

## **LANG1422 Chinese for Workplace Applications**

### **1. Course Information**

LANG1422 is a Chinese communication common core course which is offered in Fall and Spring semesters. This course aims to enhance students' Chinese language skills through targeted practice in specific workplace applications. It guides students in developing their knowledge of principles and varieties of practical Chinese writing and communication skills. Additionally, this course enables students to properly handle common workplace internal operations and external communication tasks and refines their use of Chinese to achieve professional communication goals. Systematic and focused training on applying appropriate modes and genres of communication in Chinese according to professional needs will be provided to enable students to become more confident and competent in written and oral Chinese communication, preparing them to address future career challenges. In this course, students will analyse common aspects of Chinese language use in internal and external workplace communications, understand the differences between English and Chinese in workplace application, and apply appropriate Chinese writing and presentation skills according to professional needs and relevant genres of workplace communications.

### **2. Pre-requisites and co-requisites**

N/A

### **3. Exclusions**

LANG 1411, LANG 1412, LANG 1413, LANG 1414, LANG 1415, LANG 1120 (prior to 2022-23), LANG 1121 (prior to 2022-23), LANG 1122 (prior to 2022-23), LANG 1123 (prior to 2022-23), LANG 1124 (prior to 2022-23), LANG 1125 (prior to 2022-23), LANG 1126 (prior to 2022-23), LANG 1127 (prior to 2022-23)

### **4. Aims of the course**

#### **Course Intended Learning Outcomes (CILOs)**

Upon completion of this course, students are expected to be able to:

- a. Articulate essential principles and practical varieties of Chinese in the workplace.
- b. Develop awareness of differentiating between Chinese and English in terms of presentation and writing skills in the workplace context.
- c. Analyze and apply different strategies of Chinese language use in internal and external workplace communications.
- d. Use sophisticated and appropriate skills to give presentations in the workplace context.
- e. Use formal standard Chinese to write in the specified genres logically and coherently at work.

**Common Core Sub-competencies covered**

<b>Broad Competencies</b>	<b>Sub-Competencies</b>	<b>Course covered</b>
Communication	Language accuracy and form (CM01)	<ol style="list-style-type: none"> <li>1. Present essential principles and practical varieties of Chinese applications for the workplace.</li> <li>2. Use formal standard written Chinese in the specified genres logically and coherently at work.</li> <li>3. Use appropriate audio-visual aids and paralinguistic skills to engage the audience and enhance the effectiveness of a presentation.</li> </ol>
	Language meaning (CM02)	
	Language use (CM03)	
	Mode of communication (CM04)	
Personal Development	Lifelong learning (PD02)	<ol style="list-style-type: none"> <li>4. Self-learning outside the classroom, such as studying instructional documents produced by teachers on topics not covered in class.</li> </ol>
Problem Solving	Evaluation of information and sources (PS03)	<ol style="list-style-type: none"> <li>5. Identify the similarities and differences in Chinese written styles in different places and between English and Chinese through analyzing workplace samples.</li> </ol>
	Problem definition (PS04)	<ol style="list-style-type: none"> <li>6. Analyze the given problems in workplace contexts and identify the key issues.</li> </ol>
Social Responsibility	Collaboration (SR02)	<ol style="list-style-type: none"> <li>7. Collaborate closely with team members in completing project reports.</li> </ol>
	Cultural awareness (SR03)	<ol style="list-style-type: none"> <li>8. Demonstrate the awareness of language diversity.</li> </ol>

## 5. Course assessment

Assessment	Task	Weighting	CILOs	Sub-competencies	CLE Core Areas for Learning (CAs) assessed
<b>Module One: Pre-Workplace: Preparing for Job Hunting</b>					
1. Video resume	Students submit a video resume (2-3 minutes).	10%	a, c	CM01,CM02,CM03, CM04,PS03	Substance (SU), Spoken Language (SL)
<b>Module Two: In-Workplace: Effective Internal Communication</b>					
2. Proposal on team culture building activities	Students will reflect on teamwork and leadership, submit a proposal on team culture building activities (1300-1500 Chinese characters).	30%	b, c, e	CM01,CM02,CM03, CM04, PS04, SR03	Substance (SU), Coherence (CO), Written Language (WL)
<b>Module Three: Workplace Challenges: Effective External Communication</b>					
3. Fund application proposal + Oral presentation of the proposal	Students hand in a group fund application proposal (around 4000 Chinese characters) and give a presentation (around 20 minutes) on the proposal.	25% (writing) 15% (oral)	b, c, e a, c, d	CM01,CM02,CM03, PS03, PS04, SR02, SR03	Substance (SU), Coherence (CO), Written Language (WL), Spoken Language (SL), Multimodality (MM)
4. Self-reflection	Students submit a self-reflection essay. (800 Chinese characters)	10%	b, e	PD02, PS03, PS04, SR03	Effective Learner (EL)
<b>Peer Evaluation</b>		5%		SR02	N/A
<b>Blended learning</b>		5%	c, e	CM01, CM02, PD02	N/A

## 6. Course Content

Week	Module	Course Topics
1	Module 1	The overview of the language features of effective workplace communication
2		Self-branding in the real and virtual world for job-hunting
3		Job interview
<b><i>Assessment 1: Video Resume</i></b>		
4	Module 2	Effective internal communication: Common business documents
5		Internal issues management: Rethink teamwork and leadership
6		Writing skills for team building proposal
7		Effective internal communication: Presentation skills (1) & Writing skills for fund application proposal (1)
8		Consultation
<b><i>Assessment 2: Team building proposal</i></b>		
9	Module 3	Writing skills for fund application proposal (2)
10		Effective external communication: Persuasion
11		Effective external communication: Presentation skills (2)
12		Consultation
13		<b><i>Assessment 3: Fund application proposal and proposal presentation</i></b>
<b><i>Assessment 4: Self-reflection</i></b>		