

George Mason University Korea

Department of Modern & Classical Languages

Draft Course Syllabus for Fall 2022 CHIN305-K01 Chinese for the Business World

(Subject to minor revisions prior to start of the semester.)

CRN	84241
Credits	3
Class Meeting Time	T 12:00~2:40 PM
Class Meeting Place	G 211
Instructor	Yingji Jin
Office Hours	M 2:30~3:30 T 3:00~4:00, and by appointment
Office Location	G 608
E-Mail	yjin11@gmu.edu
Tel (office)	032-626-5114
Cell phone	010-8982-5656

Course Description

This course is designed to prepare students for their fundamental contemporary Chinese language communication skills by reading formal business articles, and practice oral presentations in a structured business environments. Students will learn specialized business and economic expressions, business culture, business etiquette and customs, and the principles of business correspondence in contemporary Chinese. While focusing on the Chinese language that is used in the business world, this course will also give a brief introduction to related business and economic climates, practices and customs of Chinese-speaking communities. It is a course with equal emphasis on reading, writing, speaking and listening comprehension, and will focus on how to use Chinese in business related activities. The class will be conducted mostly in Chinese. Each class will focus on the topic of the week and materials, where by work through vocabulary, sentence structures, text reading and conversations, as well as its application in the real business world environment.

A Practical Business Chinese Reader is designed for those who have completed at least one year to one and a half years of Chinese study at the college level and have gained a good knowledge of basic grammar in modern Chinese as well as around a 1,000-word vocabulary in Chinese, equivalent to the beginning level in Guidelines of Chinese Proficiency and the Degree of Difficulty of Chinese Characters .

By following the progress of an American business delegation in China, A Practical Business Chinese Reader has developed sixteen lessons in all to introduce some typical business activities and business related social events in the Chinese business world. Each of the sixteen lessons in the book contains the following sections:

1. Dialogues; 2. Reading Passages; 3. Vocabulary and Patterns; 4. Exercises and Activities; 5. Appendix.

Course Objectives

1. To advance communicative skills in business settings
2. To develop advanced skills in reading materials related to Chinese business
3. To develop discussion and presentational skills on business issues
4. To develop writing skills for expressing business concepts
5. To train students to develop their communication skills both in oral and written forms in order to conduct business in a Chinese language environment.
6. To use business terms in modern Chinese and on language proficiency in a business context as well as on business related social-cultural awareness.

Course Requirements

Students' own work is the key to the success of this course. You are required to:

1. Preview and review the lessons by listening to the audio files before and after classes
2. Participate actively in class with the teacher and your classmates
3. Finish all homework, and turn them in on due day. Homework can be done in the Workbook.
4. Attend the class consistently and on time. There will be no penalty for the first two Missed classes. After that, each absence will reduce the final grade by one percentage point.
5. Check blackboard on a regular base.
6. Try to do some research in business related topics by using various media sources.

1.Textbooks



A Practical Business Chinese Reader (Third Edition Volume I &II)

基础实用商务汉语 上下册（第3版）

关道雄（Daoxiong Guan）编著 北京大学出版社 出版时间：2018 年

ISBN: 9787301291320 上册

ISBN: 9787301294925 下册

2. Recommended Reading

A Business Trip to China: Conversation & Application II (Textbook and Workbook) by Xiaojun Wang;
Bonus Interactive CD Included. Beijing Language and Culture University Press 2005

Open for Business Volume One (Textbook and Exercise Book) by Jane C.M. Kuo; Cheng&Tsui
Company 2001

Business Chinese for Success Real Cases form Real Companies (Second Edition) [成功之道：中级
商务汉语案例教程（第2版）（附MP3光盘1张）]

- 出版社: [北京大学出版社](#)
- [袁芳远](#) (Author)
- ISBN: 9787301249598

- <https://www.amazon.com/%E6%88%90%E5%8A%9F%E4%B9%8B%E9%81%93%EF%BC%9A%E4%B8%AD%E7%BA%A7%E5%95%86%E5%8A%A1%E6%B1%89%E8%AF%AD%E6%A1%88%E4%BE%8B%E6%95%99%E7%A8%8B%EF%BC%88%E7%AC%AC2%E7%89%88%EF%BC%89%E7%BC%88%E9%99%84MP3%E5%85%89%E7%9B%981%E5%BC%A0%E7%BC%89-%E8%A2%81%E8%8A%B3%E8%BF%9C/dp/B00JBJ15IC>

3. Quiz

There will be a quiz after each lesson. The lowest score on a test (including zero for a missed test) will be dropped when calculating the final grade. There will be no make-up quiz or quiz taken in advance, unless the student has a **legitimate reason** and informs the instructor in a **timely fashion**.

4. Mid and Final Exam

The written mid and final exams at the mid and end of the semester will cover five lessons each.

5. Presentations

There will be two presentations - one in the middle of the semester and the other at the end of the semester. The first one is an individual presentation. Each student is required to give a presentation (draft is required) of approximately 5 minutes in front of the class on a topic of his or her choice but closely relating to the topics studied in class. The second presentation is a group project. Each group (2-3 people) is required to give a 10 ~ 15 minutes presentation (at least 3min/ person). More details will be given in class.

6. Extra Credits

Students are highly encouraged to participate in Chinese language and cultural activities, such as Chinese language buddy, speech contest, volunteering for cultural activities, etc. Reports of activities in either Chinese or English are required. One extra credit will be awarded for a report. At least 200 characters for a report in Chinese or 300 words in English are expected. Up to 2 extra credits will be given.

7. Grading

Attendance + In-class Performance 20%

Homework	20%
Tests	30%
Oral (Midterm & Final)	15% (5%+10%)
Written Final	15%
Extra Credit	2

100% minus attendance penalty, if any

Grading scale

A+	97-100
A	93-96
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	70-76
D	60-69
F	0-59

8. Honor Code

<https://oai.gmu.edu/mason-honor-code/>

At George Mason University, Academic Integrity is demonstrated in our work, community, the classroom and research. We maintain this commitment to high academic standards through Mason's Honor Code. It is an agreement made by all members of our community to not "cheat, steal, plagiarize, or lie in matters related to your academic work." Students sign an agreement to adhere to the Honor Code on their application for admission to Mason and are responsible for being aware of the most current version of the code. The Honor Code Pledge reads as follows:

To promote a stronger sense of mutual responsibility, respect, trust, and fairness among all members of the George Mason University Community and with the desire for greater academic and personal achievement, we, the student members of the university community, have set for this Honor Code: Student Members of the George Mason University community pledge not to cheat, plagiarize, steal, or lie in matters related to academic work.

You may also consult the George Mason Korea Honor Code for more information:

<https://masonkorea.gmu.edu/honor-code/>

9. Professor's Office hours

I will be waiting for you to visit during my office hours, or you may make an appointment.

10. Policy on Disabilities

If you are a student with a disability and you need academic accommodations, please see either your professor or advisor and contact the Office of Disability Services (ODS) <http://ods.gmu.edu>. All academic accommodations must be arranged through the ODS.

11. Diversity Statement

<https://stearnscenter.gmu.edu/purpose-and-mission/mason-diversity-statement/>

George Mason University promotes a living and learning environment for outstanding growth and productivity among its students, faculty, and staff. Through its curriculum, programs, policies, procedures, services, and resources, Mason strives to maintain a quality environment for work, study and personal growth.

An emphasis upon diversity and inclusion throughout the campus community is essential to achieve these goals. Diversity is broadly defined to include such characteristics as, but not limited to, race, ethnicity, gender, religion, age, disability, and sexual orientation. Diversity also entails different viewpoints, philosophies, and perspectives. Attention to these aspects of diversity will help promote a culture of inclusion and belonging, and an environment where diverse opinions, backgrounds, and practices have the opportunity to be voiced, heard and respected.

The reflection of Mason's commitment to diversity and inclusion goes beyond policies and procedures to focus on behavior at the individual, group and organizational level. The implementation of this commitment to diversity and inclusion is found in all settings, including individual work units and groups, student organizations and groups, and classroom settings; it is also found with the delivery of services and activities, including, but not limited to, curriculum, teaching, events, advising, research, service, and community outreach.

Acknowledging that the attainment of diversity and inclusion are dynamic and continuous processes and that the larger societal setting has an evolving socio-cultural understanding of diversity and inclusion, Mason seeks to continuously improve its environment. To this end, the University promotes continuous monitoring and self-assessment regarding diversity. The aim is to incorporate diversity and inclusion within the philosophies and actions of the individual, group and organization, and to make improvements as needed.

12. Title IX

Notice of mandatory reporting of sexual assault, interpersonal violence, and stalking: As a professor, I am designated as a “responsible Employee” and must report all disclosures of sexual assault, interpersonal violence, and stalking to Mason Korea’s Deputy Title IX Coordinator pursuant to University Policy 1202 and 1412. If you would like to speak confidentially with the Mason Korea student counselor, please see <http://masonkorea.gmu.edu/mksa/services/counseling> for more information. For more information about what Title IX is, please see <http://masonkorea.gmu.edu/mksa/services/tix/>.

13. Counseling Services

Counseling Services provides a wide range of services to students. Services are provided by a staff member of professional counseling and clinical psychologist. You can reach Counseling and Wellness Officer Ms. Jan Lee at 032-626-6142 or jlee227@gmu.edu for appointment and see her at Multi-Complex Building 3052.

SAFE RETURN TO CAMPUS DURING COVID-19 o All in the Mason Korea community play an important role in keeping our classroom environment and one another safe during the current conditions. You are responsible for familiarizing yourself with Mason Korea building safety protocols and local government regulations. Your faculty recognizes that local COVID-19 conditions and individual situations can vary throughout the semester. Should you need academic accommodations, immediately communicate with your faculty and academic advisor for case-by-case arrangements. For counseling, students can contact Jan Lee (jlee227@gmu.edu, 032-626-6142).

14. Special Syllabus Supplement for COVID-19: Fall 2022

In the interest of everyone’s safety, students and faculty must follow these guidelines during the Fall 2022 semester.

1. Use the basement entrance to enter and exit Mason’s building. Your temperature will be screened each time you enter the building. Allow additional time before class to complete the entrance screening procedure. Carry your student ID card with you at all times and be ready to show it when you enter and exit the building. Do not prop doors or let others enter the building through doors on the ground floor.

2. Wear a face mask at all times. Remain 6 feet apart from others. Clean your seat and desk space with disinfectant wipes before you begin class. Use hand sanitizer regularly, and avoid shaking hands or other forms of physical contact. Do not share pens, pencils or other personal items. Limit your use of the elevators, and use stairs to travel between floors of the building. Students are expected to purchase their own masks for personal use. Disinfectant wipes and hand sanitizer will be available in each classroom.
3. Classrooms are marked to indicate appropriate seating to allow for social distancing. Only sit in allowable seats, and maintain current set-up of classroom furniture. If you are asked to re-arrange classroom furniture by your professor for in-class exercises, return furniture to its original position when you are finished.
4. Observe these rules at all times during the class period and while in Mason's building or other public areas of the campus. This includes during class breaks, in small group work (in or out of class), meetings with your professors during office hours, tutoring sessions at the Academic Resource Center, socializing in common areas, or any other activities on campus.
5. Make sure windows and doors remain open during the class period to promote circulation of outside air. Classrooms without windows have mechanical systems that vent air, but doors should be kept open at all times.
6. The safest option for studying is to study alone in your dorm room or at home. If you must study in the building, alone or in groups, observe these rules at all times.
7. All faculty and students must abide by these rules in the classroom. If you see others who are not observing the rules outside the classroom, you may report this to your instructor, student affairs or academic affairs.
8. Do not enter the Mason building or come to class if you have symptoms such as fever, chills, sore throat, persistent cough, shortness of breath or other respiratory difficulties. If you must miss class for this reason, send an email immediately to the professor prior to the beginning of class. You will not be penalized for missing class for this reason, but you may be asked to provide documentation that you sought medical diagnosis or treatment. You are responsible for making up any missed assignments or tests as a result of your absence.
9. Students who come to class with visible signs of illness will be asked to leave the classroom immediately and seek assistance from the IGC Health Clinic. Faculty will report your name and symptoms to the Office of Student Affairs (mksa@gmu.edu) to confirm that you have sought medical assistance.
10. Failure to comply with any of these guidelines may result in disciplinary action through the Student Code of Conduct.

15. IMPORTANT DATES:

Dates listed on this page are for full-semester courses.

FALL 2022	Full Semester
First Day of Fall Classes	Mon Aug 22
Last Day to Add Classes	Mon Aug 29
Fall Recess (no classes)	Wed Sep 7-Thu Sep 8
Harvest Moon Festival (no classes)	Fri Sep 9-Sun Sep 11
Harvest Moon Festival - Alternative Holiday (no classes)	Mon Sep 12
National Foundation Day (no classes)	Mon Oct 3
Make Up Day (Follow Monday Schedule. Tuesday classes do not meet.)	Tue Oct 4
Hangul Proclamation Day (no classes)	Sun Oct 9
Hangul Proclamation Day - Alternative Holiday (no classes)	Mon Oct 10
Incomplete Work Due to Instructor	Fri Oct 21
Last Day of Classes	Mon Dec 5
Reading Day(s)	Tue Dec 6
Examination Period	Wed Dec 7-Wed Dec 14
Degree Conferral Date	Sat Dec 17

Fall 2022 CHIN305-K01 - Chinese for the Business World

(This Schedule may be changed to better meet the needs of the class)

Week	Date	Class	Remark
1	8/23 T	Course Introduction; Getting to know each other.	

		L1 Arrived in China 到达中国 (一) Dialogue (1) Entry 入境	
2	8/30 T	L1 Arrived in China 到达中国 (一) Dialogue (2) Meeting Each Other 见面 (二) Reading Passage 在中国，说中文 (三) Exercises & Activities (四) Appendix 附录	
3	9/06 T	L2 At the Hotel 在酒店 (一) Dialogue 对话 (1) Checking In 旅客登记 (2) Hotel Services 酒店的服务 (二) Reading Passage 阅读短文 - Chinese Hotels 中国的旅馆 (三) Exercises & Activities 练习与活动 (四) Appendix 附录	
4	9/13 T	L3 Formal Meeting 正式见面 (一) Dialogue 对话 (1) Greetings and Introductions 问候和接受 (2) Explaining the Objectives of the Visit 说明访问目的 (二) Reading Passage 阅读短文 - 宾主见面的礼仪 Etiquette of Meeting for Guests and Hosts (三) Exercises & Activities 练习与活动 (四) Appendix 附录	Quiz#1
5	9/20 T	L4 Itinerary Arrangements 日程安排 (一) Dialogue 对话 (1) Discussing Itinerary Arrangements 讨论日程安排 (2) 修改日程安排 Revising Itinerary Arrangements (二) Reading Passage Eat Well, Have fun and Do Well in Business 阅读短文 - 吃得好、玩儿得好、生意做得好 (三) Exercises & Activities 练习与活动 (四) Appendix 附录	
6	9/27 T	L5 Attending a Banquet 出席宴会 (一) Dialogue 对话 (1) Please Take the Seat of Honor 请坐，请坐。请上座 (2) 干杯，干杯！Cheers！ (二) Reading Passage 阅读短文 - Chinese Banquets 中国人的宴会 (三) Exercises & Activities 练习与活动 (四) Appendix 附录	Quiz#2
7	10/04 T	No class - Make Up Day (Follow Monday Schedule. Tuesday classes do not meet.)	
8	10/11 T	Review 复习：第 1~5 课	
9	10/18 T	Mid-Term Exam (Will cover L 1~L 5)	
10	10/25 T	L6 Preliminary Negotiations 初步洽谈 (一) Dialogue 对话 (1) Introducing Products 介绍产品 (2) Inquiring Prices 询问价格 (二) Reading Passage 阅读短文 - It Pays to Shop Around 货比三家不吃亏	

		<p>(三) Exercises & Activities 练习与活动</p> <p>(四) Appendix 附录</p>	
11	11/01 T	<p>L7 Visiting a Factory 参观工厂</p> <p>(一) Dialogue 对话 (1) In the Reception Room 在会客室</p> <p>(2) At the Production Area 在生产区</p> <p>(二) Reading Passage 阅读短文 – Chinese Enterprises 中国的企业</p> <p>(三) Exercises & Activities 练习与活动</p> <p>(四) Appendix 附录</p>	Quiz #3
12	11/08 T	<p>L8 Price Negotiations 价格谈判</p> <p>(一) Dialogue 对话 (1) Successful Negotiations 谈判成功</p> <p>(2) Failed Negotiations 谈判失败</p> <p>(二) Reading Passage 阅读短文 – Bargaining 讨价还价</p> <p>(三) Exercises & Activities 练习与活动</p> <p>(四) Appendix 附录</p>	
13	11/15 T	<p>L9 Delivery and Payment 交货和付款</p> <p>(一) Dialogue 对话 (1) Delivery Schedule 交货时间</p> <p>(2) Method of Payment 付款方式</p> <p>(二) Reading Passage 阅读短文 – Chinese Banks and Renminbi 中国的银行和人民币</p> <p>(三) Exercises & Activities 练习与活动</p> <p>(四) Appendix 附录</p>	Quiz #4
14	11/22 T	<p>L10 Sales Agents 销售代理</p> <p>(一) Dialogue 对话 (1) Sole Agency 独家代理</p> <p>(2) Credit Check and Commission 资信调查和佣金</p> <p>(二) Reading Passage 阅读短文 – Foreign Goods in China 外国货在中国</p> <p>(三) Exercises & Activities 练习与活动</p> <p>(四) Appendix 附录</p>	
15	11/29 T	<p>L13 Job Interview 招聘面试</p> <p>(一) Dialogue 对话 (1) Introducing Personal Background 介绍个人背景</p> <p>(2) Experiences and Skills 经验和技能</p> <p>(二) Reading Passage 阅读短文 – Job Seeking and hiring in China 在中国求职与招聘</p> <p>(三) Exercises & Activities 练习与活动</p> <p>(四) Appendix 附录</p> <p>* 总复习</p>	
16	12/13 T	<p>Final Exam 12:30~3:00PM</p> <p>Link: https://masonkorea.gmu.edu/academic-calendars/fall-2022-final-exam-schedule</p>	

PLEASE NOTE



The Instructors reserve the right to make changes to this syllabus in order to achieve course synthesis. Any necessary changes will be announced in class as well as on Blackboard.