

I. Course Objectives:

The primary goal of this course is to prepare students for the Chinese business environment by enhancing the students' Chinese language skills for use in everyday business context. Students will also gain contextual knowledge of the social and cultural aspects of conducting business in China while training in the more formal style of Chinese business language and gaining language ability that can be transferable to Chinese language use in other fields.

Co-Prerequisite: CHIN 3302

II. Instructor: Lan Zhang, PhD. Associate Professor of Chinese

Office: 215 Jones Hall, 678-3146, lzhang3@memphis.edu

Office Hours: M: 2:00-4:00; W: 2:00-3:00 (or by appointment)

III. Meeting Time: MWF 10:20 am - 11:15 pm, Jones 243

IV: Textbook: Kuo, Jane C. M. 2014. Startup Business Chinese, Level 3: An intermediate-high course for professionals. Audio Download: <https://www.cheng-tsui.com/node/5662>

V. Grading:

- ✚ Class preparation and participation: 10%
- ✚ Vocabulary and expression quizzes: 10%
- ✚ Homework: 20%
- ✚ Role play dialogues for each unit (12): 30%
- ✚ Written exams (3): 30%

A+ (96 ~ 100%) A (93 ~ 95%) A- (90 ~ 92%) B+ (86 ~ 89%) B (83 ~ 85%) B- (80 ~ 82%)
C+ (76 ~ 79%) C (73 ~ 75%) C- (70 ~ 72%) D+ (66 ~ 69%) D (60 ~ 65%) F (0 ~ 59%)

Class preparation and participation means punctual daily attendance, adequate preparation, and positive contribution to class. Absences in excess of 6 will negatively affect the grade in the course (leave absences for genuine emergencies).

Vocabulary and expression quizzes: The students are required to memorize the useful vocabulary and expressions after learning them in class. Quizzes will be carried out at the beginning of the next class, including characters and important grammatical structures. There are basically no make-ups for quizzes. It is your responsibility to attend each class. I will drop the six lowest quiz scores to permit flexibility and to accommodate emergencies and illness (i.e. six missed quizzes will be ignored when calculating your grade). The only exception is for pre-arranged make-ups due to participation in official university business (official documentation will be required), not for personal reasons.

Homework: You must turn in homework at the beginning of the class period on the day it is due. Bring your homework to the teacher's desk in the front of the classroom before the class begins. No homework submitted later than two class periods after the due date will be accepted. Please note that you are expected to complete your homework independently. Copied homework will not be graded.

In addition to written homework, each student will be assigned to present on the Cultural Points from the textbook on two units in English. Please also include a comparison with American business culture in your presentation

Role play dialogues for each unit: This is pair work. Upon completing each unit, students will be required to create a dialogue, using the scenario and questions in the textbook (e.g., p. 13 for unit 1). Switch roles with your partner for each unit. For instance, students asking questions for unit 1 should be the ones answering questions for unit 2. Each dialogue should be 2-3 minutes long.

Written exams: We will have three written exams. You must take the exams the days they are given. No make-up tests will be given except in case of documented medical or family emergencies.

VI. Course Schedule (Subject to change to accommodate our progress)

Week	Readings
1	Job interview
2	
3	Employee benefits
4	(Written Exam 1)
5	Cantonese Dining
6	
7	Gift giving
8	(Written Exam 2)
9	Factory Touring
10	
11	Quality Control
12	(Written Exam 3)

Let's have a fun and fruitful semester together!