

## Chinese Language Proficiency Courses

The following elective Chinese language proficiency courses offered by the Department of Chinese Language and Literature are designed to enhance students' Chinese language proficiency. Major and Minor students of the Department of Chinese Language and Literature may take some of these courses, but the courses and units taken shall not count towards the requirements of their Major and Minor Programmes.

### Course List

<i>Code</i>	<i>Course Title</i>	<i>Unit</i>
BCJ 1201	Chinese Classics Related to Medicine	3
CHI 1410	Chinese for Faculty of Medicine	1
CHI 1420	Chinese for Faculty of Science	1
*CHI 1430	Chinese for Faculty of Engineering	1
*CHI 1500	Introduction to Creative Writing	3
CHI 1509	Chinese for Communication	3
CHI 1510	Business Chinese	3
CHI 1520	Chinese for Executives	3
CHI 1530	Oral Communication Skills	3
*CHI 1540	Chinese Couplet Composition and Appreciation	3
CHI 1550	Grammar Analysis and Writing	3
*CHI 1560	Prose Appreciation and Writing	3
*CHI 1570	Speech and Debate	3
*CHI 1580	Reading, Thinking and Writing	3
CHI 1582	Business Writing of China and Hong Kong	3
CHI 1583	Oral Communication and Interpretation for China and Hong Kong	3
CHI 1584	Writing and Translation for Executive Chinese	3
CHI 1585	Speech and Negotiation	3
CHI 1586	Creative Writing in Chinese	3
*CHI 1590	Reading and Writing of Modern Poems	3
*CHI 1610	Short Essays in Classical Chinese: Appreciation and Writing	3
*CHI 1620	Language, Logic and Writing	3
CHI 1630	Chinese for Faculties of Arts and Education	3
*CHI 1650	Chinese Communication for Faculty of Medicine	3
CHI 1660	Chinese for Faculty of Business Administration	3
*CHI 1670	Chinese for Web Communication and Editing	3
*CHI 1720	Advanced Chinese Course for Executives	3
*CHI 1730	Advanced Skills in Oral Communication	3

\* Courses offered in 2002-03 and before.

## Course Description

(Unless otherwise specified, all are 3-unit term courses of two hours of lecture and one hour of tutorial per week.)

### BCJ 1201

#### Chinese Classics Related to Medicine

This course highlights the importance of classical Chinese proficiency in the study of Chinese Medicine as an integral part of Chinese culture. Students will be taught the main features of the classical Chinese language and will also be exposed to the format of medical Chinese. This course aims to help students to prepare for the study of Chinese Medicine. This course is jointly offered by the Departments of Chinese Language and Literature and Biochemistry. (Not for students who have taken GEE 281Z.)

### CHI 1410

#### Chinese for Faculty of Medicine

1 U; 2 Lect.

The aims of this course for students in the Faculty of Medicine are: to enhance students' language proficiency in reading comprehension and oral communication; to correct students' common errors in written expression; and to help students develop independent study skills for continuous improvement in Chinese language ability. Course materials will include academic readings recommended by teaching staff of the Faculty of Medicine. Through practices in different simulated situations relevant to the medical profession, students will be able to develop better oral communication skills.

### CHI 1420

#### Chinese for Faculty of Science

1 U; 2 Lect.

The aims of this course for students in the Faculty of Science are: to enhance students' language proficiency in reading comprehension and writing; to correct students' common errors in written expression; and to help students develop independent study skills for continuous improvement in Chinese language ability. Upon completion of the course, students will have developed better understanding of academic papers or journal articles in their own academic field and have acquired acceptable language ability in writing for academic purposes. To achieve such objectives, course materials will include academic readings recommended by teaching staff of the Faculty of Science.

### CHI 1509

#### Chinese for Communication

Course objectives: Language is an important tool for communication. Solid foundation in language is of great assistance to studies, work and daily life. Through different types of exercises and practices, students can consolidate their language learning, correct their common language errors and enhance their reading and writing abilities.

Course outline: A. Foundation language training: 1) correction of wrongly written Chinese characters; 2) connotative distinction, use of Chinese idioms, a comparison of Cantonese and Putonghua words and phrases; and 3) introduction to sentence structure, analysis of westernized sentence structure, correction of syntax errors. B. Training in reading: 1) reading strategies; and 2) reading techniques. C. Training in writing: 1) writing strategies; and 2) writing techniques.

#### CHI 1510

##### Business Chinese

Course objectives: Hong Kong is a cosmopolitan city where business is of crucial importance to our economy. This course aims to develop students' ability in writing for business purposes, with emphasis on the principles of writing common business documents. Due importance will be attached to case analysis in authentic situations and practice in writing.

Course outline: A. Introduction: 1) general principles of Business Chinese; and 2) a brief introduction to the common reference books in Business Chinese. B. Discussion topics: 1) business correspondence and memorandum; 2) business notice, announcement and circular; 3) minutes writing; 4) press release of commercial nature; 5) advertisement; 6) user manual and instructions for commercial products; 7) market survey report; 8) commercial contract and agreement; and 9) commercial writings for social and ritual purposes.

#### CHI 1520

##### Chinese for Executives

Course objectives: Hong Kong is a Chinese society where major public and private organizations use Chinese in writing formal documents. This course is to provide training in Chinese writing for executive purposes, especially for students who wish to join the government and large organizations. Teaching will make use of real-life examples for analysis and practice in writing. Introduction on the formats of different types of official documents of the Hong Kong Special Administrative Region will be made.

Course outline: A. Introduction: 1) introduction to Chinese for executives; and 2) a brief introduction to the reference books used in the course. B. Discussion topics: 1) correspondence and memorandum; 2) government notice and circular; 3) public notice and announcement; 4) agenda and minutes; 5) prospectus and proposal; 6) regulations; 7) design of tables and forms; 8) publicity writings and press release; and 9) speech writing.

#### CHI 1530

##### Oral Communication Skills

Course objectives: Inter-personal communication is valued in modern society. Very often, eloquence has profound influence on the success of one's career. This course aims to develop students' competence in oral communication with simulation practices in different situations.

Course outline: 1) standard pronunciation in Cantonese and correction of students' articulation problems; 2) use of body language; 3) listening and reciting; 4) oral report; 5) oral skills for social interaction; 6) skills in giving a speech; 7) oral skills for a meeting; 8) oral skills for an interview; 9) oral skills for making complaints and replying complaints; and 10) negotiation skills.

#### CHI 1550

##### Grammar Analysis and Writing

Course objectives: Grammatical knowledge is imperative to the correct use of language. The course is designed to enhance students' writing ability through the analysis of the grammatical structure of modern Chinese. Equal emphasis will be placed on writing exercises. In order to enhance students' ability to diagnose their own grammatical errors and to improve their own writings, knowledge of practical grammar will be introduced with examples of common language problems in Hong Kong.

Course outline: 1) introduction; 2) distinction between characters and word; 3) methods of grammatical analysis; 4) knowledge of practical grammar; 5) introduction to grammatical terms; and 6) writing and language problems.

CHI 1582

Business Writing of China and Hong Kong

Course objectives: Close economic ties exist between mainland China and Hong Kong. Nevertheless, the business correspondence of the two regions differs in various aspects. With an aim to help students accustom to the working and language environment and enhance their communicative skills in the China trade context, the course introduces students to the features of characters, vocabularies, syntax and format of the mainland Chinese business correspondence.

Course outline: 1) the features of simplified Chinese characters; 2) the comparison of the Mainland and Hong Kong commercial vocabularies; 3) the basic syntactical differences between the Mainland and Hong Kong; and 4) the format of the mainland Chinese business writing and practical writing exercises: business correspondence, meeting minutes, survey and report, letter of intent and agreement.

CHI 1583

Oral Communication and Interpretation for China and Hong Kong

Course objectives: Increasing interactions between Hong Kong and the Mainland have brought about changes in the language environment. The course will address specifically the problems encountered by Hong Kong people in pronunciation, use of vocabulary terms, syntax and communication styles. With the illustration of daily examples and simulation practices of authentic work contexts, it is expected to enhance students' ability in Putonghua oral communication.

Course outline: A. Recognition and distinction of Putonghua phonology: 1) problems encountered by Hong Kong people in learning Putonghua; 2) common errors in speaking Putonghua, recognition of and correction for misused words; and 3) listening exercises. B. A comparative analysis of Cantonese and Putonghua: 1) a comparison of Cantonese and Putonghua terms; and 2) syntax differences between Cantonese and Putonghua. C. Putonghua oral communication practices in: 1) social interactions; 2) introducing and explaining; 3) interviews; 4) consultation; 5) lodging complaints and responding to complaints; and 6) delivering short speeches.

CHI 1584

Writing and Translation for Executive Chinese

Course objectives: Bilingualism is practised by many organizations in Hong Kong which present their administrative documents in both Chinese and English. Mastering translation techniques will be of great benefits to one's job. This course will compare the administrative documents written in Chinese and English in terms of format, style of writing, syntax and vocabulary. With analysis of practical real-life examples and exercises in translation, students will fit into a bilingual working environment and enhance their ability in Chinese writing for administrative purposes.

Course outline: 1) cultural differences in writing Chinese/English administrative documents; 2) a comparison of the Chinese/English administrative documents in terms of format; 3) writing styles of different types of Chinese/English administrative documents; 4) sentence structures commonly found in Chinese/English writing and translation of common vocabulary terms from English into Chinese; and 5) illustration with selected practical examples and practices in application letters, invitation letters, complaint letters, memoranda, e-mail, invitation cards, notices and documents for meetings.

CHI 1585

Speech and Negotiation

Course objectives: Speech and negotiation have key roles to play in modern lives. They are also important oral communication skills. Effective use of the two skills is of great assistance to interpersonal communication, social interaction, commercial negotiation and crisis management. With simulation practices of different nature and in different contexts, this course aims to develop students' skills in delivering speeches and in negotiation with application in daily life and work context.

Course outline: 1) corrections for some commonly mispronounced characters and problems in articulation; 2) strategies and skills in delivering speeches; 3) appreciation and analysis of famous speeches; 4) practice in delivering speeches: speech in social occasion, descriptive speech, persuasive speech; 5) strategies and skills in negotiation; 6) negotiation case analysis; and 7) practice in negotiation skills: negotiation in daily context, negotiation in work context, negotiation for crisis.

CHI 1586

Creative Writing in Chinese

Course objectives: Society has attached increasing importance to education in creativity. This course aims to help students develop their creativity through writing. Different types of writing styles will be introduced to students through a variety of teaching modes. Also, different types of writing exercises will be assigned to stimulate students' creative thinking and to enhance their writing ability.

Course outline: A. Relationship between creativity and writing. B. Training in creative thinking: 1) to cultivate students' observation power: training in character/word observation; 2) to inspire imagination: "Against habit" method; 3) to define a theme: "re-defining" method; 4) to catch the rhythm: "sense-stimulation" method; 5) to develop an idea: "imitation-creation" method; 6) to memorize details: "image-memorization" method; 7) to change role: "assumption" method; and 8) to set structure: "strong combination" method.

CHI 1630

Chinese for Faculties of Arts and Education

Course objectives: This course aims at enhancing students' abilities in Chinese reading and writing.

Course outline: 1) reading and analysis of selected works; 2) fundamental knowledge of Chinese language - taught through selected articles, language exercises and self-learning kits; 3) book report; and 4) composition.

CHI 1660

Chinese for Faculty of Business Administration

The course aims at enhancing students' language proficiency in analytical comprehension, writing and oral expression in the commercial context.