



Cross Cultural Center

Course Structure of Basic Chinese Communication in Workplace

Instructors:

course: 30 Hours

Objective :

To be able to listen and converse in Chinese communication with use simple vocabularies, phrases and sentences in daily conversations and work situations, including self-introduction, asking for an appointment, asking for help/ assistance/ support, offering services/ making invitations, and ordering food and drink. Futhermore, the learners will be training how to pronounce the words, phrases with an accepted intonation.

Course Outline:

Introduction to Chinese Phonetics (Pinyin)

Class 1 : Chinese Phonetics (Pinyin)	2 hrs.
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Self-introductions

Class 2 : Greeting and introducing oneself	2 hrs.
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Class 3 : Thanking, apologizing, welcoming and saying goodbye	2 hrs.
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Class 4 : Giving personal information/ contact information	2 hrs.
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Numbers, Time and Dates

Class 5 : Telling and counting numbers and different currencies.	2 hrs.
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Class 6 : Telling and asking times/ days/ months/ years and etc.	1 hrs.
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Mid Term Test	1 hrs.
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Place and Directions

Class 7 : Making appointment and invitations.	2 hrs.
Class 8 : Describing and asking address/ work place information.	2 hrs.

Food, drinks and cultures of foods

Class 9 : Introducing Tai and Chinese foods, drink, deserts and fruits	2 hrs.
Class 10 : Expression using in restaurant/ at banquet	2 hrs.

Asking

Class 11 : Asking for help, assistance, supports	2 hrs.
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office

Class 12 : A day in office/ scenario case	2 hrs.
Class 13 : Visitor's reception/ scenario case	2 hrs.
Class 14 : Telephone conversation/ scenario case	2 hrs.
Class 15 : Review	1 hrs.
Final Test	1 hrs.

Total

30 hrs.