

# Gowell Business Chinese Course – Level One Topics

Focus on Speaking, Listening and Cultural Skills. Chinese characters (both Simplified and Traditional) are displayed but not assessed with the exercises. 300 vocabulary words and 40 key patterns introduced (with 150 additional optional words). Sections on Hanyu Pinyin. Assumes achievement of Entry Level course or equivalent.

## Unit 1: Introductions and Cordial Exchanges

- Introductions and enquiries  
Enquiring for names and introducing others; seeking someone's attention; interrupting someone. *Vocabulary highlight: individuals and office locations*
- Greetings and good wishes  
Enquiring about others and replying accordingly; making good wishes; offering suggestions. *Vocabulary highlight: expression of initial greetings and good wishes*

## Unit 2: Changing or Cancelling a Meeting or Call

- Agreeing to or decline a meeting  
Indicate whether one is 'permitted' or 'wants' to do something; suggesting convenience; suggesting another time. *Vocabulary highlight: drinks and meals*
- Rescheduling a meeting  
Indicating whether one 'can do' something; changing something; enquiring about problems; offering options. *Vocabulary highlight: forms of communications*

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## Unit 3: Directions, Instructions and Modes of Transport

- Where is the train station? Enquiring 'where'; taking forms of transportation; indicating directions and proximity. *Vocabulary highlight: locations, directions and forms of transportation*
- How do I get to the train station? Enquiring 'how' to go somewhere; directions to or towards a particular point; indicating priority of actions. *Vocabulary highlight: traffic-related terms*

## Unit 4: Checking into a Hotel – or – Buying and Selling at a Clothing Retailer

- Currency exchange Enquiring 'how much'; indicating comparisons expressing preference. *Vocabulary highlight: currencies*
- At a hotel (optional) Indicating descriptions, comparisons and requests; indicating something beyond expectations. *Vocabulary highlight: terms related to hotel operations*
- At a clothing retailer (optional) Indicating descriptions, comparisons and requests; indicating something beyond expectations. *Vocabulary highlight: terms related to clothing retailing*