

The Hong Kong Polytechnic University

Subject Description Form

Subject Code	CBS2261P (2018-19 and before) CLC2261P (2019-20 onward)											
Subject Title	Chinese Communication for Social Sciences 社會科學中文傳意											
Credit Value	2											
Level	2											
Pre-requisite / Co-requisite/ Exclusion	Chinese LCR Subject											
Assessment Methods	<table><tr><th>Assessment</th><th>Weighting</th></tr><tr><td>1. Written Assignments (Individual)</td><td>40%</td></tr><tr><td>2. Written Assignments (Group)</td><td>30%</td></tr><tr><td>3. Verbal Presentation (Group)</td><td>20%</td></tr><tr><td>4. Class participation</td><td>10%</td></tr></table>		Assessment	Weighting	1. Written Assignments (Individual)	40%	2. Written Assignments (Group)	30%	3. Verbal Presentation (Group)	20%	4. Class participation	10%
Assessment	Weighting											
1. Written Assignments (Individual)	40%											
2. Written Assignments (Group)	30%											
3. Verbal Presentation (Group)	20%											
4. Class participation	10%											
Objectives	This subject aims to enhance students’ competence in Chinese for the workplace environment relating to the training in their specific discipline, i.e. Applied Social Sciences.											
Intended Learning Outcomes (Note 1)	<p>Upon completion of the subject, students will be able to:</p> <ul style="list-style-type: none">a. develop effective communication skills and strategies in both written Chinese and Putonghua required for workplace in professional context;b. master the format, organization, language and style of expression of various genres of Chinese practical writing such as notice, letter, news release, publicity materials, reports and proposals;c. read and write professional documents/articles/report for practical purposes;d. give formal presentation and engage in formal discussion in Putonghua. <p>Students will be required to read and write intensively for enhancing their proficiency level in written Chinese. The mastering of effective communication skills in both written Chinese and Putonghua will also facilitate their life-long learning in various disciplines.</p>											

Subject Synopsis/ Indicative Syllabus <i>(Note 2)</i>	<div>1. Written Chinese of context dependent variation for practical purposes such as<ul style="list-style-type: none">Letters of correspondence, donation, application, invitation, thanks, request, make a complaint, response to complaint;Official notice, email corresponding, instruction, draft of speech,Press release, introductory leaflet, poster information for publicity</div> <div>2. Professional related literacy in Chinese<ul style="list-style-type: none">Reading of academic essay, reports and proposals;Writing of professional report and proposal</div> <div>3. Oral Presentation<ul style="list-style-type: none">Presentation in power point in formal contextFormal discussion</div>																																													
Teaching/Learning Methodology <i>(Note 3)</i>	The subject will be conducted in Putonghua, in highly interactive seminars. The subject will motivate the students’ active participation by assigning group presentation /discussion in class. In a forum-like format, students are guided to: (1) present to the class, their understanding of each genre designed for the syllabus for discussions and improvement; (2) modify passages in a given genre/style into other genres/styles for addressing different audiences and purposes; (3) give a power-point presentation in Chinese in front of the whole class, then receive on spot feedback for discussion and improvement; then (4) prepare a written report/proposal on the same topic; and (5) engage in formal discussion in Putonghua on topics related to current issues and/or business operation; then (6) produce a written document on the same topic using a chosen genre.																																													
Assessment Methods in Alignment with Intended Learning Outcomes <i>(Note 4)</i>	<table><tr><th rowspan="2">Specific assessment methods/tasks</th><th rowspan="2">% weightin g</th><th colspan="4">Intended subject learning outcomes to be assessed (Please tick as appropriate)</th></tr><tr><th>a</th><th>b</th><th>c</th><th>d</th></tr><tr><td>1. Report/Proposal</td><td>30 %</td><td>✓</td><td>✓</td><td>✓</td><td></td></tr><tr><td>2. Written Document on a chosen genre</td><td>40 %</td><td>✓</td><td>✓</td><td>✓</td><td></td></tr><tr><td>3. Oral Presentation in Chinese</td><td>20 %</td><td>✓</td><td></td><td></td><td>✓</td></tr><tr><td>4. Class participation</td><td>10%</td><td>✓</td><td>✓</td><td>✓</td><td></td></tr><tr><td>Total</td><td>100 %</td><td colspan="4"></td></tr></table> <p>Explanation of the appropriateness of the assessment methods in assessing the intended learning outcomes:</p> <p>The assessment includes criterion-referenced quizzes, oral presentation & discussion, writing & reading comprehension test. It will evaluate students’ writing communication skills, oral communication skills, pronunciation, vocabulary, colloquial expression vs. formal expression, writing and speaking achievement.</p>						Specific assessment methods/tasks	% weightin g	Intended subject learning outcomes to be assessed (Please tick as appropriate)				a	b	c	d	1. Report/Proposal	30 %	✓	✓	✓		2. Written Document on a chosen genre	40 %	✓	✓	✓		3. Oral Presentation in Chinese	20 %	✓			✓	4. Class participation	10%	✓	✓	✓		Total	100 %				
Specific assessment methods/tasks	% weightin g	Intended subject learning outcomes to be assessed (Please tick as appropriate)																																												
		a	b	c	d																																									
1. Report/Proposal	30 %	✓	✓	✓																																										
2. Written Document on a chosen genre	40 %	✓	✓	✓																																										
3. Oral Presentation in Chinese	20 %	✓			✓																																									
4. Class participation	10%	✓	✓	✓																																										
Total	100 %																																													

	<p>The major assessment items include:</p> <ul style="list-style-type: none"> • Oral presentation & discussion (assessing accuracy, fluency and speaking in a rational & convincing way); • Writing (assessing ability to express personal view accurately and clearly); • Reading (assessing ability to understand the theme and gist of an article quickly). <p>Students may use GenAI in assessment unless they have been told otherwise before the assessment. The work submitted for assessment must be students' own work. The submitted work may not be accepted for the purpose of assessment if its authenticity is questionable. Third-party materials (included AI-generated materials) used in the work must be properly referenced. Submitting third-party materials as their own work is an act of academic dishonesty and will lead to disciplinary actions.</p> <p>Departments and subject teachers have the discretion to request students to make an honour declaration for the authenticity of the work they submit for assessment.</p>	
Student Study Effort Required	Class contact:	
	▪ Seminar	26 Hrs.
	Other student study effort:	
	▪ Outside class practice	45 Hrs.
	▪ Self-study	19 Hrs.
	Total student study effort	90 Hrs.
Medium of Instruction	Putonghua	
Medium of Assessment	Modern written Chinese is the medium for assessing written assignments, and Putonghua for oral performances.	

Reading List and References	<p>(Arranged alphabetically based on Hanyu pinyin.)</p> <p><u>Essential</u></p> <p>于成鯤主編（2003）：《現代應用文》，復旦大學出版社。</p> <p>邢福義、汪國勝主編（2003）：《現代漢語》，華中師範大學出版社。</p> <p><u>Supplementary</u></p> <p>陳瑞端著（2000）：《生活錯別字》，中華書局。</p> <p>傑瑞米·唐納文/萊恩·艾佛瑞（2016）：《TED 大師x11 位世界演講冠軍教你 30 秒說動人心》，寶鼎出版社。</p> <p>李錦昌（2012）：《商業溝通與應用文大全》，商務印書館。</p> <p>林大貴（2023）：《ChatGPT4 人工智慧新時代：超效率 AI 生活與工作實務應用》，新北市：博碩文化股份有限公司。</p> <p>吳燦銘（2023）：《AI 提示工程師的 16 堂關鍵必修課：精準提問 x 優化提示 x 有效查詢 x 文字生成 x AI 繪圖》，台北博碩。</p> <p>于成鯤等主編（2011）：《當代應用文寫作規範叢書》，復旦大學出版社。</p>
------------------------------------	--

Note 1: Intended Learning Outcomes

Intended learning outcomes should state what students should be able to do or attain upon completion of the subject. Subject outcomes are expected to contribute to the attainment of the overall programme outcomes.

Note 2: Subject Synopsis/ Indicative Syllabus

The syllabus should adequately address the intended learning outcomes. At the same time over-crowding of the syllabus should be avoided.

Note 3: Teaching/Learning Methodology

This section should include a brief description of the teaching and learning methods to be employed to facilitate learning, and a justification of how the methods are aligned with the intended learning outcomes of the subject.

Note 4: Assessment Method

This section should include the assessment method(s) to be used and its relative weighting, and indicate which of the subject intended learning outcomes that each method purports to assess. It should also provide a brief explanation of the appropriateness of the assessment methods in assessing the intended learning outcomes.