

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: a. communicate in Chinese (Putonghua) for various communicative functions such as interview, introduction, negotiation in context of business; b. give formal presentation based on the research on the business strategies of successful companies in different industries; c. give spontaneous responses to queries in business settings; d. read and understand simple reports and newspaper articles in written Chinese on topics related to business.
Subject Synopsis/ Indicative Syllabus <i>(Note 2)</i>	1. oral communication for interview, introduction, discussion, negotiation in context of business; 2. formal presentation with multimedia materials about the result self-made research on different business related topics; 3. professional related literacy in written Chinese such as reading newspaper articles, business reports, advertisement, leaflet; 4. Chinese writing in wide range of genres for business usage, such as market study report, survey analysis, summary, and promotional leaflet.

<p>Teaching/Learning Methodology</p> <p><i>(Note 3)</i></p>	<p>The subject will take an interactive approach between teacher and student by assigning readings, vocabulary exercises, individual 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) .</p>																																																																					
<p>Assessment Methods in Alignment with Intended Learning Outcomes</p> <p><i>(Note 4)</i></p>	<table border="1" data-bbox="520 584 1466 1272"> <thead> <tr> <th rowspan="2">Specific assessment methods/tasks</th> <th rowspan="2">% weighting</th> <th colspan="6">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> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>1. Grammar and vocabulary exercise</td> <td>20%</td> <td>√</td> <td></td> <td></td> <td>√</td> <td></td> <td></td> </tr> <tr> <td>2. Oral Presentation</td> <td>25%</td> <td>√</td> <td>√</td> <td>√</td> <td></td> <td></td> <td></td> </tr> <tr> <td>3. Response to queries</td> <td>25%</td> <td>√</td> <td>√</td> <td>√</td> <td></td> <td></td> <td></td> </tr> <tr> <td>4. Reading and writing exercise</td> <td>20%</td> <td></td> <td></td> <td></td> <td>√</td> <td></td> <td></td> </tr> <tr> <td>5. In-class participation</td> <td>10%</td> <td>√</td> <td>√</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> <td></td> <td></td> </tr> </tbody> </table> <p>Explanation of the appropriateness of the assessment methods in assessing the intended learning outcomes:</p> <p>Subject assessment 100% coursework</p> <p>For the course work, students will be assessed by final product of the assigned exercises;</p> <p>Each assignment will be assessed in terms of criterion reference assessing. The overall achievement is obtained by formative assessment.</p>								Specific assessment methods/tasks	% weighting	Intended subject learning outcomes to be assessed (Please tick as appropriate)						a	b	c	d			1. Grammar and vocabulary exercise	20%	√			√			2. Oral Presentation	25%	√	√	√				3. Response to queries	25%	√	√	√				4. Reading and writing exercise	20%				√			5. In-class participation	10%	√	√	√				Total	100 %						
Specific assessment methods/tasks	% weighting	Intended subject learning outcomes to be assessed (Please tick as appropriate)																																																																				
		a	b	c	d																																																																	
1. Grammar and vocabulary exercise	20%	√			√																																																																	
2. Oral Presentation	25%	√	√	√																																																																		
3. Response to queries	25%	√	√	√																																																																		
4. Reading and writing exercise	20%				√																																																																	
5. In-class participation	10%	√	√	√																																																																		
Total	100 %																																																																					

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。 （課本） 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。（參考書） 	

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.