



Essential Chinese For Business Communication

Training Course	Essential Chinese For Business Communication
Course Language	English and Chinese
Course Duration	Total Number of hours: 36 Days: Mondays and Wednesdays Time: 5pm to 8pm
Course Objectives	<ul style="list-style-type: none">○ Covers the basics with simple, graded activities on essential topics for business communication○ Introduces essential grammatical structures.○ Positions pinyin close to Chinese characters so students can focus on speaking and pronunciation.○ Cover essential phrases in Chinese widely used for businessmen and travelers.○ Concentrates on listening, speaking, and reading.
Course Content	<p>Course Key Topic Area Includes:</p> <ul style="list-style-type: none">○ Introduction-Chinese pinyin, Chinese writing system (Basic Radical, Basic Strokes).○ Common phrases in greetings and introducing people.○ Dealing with numbers, expressions for "how much" and "how many".○ Expressions related to dates and time.○ Direction and position – asking the way.○ Booking Hotel- Early checking and late check out. Canceling or changing reservation.○ Shopping – Shopping for goods, returning and exchanging merchandise.○ At the restaurant – ordering food and drinks, asking for recommendations, paying the bill and methods of payments.○ Booking hotel – early check-in and late check-out, canceling or changing reservation.



Course Content (Cont.)	<ul style="list-style-type: none">○ At the airport – booking a plane ticket, canceling or changing tickets.○ In trouble – asking for help, accidents, theft and police station.○ Banking – names of currencies, exchanging foreign currency, deposits and withdraws, setting up a bank account and transferring money.○ Use basic vocabulary on simple common business terms (contracts, agreement or disagreement, shipping, payments and transection).
Learning Outcomes	<p>At the end of the program the trainees will be able to:</p> <ul style="list-style-type: none">○ Be familiar with the Chinese pinyin, strokes and basic radicals.○ Formally greet people.○ Deal with numbers and counting operations.○ Express dates and time.○ Independently ask for direction and finding the place.○ Conduct business transactions in Chinese.○ Deal independently with hotels common tasks and issues.○ Book a plane ticket and negotiate a discount, canceling or changing ticket.○ Deal with banking issues and transections e.g. currencies, exchanging foreign currency, deposits and withdraws, setting up an bank account and wiring money.○ Use basic vocabulary on simple common business terms (contracts, agreement or disagreement, shipping, logistics, etc.)



Target Audience	All Non-Chinese Speakers with minimum or no exposure to Chinese Language
Course Material/ Technology used	DVDs & CDs, Cards, Handouts, Educational Websites.
Instructor Details & Brief Instructor Bio	The course will be delivered by Ms. Dina Wu, M.Ed. Ms. Dina is a Chinese native speaker and has a Master Degree in Education with over 20 years of academic and teaching experience in Chinese Language Arts. Most of Ms. Dina’s experience is in teaching Chinese Language for Non-Chinese speakers. She has extensive experience in teaching in multi-national environment in Canada (Home Country) and Qatar (Current Residence). Ms. Dina has conducted extensive research and comparisons of different teaching methodologies and approaches and examined, studied and developed many Chinese Language Program’s curricula for different organizations. She has extensive knowledge on many Chinese Language proficiency evaluation programs like the American Council on the Teaching of Foreign Languages ACTFL (Writing Proficiency and Oral Proficiency) and China’s official Chinese Language Proficiency Test (HSK). Ms. Dina is certified in “Teaching Chinese as a Foreign Language (TCFL), Pearson EDI on behalf of The Chinese Language Education Association” and in “Teaching Chinese to Speakers of Other Languages, International Association for Teachers of Chinese to Speakers of Other Languages (TCSOL)”.
Course Fees	QAR 1800 15% discount for online registration and payment.