Preliminary Course Outline  
EAST 535 Chinese for Business 1

General Information

Course #  
EAST 535

Section #  
001

Term  
Fall

Year  
2020

Course pre-requisite(s)  
EAST 430D1 and EAST 430D2 or equivalent or permission of instructor

Course schedule  
3:35 pm - 4:25 pm, Monday, Wednesday and Friday

Number of credits  
3

Instructor Information

Name and Title  
Qiuyu Wang, Senior Faculty Lecturer

E-mail  
qiuyu.w@gmail.com

Virtual office hours  
Time TBA on Zoom 2 hours/week

Course Overview

This course aims to provide advanced students of Chinese with training in the terminology and syntax necessary for business communications. Topics will include many different aspects of business interactions, such as price negotiation, methods of payment, etc.

Learning Outcomes

This course aims to advance students’ language skills in business-oriented Chinese. The emphasis is placed on helping students master the usage of business terms, develop Chinese proficiency in a business context and awareness of business related social-cultural differences. By the end of this course, students are expected to be able to carry basic business conversations in a Chinese language environment and read simple Chinese business documents. Please note that this course is a language course, not designed for students who seek professional knowledge of business theories and practices.

Instructional Method by Remote Delivery

Live lectures will be offered on Zoom at the scheduled time. Some sessions or portions of certain sessions will be recorded and posted on myCourses. Supplementary materials will be provided by the Instructor and posted on myCourses. Please note that recordings are subject to the consent of the participants, and their purpose is for occasional use when students experience technical difficulties, it is NOT expected to be used regularly as a substitute of live
in-class participation. Information and tutorials on remote learning can be found on McGill’s Remote Learning Resources website.

**Expectations for Student Participation**
Due to the nature of language learning, active participation in class is crucial for the success in this course. Therefore, students are expected to actively participate during the Zoom lectures. For pedagogical reasons, it is highly recommended that students turn their video on whenever possible on Zoom during class time, for best learning outcomes.

**Recordings of Sessions**
Please read the Guidelines on Remote Teaching and Learning [https://www.mcgill.ca/tls/instructors/class-disruption/strategies/guidelines-remote]. You will be notified through a ‘pop-up’ box in Zoom if a lecture or portion of a class is being recorded. By remaining in sessions that are recorded, you agree to the recording, and you understand that your image, voice, and name may be disclosed to classmates. You also understand that recordings will be made available in myCourses to students registered in the course.

**Required Course Textbook**

Available at Le James McGill University Bookstore, can be ordered on its website: [https://lejames.ca/](https://lejames.ca/)

**Class Schedule**
This is a tentative schedule that is subject to change. You will be notified in advance of any necessary changes to be made to facilitate better learning.
## Dates

<table>
<thead>
<tr>
<th>Week</th>
<th>Dates</th>
<th>Lesson Covered</th>
<th>To Do</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1</td>
<td>Sept 2, 4</td>
<td>Lesson 1</td>
<td></td>
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<tr>
<td>Week 2</td>
<td>Sept 9, 11</td>
<td>Lesson 1</td>
<td>Assignment 1 due Friday</td>
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<tr>
<td>Week 3</td>
<td>Sept 14, 16, 18</td>
<td>Lesson 2</td>
<td>Assignment 2 due Friday</td>
</tr>
<tr>
<td>Week 4</td>
<td>Sept 21, 23, 25</td>
<td>Lessons 2&amp;3</td>
<td>Test 1 (Lessons 1&amp;2) on Friday, Sept 25</td>
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<tr>
<td>Week 5</td>
<td>Sept 28, 30, Oct 2</td>
<td>Lessons 3&amp;4</td>
<td>Assignment 3 due Friday</td>
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<tr>
<td>Week 6</td>
<td>Oct 5, 7, 9</td>
<td>Lesson 4</td>
<td>Assignment 4 due Friday</td>
</tr>
<tr>
<td>Week 7</td>
<td>Oct 14, 16</td>
<td>Lesson 4</td>
<td>Test 2 (Lesson 3&amp;4) on Friday, Oct 16</td>
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<tr>
<td>Week 8</td>
<td>Oct 19, 21, 23</td>
<td>Lesson 5</td>
<td></td>
</tr>
<tr>
<td>Week 9</td>
<td>Oct 26, 28, 30</td>
<td>Lessons 5&amp;6</td>
<td>Assignment 5 due Friday</td>
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<tr>
<td>Week 10</td>
<td>Nov 2, 4, 6</td>
<td>Lesson 6</td>
<td>Assignment 6 due Friday</td>
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<tr>
<td>Week 11</td>
<td>Nov 9, 11, 13</td>
<td>Lesson 7</td>
<td>Test 3 (Lessons 5&amp;6) on Friday, Nov 13</td>
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<tr>
<td>Week 12</td>
<td>Nov 16, 18, 20</td>
<td>Lessons 7&amp;8</td>
<td>Assignment 7 due Friday</td>
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<tr>
<td>Week 13</td>
<td>Nov 23, 25, 27</td>
<td>Lesson 8</td>
<td>Assignment 8 due Friday</td>
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<tr>
<td>Week 14</td>
<td>Nov 30, Dec 2, 3</td>
<td>Review</td>
<td>Test 4 (Lessons 7&amp;8) on Thursday, Dec 3</td>
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</tbody>
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## Important Dates
- First Class on Wednesday September 2
- Last Class on Thursday December 3 for make-up of Monday’s class
- No Class on Monday September 7 (Labour Day) and Monday October 12 (Thanksgiving)

## Evaluation

<table>
<thead>
<tr>
<th>Name of Assignment</th>
<th>% of final grade</th>
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<tbody>
<tr>
<td>Attendance and Participation</td>
<td>10%</td>
</tr>
<tr>
<td>Assignments</td>
<td>50%, 6.25% each</td>
</tr>
<tr>
<td>4 Tests</td>
<td>40%, 10% each</td>
</tr>
</tbody>
</table>

## Notes:

1. **Class Attendance & Participation**
   Class attendance and participation are essential to your success in class. Each student is allowed up to 3 unexcused absences. After these, each absence will result in a 0.5 points deduction to the class participation score, unless in the case of exceptional circumstances. Students are expected to join class on time, to stay for the duration of the class, and to come to class prepared and to participate actively. Students’ engagement in class discussions will count towards the class participation score.
2. Assignments
Assignments should be submitted by midnight at the end of Friday via myCourses, unless instructed otherwise. Late submission or completion of assignments will be checked but will not receive a mark. Here is a link to the FAQs for students using myCourses: Assignments.

3. Tests
There will be 4 tests for the entire semester, and there will be no make-up exams unless in the case of exceptional circumstances. Tests are administered on myCourses, and students will have a 24-hour window to access each test, and are allowed 50 minutes to complete it, unless instructed otherwise. Details of the tests will be given prior to test dates.

McGill Policy Statements
“McGill University values academic integrity. Therefore, all students must understand the meaning and consequences of cheating, plagiarism and other academic offences under the Code of Student Conduct and Disciplinary Procedures” (see McGill's guide to academic honesty for more information). (Approved by Senate on 29 January 2003)

«L'université McGill attache une haute importance à l'honnêteté académique. Il incombe par conséquent à tous les étudiants de comprendre ce que l'on entend par tricherie, plagiat et autres infractions académiques, ainsi que les conséquences que peuvent avoir de telles actions, selon le Code de conduite de l’étudiant et des procédures disciplinaires (pour de plus amples renseignements, veuillez consulter le guide pour l’honnêteté académique de McGill).»

“Instructor-generated course materials (e.g., handouts, notes, summaries, exam questions) are protected by law and may not be copied or distributed in any form or in any medium without explicit permission of the instructor. Note that infringements of copyright can be subject to follow up by the University under the Code of Student Conduct and Disciplinary Procedures.”

“In the event of extraordinary circumstances beyond the University’s control, the content and/or evaluation scheme in this course is subject to change.”