

SYLLABUS – A COURSE DESCRIPTION

I. General information

1. Course name: **Chinese as a foreign language – business correspondence**
2. Course code: **15-PNJCH-KB-12, 15-PNJCH-KB-22**
3. Course type (compulsory or optional): **optional**
4. Study programme name: **English and Chinese Studies**
5. Cycle of studies (1st or 2nd cycle of studies or full master's programme): **1st cycle**
6. Educational profile (general academic profile or practical profile): **general academic**
7. Year of studies (if relevant): **Year 3**
8. Type of classes and number of contact hours (e.g. lectures: 15 hours; practical classes: 30 hours): **practical classes: 60 hours (30h/semester)**
9. Number of ECTS credits: **5 (after two semesters)**
10. Name, surname, academic degree/title of the course lecturer/other teaching staff: **mgr Katarzyna Wizła-Lin, kw60511@st.amu.edu.pl**
11. Language of classes: **Polish**
12. Online learning: yes (partly – online / fully – online) / no

II. Detailed information

1. Course aim (aims):

- Developing written communication skills in typical business situations.
- Developing skills in using proper vocabulary in official written communication.
- Developing written communication skills to conduct business correspondence and to draw up contracts and documents.
- Gaining an acquaintance with Chinese etiquette regarding business correspondence.

2. Pre-requisites in terms of knowledge, skills and social competences (if relevant):

No pre-requisites.

3. Course learning outcomes (EU) in terms of knowledge, skills and social competences and their reference to study programme learning outcomes (EK):

Course learning outcome symbol (EU)	On successful completion of the course and validation of its learning outcomes, a student:	Reference to study programme learning outcomes (EK)
15-PNJCH-KB_01	interact with a business partner in a manner adapted to different contexts	K_W02, K_W05, K_W06
15-PNJCH-KB_02	formulates coherent and logical written statements on topics related to business	K_U01, K_U07
15-PNJCH-KB_03	uses proper vocabulary in the field of economics and law, expressions and constructions characteristic of business language	K_U01
15-PNJCH-KB_04	correctly applies templates of contracts, business letters and other documents	K_U01, K_U07 K_U13
15-PNJCH-KB_05	participates in written negotiations on typical business issues	K_U01
15-PNJCH-KB_06	adheres to Chinese business etiquette	K_U16
15-PNJCH-KB_07	understands cultural differences important in business communication between Polish and Chinese partners	K_K08, K_K09, K_K10

4. Learning content with reference to course learning outcomes (EU)

Course learning content:	Course learning outcome symbol (EU)
Receipt of goods, equipment or money	15-PNJCH-KB_01–07
Notification of recruitment, tender or conference	15-PNJCH-KB_01–07
Statement regarding violation of company interests, power of attorney or loss of documents	15-PNJCH-KB_01–07
Confirmation of employee or business partner details, credit status or income	15-PNJCH-KB_01–07
Presentation of business activities	15-PNJCH-KB_01–07
Recommendation of business partner or product	15-PNJCH-KB_01–07
Job application and cover letter	15-PNJCH-KB_01–07
Negotiations on working or cooperation conditions between business entities	15-PNJCH-KB_01–07

Invitation to participate in a celebration or business venture	15-PNJCH-KB_01-07
Speech on the opening or closing of a ceremony	15-PNJCH-KB_01-07

5. Reading list:

Zhou Hong 周红 (ed.) 2010. Shangwu Hanyu xiezu (shangce) 商务汉语写作 (上册). Shanghai 上海: Xuelin Chubanshe 学林出版社.
 LIANG Dongmei 梁冬梅 2010. Jingliren Hanyu: Shangwu Bian (Xia) 经理人汉语: 商务篇(下). Beijing 北京: Waiyu Jiaoxue yu Yanjiu Chubanshe 外语教学与研究出版社.

III. Additional information

1. Teaching and learning methods and activities to enable students to achieve the intended course learning outcomes (please indicate the appropriate methods and activities with a tick and/or suggest different methods)

Teaching and learning methods and activities	X
Lecture with a multimedia presentation	
Interactive lecture	X
Problem – based lecture	
Discussions	X
Text-based work	X
Case study work	
Problem-based learning	
Educational simulation/game	
Task – solving learning (eg. calculation, artistic, practical tasks)	
Experiential work	X
Laboratory work	
Scientific inquiry method	
Workshop method	
Project work	
Demonstration and observation	
Sound and/or video demonstration	
Creative methods (eg. brainstorming, SWOT analysis, decision tree method, snowball technique, concept maps)	
Group work	X

2. Assessment methods to test if learning outcomes have been achieved (please indicate with a tick the appropriate methods for each LO and/or suggest different methods)

Assessment methods	Course learning outcome symbol						
	15-PNJCH-KB_01	15-PNJCH-KB_02	P15-PNJCH-KB_03	15-PNJCH-KB_04	15-PNJCH-KB_05	15-PNJCH-KB_06	15-PNJCH-KB_07
Written exam							
Oral exam							
Open book exam							
Written test	X	X	X	X	X	X	X
Oral test							
Multiple choice test							
Project							
Essay							
Report							
Individual presentation							
Practical exam (performance observation)							
Portfolio							

3. Student workload and ECTS credits

Activity types		Mean number of hours spent on each activity type
Contact hours with the teacher as specified in the study programme		60
Independent study*	Preparation for classes	30
	Reading for classes	20
	Essay / report / presentation / demonstration preparation, etc.	-
	Project preparation	-
	Term paper preparation	-
	Exam preparation	40
	Other (please specify) -	-
Total hours		150
Total ECTS credits for the course		5

* please indicate the appropriate activity types and/or suggest different activities

4. Assessment criteria in accordance with AMU in Poznan's grading system:

very good (very good; 5.0): very good knowledge on the complexity of Chinese language, very well-developed skills in conducting written business communication

good plus (+ db; 4.5): a little less than very good, but without significant flaws

good (db; 4,0): a wider range of flaws, still good awareness regarding language complexity, well-developed skills in conducting business written communication

satisfactory plus (+ dst; 3,5): satisfactory awareness regarding language complexity, sufficient skills in conducting business written communication

sufficient (dst; 3.0): sufficient awareness regarding language complexity, sufficient skills in conducting business written communication

insufficient (ndst; 2.0): insufficient awareness regarding language complexity, insufficient skills in conducting business written communication