



### CI300 Chinese Business Language and Culture

<b>Instructor Information</b>	Yu Cheng Home Institution: Tongji University Email: chengyu@tongji.edu.cn Office Hours: Determined by Instructor		
<b>Term</b>	December 13, 2021 - January 7, 2022	<b>Credits:</b>	4 units
<b>Class Hours</b>	Monday through Friday, 120 mins per teaching day		
<b>Discussion Sessions</b>	2.5 hours each week, conducted by teaching assistant(s)		
<b>Total Contact Hours</b>	66 contact hours (1 contact hour = 45 mins, 3000 mins in total)		
<b>Required Texts (with ISBN)</b>	1. Jack E. Appleman (2008). <i>10 Steps to Successful Business Writing</i> , Association for Talent Development. ISBN: 978-1-56286-481-1 2. Jianming Wang (2019). <i>Business Negotiation</i> , China Machine Press. ISBN:978-7-11148-054-9		
<b>Prerequisite</b>	Native Chinese speakers or HSK 4 or above, or having studied Chinese language for at least 2 years with distinctive achievements		



### Course Overview

This course aims to provide integrated learning experience to students who are interested in using Chinese language and experiencing Chinese culture in business settings. Apart from developing Chinese basic business language knowledge and skills, students will have the opportunity to study some of the most interesting and distinct business practice and cultural phenomena including Chinese business customs, practice, rules and etiquette.

### Course Goals

- Upon successful completion of the course, students will be able to:
- command basic language skills including reading, writing, speaking and listening required for business communications
- use basic Chinese for general business and social communication purposes;
- develop conversations on general business topics
- identify common language and cultural issues that may occur in a business dialogue
- have a basic understanding of business culture in China

### Grading Policy

Workshop Assignments	10%
Participation	10%
Group Research Project	40%
Group Debate	40%

### Grading Scale is as follows

Number grade	Letter grade	GPA
90-100	A	4
85-89	A-	3.7
80-84	B+	3.3
75-79	B	3
70-74	B-	2.7
67-69	C+	2.3
65-66	C	2
62-64	C-	1.7
60-61	D	1
≤59	F (Failure)	0



**Class Schedule**

<b>Date</b>	<b>Lecture</b>	<b>Readings</b>
Day 1	Introduction	No reading
Day 2	Social Communications	Guan: pp.2-43; Lewis,R. translated by Shijie Guan (2002). When Cultures Collide: Managing Successfully Across Cultures, Xinhua Publishing House (in Chinese), pp42-52.
Day 3	Business Communications (1)	Guan: pp.44-63; Lewis:pp.53-68
Day 4	Business Communications (2)	Guan: pp.64-84; Lewis:pp.69-75
Day 5	On a Business Trip	Guan: pp.85-130; Lewis:pp.76-85
Day 6	Business Negotiation (1)	Guan: pp.131-147; Lewis:pp.10-16
Day 7	Group Project Investigation	No reading
Day 8	Business Negotiation (2)	Guan: pp.147-159; Lewis:pp.3-9
Day 9	Business Negotiation (3)	Guan: pp.160-172; Lewis:pp.96-117
Day 10	Around the Office	Guan: pp.173-209; Lewis:pp.118-134
Day 11	Having a Meeting(1)	Guan: pp.214-230; Lewis:pp.88-95
Day 12	Having a Meeting(2)	Guan: pp.231-255; Lewis:pp.86-88
Day 13	Human Resources (1)	Guan: pp.256-276; Hofstede, G. (2001). Culture's Consequences. Beverly Hills, CA: Sage, 2001.



Day 14	Human Resources (2)	Guan: pp.277-304; Kohls, L. R.(2001). Survival Kit for Overseas Living. Yarmouth, ME: Intercultural Press, pp83-100.
Day 15	Marketing (1)	Guan: pp.305-327; Appleman, J. E (2017). 10 steps to successful Business Writing. ASTD, pp 5-10.
Day 16	Marketing (2)	Guan: pp.328-352; Appleman. pp 10-16
Day 17	Freight Transport Service	Guan: pp.353-401;. Appleman. pp 17-26
Day 18	Investigation and Investment (1)	Guan: pp.402-418; Appleman. pp 27-36.
Day 19	Investigation and Investment (2)	Guan: pp.419-437; Appleman. pp 37-45
Day 20	<b>Quality control and assessment</b>	

\* Fee-paying (non-exchange) program held by School of Continuing Education, SJTU.

\* 此课程由上海交通大学继续教育学院开设，所提供课程不包括在上海交通大学与海外高校校级合作的学分互认范畴之内。