

Gowell Business Chinese Course – Entry Level Topics

Focus on Speaking, Listening and Cultural Skills. Chinese characters (both Simplified and Traditional) are displayed but not assessed with the exercises. 200 vocabulary words and 40 key patterns introduced (with 100 additional bonus words). Sections introducing Hanyu Pinyin. Assumes no prior knowledge of Chinese.

Unit 1: Exchanging Greetings / Business Cards

- Hello, my name is ... Saying basic greetings; introducing oneself and others. *Vocabulary of interest: hello, good morning, pronouns (e.g., I/me, he, etc.)*
- Exchanging business cards Exchanging greetings and name cards; enquiring for someone's name; saying thank you. *Vocabulary of interest: initial greetings*

Unit 2: Enquiring Availability

- Are you busy tomorrow? Asking simple 'yes/no' questions; affirmative and negative replies to these questions. *Vocabulary of interest: time words (e.g., today, tomorrow, etc.)*
- Do you have time on Monday? Asking 'yes/no' questions with verb phrase; affirmative-negative questions, tag questions; replies to these questions. *Vocabulary of interest: days of the week*

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Unit 3: Confirming Meetings

- Are you free March 10th? Asking and replying to when/which day; asking if someone is free; indicating the affirmative; making a confirmation. *Vocabulary of interest: indication of dates*
- How about coming at 8:30? Enquiring for and indicating time. *Vocabulary of interest: numbers and units of time*

Unit 4: Arriving for Meetings

- Drinks and documents Patterns related to preparing for a meeting; asking a visitor to have a seat; offering a drink; to accept or decline an offer with respect. *Vocabulary of interest: drinks and office-related terms*
- A scheduled appointment Indicating that an appointment was made; enquiring for someone's availability; requesting to see someone upon arrival; receiving visitors in the office. *Vocabulary of interest: names of countries*