

Name of Course:	Business Mandarin	Course Book:	Business Chinese 20 Essential topics
Number of Lessons:	15	Chapters:	Lesson 1-15

Overview of the course:

This course is designed for people with a bit of knowledge of Chinese language who want to obtain hands-on and practical knowledge of Chinese language used in a business context, such as business networking, establishing business relations and conversation in a business or working environment. This course is for people who need Chinese for work or promoting their businesses.

These lessons will be conversation/speaking focused with a general introduction of the Chinese phonetic system and character writing at then beginning. In the class, we aim to re-create real business situations and give the students as many opportunities as possible to practice conversations within these contexts.

Topics	Language Structure / Grammar Points
Greetings and getting to know each other	Personal pronouns: 你; 您
Introducing your business	Verb: 是; 有; 会; 看上去; 请; 想; 喜欢; 送; 知道; 认识; 带; 能; 给; 觉得; 坐; 接
Making business appointment	Modal particle: 呢
Discussing business schedule	Question word: 吗; 什么; 哪; 几; 多少; 谁; 怎么; 怎么样; 有没有; 有.....吗; 什么时候
Attending company socials	Measurement word: 位; 个
Buying business gifts	Structural particle: 的; 了
Recruiting staff	Adverb: 都; 左右; 就; 更; 正在; 才
Making business phone calls	Preposition: 在; 给
Arranging staff training	Auxiliary verb: 可以
Travelling for business	Position words: 左; 右; 上; 下

Honorific expression asking people's surnames: 贵姓

Use 吧 to form an imperative sentence

Use 请问 to politely ask a question

Use 啊 to add a casual tone to an affirmative answer

Use 各位/大家 to address people

Use 一下 to indicate brief action or encouragement

Expression of dates: 月 & 号

太 + adjective/verb + 了 sentence structure

Expression of time: 点 & 分 & 小时 & 分钟

Differences between 还是 & 或者

Verb + 过 structure to find out whether someone have ever done something

Verb + 得 structure indicating the manner of an action

Expressions of money: 元, 块, 角, 毛

Use adjective + 一点儿 structure to bargain

Verb + 好了 structure indicating an action has been carried out or completed with a satisfactory result

Use 对.....感兴趣 structure to express interest

Use 请问 xx 在吗? to ask for someone over the phone

.....的时候 expressing 'the time when...'