

Attendance-required days are highlighted in yellow. Please be on time for all presentation days due to class size and time restraint.

MONDAY		WEDNESDAY	FRIDAY
16-一月 MLK Holiday	<p>CHI326- 2012 Spring 商用中文课程表 # 32070 RLM5.118 MWF 11-12AM</p> <p>Jeanette Chen : WCH 5.116 (OH: Tues. 11-1P & Wed. 1230--130P)</p> <p>Email: jeanettechen@mail.utexas.edu</p> <p>Textbook: 成功之道 Business Chinese for Success (Yuan)</p>	<p>18-一月</p> <p>Introduction</p> <p>商务面谈 Business/ Cultural Interviews</p> <p>A brief overview about the economic reform in China since 1979</p>	<p>20-一月 第一课</p> <p>1. Unit 1 VQ</p> <p>2. Intro of KFC - A 3-min. presentation by _1_____ / _2_____</p> <p>3. Unit 1 Patterns</p>
		<p>HW: 1. Vocab quiz prep Unit 1, PP.9-14,20</p>	<p>HW: online listening of U. 1 text</p> <p>Prep for In-class Reading - Show work on EX #1-5 in U. 1 in next class</p>
23-一月 第一课		<p>25-一月 第一课</p> <p>1. 补充阅读, 小知识 PP. 20, 22 :</p> <p>A 3-min presentation by _3_____ & _4_____</p> <p>2. Unit 1 General Quiz -Patterns & vocab</p>	<p>27-一月</p> <p>履历表Resume</p> <p>听写Unit 1 Dictation; Show Dictation prep</p>
<p>HW: Prep for Unit 1 General Quiz</p> <p>Preview Supp. Readings& Bus. Knowledge on PP. 20, 22</p>		<p>HW: Unit 1 HW on BB.</p> <p>Prep for Unit 1 Dictation: Show practice dictation from DASE.</p>	<p>HW: Prep for Discussion Circle (DC# 1)-Read article, do role worksheet, check vocab</p>
30-一月 第一课		<p>1-二月</p> <p>履历表Resume -1st Draft Due ; Discussion Circle Reflective Journal #1 Due</p> <p>商务面谈 1.Business/Cultural Interviews (Courtesy 04 - Alcohol), Gift Giving</p> <p>2. General Notes on Business Communication</p>	<p>3-二月 第二课 Midterm topic given</p> <p>1. Unit 2 VQ</p> <p>2. Intro of Starbucks : A 3-min. Presentation by _5_____ / _6_____</p> <p>3. Unit 2 Patterns</p>
<p>HW: 1. Resume first draft</p> <p>2 Discussion Circle Reflective Journal #1 (Use " Argumentative Writing in Chinese")</p>		<p>HW: Vocab Quiz Prep: Unit 2 pp.29-32, 38,39</p>	<p>HW: Unit 2 text: Online listening of U. 2 text</p> <p>Prep for In-class Reading : Show work on EX# 1~5 in U. 2 in next class.</p>
6-二月 第二课		<p>8-二月 第二课 Resume final draft due</p> <p>1. 补充阅读,小知识 PP. 37,38,40:</p> <p>A 3-min presentation by _7_____ & _8_____</p> <p>2. Unit 2 General Quiz :Patterns & Vocab</p>	<p>10-二月 第二课 Midterm topic chosen.</p> <p>1. Discussion Circle # 2 & a 3-min. report by group rep (graded)</p> <p>2. Bring completed vocab list and DC Worksheet, read article for prep grade.</p>
<p>HW: Prep for Unit 2 General Quiz</p> <p>Preview Supp. Readings & Bus. knowledge on PP.37,38,40</p>		<p>HW: Unit 2 HW on BB</p> <p>Prep on DC # 2 - Read article , do role worksheet, check vocab</p>	<p>HW: Prep for Role -Play on Monday.</p> <p>Turn in Hand-Written version of Role-Play at presentation time.</p>
13-二月		<p>15-二月</p> <p>Unit 2 Dictation; Show Dictation prep</p> <p>Discussion Circle reflective Journal # 2 due.</p> <p>商务面谈Business/ Cultural Interview (Courtesy 08 - Degree & Diploma)</p>	<p>17-二月 第四课 Midterm outline due (earn 10 points)</p> <p>1. Unit 4 VQ</p> <p>2. Intro of Sam's: A 3-min. presentation by _9_____ / _10_____</p> <p>3. Unit 4 Patterns</p>
<p>Unit 1-2 : Role Play (Attendance Required, No Tarry)</p> <p>Role-Play Hand Written version is due in class.</p>		<p>HW: Discussion Circle Reflective journal # 2 (Use " Argumentative Writing In Chinese)</p> <p>Prep for Unit 2 Dictation. Show practice dictation from DASE.</p>	<p>HW: Online Listening of U.4 text</p> <p>Prep for In-class Reading - Show work on EX #1~5 of U. 4 in next class.</p>
		<p>HW: Vocab Quiz Prep: Unit 4 PP.67-72, 77, 78</p> <p>1-page Midterm essay outline due , earn 10 points</p>	

<p>20-二月 第四课</p> <p>1. Unit 4 Text reading - In-class Reading</p> <p>2. Q & A</p> <p>3. Show work on Ex. 1~5 U. 4</p>	<p>22-二月 第四课</p> <p>1. 补充阅读, 小知识 PP. 77,78,80 ;</p> <p>A 3-min presentation by _11 _____ & _12 _____</p> <p>2. Unit 4 General Quiz / Patterns & Vocab</p>	<p>24-二月 In-Office Midterm Discussions (2 pages, 25 points)</p> <p>1. Discussion Circle # 3 & a 3-minute report by group rep (graded)</p> <p>2. Bring completed vocab list and DC worksheet, read article for prep grade.</p>
<p>HW: Prep for Unit 4 General Quiz</p> <p>Preview Supp. Reading & Business knowledge on pp.77,78,80</p>	<p>HW: Unit 4 HW on BB</p> <p>Prep on DC # 3 - Read article, do role worksheet & check vocab</p>	<p>Discussion Circle Reflective Journal # 3 is due next Friday.</p> <p>Mid-term Essay- 3 pages of first hand-written draft (earn 30 points)</p>
<p>27-二月 第四课 In-Office Midterm Discussions</p> <p>Mid-term Essay Discussions- 3 pages of 1st hand-written draft due.</p> <p>(Earn up to 25 points in midterm written report)</p>	<p>29-二月 No regular class meeting</p> <p>Completed 5-page Midterm Essay first draft due at 12:30PM in office</p> <p>(For late works: 10 points will be deducted from mid-term written work grade)</p>	<p>2-Mar</p> <p>Discussion Circle Reflective Journal # 3 is due.</p> <p>Unit 4 Dictation, show Dictation prep.</p> <p>商务面谈Business/ Cultural Interview (Professional 16 - Avoiding Offense)</p>
<p>HW: Mid-term essay writing</p>	<p>HW: 1. Prepare for Unit 4 Dictation ; Show practice dictation from DASE.</p> <p>2. Discussion Circle Reflective Journal # 3 Use "Argumentative Writing In Chinese"</p>	<p>HW: Preparation for Mid-term Presentation</p> <p>Prepare for General Business Terms Semester Review 1, vocab list on BB</p>
<p>5-三月</p> <p>General Business Terms Semester Review Test 1</p> <p>(Today's midterm presenters will take the Review Test in office hours this week.)</p> <p>期中报告 - 不可缺席 (Attendance Required, No Tarry)</p> <p>MIDTERM PPT PRESENTATION & ESSAY DUE</p>	<p>7-三月</p> <p>期中报告 - 不可缺席 (Attendance Required, No Tarry)</p> <p>MIDTERM PPT PRESENTATION & ESSAY DUE</p>	<p>9-三月</p> <p>期中报告 - 不可缺席 (Attendance Required, No Tarry)</p> <p>MIDTERM PPT PRESENTATION & ESSAY DUE</p> <p>Decide on roles for DC #4 " Baidu and Google"</p>
	<p>Prep for DC # 4 ,Baidu and Google, after Spring Break. Decide on DC roles</p>	<p>HW: Baidu and Google - Prep DC #4 ; Read article, do role worksheet and check vocab.</p>
<p>12-三月</p> <p>春假快乐 SPRING BREAK</p>	<p>14-三月</p> <p>春假快乐 SPRING BREAK</p>	<p>16-三月</p> <p>春假快乐 SPRING BREAK</p>
<p>19-三月</p> <p>Baidu and Google- Discussion Circle #4</p> <p>Bring completed vocab list, DC worksheet and read article for prep grade.</p> <p>A 3-min presentation by group rep. (graded)</p>	<p>21-三月 Final Exam PPT Topics given.</p> <p>Kangshifu - News article on BB</p> <p>A 3-min presentation by _13 _____ & _14 _____</p>	<p>23-三月 Scheduled in-class presentations (Attn. required, no tarry)</p> <p>商务面谈: Scheduled Talk on Chinese Business Cultural Points</p> <p>For everyone: 2 Note sheets on selected interviews due</p> <p>For presentaters: 3-page talk script and 2 note sheets due.</p>
<p>HW: Read article on "Kangshifu" on BB.</p>	<p>Prepare for Cultural Talk & Script</p> <p>Note sheets on 2 selected interviews and/or speech script due in next class.</p>	<p>Vocab Quiz Prep: Unit 7 ,PP.131-134,139,140,141</p>

<p>26-三月 第七课 第七课 : 1. Unit 7 VQ 2. Intro of Haier- a 3-minute presentation by _15 _____/_16 _____ 3. Unit 7 Patterns</p>	<p>28-三月 第七课 第七课: 1.Unit 7 text reading : In-class reading. 2. Q & A 3. Show work on Ex. 1-5 U. 7</p>	<p>30-三月 第七课 第七课 : 1. 补充阅读, 小知识 pp.139, 140, 141, 144; a 3 min. presentation by _17 _____/_18 _____ 2. Unit 7 海尔人才观</p>
<p>HW: Online Listening of U. 7 text Prep for In-class Reading - Show work on Ex # 1~5,U. 7</p>	<p>HW : Preview Supp. Reading & Bus. knowledge on pp.139, 140, 141, 144 Work on Final PPT Speech, first outline is due soon.</p>	<p>HW: Unit 7 HW Unit 7 General Quiz: Patterns & Vocab Prep</p>
<p>2-四月 第七课 Haier Impromptu Speech topics given. 1-page first Final Exam PPT Outline due(Earn up to 10 points) Unit 7 General Quiz : Patterns & Vocab Haier discussion sheet (海尔讨论提要).</p>	<p>4-四月 第七课 第七课: 1. Discussion Circle # 5 & a 3-min. report by group rep (graded) 2. Bring vocab list, role worksheet and read article for prep grade Pre-arrangement for sample Impromptu speeches.</p>	<p>6-四月 第七课 Attendance Required. No Tarry. 第七课 : Discussion journal # 5 due. Share Haier Discussion Sheet in groups. Show 1/2 completed sheet for up to 15 pts. 2-3 Sample Impromptu Speech (3 minutes each) conducted.</p>
<p>** Work on Final PPT Speech HW: DC #5 Prep - Print and read article, role worksheet and check vocab</p>	<p>HW: 海尔讨论提要, complete half of Haier Discussion sheet for up to 15 points Discussion Circle Journal #5 & ** Work on Final PPT speech</p>	<p>Impromptu Speech Prep. -Finish both sides of discussion sheet for up to 30 points . Turn in completed discussion sheet on the speech day. Work on Final PPT speech</p>
<p>9-四月 第七课 Haier Discussion Sheet Due 第七课: 3-min.Haier Impromptu Speech - Attendance Required. No Tarry. Topic picked at speech time.</p>	<p>11-四月 第十课: 1. Unit 10 VQ & Unit 10 text reading,Q & A 2. Intro of Lenovo: a 3-min presentation by _19 _____ 3. Show work on EX #1~5, U.10</p>	<p>13-四月 1. A general dictation based on U.7 & U.10; Show Dictation prep 2. 第十课 补充阅读 pp. 201-202 ; a 3-min presentation by _20 _____ In-Office Discussions of 3-page Final Speech Starts today. Earn up to 25 points.</p>
<p>HW: Vocab Quiz Prep : Unit 10, PP. 193 - 196, 201, 203 Online listening of U.10 text; Prep for In-class Reading -Show work on EX 1~5, U. 10</p>	<p>Prep for Dictation - Show Dictation practices of U.7 & U.10 from DASE. Read supplementary materials on PP 201-202</p>	<p>HW: final PPT Speech first draft HW:Unit10 HW -a make up opportunity for previously missed HW (U. 1,2,4,7)</p>
<p>16-四月 In-Office Scheduled Discussions Final PPT Discussion II-updated outline & first 4-5 hand-written pages due. Discussions conducted before,during & after class time on Monday, in office, & on Tuesday during and after office hours. Earn up to 25 points in final written report)</p>	<p>18-四月 No regular class meeting. The complete 7-page hand-written Final PPT Speech is due in office by 12:30 PM in office. For late works, a 10-point deduction from Final Written work will take place.</p>	<p>20-四月 Schedule in- class presentations (attn. required,no tarry) 商务面谈: Scheduled Talk on Chinese Business Cultural Points For everyone: 2 Note sheets on selected interviews due For presenters only: a 3 page talk script and 2 note sheets due .</p>
<p>Finish Final PPT Speech.</p>	<p>HW : Prepare for Cultural talks & scripts Note sheets on 2 selected interviews and/or 3-page speech script due in next class</p>	<p>HW: Leasing Contract 1 - read, prep for quiz</p>
<p>23-四月 第十课 Leasing Contract 1 Quiz on Leasing Contract Vocabulary Questions from Final Presentation</p>	<p>25-四月 Tailong contract -read, vocab quiz Business Contract Questions from Final Presentation</p>	<p>27-四月 General Business Term Semester Review Test 2, including Leasing&Tailong Contracts 商务面谈Business Interview (Professional 7,Negotiation 7) Questions from Final Presentation</p>
<p>Tailong Contract - read, prep for vocab quiz</p>	<p>Prep for General Business Term Semester Review Test 2 Vocab list on BB; Test also include Leasing & Tailong Contracts.</p>	<p>HW: Work on Final PPT slides, booklet and presentation</p>
<p>30-四月 2-五月 4-五月 期末报告 - 不可缺席 (Attendance Required, No Tarry) This is a Final Exam for each class member to show improvements on his/her Chinese oral ability and presentation skills. So, please do not plan on showing video clips of other people talking,even in related topics.</p>		