

普及灣大學三年中文 Chin 303: Greater China 第八週進度表

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第八週(3/9 – 3/13) 課程目標 Overview & Goal: <ol style="list-style-type: none"> 1. Topic #2 工作須知 履歷表 求職信 工作面試 2. Complete resume in both English and Chinese; learn to write a cover letter for job application; 3. Learn to search jobs in China online. 			公告欄 Bulletin Board: Download PDF file See Chinese Tutor Schedule at the Learning Ctr. Tuesday 3/10 6:00-7:00 Language House Conversation Do's and Don'ts in China and Taiwan
Week #8	課前功課 Pre-Class Reading/Preparation	個人時間 Individual Appointments	作業 評鑑 Topic #2 Assignments & Evaluation
星期一 (3/9)	➤ Complete Week #7 Grammar Point 不僅如此 (二) (三) (四) (pp. 25-26) - Due Monday 3/9 ➤ Review 簡歷教程 個人簡歷的寫作標準	3/6 Fri. 10:00 Alex 3/9 Monday 10:00 Courtney 10:30 Katie; 12:00 Becca 3/10 Tuesday 1:30 Katie; 2:00 Andrew; 2:30 Colin 3/11 Wed. 10:00 Mark; 10:30 Ryan; 12:00 Liz 3/12 Thursday 1:00 Sam F. 3/13 Fri. 12:00 Phil; 1:00 Elise/Sam; 1:30 Jordan	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 (3/11)	➤ Revise resume and cover letter		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: 王海經理 富士通信息系統有限公司 中國上海市延安東路 12 號 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/
星期五 (3/13)	➤ Revise resume and cover letter	Email corrected copy of resume and cover letter before Spring break.	
背景閱讀 Links provided by the instructor and students for Topic #2: ➤ Sinosplice.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 >.			