

## CHINESE 105: Elementary Chinese for Business Professionals

24 August – 16 December, 2015

MTWF 9:30-10:20 a.m. 10:30-11:20 a.m. Moore 152

Instructor: Stephen TSCHUDI 唐老师 Táng lǎoshī

Office: Moore Hall 256, 手机 (808) 349-3213 (txt OK)

Email: stephen.tschudi@hawaii.edu Skype: stschudi

### **Student Learning Outcomes:**

Students will gain listening, speaking, reading and writing skills in standard (Mandarin) Chinese, attaining approximately the Novice-High to Intermediate-Low level on the ACTFL / ETS proficiency scale. Specifically, students will be able to achieve the following:

#### ***Listening***

Will be able to understand short exchanges in daily conversations and limited business settings; More specifically, able to understand everyday transactions on topics related to greetings, introductions, appreciating, apology, making requests, asking permissions, declining, showing courtesy, expressing preferences, etc.

#### ***Speaking***

Will be able to ask and answer simple questions and to create sentence-length utterances comprehensible to a native speaker accustomed to dealing with learners. Able to handle everyday transactions on topics related to greetings, introductions, appreciating, apology, making requests, asking permissions, declining, showing courtesy, expressing preferences, etc. Able to respond with culturally appropriate speech in everyday business situations.

#### ***Reading***

Characters: Will be able to identify a limited number of character components and high-frequency characters in areas of immediate need. Where specific characters and combinations have been memorized, can read for instructional and directional purposes standardized messages, such as some prices in stores, time / date on schedules, simple business memos, and simple public instructions. Able to pick out limited topical information in simple written materials. Pinyin: With a minimum of 80% accuracy, able to read any fully marked text in Pinyin aloud.

#### ***Writing***

Characters: Will be able to write simple fixed expressions and limited memorized materials and some recombination thereof. Can supply information on simple forms and documents. Can write names, numbers, dates, own nationality, and other simple autobiographical information as well as some short phrases and simple lists. Able to write a very simple self-introduction. Pinyin: With a minimum of 75% accuracy, able to write any material that is already well controlled in the spoken modality.

### **Text & Materials:**

- Encounters: Chinese Language and Culture 环球汉语和中国文化 Student Book 1. Cynthia Y. NING and John S. MONTANARO. Yale University Press. 2012. ISBN 978-0-300-16162-5.
- Encounters: Chinese Language and Culture 环球汉语和中国文化 Student Online Workbook. Cynthia Y. NING and Joanne SHANG. Purchase via [encounterschinese.com](http://encounterschinese.com).

**Instructional Approach:**

Instruction is focused on developing communicative competence. Focus on language forms (grammar) is placed in a supporting role. To the extent possible, classroom time centers around communicative tasks designed to increase the learner's ability to function independently in the target language environment. The textbook materials, along with their online supporting materials, are structured according to a language skill-learning pattern that matches well with most people's learning style:

conceptual exposure → language input → controlled use (practice) → communicative use → assessment.

Since the textbook materials are so well structured, we will follow them quite closely, step by step. In addition, we will enjoy a few films and other cultural activities throughout the term.

**Student Responsibilities:**

1. Attendance: Attendance is mandatory. Absences will affect your grade. Please note that even simply being parked in a chair in the classroom will earn you more points than being absent. *Excused* absences (doctor note) can be made up by appointment to a maximum of three.
2. Class preparation and participation: Students are expected to complete 2 hours of homework for every class day, which includes viewing online episodes of the accompanying film and cultural mini-documentaries as well as practicing characters and preparing all textbook tasks and other homework tasks that are assigned for the following class day. All students are expected to participate actively in class language practice. Students' class participation and performance will be evaluated daily and a final score will be given at the end of each class period on a regular basis on the following scale:
  - 5 = Well prepared with excellent performance; avoided speaking English
  - 4 = Gave some indication of good preparation; minimized use of English
  - 3 = Participated but with inadequate preparation; did not minimize English
  - 2 = Present (perhaps late) but with little participation
  - 1 = Super-late / super-unprepared / inert
  - 0 = Absent
3. Homework and assignments: Homework is generally assigned in the short term, usually the night before, and is due **on the following day**. **The instructor is not obligated to accept late homework.** Please note that language skills, such as character writing, must be practiced EVERY DAY! No language can be acquired overnight. You need to build up your Chinese language proficiency gradually through constant practice.
4. Quizzes and tests: Every effort should be made to take quizzes and tests at the specified times. If you know you must miss a class ahead of time, tell the teacher before that class. Quizzes or tests **cannot** be made up unless arrangements are made BEFORE being absent from class. **No one is allowed to make up a missed test without a valid, written excuse.**

*You are reminded that each student's background, interest, learning style, difficulties and goals are different. Please be patient with each other and do not hesitate to see your teacher for extra help or extra work in a certain area.*

*Students are bound by the University's Student Conduct Code:*

*[studentaffairs.manoa.hawaii.edu/downloads/conduct\\_code/UHM\\_Student\\_Conduct\\_Code.pdf](http://studentaffairs.manoa.hawaii.edu/downloads/conduct_code/UHM_Student_Conduct_Code.pdf)*

***Proscribed conduct will be subject to appropriate sanction.***

### Tentative Schedule for CHN 105 Fall 2015

KEY: "5.13" etc. refer to *numbered activities* in Student Book 1. The activities indicated are to be prepared BEFORE class that day; have your book/paper ready for inspection.

Week	Dates	Monday	Tuesday	Wednesday	Friday
1	8/24-8/30	Cultural activities	Intro: 0.1-0.12	Intro: 0.13-0.26	Intro: 0.27-0.41 Unit 1: 1.1-1.5
2	8/31-9/6	Unit 1: 1.6-1.18 Last drop day	Unit 1: 1.19-1.34	Unit 1: 1.35-1.48 Last day to change grading option	Unit 1: 1.49-1.55 + Recap
3	9/7-9/13	<b>Labor Day</b>	<b>Test Intro + U1</b>	Unit 2: 2.1-2.16	Unit 2: 2.17-2.31
4	9/14-9/20	Unit 2: 2.32-2.48	Unit 2: 2.49-2.52 + Recap	Unit 3: 3.1-3.20	Unit 3: 3.21-3.35
5	9/21-9/27	Unit 3: 3.36-3.45	Unit 3: 3.46-3.54 + Recap	Presentation rehearsals, peer feedback	<b>Plenary - Moon Festival Presentations</b>
6	9/28-10/4	Test prep, storymaking	<b>Test U2 + U3</b>	Unit 4: 4.1-4.16	Unit 4: 4.17-4.23
7	10/5-10/1 1	Unit 4: 4.24-4.33	Unit 4: 4.34-4.43 + Recap	Unit 5: 5.1-5.18	Unit 5: 5.19-5.30
8	10/12-10/ 18	Unit 5: 5.31-5.43	Unit 5: 5.35-5.46 + Recap	Test review	<b>Test U4 + U5</b>
9	10/19-10/ 25	Unit 6: 6.1-6.14	Unit 6: 6.15-6.28	Unit 6: 6.29-6.33 +Recap	Unit 7: 7.1-7.15 Last withdraw day
10	10/26-11/ 1	Unit 7: 7.16-7.26	Unit 7: 7.27-7.35	Unit 7: 7.36-7.40 + Recap	Project launch
11	11/2-11/8	Unit 8: 8.1-8.15	Unit 8: 8.16-8.25	Unit 8: 8.26-8.38	Unit 8: 8.39-8.49 + Recap
12	11/9-11/1 5	Review for test	<b>Test U6+7+8</b>	<b>Veterans' Day</b>	Unit 9: 9.1-9.18
13	11/16-11/ 22	Unit 9: 9.19-9.28	Unit 9: 9.29-9.37	Unit 9: 9.38-9.43 + Recap	Project work
14	11/23-11/ 29	Project work	Unit 10: 10.1-10.13	Unit 10: 10.14-10.19	<b>Thanksgiving Holiday</b>
15	11/30-12/ 6	Unit 10: 10.20-10.28	Unit 10: 10.29-10.44	Unit 10: 10.45-10.52	Project work
16	12/7-12/1 3	Project work	Project work	Final Review	NO CLASS
	12/16	<b>Final Examination Wednesday 12/16</b>			

#### Grading:

Final course grades will be based on the results of:

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| 1. Attendance and Participation:          | 25% |
| 2. Quizzes (10%) and Unit Tests (25%):    | 35% |
| 3. Homework:                              | 15% |
| 4. Presentations:                         | 05% |
| 4. Final Examination (10% plus oral 10%): | 20% |

Final grade values: ~90-100% = A; ~80-89% = B; ~70-79% = C; ~60-69% = D; 0-~59% = F