

Syllabus for Business Chinese 21G.120

Spring 2018

Course Description

This course is designed to help students build upon their fundamental Chinese language communication skills by using professional and formal business tool such as letters, reports, news, and oral presentations in structured business environments. Students will learn specialized business and economic expressions and the principles of business correspondence in 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.

Selection Criteria of Registration

Enrollment limited to 16 for pedagogical reasons. No auditors. Please note that you have to attend the first day of class to maintain your preference level. In case of over-enrollment, preference will be given in the following order: declared minors, declared concentrators, pre-registered students of 21G.076J, sophomores, freshmen, juniors, seniors and graduate students. Within each category, priority will be given to pre-registered students, including pre-registered undergraduates who were cut from the same class the previous fall semester due to the enrollment cap. Students who did not begin their studies of the Chinese language at MIT and with prior knowledge of Chinese must contact the instructor before class.

Prerequisite(s): 21G.106 (Chinese VI Regular) or 21G.113/185 (Chinese V Streamlined) or permission of the instructor.

Stellar Site URL: <http://stellar.mit.edu/S/course/21G/sp18/21G.120/>

Please check the Stellar website frequently for the most up-to-date information. The website has the syllabus, calendar, and weekly schedules detailing daily classroom activities and preview and review assignments.

Instructors

Panpan Gao (高畔畔老师 gāo pànpan lǎoshī)

Office: 16-645 (617) 253-4775

Office Hours: Tuesday 10-11am, 2-3pm, Thursday 10-11am or by appointment

Email: panpang@mit.edu

Sections:

MWF 3:05 - 3:55pm 16-668

Academic Integrity

Please visit the MIT Academic Integrity Handbook website and read through the information carefully to prevent unintentional violations: <http://integrity.mit.edu/>

"MIT assumes that all students come to the Institute for a serious purpose and expects them to be responsible individuals who demand of themselves high standards of honesty and personal conduct. Cheating, plagiarism, unauthorized collaboration, deliberate interference with the integrity of the work of others, fabrication or falsification of data, and other forms of academic dishonesty are considered serious offenses for which disciplinary penalties can be imposed."

You are expected to finish the writing assignments **independently**, without using online translation applications such as Google Translate, or receiving help from family and/or friends for translation assignments, compositions, etc.

Note on Disabilities

Students who feel they may need an accommodation based on a disability should contact the instructor privately to discuss their specific needs.

Textbooks and Learning Materials

1. Textbook: ***Business Chinese for Success: Real Cases from Real Companies, 2nd Edition*** 中级商务汉语案例教程
(Beijing: Peking University Press)
by Fangyuan Yuan, 袁芳远
(ISBN:978-7-301-24959-8/H.3603)
2. Additional handouts in class.
3. Multimedia sources will be informed before class, and to be posted on the class website.

Learning Objectives/Goals of the Course

This course aims to enhance the student's Chinese skills in a business context and promote their understanding about the business environment and culture in China. This course is also designed to give the students an exposure to a wide variety of topics and types of writing in Chinese.

We will use case studies of multinational companies that have successfully operated in China by adapting their strategies to the special needs of the Chinese market. Through reading and discussion, students will come to synthesize their understanding of the core aspects of Chinese culture with their knowledge of the economic conditions to be able to execute business operations in China.

Chinese economic and business issues on TV, newspaper or online sources will be used to complement the textbook. Students will use key terms and expressions learned in the textbook and multimedia resources to consolidate the knowledge. By experiencing many types of media, students will learn to understand and contrast the presentation styles used in colloquial and written forms of the language. Multimedia sources will also serve as a supplement to assist students to improve their listening comprehension in and outside classroom.

By the end of the semester, students are expected to be able to (1) use Chinese in business settings comfortably, (2) conduct business correspondence (request, negotiations, complain etc.), (3) write formal or informal reports, (4) give presentations, and (5) understand fundamental business documents.

Evaluation

The grade for this course will be based on the following:

1. Attendance (10%)
2. Discussion Participate (10%)
3. Quiz (10%)
4. Homework (20%)
5. Review Tests (20%)
6. Oral Presentation (10%)
7. Essay (10%)
8. Final Oral Project Presentation (10%)

Percentage Grade Scale:

A = 100-94	A- = 93.9-90	
B+ = 89.9-87	B = 86.9-83	B- = 82.9-80
C+ = 79.9-77	C = 76.9-73	C- = 72.9-70
D+ = 69.9-67	D = 66.9-63	D- = 62.9-60 F = below 60

1. This course places a strong emphasis on presenting your ideas through classroom activities. The student's ability to use Chinese language smoothly in business situations is the most important goal.

2. Class participation is very important to your class performance. You will be graded on your feedback to your classmate's presentation and comments in each class.

3. Attendance and promptness is assumed; more than three unexcused absences (a week's worth) lowers your grade one letter; significant lateness will add up to absences. Absences will count as excused ones only if you provide a doctor's note or a note from your academic advisor to the instructor.

4. Other factors may come in to play, e.g. improvement versus stagnation or deterioration over the course of the semester, and progress relative to starting level.

5. There are **NO MAKE-UPS** for tests. If you cannot make the tests or quizzes on time, you should talk to the instructor to make arrangements for you to take the test before your classmates do. If you are late for the class and miss quizzes, you are allowed to make it up at the end of the

class **three times only** during the semester.

6. There is **No** final examination this term.

7. Homework assignments (excluding essays) can be written in either traditional or simplified, must be hand-written, and should be double-spaced. Late assignments will be marked down one point for every day it is late. Homework overdue for more than **three days** will not be accepted, except in cases of documented illness.

Interested in working or teaching abroad?

1, The MIT China Program, one of the MISTI (MIT Science and Technology Initiative) programs, sponsors students working or teaching in Mainland China, Hong Kong, Taiwan, or Singapore for a summer, six months, or a school year. The website is:

<http://web.mit.edu/misti/mit-china/>

2, CETI (Chinese Education and Technology Initiative), a student-run group affiliated with MISTI China, sponsors students teaching high-school students science and technology over the summer.

Interested in studying abroad?

Check out the Global Education Office website for opportunities and scholarships for studying Chinese. http://gecd.mit.edu/go_abroad/study