

普及灣大學三年中文 Chin 303: Greater China 第七週進度表

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第七週(3/2 – 3/6) 課程目標 Overview & Goal: <ol style="list-style-type: none"> Learn to present in front of class; using PPT presentation Topic #2 工作須知 履歷表 求職信 工作面試 Please complete Student Response Form and submit to perry@ups.edu (anonymous hard copies are welcome) 			公告欄 Bulletin Board: Download PDF file See Chinese Tutor Schedule at the Learning Ctr. Tuesday 3/3 6:00-8:00 p.m. Wyatt 209 Classroom Chinese Film: To Live (1994) 活着 read a blog review watch youtube movie clip (3 min.)
Week #6	課前功課 Pre-Class Reading/Preparation	上課任務 In-Class Tasks	作業 評鑑 Topic #2 Assignments & Evaluation
星期一 (3/2)	➤ Week #7 Grammar Point 不仅如此 (二) (三) (四) (pp. 25-26) - Due Monday 3/9 ➤ Review 简历教程 个人简历的写作标准 ➤ Read Sample 简历 Resume Ngai Chen Tara Yanak	Collect Grammar Point 不管 (二) (三) (p. 24) Discussion 課堂討論及活動 Ngai Chen Tara Yanak See 履歷表 Work on your own (Chinese/English) Resume	Topic #2 – about 20% of total class grade (weeks #6-7) ➤ Quiz 2.1 Quiz 2.2 Quiz 2.3 20% ➤ Class Discussion/Participation 15% ➤ Resume in English 5% (weeks #8) ➤ Chinese Resume (drafts/meeting/final) 30% ➤ Cover Letter (drafts/meeting/final) 30%
星期三 (3/4)	➤ Week #7 Grammar Point 不仅如此 (二) (三) (四) (pp. 25-26) - Due Monday 3/9 ➤ Read Sample 求职信/应征信 Cover letter: Steve Blake (know all the new words/can translate into English) ➤ Work on your resume in Chinese (Due Friday 3/6 in class)	Quiz 2.2 on Cover Letter: Steve Blake Discussion 課堂討論及活動 See 履歷表 Question & Answers	Situation #1 (role-play): You are applying for a summer internship working for a Shanghai-based joint-venture company. Prepare the following: 1. English Resume 2. Chinese Resume 3. Cover Letter Mail all material to the address below: 王海经理 富士通信息系统有限公司 中国上海市延安东路 12 号
星期五 (3/6)	➤ Week #7 Grammar Point 不仅如此 (二) (三) (四) (pp. 25-26) - Due Monday 3/9 ➤ Read Sample 求职信/应征信 Cover letter: (know all the new words/can translate into English) Eri Sakai More SWAP Samples ➤ Work on your resume in Chinese (Due Friday 3/6 in class)	Collect Resume in Chinese/English (no later than 2:00 p.m. Friday) Quiz 2.3 on Cover Letter: Eri Sakai Discussion 課堂討論及活動 See 履歷表	Situation #2 (real): You are applying for a job currently posted on one of the following websites: http://www.china-practice.org.cn/index.jsp http://www.chinajob.com/ http://www.abroadchina.org/ http://www.jobsabroad.com/China.cfm http://www.work-in-china.com/
背景閱讀 Links provided by the instructor and students for Topic #2: <ul style="list-style-type: none"> ➤ Sinosplce.com: The Chinese Work Ethics, posted on July 23, 2006. ➤ 18 Rules of International Business Ethics, Stephan Rothlin, posted in March 2006. ➤ Completeowrk.org: China's Collectivist Work Ethic Changing, see Source at <http://www.rotman.utoronto.ca/NewThinking>. 			

