This is NOT a typical Chinese language course. Instead, this course aims at enhancing the Chinese and English bilingual skills for future business people, economists, or professionals of business law in a more globalized business environment.

There are two groups of students in our class: A) Chinese language learners who have completed at least the first half of Advanced Chinese (Chinese 105a) or the equivalent and B) native Chinese speakers. Although all the students will need to work on all the three aspects: Chinese, English, and business, students of Group A should focus more on business Chinese while students of Group B should devote more time to business English. Therefore, the assessment of the two groups may be different.

With the rapid growth of the Chinese economy, China has become the largest economy in the world and it is predictable that in the future business world, a successful businessman should know both English and Chinese because these two languages will be the most common business language. The course is an experiential course, and it will both create a simulated business context with relation to China and be directly involved in a real China-related business project to help students to get acquaintance with the most important business vocabulary, phrases, sentence patterns, and rules for business writing in both Chinese and English so that learners can have a very good command of bilingual skills needed for doing business or economic research in or with Chinese speaking regions.

Learning Goals
At the end of the semester, students are expected to be able to effectively and successfully take part in a great range of business tasks that requires Chinese and English bilingual skills. They can serve as interpreters in Sino-US business talks, to read Chinese and English business documents of various kinds effectively and translate them, to write properly styled business letters and other documents in Chinese and English for the needs of the Chinese and American business people. Beyond the language, students will also get cultural and social knowledge crucial to business success in the related regions. During the process of learning, some real business tasks may be included. Learners of this course should be aware that this is NOT a typical Chinese language course but a unique bilingual course for business. **Besides Chinese, English proficiency in the business field is equally counted for your final grade.**

**Textbook**

*Close the Deal: Advanced Chinese for Creative and Productive Business by Yu Feng et al. Cheng & Tsui Company, 2005*

The textbook consists of 16 units, each being a business task with a simulated business setting: the Shanghai branch of an American business consulting company is helping several American and international companies to do business in China. The tasks cover a great range of business activities such as market survey, accounting, advertising, the stock market, insurance, human resources, business law, and business-government relations. For each unit, there are both business conversations (formal and informal) and documents in written style.

**Meetings and Format**

Lecture classes will meet at 12:00-12:50pm / 1:00-1:50pm on Mondays, Wednesdays and Thursdays.
It will be essential to prepare for each class in advance, to assure the most beneficial and rewarding use of contact time with your teacher and classmates, and to establish proper habits for effective language learning. Hence, the preview of new lessons before coming to the lecture is required. Listening to the recordings is highly recommended.

The class will be entirely conducted in Chinese. Students are required to read and write Chinese with a computer.

**Workload**

*Success in this 4 credit hour course is based on the expectation that students will spend a minimum of 9 hours of study time per week in preparation for class.*

Students of this class must attend all the classes, actively participate in group projects, and complete all assignments in time. Notebook computer or notepad is required during class time.

If you are a student with any disability on record at Brandeis University and wish to have reasonable accommodation made for you in this class, please contact your instructor immediately.

**Teamwork**

A very unique feature of this course is that students are organized in teams of three to four people. Some of the homework and tests (including the final project) will be assigned to teams. However, Oral Practice and Tests (Including final oral exam) will be individual.

**Evaluation**

The final course grade will consist of the following components:
• Attendance and class performance 15%
• Quiz 10%
• Homework and assignments 20%
• Mid-term oral exam 10%
• Mid-term project 15%
• Final oral exam 10%
• Final written project 20%

Attendance

Regular class attendance is essential in order to benefit from this course. Students are required to attend all the classes. It is your responsibility to notify the instructors before the class if you have an emergency and need to ask for a leave. Only TWO absence of no excuse will be pardoned. Each absence more than two times will lead to a 20% deduction of the grade for attendance and class performance. ONE sick leave is also included but only effective when a doctor’s note is presented.

Quiz

Students are expected to take a quiz each regular class day based on the new vocabulary and contents covered in the lesson. The format of this quiz may be computerized dictation, multiple choice based on the text, answer questions, or something else. So please make sure you come to class fully prepared. All the quizzes need to be uploaded within a limited time, and any late submission and no submission will get a zero. If you write the quiz on paper, then it is your responsibility to turn it in. NO make-up is allowed. However, by the end of the semester, THREE of your lowest grade will be dropped.

Homework
All the homework need to be upload by PDF file. **Homework turned in late will be marked down ten percent of the whole points** (i.e. from 100 o 90, from 90 to 80, etc.) for every day of lateness; **homework more than one week overdue will not be accepted**, except in cases of the demonstrated medical condition.

**Mid-term and Final Exams**

All oral exams are closed-book assessment. Students are expected to follow the rules of academic honesty in this class. Please bear in mind that if you are absent without a legitimate excuse, the grade for the test you missed will be zero. There will be no make-ups for unexcused, missed tests.

**Academic Integrity**

You are expected to be honest in all of your academic work. Please consult Brandeis University Rights and Responsibilities for all policies and procedures related to academic integrity. Students may be required to submit work to TurnItIn.com software to verify originality. Allegations of alleged academic dishonesty will be forwarded to the Director of Academic Integrity. Sanctions for academic dishonesty can include failing grades and/or suspension from the university. Citation and research assistance can be found at LTS - Library guides. You are responsible for following the policies and procedures outlined at the following sites:

For Brandeis statement on Academic Integrity, visit  
http://www.brandeis.edu/studentlife/sdc/ai/  
and http://www.brandeis.edu/studentlife/sdc/rr/, section 3.

For guidance on citing your sources, visit http://www.brandeis.edu/studentlife/sdc/rr/  

For further detailed descriptions regarding plagiarism and citation, visit  
http://www.fas.harvard.edu/~expos/sources/.
Disabilities

If you are a student with a documented disability on record at Brandeis University and wish to have a reasonable accommodation made for you in this class, please contact the instructor immediately.

Teaching Staff

Yu Feng
Mandel Center for the Humanities 119
6-2961
yfeng@brandeis.edu

Lei Jiang
Mandel Center for the Humanities 119
leij@brandeis.edu

Xiao Zeng
Mandel Center for the Humanities 119
xiaozeng@brandeis.edu