

University of Pennsylvania
CHIN 0160-980 Online Beginning Business Chinese

Summer 2022

Instructor

Grace Wu

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<https://www.cheng-tsui.com/browse/chinese-biographies-0>

Email the instructor to make an appointment

Required Textbook

Startup Business Chinese: An Introductory Course for Business Professionals. Kuo, J. Cheng & Tsui (ISBN :978-0887274749-textbook; ISBN: 9780887276613-workbook). You can order online through the publisher http://www.cheng-tsui.com/store/products/startup_business_chinese

I will also provide all the handouts, Powerpoint slides.

Course Meeting Time: Monday, Tuesday 6:30-9:30 p.m.

Four hours group meeting and 15 minutes individual tutorial sessions weekly. Students are expected to attend every class and join the class on time. Poor attendance will affect a student's grades.

Tutorial session (Wednesday): 15-minute mandatory online tutorial session will be arranged individually.

Course Description and Requirement

CHIN0160-980 Beginning Business Chinese is a course for students who have no prior Chinese language background to start up Chinese in business contexts. As a fundamental course as well as a fast track for those who plan to travel to China in the near future, this introductory course will build the foundation of four skills in Chinese, with a focus on speaking, listening, and writing (typing). Topics that will be covered in the course are as follows: greetings, meeting people, family, companies, inquiries, making appointments, company visits, introducing products and social events. As the course emphasizes on the accuracy in pronunciation and grammar/vocabulary usage, students will receive lots of feedback and error corrections during class practices. Upon successful completion of this course, interested students may take CHIN011, CHIN021, CHIN082, CHIN012 in the upcoming semesters.

Attendance & Participation

Regular attendance is mandatory and strictly monitored. Active participation by speaking, answering questions and making sentences using the target language is required. Grades in this sector will be determined by students' participation frequency, and accuracy. Students are expected to be fully prepared for class, so make sure to check the course Canvas website regularly for class updates and information. The last day to drop with no financial obligations is June 7, 2022. Please visit the Penn Summer Academic Calendar at <http://www.sas.upenn.edu/summer/calendar> for more information.

Weekly Quizzes & Unit Exams

The short quizzes include dictation, listening, and characters. It will be given approximately every week. A unit exam will be given every two units, which include dictation, listening, grammar, character recognition and translation.

Individual Tutorials

At least a 15-minute mandatory online tutorial session will be conducted every week, **beginning from the 2nd week of class**. All the oral tutorial sessions are graded. Students receive full credit based on effort and performance **There is ABSOLUTELY NO MAKE-UP for missing individual tutorials if students fail to provide advance notices. It is the students' responsibility to contact the instructor.**

Unit Tests

Students will be tested on grammar and vocabulary through the format of listening comprehension, multiple choice, translation and character recognition on a weekly basis through Canvas.

Cultural Presentations (English)

These are mini-research projects conducted in English. Each student will draw one topic, research it and do a 10-15 minute PPT presentation through Canvas. The purpose of these projects is to enrich your general knowledge of contemporary China economy.

Oral and Written Finals

Students will prepare for a final oral presentation on their second last day of class and a final comprehensive written exam through Canvas on the last day of the class. The preparation guides will be provided a week in advance.

Grading

Class Attendance & Participation	20%
Canvas Online Unit Exam (5)	30%
Dictation Quizzes	20%
Oral Presentations-	30%

Tentative Weekly Schedule

Week	Date	Class	Quiz, Exam, Presentation
1	5/23, 5/24	Course Introduction Pronunciation & Tones/ Unit 1.1 Greetings Unit 1.2 Greeting	
2	5/30	Memorial Weekend (No Class)	Quiz 1 (Unit 1)
	5/31	Unit 2.1 Introductions/ Unit 2.2 Introductions/ Characters Review (1.1-2.2)	Quiz 1 (Unit 2), Oral Presentation

3	6/6, 6/7	Unit 3.1 Family Unit 3.2 Family Unit 3.1-3.2 Review	Quiz 3 (Unit 3), Oral Presentation
4	6/13, 6/14	Unit 4.1 The Company Unit 4.2 The Company	Quiz 4 (Unit 4), Oral Presentation
5	6/20, 6/21	Unit 5.1 Inquiries Unit 5.2 Inquiries	Quiz 5 (Unit 5), Oral Presentation
6	6/27, 6/28	Unit 6.1 Making Appointment Unit 6.2 Making Appointment	Final Exam (Unit 1-6), 6/29 Individual Final Oral Test

About the instructor

Welcome to Online Beginning Business Chinese! Grace Wu has been teaching Chinese at the University of Pennsylvania's Department of East Asian Languages and Civilization since 1994. Over the past 20 years, she has served as the coordinator of CHIN 031/032 and CHIN 231/232 courses at Penn Chinese Language Program, in addition to teaching the Wharton School Pre-term Beginning Business Chinese course from 2003 to 2009. In 2009, she used *Illuminate Live* to develop the first distance learning Chinese language course for MBA students and has been teaching CHIN 081-980 Online Beginning Business Chinese since 2012. She has published several innovative and versatile Pinyin Annotated Readers Chinese Biographies <https://www.cheng-tsui.com/browse/chinese-biographies-0> which won the 1st Place in SAS Grant Showcase Competition.