



**NANYANG
TECHNOLOGICAL
UNIVERSITY**
SINGAPORE

Course Aims

Business Chinese is designed for you (as a student) to understand the forms of Chinese and Chinese usage appropriate to business, and to improve the communicative and presentation skills. You will be trained in writing business correspondence, formal business writing and report. Public relations techniques such as advocacy, presentation and interview techniques will be taught. Through lively authentic teaching materials (print/non-print), such as financial newspaper reports, business related web resources, and TV business news broadcasting and interviews, etc., you will be extensively exposed to business related Chinese language and multiple topics reflecting finance and economics. The course will be conducted in a highly interactive mode. You will be motivated to take active participation in carefully designed activities including forum-like tutorials, group discussions, radio and TV financial news broadcasting, mock interview, presentations, group project, etc. The course aims to not only train you to be professional in Mandarin listening, speaking, reading and writing skills, but also to understand and be sensitive to current affairs and international financial situation.

Intended Learning Outcomes (ILO)

By the end of this course, you (as a student) would be able to:

1. Use words and terms appropriately in structures required for formal style in your interested areas (career development, business environment, international business and economics).
2. Prepare scripts for public speaking / summaries of discussion sessions or meetings in a given period of time.
3. Engage in formal discussions on various topics reflecting trade, economics and business culture.
4. Give public speeches and presentations to the class and receive on-spot feedback for discussion and improvements.
5. Train to write business news reports and broadcast financial news as well as to do a radio or TV interview.
6. Describe key ideas and details presented in reading materials, such as newspaper articles, official documents and correspondence.
7. Write basic business communications including meeting minutes, phone messages, brief summaries, emails, letters, and reports etc.

Course Content

The course is organized around the following 5 topics:

- Brief Introduction of China, Taiwan and Hong Kong
 - Economic geography
 - History and modern Chinese society
- Financial news writing and broadcasting; mock interview
- Career Development
- Marketing and advertising in the business world

Assessment (includes both continuous and summative assessment)

Component	Course LO Tested	Related Programme LO or Graduate Attributes	Weighting	Team/Individual	Assessment Rubrics
CA1: Financial News Report Writing	1-7	Cognitive agility Competence	20%	Individual	Appendix 1
CA2: Financial News Broadcasting	1-4;7	Character competence	20%	Individual	Appendix 2
CA3: Financial News Analysis Mock Interviews	1-7	character competence Cognitive agility	20%	Group	Appendix 3
CA4: Final Written Test	1-7	Cognitive agility Competence	30%	Individual	Appendix 4
CA5: Class Participation	1-7	Character cognitive agility	10%	individual	Appendix 5
Total			100%		

- **CA1 (20%): Financial News Report Writing**
 - Training to select, analyze and rewrite Chinese financial news script which are suitable to broadcast for a radio and TV news programme (250 words) (weight 10%).
 - Select a financial news topic to write a financial news script which is suitable to broadcast for a radio and TV news programme (250 words) (weight 10%).
- **CA 2(20%): Financial News Broadcasting**
 - To read and video recording a TV financial news.
- **CA3(20%) Financial News Analysis Mock Interviews**
 - 3-4 students forming a group to select and discuss a suitable current financial topic.
 - Viewing and discussing the media programmes of the financial topic selected.
 - Analysing the topic and writing up the script for the mock interview.
 - To do a media recorded Financial News programme (8-10 mins) which comprises interviewer and interviewees to analyse the topic selected.
 - To do well on the team assessment, it is necessary for you to demonstrate positive interdependence and teamwork. In principle, you will receive the same marks as your team. However, your individual score may vary based on feedback about your contributions to the group project.
- **CA4(30%): Final Written Test (Choose one of the following tasks)**
 - To complete a financial news topic to write a financial news script which is suitable to broadcast for a radio and TV news programme (500 words).
 - Comments on a current financial topic (500 words).
- **CA5(10%) Participation**
 - Complete in-class work and homework
 - Often voluntary in discussions
 - Works very well in pairs and groups

Formative feedback

Formative assessment is integrated into the classroom practice to provide feedback on the learning progress to both students and teachers. All assessments in the course must be formative. The feedback will be given in a prompt and informative manner with specific reference to the Intended Learning Outcomes as soon as possible during or after the learning activity.

Tools used for formative assessment and learning activity implemented in this course are:

- **Classroom Discussion:** Prompt verbal feedback and comments are provided for all classroom discussion and presentation, etc.
- **Classroom Tasks:** Prompt feedback and comments are provided for each short in-class learning oral/writing activities, such as summarising group discussions; notes; and oral report, etc.
- **On-the-spot role play:** this is to develop and guide students to put their learned knowledge into use. Students receive feedback and comments on the spot. It also facilitates learning by allowing students to view & to respond to the work of others.
- **Written assignments:** Individual written feedback/comments regarding content and linguistic performance are to be given to each student for each non-summative writing assessment.
- **Projects:** students are guided step-by-step to the final project. Guidance and comments are given periodically.

Learning and Teaching approach

Approach	How does this approach support students in achieving the learning outcomes?
Task-based learning	you will acquire the knowledge by completing the designed task, such as financial news script writing, broadcasting, Mock Media Financial News interview and script writing; CV writ-up; Mock Job interview; design ad-writing. Etc.
Collaborative learning	You will work in pairs and groups by sharing experience and knowledge, evaluating ideas, monitoring one another's work and creating a product of the learning through face-to-face conversation, online discussion in social media apps; Teams, etc.

Reading and References

There is not a designated textbook for this course. Reading materials are from various sources, e.g. websites; blogs; newspapers, etc. Assigned teaching and learning materials (print/non-print) will be uploaded to iNTULearn beforehand.

Course Policies and Student Responsibilities

(1) General

You are expected to complete all assigned pre-class readings and activities, attend all seminar classes punctually and take all scheduled assignments and tests by due dates. You are expected to take responsibility to follow up with course notes, assignments and course related announcements for seminar sessions you have missed. You are

expected to participate in all group discussions and activities.

(2) Absenteeism

This course requires you to be in class to contribute to team work. In-class activities make up a significant portion of your course grade. Absence from class without a valid reason will affect your overall course grade. Valid reasons include falling sick supported by a medical certificate and participation in NTU's approved activities supported by an excuse letter from the relevant bodies. There will be no make-up opportunities for in-class activities. If you miss a group session, you must inform your team members and me via email (include email address) prior to the start of the class.

Academic Integrity

Good academic work depends on honesty and ethical behaviour. The quality of your work as a student relies on adhering to the principles of academic integrity and to the NTU Honour Code, a set of values shared by the whole university community. Truth, Trust and Justice are at the core of NTU's shared values.

As a student, it is important that you recognize your responsibilities in understanding and applying the principles of academic integrity in all the work you do at NTU. Not knowing what is involved in maintaining academic integrity does not excuse academic dishonesty. You need to actively equip yourself with strategies to avoid all forms of academic dishonesty, including plagiarism, academic fraud, collusion and cheating. If you are uncertain of the definitions of any of these terms, you should go to the [academic integrity website](#) for more information. Consult your instructor(s) if you need any clarification about the requirements of academic integrity in the course.

Planned Weekly Schedule

Week	Topic	Course LOs	Readings / Activities
1	<p>Economic Geography</p> <ul style="list-style-type: none">Overview of Chinese Geography, such as southern part and northern part of China, neighbour countries of China, and ethnic groups of China.Economic growth in China for the past 40 years.	LO1-7	<p><u>Reading & Writing</u></p> <ul style="list-style-type: none">Read 'Overview of China about Economy'.Group discussion about the reading material.Fill in the map of China with some economical points as important cities, special economic zones, etc.Summarizing group discussion (200 words).
	<ul style="list-style-type: none">Special economic zones, developed areas, and main cities in China.Development of special economic zones and Yangtze River in the map of China.Economic development of Taiwan and Hong Kong.		

2	<p>History & Economics</p> <ul style="list-style-type: none"> ▪ Overview of Chinese history; important dynasties. ▪ Influential people in Chinese history such as Confucius, Emperor Qin and the only female emperor Zetian Wu. ▪ Applying The Art of War to business strategy. (《孙子兵法》) 	LO1-7	<p><u>Listening, Speaking & Writing</u></p> <ul style="list-style-type: none"> ▪ Watching video. ▪ Applying The Art of War to business strategy. ▪ Understand Ancient businessman: Lu Buwei and Fan Li (吕不韦和范蠡) and modern businessman: Hu Xueyan and Wu Bingjian (胡雪岩和伍秉鉴). ▪ Group discussion and presentation on the video. Summarizing group discussion (200 words).
	<ul style="list-style-type: none"> ▪ Ancient and modern Chinese businessman's business philosophy, business methods, business dilemmas, business strengths and weaknesses. ▪ SWOT Analysis (Strengths, weaknesses, opportunities & threats) of the company. ▪ Ancient businessman: Lu Buwei and Fan Li (吕不韦和范蠡). ▪ Modern businessman: Hu Xueyan and Wu Bingjian (胡雪岩和伍秉鉴). 		
3	<p>Contemporary Chinese Economics:</p> <ul style="list-style-type: none"> ▪ Introduction of Singapore Chinese businessman: Tan Kah Kee and Zhang Yong (陈嘉庚和张勇). ▪ Study of the distinctive Chinese socialist economy, Its development and growth. 	LO1-7	<p><u>Reading & Writing</u></p> <ul style="list-style-type: none"> ▪ Read "Contemporary Chinese Economics" article. ▪ Introduction of Singapore Chinese businessman: Tan Kah Kee and Zhang Yong (陈嘉庚和张勇). ▪ Group discussion about the reading material. ▪ Summarizing group discussion (200 words).
	<ul style="list-style-type: none"> ▪ Implication of the communist China's economic policy "common prosperity" for everyone. ▪ Discussion on the U.S.-China trade war: how it hurts the world economy. ▪ CPTPP (Comprehensive and Progressive Agreement for Trans-Pacific Partnership) and ASEAN's business strategy. 		
4	<p>Written Chinese & Spoken Chinese</p> <ul style="list-style-type: none"> ▪ To understand differences of formal and informal Chinese language. Students will be able to carry on normal conversations and to read a newspaper or to write a business letter. ▪ To understand the aspects of how does the classical language that are not normally heard in conversation remain in newspapers, books, official addresses, and documents. ▪ To understand the contrast of high context culture and the low context 	LO1-7	<p><u>Reading, Speaking & Writing</u></p> <ul style="list-style-type: none"> ▪ Read article related to formal and informal Chinese language. ▪ Group discussion with guided questions. ▪ Summarizing group discussion (200 words).

	culture in Chinese language.		
	<ul style="list-style-type: none"> ▪ To understand most commonly seen characters in newspapers and other print sources and methods to analyse the differences. ▪ To understand the formal language written materials, e.g. public service announcements or formalized customer service. ▪ To practise written Chinese and spoken Chinese in class by doing exercises. 		
5	Financial News Report Writing <ul style="list-style-type: none"> ▪ Introduction of Chinese financial news articles. ▪ To select, analyse and rewrite Chinese financial news script which are suitable to broadcast for a radio and TV news programme. 	LO1-7	<u>Listening, Speaking & Writing</u> <ul style="list-style-type: none"> ▪ Watch video. ▪ Read Chinese financial news articles. ▪ Group discussion and group oral presentation. ▪ Summarizing group discussion ▪ Learn writing financial broadcasting news.
	<ul style="list-style-type: none"> ▪ To select a financial news topic and to write a financial news script which is suitable to broadcast for a radio and TV news programme in class. 		
6	Financial News Broadcasting <ul style="list-style-type: none"> ▪ To train students on standard Chinese language pronunciation-1. ▪ To train students to read the radio Financial News and recording. 	LO1-7	<u>Listening, Speaking & Writing</u> <ul style="list-style-type: none"> ▪ Watch video. ▪ Practise standard Chinese language pronunciation ▪ Group discussion and group oral presentation. ▪ Summarizing group discussion (200 words).
	<ul style="list-style-type: none"> ▪ To train students on standard Chinese language pronunciation-2. ▪ To train students to broadcast TV Financial News and recording. 		
	Recess		
7	Financial News Analysis & Mock Interviews <ul style="list-style-type: none"> ▪ Introduction of Financial News interview techniques. ▪ To learn how to analyze the financial news topic selected. ▪ To train students the process of asking insightful questions. 	LO1-7	<u>Listening, Speaking & Writing</u> <ul style="list-style-type: none"> ▪ Watch video. ▪ Group discussion and group oral presentation. ▪ Learn the process of asking insightful questions. ▪ Summarizing group discussion (200 words).
	<ul style="list-style-type: none"> ▪ To train students writing Chinese interview scripts. ▪ To teach students doing a media recorded Financial News programme and 		

	technique of Mock interviews.		
8	<p>Marketing & advertisement</p> <ul style="list-style-type: none"> ▪ Introduction of basic theory of marketing and advertisement. ▪ Formal or informal language and idioms used for Chinese advertisements. ▪ Important notes to organise a press conference. 	LO1-7	<p><u>Reading, Listening and Writing</u></p> <ul style="list-style-type: none"> ▪ Reading famous brand text advertisement. ▪ Watching video advertisement. ▪ Case study and discussion: Selection and analyse attractive and famous advertisements including advertisements from China, Thailand, Japan, Korea, U.S. and Singapore. ▪ Group discussion. ▪ Group discussion summary (200 words).
	<ul style="list-style-type: none"> ▪ Case study and discussion: Selection and analyse attractive and famous advertisements including advertisements from China, Thailand, Japan, Korea, U.S. and Singapore. ▪ Stress on advertisement's characteristics: promotional, persuasive, part of an overall marketing strategy, targeted, fulfil investment target, original, creative and consistent. ▪ Group discussion: to design an advertisement. 		
9	<p>Career Development</p> <ul style="list-style-type: none"> ▪ Read different types of recruitment advertisement and CV. ▪ To write an appropriate job application letter. ▪ To write a Chinese resume appropriately. 	LO1-7	<p><u>Reading & Writing</u></p> <ul style="list-style-type: none"> ▪ Read different types of recruitment advertisements, job application letter. ▪ Group discussion on writing style; formatting and formulaic features. ▪ Summarizing group discussion. ▪ Write Chinese resume appropriately. <p><u>Listening & Speaking</u></p> <ul style="list-style-type: none"> ▪ Watch video 'The job is only for you'. ▪ Group discussion: what makes a successful interviewee? ▪ Summarizing group discussion and a checklist will be made. ▪ Group checklist is share cross groups. <p><u>Speaking (Oral Presentation)</u></p> <ul style="list-style-type: none"> ▪ Mock Interview: One student act as job applicant; the other students acted as interviewer panel. ▪ Asking/taking interview questions.
	<ul style="list-style-type: none"> ▪ Watch video 'The job is only for you'. ▪ Oral presentation regarding self-introduction during a job interview. ▪ Mock interview technique for a job. 		

10	<p>Public Speaking Etiquette</p> <ul style="list-style-type: none"> ▪ Technique of writing a speech, correspondence and to promote communication and clarity. ▪ Practice public speech: not to nervous, know your audience, organise your material in the most effective manner to attain your purpose. 	LO1-7	<p><u>Listening & Speaking</u></p> <ul style="list-style-type: none"> ▪ Watch video on public speaking. ▪ Group discussion: what makes a successful public speaker? ▪ Summarizing group discussion and a checklist will be made. ▪ Group checklist is share cross groups.
	<ul style="list-style-type: none"> ▪ Case study and discussion: Selection of good Chinese public speakers. ▪ Watch youtube and give feedback and comments. ▪ To understand your personality and to improve your language ability. Use Humour, tell Stories, and use Effective Language, don't Read unless you have to. ▪ To practise public speech in class. 		
11	<p>Group Project PPT presentation-1</p> <ul style="list-style-type: none"> ▪ Press conference organised for introducing the new products and advertisement. 	LO1-7	<p><u>Listening & Speaking</u></p> <ul style="list-style-type: none"> ▪ Press conference organised for introducing the new products and advertisement.
12	<p>Group Project PPT presentation-2</p> <ul style="list-style-type: none"> ▪ Press conference organised for introducing the new products and advertisement. 	LO1-7	<p><u>Listening & Speaking</u></p> <ul style="list-style-type: none"> ▪ Press conference organised for introducing the new products and advertisement.
	Final written test	LO1-7	<p><u>Reading & Writing</u></p> <ul style="list-style-type: none"> ▪ To complete a financial news topic to write a financial news script which is suitable to broadcast for a radio and TV news programme (250 words). ▪ Comments on a current financial topic (500 words).

Appendix 1: Financial News Report Writing Rubrics (250 words) (20%)

- Training to select, analyse and rewrite Chinese financial news script which are suitable to broadcast for a radio and TV news programme.
- Select a financial news topic to write a financial news script which is suitable to broadcast for a radio and TV news programme.

	Excellent 17-20	Very good 13-16	Satisfactory 8-12	Basic 7 >
Organization	<ul style="list-style-type: none"> ▪ Writing shows high degree of attention to logic and reasoning of points. ▪ Unity clearly leads the reader to the conclusion and stirs thought regarding the topic selected for the financial news. 	<ul style="list-style-type: none"> ▪ Writing is coherent and logically organized with transitions used between ideas and paragraphs to create coherence. ▪ Overall unity of ideas is present. 	<ul style="list-style-type: none"> ▪ Writing is coherent and logically organized. ▪ Some points remain misplaced and stray from the topic. ▪ Transitions evident but not used throughout financial news script. 	<ul style="list-style-type: none"> ▪ Writing lack logical organization. ▪ It shows some coherence but ideas lack unity. ▪ Serious errors. ▪ No suitable financial news selected.
Level of Content	<ul style="list-style-type: none"> ▪ Content indicates synthesis of ideas, in-depth analysis and evidences original thought and support for the topic selected for financial news. 	<ul style="list-style-type: none"> ▪ Content indicates original thinking and develops ideas with sufficient and firm evidence for financial news. 	<ul style="list-style-type: none"> ▪ Content indicates thinking and reasoning applied with original thought on a few ideas related to financial news. 	<ul style="list-style-type: none"> ▪ Shows some thinking and reasoning but most ideas are underdeveloped and unoriginal. ▪ No relevant to financial news.
Grammar and Expression	<ul style="list-style-type: none"> ▪ Script is free of distracting Chinese words, phrases and grammatical errors. ▪ Sentence structure is error free. 	<ul style="list-style-type: none"> ▪ Script has few mistakes, words, phrases, sentence structure and grammatical errors allowing reader to follow ideas clearly. 	<ul style="list-style-type: none"> ▪ Most Chinese words, phrases, sentence structure and grammar correct allowing reader to progress through script with ease. ▪ Some errors remain. 	<ul style="list-style-type: none"> ▪ Chinese words, phrases, sentence structure and grammatical errors create distraction, making reading difficult. ▪ Errors are frequent.
Format	<ul style="list-style-type: none"> ▪ Meets all formal and assignment requirements and evidences attention to detail. ▪ Format of financial news requirements fulfilled. 	<ul style="list-style-type: none"> ▪ Meets format and assignment requirements. ▪ Format of financial news is correctly assembled. 	<ul style="list-style-type: none"> ▪ Meet format and assignment requirements. ▪ Format of financial news may have some assembly errors. 	<ul style="list-style-type: none"> ▪ Fail to follow format and assignment requirements. ▪ Format of financial news needs attention.

Appendix 2: Financial News Broadcasting Rubrics (20%)

- To read and video recording a TV financial news.

Marks	Presentation	Content	Language usage	Body language (voice; tone; physical expression)
16– 20	News presenter skilfully establishes a clear focus, engages audience focus and demonstrates his or her understanding of the financial news selected.	News presenter addresses all possible implications of the concept on financial news; main ideas are developed, and the presenter shows confidence in producing the news topics. information was well communicated.	News presenter's words are appropriate and correct; presenter pronounces words clearly and uses Standard Chinese.	News presenter speaks clearly; presenter attracts audience effectively, adjusting pace and volume; establishes genuine rapport with audience; makes eye contact; selects dresses appropriately to enhance the presentation and to show confidence.
10-15	News presenter adequately establishes a clear focus, addresses the topic clearly; demonstrates some confidence on financial news.	News presenter adequately addresses the financial news topics; some details omitted; some supplementary information pertinent to the topic is lacking. Information was communicated.	Most news presenter's words are appropriate; No obvious errors in pronunciation and usage.	Establishes rapport, dresses appropriately. Some lapses in clarity; some difficulty with pace and volume and connecting to audience. Lack confidence.
5-9	somewhat unclear; some specifics lacking; demonstrates a limited awareness of reading the financial news.	Some main ideas are not developed, presentation lacks confidence. Information was partially communicated.	Most words are appropriate; few errors in Standard Chinese.	News presenter does not adjust pace and volume; does not connect effectively with audience; makes occasional eye contact; dress or gestures detract from presentation.
0-4	News presenter attempts to establish a purpose but fails; demonstrates little or no awareness of reading the financial news.	Incomplete, not sufficient practices and lack confidence. Information was not well communicated.	Inaccurate vocabulary; incorrect pronunciation; does not use Standard Chinese consistently.	Presentation unclearly without attention to pace or volume. Fails to make eye contact; dresses inappropriately and is uninterested in content of news. Lack confidence.

Appendix 3: Financial News Analysis Mock Interviews Rubrics (20%)

- 3-4 students forming a group to select and discuss a suitable current financial topic.
- Script writing (Content; organization; connection to financial news, Grammar and expressions; format) (10%).
- To do a media recorded Financial News programme which comprises interviewer and interviewees to analyse the topic selected.
- To record 8-10 mins financial media interview programme for submission (Appearance & broadcasting skills) (10%).

	Excellent 8-10	Very good 5-7	Satisfactory 3-4	Basic 1-2
Content	<ul style="list-style-type: none"> ▪ The financial news interview strongly conveys ideas relevant to financial topics explored in group. ▪ It also integrates additional outside knowledge related to financial news. ▪ The interviewer asks many questions that promote deep engagement from the interviewee. ▪ The interviewee answer questions appropriately. 	<ul style="list-style-type: none"> ▪ The financial news interview conveys ideas relevant to financial topics explored in group. ▪ The interviewer asked many thoughtful questions that elicit useful responses from the interviewee. 	<ul style="list-style-type: none"> ▪ The financial news interview conveys a surface-level idea relevant to financial topics explored in group. ▪ Questions asked are few in number and surface level but purposeful. 	<ul style="list-style-type: none"> ▪ The financial news interview does not convey information or ideas relevant to financial topics explored in group. ▪ The interviewer asks one or two random questions.
Organization	<ul style="list-style-type: none"> ▪ The finding from the financial news interview are exceptionally well organized and coherent. 	<ul style="list-style-type: none"> ▪ The findings from the financial news interview are both organized and coherent. 	<ul style="list-style-type: none"> ▪ The findings from the interview are partially organized and coherent overall. 	<ul style="list-style-type: none"> ▪ The findings from the interview are disorganized and difficult to understand.
Connection to the Financial News Text	<ul style="list-style-type: none"> ▪ The work reflects a deep understanding of the financial news reading text given and the themes are appropriate. 	<ul style="list-style-type: none"> ▪ The work clearly incorporates the financial news reading text and its themes. 	<ul style="list-style-type: none"> ▪ The work includes a superficial reference to the financial news reading text or the themes. 	<ul style="list-style-type: none"> ▪ The work does not connect to the financial news reading text or its themes in any way.
Collaboration	<ul style="list-style-type: none"> ▪ Students worked very well together, they compromised and built off one another's 	<ul style="list-style-type: none"> ▪ Students worked well together and contributions were balanced. 	<ul style="list-style-type: none"> ▪ Students worked well together and contributions 	<ul style="list-style-type: none"> ▪ Students worked individually.

	ideas.			were unbalanced.	
Grammar and expressions	<ul style="list-style-type: none"> Script is free of distracting Chinese words, phrases and grammatical errors. Sentence structure is error free. 	<ul style="list-style-type: none"> Script has few mistakes, words, phrases, sentence structure and grammatical errors allowing reader to follow ideas clearly. 	<ul style="list-style-type: none"> Most Chinese words, phrases, sentence structure and grammar correct allowing reader to progress thought script. Some errors remain. 	<ul style="list-style-type: none"> Chinese words, phrases, sentence structure and grammatical errors create distraction, making reading difficult. Errors are frequent. 	
Format	<ul style="list-style-type: none"> Meets all formal and assignment requirements and evidences attention to detail. Format of financial news requirements fulfilled. 	<ul style="list-style-type: none"> Meets format and assignment requirements. Format of financial news is correctly assembled. 	<ul style="list-style-type: none"> Meet format and assignment requirements. Format of financial news may have some assembly errors. 	<ul style="list-style-type: none"> Fail to follow format and assignment requirements. Format of financial news needs attention. 	
	Excellent 8-10	Very good 5-7	Satisfactory 3-4	Basic 1-2	
Appearance & broadcasting skills	<ul style="list-style-type: none"> The presentation of findings is visually appealing and reflects effort, attention to detail and care. Excellent presentation skills are essential for a TV and radio broadcaster. Students must have a clear voice and the ability to present the material calmly and professionally, particularly under the pressure of a live broadcast and recording. 	<ul style="list-style-type: none"> The presentation of findings is visually appealing and reflects effort and care. Students must have a clear voice and the ability to present the material calmly and professionally. Less word mistakes and inappropriate pauses when recording. 	<ul style="list-style-type: none"> The presentation of findings reflects some effort and care. Stable performance when recording, appropriate questioning, fewer mistakes and repetition of wrong words. 	<ul style="list-style-type: none"> The presentation of findings reflects neither effort nor care. Lack of confidence in the recording, the voice is weak, the expression is unclear, and there are constant mistakes and repetition of the wrong words. 	

* To do well on the team assessment, it is necessary for you to demonstrate positive interdependence and teamwork. In principle, you will receive the same marks as your team. However, your individual score may vary based on feedback about your contributions to the group project.

Appendix 4: Final Written Test Rubrics (500 words) (30%)

- 1) To complete a financial news topic to write a financial news script which is suitable to broadcast for a radio and TV news programme.
- 2) Comments on a current financial topic.

	Excellent 25-30	Very good 18-24	Satisfactory 13-17	Basic 12<
Organization	<ul style="list-style-type: none"> ▪ Writing shows high degree of attention to logic and reasoning of points. ▪ Unity clearly leads the reader to the conclusion and stirs thought regarding the topic selected for the financial news. 	<ul style="list-style-type: none"> ▪ Writing is coherent and logically organized with transitions used between ideas and paragraphs to create coherence. ▪ Overall unity of ideas is present. 	<ul style="list-style-type: none"> ▪ Writing is coherent and logically organized. ▪ Some points remain misplaced and stray from the topic. ▪ Transitions evident but not used throughout financial news script. 	<ul style="list-style-type: none"> ▪ Writing lack logical organization. ▪ It shows some coherence but ideas lack unity. ▪ Serious errors. ▪ No suitable financial news selected.
Level of Content	<ul style="list-style-type: none"> ▪ Content indicates synthesis of ideas, in-depth analysis and evidences original thought and support for the topic selected for financial news. 	<ul style="list-style-type: none"> ▪ Content indicates original thinking and develops ideas with sufficient and firm evidence for financial news. 	<ul style="list-style-type: none"> ▪ Content indicates thinking and reasoning applied with original thought on a few ideas related to financial news. 	<ul style="list-style-type: none"> ▪ Shows some thinking and reasoning but most ideas are underdeveloped and unoriginal. ▪ No relevant to financial news.
Development	<ul style="list-style-type: none"> ▪ Main points well developed with high quality and quantity support. ▪ Reals high degree of critical thinking related to financial news. 	<ul style="list-style-type: none"> ▪ Main points well developed with quality supporting details and quantity. ▪ Critical thinking is weaved into points related to financial news. 	<ul style="list-style-type: none"> ▪ Main points are present with limited details and development. ▪ Some critical thinking is present slightly related to financial news. 	<ul style="list-style-type: none"> ▪ Main points lack detailed development. ▪ Ideas are vague with little evidence of critical thinking. ▪ Lack to relate to financial news.
Grammar and Expression	<ul style="list-style-type: none"> ▪ Script is free of distracting Chinese words, phrases and grammatical errors. ▪ Sentence structure is error free. 	<ul style="list-style-type: none"> ▪ Script has few mistakes, words, phrases, sentence structure and grammatical errors allowing reader to follow ideas clearly. 	<ul style="list-style-type: none"> ▪ Most Chinese words, phrases, sentence structure and grammar correct allowing reader to progress thought script. ▪ Some errors remain. 	<ul style="list-style-type: none"> ▪ Chinese words, phrases, sentence structure and grammatical errors create distraction, making reading difficult. ▪ Errors are frequent.
Format	<ul style="list-style-type: none"> ▪ Meets all formal and assignment requirements and evidences attention to detail. ▪ Format of financial news requirements fulfilled. 	<ul style="list-style-type: none"> ▪ Meets format and assignment requirements. ▪ Format of financial news is correctly assembled. 	<ul style="list-style-type: none"> ▪ Meet format and assignment requirements. ▪ Format of financial news may have some assembly errors. 	<ul style="list-style-type: none"> ▪ Fail to follow format and assignment requirements. ▪ Format of financial news needs attention.

Appendix 5 Class Participation Rubrics (10%)

Marks (10 marks) 8– 10	<ul style="list-style-type: none"> ▪ Complete all in-class work and homework ▪ Always eager and interested to learn ▪ Often voluntary in language practice ▪ Works very well in pairs and groups
6-7	<ul style="list-style-type: none"> ▪ Completes most in-class work and homework ▪ Usually eager and interested to learn ▪ Voluntary in language practice ▪ Works well in pairs and groups
4-5	<ul style="list-style-type: none"> ▪ Complete most in-class work and homework ▪ Interested, but not very eager to learn Chinese ▪ Occasionally voluntary in language practice ▪ Works ok in pairs and groups
2-3	<ul style="list-style-type: none"> ▪ Seldom Complete in-class work and homework ▪ Not very interested in learning Chinese ▪ Rarely voluntary in language practice ▪ Doesn't works very well in pairs and groups
0 – 1	<ul style="list-style-type: none"> ▪ Missed 30% of the in-class work and homework ▪ Not voluntary in language practice ▪ Doesnt involve in pairs and group work in/off class