

Preliminary Course Outline EAST 536 Chinese for Business 2

General Information

Course #	EAST 536
Term	Winter
Year	2021
Course pre-requisite(s)	EAST 535 or equivalent with 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.wang2@mcgill.ca
Virtual office hours	Time TBA

Course Overview

This course is a continuation of EAST 535. It is designed to further develop students' linguistic competence for business communication, and to provide students with some knowledge on China's trade policies as well as on different methods of trading with China.

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.

Instructional Method by Remote Delivery

Live lectures will be offered on Zoom at the scheduled time. Supplementary materials will be provided by the Instructor.

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

A Practical Business Chinese Reader Vol. II - 3rd Edition (D. Guan 2018) (Simplified character edition)

Peking University Press, ISBN: 978-7301294925

Available at Le James McGill University Bookstore, can be ordered on its website:

<https://lejames.ca/>

Due to the pandemic, there is a delay in the textbook availability at the bookstore. Please place your order as soon as you can. The first few chapters of the book will be provided on myCourses, until the textbook arrives at the bookstore.

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	Lesson Covered	To Do
Week 1	Jan 8	Lesson 9	
Week 2	Jan 11, 13, 15	Lesson 9	Assignment of L9 due Friday
Week 3	Jan 18, 20, 22	Lesson 10	Assignment of L10 due Friday
Week 4	Jan 25, 27, 29	Lessons 10&L11	Test 1 (Lesson 9&10) on Friday
Week 5	Feb 1, 3, 5	Lessons 11	Assignment of Lesson 11 due Friday
Week 6	Feb 8, 10, 12	Lesson 12	Assignment of Lesson 12 due Friday
Week 7	Feb 15, 17, 19	Lesson 12&13	Test 2 (Lesson 11&12) on Friday
Week 8	Feb 22, 24, 26	Lesson 13	
Week 9	Mar 1, 3, 5	Study Break	
Week 10	Mar 8, 10, 12	Lesson 14	Assignment of Lesson 13 due Friday
Week 11	Mar 15, 17, 19	Lesson 14&15	Assignment of Lesson 14 due Friday
Week 12	Mar 22, 24, 26	Lessons 15	Test 3 (Lessons 13&14) due Friday
Week 13	Mar 29, 31	Lesson 15	Assignment of Lesson 15 due Friday
Week 14	Apr 7, 9	Lesson 16	
Week 15	Apr 12, 14, 15, 16	Lesson 16	Test 4 (Lessons 15&16) on Friday

Important Dates

- First Class on Friday January 8
- Last Class on Friday April 16
- Thursday April 15 is the make-up of Monday's class
- No Class on March 1-5 (Study Break), Friday April 2 (Good Friday), Monday April 5 (Easter Monday)

Evaluation

Name of Assignment	% of final grade
Attendance and Participation	10%
Assignments	50% (7 Assignments in total)
4 Tests	40%, 10% each

Notes:

1. Class Attendance & Participation

Class attendance and participation are essential to your success in class. Each student is allowed up to 2 unexcused absences. After these, each absence will result in a 1 point 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.

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](#)).»

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