

Subject Description Form

Subject Code	CBS2080
Subject Title	Fundamentals of Chinese Communication
Credit Value	3
Level	2
Pre-requisite	Students whose HKALE result of Chinese Language and Culture is at grade D or below are advised to complete / concurrently take non-credit bearing Chinese Language Enhancement subject(s) as recommended.
Objectives	This subject aims to enhance and polish the communication skills of the students in both written Chinese and Putonghua for basic usage in the work-place.
Intended Learning Outcomes	<p>Upon completion of the subject, students will be able to:</p> <ol style="list-style-type: none"> (a) develop effective communication skills in both written Chinese and Putonghua required for basic usage in the work-place; (b) master the format, organization, language and style of expression of various genres of Chinese practical writing such as official correspondences, publicity materials, reports and proposals; (c) give formal presentation in Putonghua; (d) engage with formal discussion in Putonghua. <p>Students will be required to read and write intensively for enhancing their proficiency level in written Chinese. They would be required to organize their own ideas, concepts in sensible and logical manner and present them in both written and spoken format for effective transmission of message in given contexts with specific purposes. Such learning activities would engage them in reasoning and analytical processes. The mastering of effective communication skills in both written Chinese and Putonghua will also facilitate their life-long learning in various disciplines.</p>
Subject Synopsis/ Indicative Syllabus	<ol style="list-style-type: none"> 1. Written Chinese for practical purposes <ul style="list-style-type: none"> • uses of words and sentences; • coherence in Chinese writing • format, organization, language and style of expression of official correspondences, publicity materials, reports and proposals; • context dependent stylistic variation 2. Formal Presentation in Putonghua <ul style="list-style-type: none"> • the articulation in Putonghua • the flow of speaking • choice of words, manner and gesture 3. Formal Discussion in Putonghua <ul style="list-style-type: none"> • identification of main idea and key messages • evaluation of relevancy of information in a message • skills of seeking clarity/agree/disagreeing/answering to a question • skills of summarizing

Teaching/Learning Methodology	<p>The subject will be conducted in Putonghua, in highly interactive seminars. The subject will motivate the students' active participation by assigning group presentation /discussion in class. In a forum-like format, students are guided to : (1) present to the class, their understanding of each genre designed for the syllabus for discussions and improvement; (2) modify passages in a given genre/style into other genres/styles for addressing different audiences and purposes; (3) give a power-point presentation in Putonghua in front of the whole class, then receive on spot feedback for discussion and improvement; then (4) prepare a written report/proposal on the same topic; and (5) engage in formal discussion in Putonghua on topics related to current issues and/or business operation; then (6) produce a written document on the same topic using a chosen genre.</p>																																									
Assessment Methods in Alignment with Intended Learning Outcomes	<table border="1" data-bbox="443 557 1466 904"> <thead> <tr> <th rowspan="2">Specific assessment methods/tasks</th> <th rowspan="2">% weighting</th> <th colspan="5">Intended subject learning outcomes to be assessed (Please tick as appropriate)</th> </tr> <tr> <th>a</th> <th>b</th> <th>c</th> <th>d</th> <th>e</th> </tr> </thead> <tbody> <tr> <td>1. Written Assignment</td> <td>30%</td> <td>√</td> <td>√</td> <td></td> <td></td> <td></td> </tr> <tr> <td>2. Oral Presentation</td> <td>30%</td> <td></td> <td></td> <td>√</td> <td>√</td> <td></td> </tr> <tr> <td>2. Examination</td> <td>40%</td> <td>√</td> <td>√</td> <td>√</td> <td>√</td> <td></td> </tr> <tr> <td>Total</td> <td>100%</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Explanation of the appropriateness of the assessment methods in assessing the intended learning outcomes:</p> <p>Both written assignments and oral presentation will focus on the functions of communication and the adequacy of language used in authentic social settings. The examination emphasizes the correctness of expression and students' general competence in Chinese Language.</p>		Specific assessment methods/tasks	% weighting	Intended subject learning outcomes to be assessed (Please tick as appropriate)					a	b	c	d	e	1. Written Assignment	30%	√	√				2. Oral Presentation	30%			√	√		2. Examination	40%	√	√	√	√		Total	100%					
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Reading List and References	<p>路德慶主編 (1982) 《寫作教程》，華東師範大學出版社。</p> <p>邵守義 (1991) 《演講全書》，吉林人民出版社。</p> <p>陳健民 (1994) 《說話的藝術》，語文出版社。</p> <p>李軍華 (1996) 《口才學》，華中理工大學出版社。</p> <p>陳瑞端 (2000) 《生活錯別字》，中華書局。</p> <p>邢福義、汪國勝主編 (2003) 《現代漢語》，華中師範大學出版社。</p> <p>于成鯤主編 (2003) 《現代應用文》，復旦大學出版社。</p> <p>鍾文佳 (2004) 《漢語口才學》，西南師範大學出版社。</p> <p>李白堅、丁迪蒙 (2004) 《大學體型寫作訓練規程》，上海大學出版社。</p> <p>于成鯤、陳瑞端、秦扶一、金振邦主編 (2011) 《當代應用文寫作規範叢書》，復旦大學出版社。</p>																																									

