 Culture: taxi and Didi Dache in Chna, Chinese public transportation, Chinese New Year.
	L12(1302): Farewell (expressing thanks/common wishes)	

DISABILITY ACCOMMODATION

Students who wish to request disability accommodations in this class should present the written notification to the [Office of Student Accessibility \(OSA\)](#). Students are encouraged to submit documentation 4-6 weeks in advance, and are invited to contact the Office for a confidential discussion.

USE OF E-LEARNING

Detailed syllabus, homework, assignments, grades report & other learning materials will be provided through e-learning, please go to: <http://www.utdallas.edu/elearning/>, use your NETID and password to log in.

*E-Learning Support Center: <http://www.utdallas.edu/elearninghelp> or call 1-866-588-3192.

USE OF E-MAIL

The University of Texas at Dallas recognizes the value and efficiency of communication between faculty/staff and students through electronic mail. At the same time, email raises some issues concerning security and the identity of each individual in an email exchange. The university encourages all official student email correspondence be sent only to a student's U.T. Dallas email address and that faculty and staff consider email from students official only if it originates from a UTD student account. This allows the university to maintain a high degree of confidence in the identity of all individual corresponding and the security of the transmitted information. UTD furnishes each student with a free email account that is to be used in all communication with university personnel. The Department of Information Resources at U.T. Dallas provides a method for students to have their U.T. Dallas mail forwarded to other accounts.

*UT Dallas Information Resources Help Desk: assist@utdallas.edu or call 972-883-2911.

GRADING SCALE AND GRADE DISTRIBUTION

Your grade will be calculated according to the following scale. Please note that grades are not curved.

Percentage	Letter Grade	Grade Distribution	100pts
97-100	A+	Attendance and Participation	15%
93-96	A	Chapter Oral Exam 1: L1-2	10%
90-92	A-	Chapter Oral Exam 2: L3-4	10%
86-89	B+	Chapter Oral Exam 3: L5-6	10%
83-85	B	In-Class Activity: Meeting people in Business Situations	5%
80-82	B-	Networking follow-up (written report)	5%
76-79	C+	Homework: L1-6	12% (2% each)
73-75	C	12 Quizzes (2 per lesson)	24% (2% each)
70-72	C-	Final Written Exam: L1-6	9%
66-69	D+		
63-65	D		
60-62	D-		
Under 60	F		

A note on Incompletes: as per university policy, incomplete grades may be given, at the discretion of the instructor of record for a course, when a student has completed at least 70% of the required course material but cannot complete all requirements by the end of the semester. An incomplete course grade (grade of 'I') must be resolved completed within the time period specified by the instructor, not to exceed eight (8) weeks from the first day of the subsequent long semester.

Upon completion of the required work, the symbol 'I' may be converted into a letter grade (A through F). If the grade of Incomplete is not removed by the end of the specified period, it will automatically be changed to F.

PARTICIPATION & ORAL CLASSWORK

Since regular oral practice is essential for improving proficiency in a foreign language, daily attendance and active participation are necessary for your success in Chinese 1301. Your instructor will evaluate your attendance and in-class oral coursework during the semester, and your grade will be 0.35pt per hour (43 hours in total), for a total of 15 possible points. During the semester, you are allowed to have 3 unexcused absences.

Level of participation and attendance	Grade
Uses Chinese often, exhibits excellent, cooperative behavior; does not arrive late or leave early.	0.35pt
Present in class, average participation, arrives late or leaves early (less than 15 minutes).	0.25pt
Present in class, yet does not participate; late arrival or early departure of 15 minutes or more.	0.1pt

ABSENCES AND ATTENDANCE POLICY

The 3 cases explained below are considered authorized absences:

- *Absence due to participation in a sponsored activity/event*: Absences due to participation in sponsored activities/events (i.e.: academic field trips, approved concert, performance, athletic event, etc.) must be approved **in advance** by the instructor. Also, you must obtain the appropriate documentation from the sponsoring unit for presentation to your instructor within 5 working days after the absence.
- *Absence for Religious Holy Days*: The University of Texas at Dallas will excuse a student from class or other required activities for the observance of a religious holy day (including travel time) for a religion whose places of worship are exempt from property tax under Section 11.20, of the Texas Tax Code. Students must notify the instructor as soon as possible regarding the absence, preferably in advance of the assignment.
- *Absence due to illness, family emergency, etc.* : Absence due to illness, death in the family, or other emergencies will be authorized **ONLY** if you contact your instructor immediately **AND** if you provide proof that the absence was unavoidable (a physician's statement, accident report, obituary, service bulletin, etc.) within 5 working days after the absence.

***All** other absences will be considered unauthorized.

EXTRA CREDITS

We offer a variety of cultural activities (movie, calligraphy, tea ceremony, paper cutting, Chinese knotting, Confucius Salon, conversation tables, etc.) throughout the semester, student can earn up to 4 extra credits by attending these activities (1pt for 1 attendance, 4pts maximum, students should stay for at least two-thirds of the activity time). If the activity requires extra training or more dedication, e.g. attending the Chinese Bridge, volunteer in the Confucius Day, International Week or conferences, more points will be released (2pts for every 4hrs). However, the overall extra credit will NOT exceed 4 points.

MAKE-UP POLICY

If you must miss a chapter exam, you must contact your instructor **immediately** and provide the appropriate documentation(as outlined above) within 5 working days after the absence. Only those individuals whose absences are approved by the instructor will be eligible to take a make-up exam over the material missed.

QUIZ POLICY

There are 12 quizzes throughout the semester. Since the purpose of the quiz is to motivate students to learn and to memorize, the students who failed or missed a quiz will be given **ONE** opportunity to make up an alternative quiz covering the same lesson on next quiz date (unless your absence is authorized as situations listed above). The higher score will be used to calculate your quizzes overall grade. If the student does not take this opportunity, the original grade will be used. The last makeup quiz will be given with the final exam. Quiz form: listening comprehension, reading comprehension, multiple choice, translation, etc. All the makeups will be the translation of the characters (from English to Chinese or from Chinese to English).

KEEPING RECORDS

Students must keep all returned graded materials until the end of the term. In case of grade disagreement, it will be the student's responsibility to show the graded materials.

STUDENT CONDUCT AND DISCIPLINE

Students at UT Dallas are expected to obey and conduct themselves in accordance with both the penal and civil statutes of the local, state and federal government and the Rules and Regulations of the Board of Regents of the University of Texas System, UT Dallas regulations and administrative rules, and to observe standards of conduct appropriate for an academic institution. For more information: <http://www.utdallas.edu/deanofstudents/titlev/>. Student Code of Conduct can be found here: <http://policy.utdallas.edu/utdsp5003>

IMPORTANT DATES

You must consult the official Academic Calendar for other important deadlines and dates concerning registration, tuition payment, dropping a class, etc. It is **your responsibility** to know these dates. A link to the Academic Calendar can be found at <http://www.utdallas.edu/academiccalendar/>.

WITHDRAWAL FROM CLASS

The administration at UT Dallas has established deadlines for withdrawal from any course. These dates and times are published in the Comet Calendar (<http://www.utdallas.edu/calendar>) and in the Academic Calendar (<http://www.utdallas.edu/academiccalendar>). It is **your responsibility** to handle withdrawal requirements from any class. In other words, a professor or other instructor cannot drop or withdraw any student unless there is an administrative drop such as the following:

- Have not met the prerequisites for a specific course
- Have not satisfied the academic probationary requirements resulting in suspension
- Judicial affairs request
- Have not made appropriate tuition and fee payments
- Enrollment is in violation of academic policy
- Was not admitted for the term in which they registered

It is your responsibility to complete and submit the appropriate forms to the Registrar's Office and ensure that you will not receive a final grade of "F" in a course if you chooses not to attend the class after being enrolled.

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

CAMPUS CARRY

The University's concealed handgun policy is posted on the campus carry website: <https://www.utdallas.edu/campuscarry/>

SHARING CONFIDENTIAL INFORMATION

Students considering sharing personal information in email, in person, or within assignments or exams should be aware that faculty members and teaching/research assistants are required by UT Dallas policy to report information about sexual misconduct to the UT Dallas Title IX Coordinator. Per university policy, faculty have been informed that they must identify the student to the UT Dallas Title IX Coordinator. Students who wish to have confidential discussions of incidents related to sexual harassment or sexual misconduct should contact the Student Counseling Center (972-883-2527 or after hours 972-UTD-TALK or 972-883-8255), the Women's Center (972-883-8255), a health care provider in the Student Health Center (972-883-2747), the clergyperson (or other legally recognized religious advisor) of their choice, or an off-campus resource (i.e., rape crisis center, doctor, psychologist). Students who are sexually assaulted, harassed, or victims of sexual misconduct, domestic violence, or stalking, are encouraged to directly report these incidents to the UT Dallas Police Department at 972-883-2222 or to the Title IX Coordinator at 972-883-2218. Additional information and resources may be found at <http://www.utdallas.edu/oiec/title-ix/resources>.

CONTACT INFORMATION

For questions related to your Chinese course, please contact your instructor.

For general questions regarding Chinese program at school of Arts & Humanities, please contact Ms. Bei Chen

Instructor	Bei CHEN
Classes to teach	Chin1301/1311/1312/2311
Email	bei.chen@utdallas.edu
Office	J.O.5.308
Tel	972-883-6026
Office hours	星期一/五 MF: 14:30 – 15:30 or by appointment

* Syllabus is subject to change at the discretion of the instructor. Detailed syllabus will be provided through e-learning.

Course Content	Class Period
Syllabus, Course Policy	1
Chinese Pronunciation	4
Chinese Characters	2
Lesson 1 Taking Flight, Numbers, Time Expression	6
Lesson 2 Greeting, Introduction, Common Salutations	6
Chapter Oral Exam 1: L1-2: questions about boarding pass & business card	1
Lesson 3 Making Phone Calls, Weeks & Dates	5
Lesson 4 Taking taxis	6
Chapter Oral Exam 1: L3-4: Role play: vendor and buyer	1
Lesson 5 Exchange Money, Monetary Units	5
Lesson 6 Meeting the customers, Company Positions	5
Chapter Oral Exam 1: L5-6	1
Final Written Exam	During the Final Exam Week
Total	43

*Besides Chinese classes, the Chinese program at UTD and the Confucius Institute at UTD also offer cultural activities throughout the semester, you can also find a language partner at our language group. More learning resources will be provided through e-learning.