

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	CLC3153 (2019-20 onward) CBS3153 (2018-19 and before)
Subject Title	Chinese Reading and Writing (for non-Chinese speaking students)
Credit Value	3
Level	3
Pre-requisite / Co-requisite/ Exclusion	For non-Chinese speaking (NCS) students at high competence levels and students who have completed CBS2152 or equivalent.
Objectives	This subject develops the NCS students' competence to use Chinese at a level of sufficient effectiveness, with an emphasis on written discourse in general business settings.
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 effective written skills and strategies in Chinese in business context; b. master the format, organization and style of expression of various genres of Chinese practical writing for business purposes such as market study report, survey analysis, summary, promotional leaflet, and research report; c. acquire the necessary methods for effective reading comprehension and critical thinking that would facilitate self-learning and life-long learning.
Subject Synopsis/ Indicative Syllabus <i>(Note 2)</i>	<ol style="list-style-type: none"> 1. professional related literacy in written Chinese such as reading newspaper articles, business reports, advertisements, and leaflets where the format, organization and style of expression will be examined; 2. Chinese writing skills and strategies in a wide range of genres for business usage, such as market study report, survey analysis, summary, and promotional leaflet; 3. writing a summary report to provide a critical analysis on the business strategies of successful companies in different industries.
Teaching/Learning Methodology <i>(Note 3)</i>	The subject will take an interactive approach between teacher and student by assigning vocabulary exercises, readings, writing, and class discussion. Teaching materials will be presented in both printed and audio-visual modes. For the training of effective written presentation and critical thinking, 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>	Specific assessment methods/tasks	% weighting	Intended subject learning outcomes to be assessed (Please tick as appropriate)		
			a	b	c
	1. Reading exercises	25%	√		√
	2. Writing exercises	25%	√	√	
	3. Written report	40%	√	√	√
	4. In-class participation	10%	√	√	√
Total	100 %				
<p>Explanation of the appropriateness of the assessment methods in assessing the intended learning outcomes: Subject assessment 100% coursework</p> <p>1. Reading exercises A number of reading exercises on newspaper articles, business reports, advertisements, leaflets, etc. will be provided to train up and assess students' progress in the development of professional related literacy and accuracy in written Chinese.</p> <p>2. Writing exercises A number of writing exercises will be offered to train up and assess students' mastery of various genres for business usage in written Chinese.</p> <p>3. Written report The final assessment of this subject requires students to read Chinese materials on the business strategies of successful companies in different industries and provide a written summary report on the topic so that students will demonstrate both their reading and writing ability of Chinese in general business settings.</p> <p>4. In-class participation As the lessons will be conducted in an interactive manner. Class discussion as well as short exercises on vocabulary, readings and writing will be conducted during classes, and students' participation will be assessed.</p> <p>For the course work, students will be assessed by final product of the assigned exercises. Each assignment will be assessed in terms of criterion referenced assessing. The overall achievement is obtained by continuous assessment.</p>					
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	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. 張秋生，《高級漢語熟語教程》，北京：北京語言大學出版				

	<p>社, 2022 年。</p> <ol style="list-style-type: none"> 4. 趙文筠, 《新商務漢語閱讀與寫作教程: (上、下冊)》, 清華大學出版社, 2015。 5. 任長慧, 《卓越商務漢語教程(高級閱讀)》, 外語教學與研究出版社, 2005 年 10 月。 6. Collin, P.H. (ed.) <i>Business Chinese Dictionary : English-Chinese</i>. Peter Collin Publishing, 1995. 7. Yuan, Fangyuan, <i>Advanced Business Chinese: Economy and Commerce in a Changing China and the Changing World</i>, Yale University Press, 2003 8. LI , Linda M., <i>Advanced Business Chinese Vol.1</i>, Cypress Book ,2007 9. Li Charles N.and and Thompson, Sandra A. <i>Mandarin Chinese: a Functional Reference Grammar</i>. Berkeley: University of California Press. 1981
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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.