

**TEACHING GUIDE**  
**SECOND LANGUAGE I: CHINESE**

**GRADO EN PROTOCOLO, ORGANIZACIÓN DE EVENTOS Y  
COMUNICACIÓN CORPORATIVA (INGLÉS)**

**ACADEMIC YEAR 2024-25**

Date: 01-07-2024



 **Q2803011B UNIVERSIDAD REY JUAN CARLOS**  
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I.-Subject Identification	
Type	OBLIGATORIA
Teaching period	2 course, 1Q semester
Nº of credits	6
Language in wich the subject is taught	English

II.-Presentation
<p>Chinese Language I is a year 2 subject designed as an introduction to learning, with the objective to teach students elementary knowledge on phonology, morphology, lexicon, syntax and semantics of the Chinese language. One of the essential components of the course is phonetics based on the “<i>pinyin</i>” transcription system, as well as simplified orthography writing. Students will develop the four language skills: listening, reading, speaking and writing. The course will also approach cultural aspects of China in a simple and interactive way, allowing students to interpret and understand the language in context. At the end of the course, students will be able to maintain conversations in everyday situations (greetings, introducing oneself and other people, explaining circumstances of life, asking for and giving information, buying, congratulating, etc.) and will be able to use 150-200 Chinese characters.</p> <p>After completing the course, the students will acquire:</p> <ul style="list-style-type: none"> <li>-Basic knowledge of the four language skills: listening, reading, speaking and writing. Some ability to work individually. Autonomous learning.</li> <li>-Knowledge of <i>pinyin</i> Chinese phonetics, the phonetic alphabets. Ability to recognise and reproduce consonants, vowels and tones with ease.</li> <li>-Understanding brief conversations and ability to express likes, preferences and interests in usual, everyday situations.</li> <li>-Knowledge of Chinese writing rules, including the basic strokes and order of characters. Knowledge of Chinese writing 100 characters.</li> <li>-Knowledge of the main grammatical structures in order to make sentences in the correct order.</li> <li>-Knowledge of Chinese customs and different levels of formality reflected in the language to interact correctly in social environments.</li> <li>-Knowledge of information technology and computer tools specifically applied to the Chinese language.</li> </ul>

III.-Competences
<p><b>Generic competences</b></p> <p>CG2. Ability to apply knowledge to practice            CG3. Ability to analyse, gather and summarise information and data            CG4. Oral and written communication skills in the language of the degree            CG9. Ability to gather, evaluate and interpret information from different sources            CG10. Decision-making and problem-solving skills            CG12. Development of interpersonal skills            CG13. Recognition of diversity and multiculturalism. Knowledge of other cultures and customs            CG14. Critical-thinking and self-criticism skills            CG15. Ability to coordinate, manage and motivate work teams in order to gain benefits and achieve results for other people            CG16. Leadership, with a conscious and ongoing commitment to respond constructively to challenges, contributing towards their resolution with experience, knowledge and action</p> <p><b>Specific competences</b></p>



CE4. Knowledge of two foreign languages, English and Chinese or Russian, and ability to function in a highly globalised professional field

CE13. Ability to communicate different messages to all types of audiences, differentiating the information with accuracy

CE32. Ability to write a speech adapted to the protocol usage of an event or function, taking into account the necessary treatments and intercultural aspects of its integral organisation

CE33. Ability to write and present the report, project and/or analysis of a function or event

CE34. Ability to defend a project on the organisation of a function or event, both orally and in writing

CE38. Elaborate, write and produce oral and written texts in a second language. That is, have the necessary oral and written skills in a second language to take part in institutional and business functions or events. Ability to understand written texts and oral speeches in the second language. Oral and written understanding

CE40. Respect for sociocultural aspects, shown in the implicit and explicit communication of messages in a second language

CE41. Learn norms and customs, have consideration and respect for different cultures, acquiring and developing the capacity to act appropriately in a diversity of contexts

## IV.-Contents

### IV.A.-Syllabus

Unit 1: Hello (Lessons 1-4)

1.1 Phonetical contents:

Introduction to the Chinese phonetical system *pinyin*: initials, finals and tones

1.2 Grammatical contents:

Questions with interrogative pronouns and particles

Sentences with

The structural particle

1.3 Communicative contents:

Greetings

Saying thank you

Asking for personal information such as name, nationality

Unit 2: Her daughter is 20 years old this year (lessons 5 and 6)

2.1 Phonetical contents:

Differences between sounds and tones

2.2 Grammatical contents:

Questions with

Particle

Numbers

2.3 Communicative contents:

Asking and talking about age and languages spoken

Unit 3: What's the date today (lessons 7 and 8)

3.1 Phonetical contents:

Tone combinations

3.2 Grammatical contents:

Questions with the interrogative pronoun

Sentences with predicate nominative

Modal verbs

Classifiers

3.3 Communicative contents:

Asking for and giving information about date and plans

Asking for and giving information about prices

Unit 4: Where does your son work (9-10)

4.1 Phonetical contents:

Tone combinations

Pronunciation of the neutral tone

4.2 Grammatical contents:

Questions with the interrogative pronoun

Interrogative particle (II)

Sentences with

Modal verbs

Imperative sentences with

4.3 Communicative contents:

Asking for and giving information on where one works

Asking for and giving information regarding the position of an object

Unit 5: What's the time now (lesson 11)

5.1 Phonetical contents:



Functions of the neutral tone  
 5.2 Grammatical contents:  
 Position of the words that express dates or time  
 Position of in syntagmas that express dates or time  
 5.3 Communicative contents:  
 Asking for and giving information regarding the time  
 Asking for and giving information regarding the duration of an event

Unit 6: What will the weather be like tomorrow (lesson 12)

6.1 Grammatical contents:  
 Questions with the interrogative pronoun  
 Sentences with subject-predicate + predicate  
 Modal verbs  
 The adverb  
 6.2 Communicative contents:  
 Asking for and giving information regarding the weather  
 Asking after someone's health and offering advice

**IV.B.-Training activities**

Type	Title
Reading	Reading of texts provided by the teacher
Practical / resolution of exercises	Practical sessions related with the topics studied
Others	Oral presentation
Others	Written exam on the theoretical and practical content established in the teaching guide Vicerrectorado



V.-Student workload		
Lecture classes		25
Practical classes/resolution of exercises, case studies, etc.		25
Practical sessions in technological laboratories, hospitals, etc.		0
Tests		10
Academic tutorials		9
Related activities: conferences, seminars, etc.		9
Preparation of lecture classes		50
Preparation of practices, exercises, cases studies work		25
Test preparation		27
Total student workload		180
VI.-Methodology and academic programme		
Type	Period	Content
Master classes	Week 1 to Week 15	Lectures will have a theoreticalpractical approach to encourage active student participation. The teacher will explain the main contents of each topic, present practical activities, answer the questions asked, give directions on how to find additional information and promote open, critical and constructive debate.
Academic Tutorials	Week 1 to Week 15	Students will be able to ask those questions that have not been solved during the lecture sessions, as well as request a more specific bibliography and / or any type of information related to the subject.
Tests	Week 16 to Week 18	Content and grammar exams.
Reading	Week 1 to Week 15	Documents, articles, manuals, audiovisual support content and other resources will be provided to work on the content of each topic, either for later discussion, or to expand and consolidate the knowledge of the subject The active participation of the student will be valued positively through the resolution of questions posed and the presentation of doubts.



Other activities	Week 8 to Week 9	Students will carry out dialogues or oral exposition using the vocabulary, grammatical structures and expressions learned throughout the course.
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**VII.-Assessment methods**

**VII.A.-Assessment weighting**

**Continuous ordinary assessment:**

The distribution and characteristics of the assessment tests are those described below. Only in exceptional case and for special reasons may the teacher add changes to the Guide. These changes will require the prior consultation with the Subject Head and the prior and explicit authorisation of the Degree Programme Coordinator, who will notify the Vice-Rector's office in charge of Academic Affairs of the modifications made. In any case, the changes proposed must take into account the stipulations of the verified report. In order for these changes to take effect, they must be duly communicated at the start of the course to the students using Aula Virtual.

The combination of activities that are not re-assessable cannot exceed 50% of the subject grade and, in general, cannot have a minimum grade (except for the case of laboratory or clinical work placements, where duly justified), and tests which exceed 60% of the subject weighting cannot be added.

**Extraordinary assessment:** Students who do not manage to pass the ordinary assessment, or who did not attend, will be subject to completion of an extraordinary assessment to verify their acquisition of the skills established in the guide, only for activities that are re-assessable.

**Description of the tests for assessment and their weights.**

**The assessment consists of:**

1. CLASS ATTENDANCE:10%. **Cannot be reassessed in extraordinary period.**
2. DELIVERY OF WRITING EXERCISES (CHINESE CHARACTERS). Minimum grade: no. Weighting: 10%. Period: after finishing each topic. **Cannot be reassessed in extraordinary period.**
3. ORAL TEST. Minimum grade: no. Weighting: 15%. **Cannot be reassessed in extraordinary period.**
4. PRESENTATION (script + oral presentation). Minimum grade: yes (5). Weighting: 25%. Can be reassessed in extraordinary period.
5. FINAL EXAM . Minimum grade: yes (5). Weighting: 40%. The exam will be done on the date established by the university in the ordinary call. Can be reassessed in extraordinary period.

**VII.B. Assessment of students with an academic exemption**

Student who wish to opt for this assessment will have to get an academic exemption for the subject, which they will have to request from the Dean or Director of the Centre which teaches their course. An academic exemption may be granted where the subjects own characteristics allow for it.

Subject with the possibility of an exemption: Yes

**VII.C. Review of assessment tests**

In accordance with the exam appeal regulations of the Universidad Rey Juan Carlos.

**VII.D.-Students with a disability or special educational needs**

Curricular adaptations for students with a disability or special educational needs will be determined by the Disabled Students Support Department, in accordance with the regulations governing the Disabled Students Support service, approved by the Universidad Rey Juan Carlos Council, in order to guarantee equal opportunities, inclusive treatment, universal accessibility and a greater guarantee of academic success.

For this purpose, this Department will have to issue a curricular adaptation report, therefore students with disabilities or special educational needs must contact the Department to analyse the different alternatives together.

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### VII.E.-Academic behaviour, academic integrity and honesty

The Universidad Rey Juan Carlos is completely committed to the highest standards of academic integrity and honesty. Therefore, studying at the URJC means you accept and agree to the academic integrity and honesty values described in the University's Code of Ethics. In order to monitor this procedure, the University has Regulations on academic behaviour at the Universidad Rey Juan Carlos and uses different tools (anti-plagiarism, supervision?) which provides a collective assurance that these essential values are completely developed

**VII.-Bibliography**

**Referecense Generic**

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 Yip P-Ch. y Rimmington D. (2015). Gramática de la lengua china. Cátedra Lingüística.  
 Aprende chino con Xiaoqing: <https://www.youtube.com/channel/UCMApeNbKHZKZn8eXj-x-mwA>  
 Learn Chinese for Beginners: HSK 1 Vocabulary &Sentences - Full HSK 1 Word List &Lessons: <https://www.youtube.com/watch?v=ln40scSjqco&t=110s>  
 Chinese HSK 2 Vocabulary &Sentences - Full HSK 2 Word List &Lessons | Beginner Chinese: <https://www.youtube.com/watch?v=ttmqMaoMdVw>  
 Chinese Plus: <https://www.chineseplus.net/?lang=es>

**IX.-Lecturers/Teachers/Professors**

<b>Lecturer/teacher/professor´s name</b>	XIAO YU
<b>E-mail address</b>	xiao.yu@urjc.es
<b>Department/field</b>	Filología Extranjera, Traducción e Interpretación
<b>Category</b>	Profesor/a Ayudante Doctor/a
<b>Academic qualifications</b>	Doctor
<b>Subject Coordinator</b>	Yes
<b>Academic tutorial timetable</b>	Para consultar las tutorías póngase en contacto con el/la profesor/a a través de correo electrónico
<b>Nº of Quinquenios</b>	0
<b>Nº of Sexenio</b>	0
<b>Nº period for technology transfer</b>	0





Stretch Docentia	0
Lecturer/teacher/professor's name	XIAOJING HOU
E-mail address	xiaojing.hou@urjc.es
Category	Investigador
Subject Coordinator	No
Academic tutorial timetable	Para consultar las tutorias póngase en contacto con el/la profesor/a a través de correo electrónico
Nº of Quinquenios	0
Nº of Sexenio	0
Nº period for technology transfer	0
Stretch Docentia	0

