

The Hong Kong Polytechnic University

Subject Description Form

Please read the notes at the end of the table carefully before completing the form.

Subject Code	CLC3152 (2019-20 onward) CBS3152 (2018-19 and before)
Subject Title	Spoken Chinese for Business Communication (for non-Chinese speaking students)
Credit Value	3
Level	3
Pre-requisite / Co-requisite/ Exclusion	For non-Chinese speaking students at high competence levels; and Students who have completed CBS2152 or equivalent.
Objectives	This subject develops the NCS students' competence to use Chinese (Putonghua) at a level of effectiveness sufficient for general business communications, with an emphasis on spoken discourse.
Intended Learning Outcomes <i>(Note 1)</i>	Upon completion of the subject, students will be able to: <ul style="list-style-type: none"> a. develop proficiency in Chinese communication skills and strategies essential for professional settings within the workplace; b. master the format, organization and style of expression of various genres of Chinese practical communication for business purposes such as job interview, product promotion and introduction, meeting communication, etc; c. give formal presentation and engage in formal discussion in Chinese (Putonghua); d. acquire the essential techniques for enhancing reading and listening comprehension, as well as critical thinking, to support self-directed learning and lifelong learning.
Subject Synopsis/ Indicative Syllabus <i>(Note 2)</i>	<ol style="list-style-type: none"> 1. oral communication for job interview, product promotion and introduction, meeting communication, etc; 2. formal presentation utilizing multimedia materials to present the outcomes of independently conducted research on diverse business-related subjects; 3. professional related literacy in written and spoken Chinese such as reading and listening business reports, proposals and related documents.

Teaching/Learning Methodology <i>(Note 3)</i>	The subject will take an interactive approach between teacher and student by assigning readings, listening context, presentation, and class discussion. Teaching materials will be presented in both printed and audio-visual modes. For the training of accuracy in spoken and written presentation, students will be supplemented with materials in self-access modules. Teacher consultation will be offered on individual needs, and the lessons will be delivered in Chinese (Putonghua).																																						
Assessment Methods in Alignment with Intended Learning Outcomes <i>(Note 4)</i>	<table border="1" data-bbox="515 439 1482 842"> <thead> <tr> <th rowspan="2">Specific assessment methods/tasks</th> <th rowspan="2">% weighting</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> </thead> <tbody> <tr> <td>1. Speaking and writing</td> <td>70</td> <td>✓</td> <td>✓</td> <td>✓</td> <td></td> </tr> <tr> <td>2. Reading and listening</td> <td>20</td> <td>✓</td> <td>✓</td> <td></td> <td>✓</td> </tr> <tr> <td>3. In-class participation</td> <td>10</td> <td>✓</td> <td>✓</td> <td>✓</td> <td>✓</td> </tr> <tr> <td>Total</td> <td>100 %</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p data-bbox="539 887 1482 943">Explanation of the appropriateness of the assessment methods in assessing the intended learning outcomes:</p> <ol data-bbox="539 976 1482 1178" style="list-style-type: none"> 1. Subject assessment 100% coursework; 2. For the course work, students will be assessed by final product of the assigned exercises; 3. Each assignment will be assessed in terms of criterion reference assessing; 4. The overall achievement is obtained by formative assessment. 					Specific assessment methods/tasks	% weighting	Intended subject learning outcomes to be assessed (Please tick as appropriate)				a	b	c	d	1. Speaking and writing	70	✓	✓	✓		2. Reading and listening	20	✓	✓		✓	3. In-class participation	10	✓	✓	✓	✓	Total	100 %				
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2. Reading and listening	20	✓	✓		✓																																		
3. In-class participation	10	✓	✓	✓	✓																																		
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Student Study Effort Expected	Class contact:																																						
	▪ Seminar		39 Hrs.																																				
	Other student study effort:																																						
	▪ Outside class practice, e.g. Planning, discussing, and writing assignments and project		3 x 15 = 45 Hrs.																																				
	▪ Researching and self-study		3 x 15 = 45 Hrs.																																				
	Total student study effort		129 Hrs.																																				

Reading List and References	<ol style="list-style-type: none"> 1. 袁芳遠，《成功之道》，北京：北京大學出版社，2014年。 2. 史中琦、黃鸞鳳，《商務中文案例教程》，北京：中國對外翻譯出版公司，2015。 3. 史中琦、黃鸞鳳，《商務中文案例教程》，北京：中國對外翻譯出版公司，2015。 4. 黃為之主編，《經貿中級漢語口語》（上），北京：北京語言大學出版社，2017年。 5. 黃為之主編，《經貿中級漢語口語》（下），北京：北京語言大學出版社，2018年。 6. 信世昌等，《商用華語：一本設身處地式的商務華語教材》，臺北：五南圖書出版股份有限公司，2020年。 7. 張秋生，《高級漢語熟語教程》，北京：北京語言大學出版社，2022年。 8. 周靜琬等，《外國人必學商務華語》（上、下），臺北：瑞蘭國際有限公司，2023年。
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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.