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**SYLLABUS**  
**PROGRAM OF PUBLIC MANAGEMENT AND POLICY IN ENGLISH**  
**(E-PMP)**

LEVEL OF EDUCATION: UNDERGRADUATE

TYPE OF EDUCATION: FULL-TIME

**1. GENERAL INFORMATION**

- *Course title (Vietnamese):* ***Tiếng Trung 1***
- *Course title (English):* ***Chinese 1***
- *Course code:* ***EPMP\_BT12***
- *Knowledge group:* ***Supporting Training***
- *Credit:* ***3***
- *Prerequisite courses:* ***No***

**2. THE DEPARTMENT IN CHARGE: Social Management**

**3. DESCRIPTION**

The course equips students with introductory phonetics, writing, grammar, and simple communication sentences. The course taught in the class has topics close to the learning environment and daily life, helping students understand Chinese and applying it to basic social communication. The teaching content is designed to help students develop all four skills (listening, speaking, reading, and writing), creating a foundation for students to develop their Chinese ability in the future.

**4. REFERENCES**

**Required textbooks**

1. 荣继华 (2011), 发展汉语 (第二版): 初级综合 (I), 北京语言大学出版社, 北京。

Rong, Jihua (2011) Developing Chinese (2nd Edition): Elementary Comprehensive Course (I), Beijing Language and Culture University Press, Beijing.

2. 么书君 (2011), 发展汉语 (第二版) 初级听力 (I), 北京语言大学出版社, 北京。

Ma, Shujun (2011) Developing Chinese (2nd Edition): Elementary Listening Course (I), Beijing Language and Culture University Press, Beijing

**Other references**

1. 康玉华 & 来思平 (2005), 汉语会话301-上 (第三版), 北京语言大学出版社, 北京。

Kang, Yuhua & Lai, Siping (2005), Conversational Chinese 301-1 (3rd Edition), Beijing Language and Culture University Press, Beijing

## 5. COURSE OBJECTIVES :

Goal (Gx)	Description	PLO	Level
[1]	[2]	[3]	[4]
G1 (Knowledge)	Repeating text, verbal communication activities in communicating information about individuals, groups, and organizations using Chinese	KN4	2
G3 (Level of autonomy and responsibility)	Train to become a global citizen, work autonomously, take self-responsibility with yourself and the society	NLTC1	3

## 6. COURSE LEARNING OUTCOME:

Goal	CLO (CLOx.x)	Description	Level
[1]	[2]	[3]	[4]
G2 (Skill)	CLO2.1	Have skills to mimic verbal and written communication activities in communicating organizational information	2
	CLO2.2	Have skills to follow the tasks that are instructed in group work	2
	CLO 2.3	Have skills in repeating self-introductory conversations and interview	2
G3 (Level of autonomy and responsibility)	CLO3.1	Become a global citizen	3
	CLO3.2	Act with social responsibility	3

## 7. COURSE ASSESSMENT

Form of evaluation	Content	Time	CLO	Evaluation criteria	Ratio (%)
[1]	[2]	[3]	[4]	[5]	[6]
Evaluate the learning process	Student attendance and participation in-class activities	From week 1 to week 12	CLO 3.1, CLO3.2	- Full class participation level. - The level of lesson preparation from home (complete and thorough)	10%

				<p>-The level of participation in answering the questions of the lecturers (the number of times and the quality of answers)</p> <p>- Level of participation in questioning with the lecture of trainers (number of times and quality of questions)</p>	
Individual test 1	Lessons 1, 2, 3, 4, 5	Week 6	CLO2.1, CLO2.2, CLO2.3, CLO3.1, CLO3.2	<p>Two tests in multiple-choice format, each consisting of 50 questions, taken in 50 minutes, getting the highest score for evaluation.</p>	20%
Individual test 2	Lessons 1, 2, 3, 4, 5, 6, 7, 8, 9	Week 10	CLO2. 1, CLO 2.2, CLO 2.3, CLO 3.1, CLO 3.2	<p>The level of individual homework completion (on time, the quality of the assignment is associated with the level of knowledge, skills, and capacity to be self-responsible and self-responsible standard learning outcomes)</p>	

<p style="text-align: center;">Group presentations</p>	<p style="text-align: center;">Lessons 9, 10, 11</p>	<p style="text-align: center;">Week 11, 12</p>	<p style="text-align: center;">CLO 2.1, CLO 2.2, CLO 2.3, CLO 3.1, CLO 3.2</p>	<p>Each group will prepare their essay on 100-300 words in length, handwritten, and pass it on to the teacher before each presentation. The group has 10 minutes to present the selected topic and answer related questions (maximum ten questions). - The level of completion of group assignments, presentations (on time, quality of content and presentations, response to questions of lecturers and classes is associated with the level of knowledge, skills, and autonomy capacity. the responsibility of the module outcome standards</p>	<p style="text-align: center;">50%</p>
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End-of-term evaluation	Lessons 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12	After finishing 12 weeks of study	CLO 2.1, CLO 2.2, CLO 2.3, CLO 3.1, CLO 3.2	Written test, in the form of combining multiple-choice and essay. Perform in 90 minutes. The completion of the final, personal essay test (the quality of the test is linked to the level of knowledge, skills, and the ability to autonomy and take responsibility for the learning outcomes of the module.	50%
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\* The module uses turnitin software to assess academic integrity

## 8. TEACHING PLAN

Week/ Session	Contents	CLO	Activities	Assessment
[1]	[2]	[3]	[4]	[5]
1	第一课：汉语简介 你好 Lesson 1: Introduction to the Chinese language Hello - Syllable - Vocal model (1) and paradigm (1) - Tones - pronoun: 您 - Basic writing ( 1) - Writing Rule (1) 作业：综合练习 General exercise done at home	CLO 2.1, CLO 2.2, CLO 2.3, CLO 3.1, CLO 3.2	Learning at home: Read materials at home in advance Chapter 1 Classroom: Preach Discussion (group discussion and class discussion )	Attendance (full class participation): 10% Presentation 1: 10% Personal assignment: 20%

2	<p>第二课：你是哪人国人 Lesson 2: Which country are you from? - Sample bar (2) and paradigm (2) - Lightbar - Auxiliary: 呢 (1) - Basic handwriting (2) - Writing rule (2) 作业：综合练习 General exercise done at home</p>	CLO 2.1, CLO 2.2, CLO 2.3, CLO 3.1, CLO 3.2	<p>Research before materials Classroom:4 lessons Lecture: 2 lessons Practice: 2 sessions Practice at home: 2 sessions</p>	Process evaluation 10%
3	<p>第三课：你叫什么名字 Lesson 3: I have moved - the young mother (3) - the maid (3) - the polite expression: 贵姓 - the basic writing (3) - the writing rule (3) ) 作业：综合练习 General exercise done at home</p>	CLO 2.1, CLO 2.2, CLO 2.3, CLO 3.1, CLO 3.2	<p>Research before materials Classroom:4 lessons Lecture: 2 lessons Practice: 2 sessions Practice at home: 2 sessions</p>	Process evaluation 10%
4	<p>第四课：请问，您贵姓 Lesson 4: Please ask your preciousness 2.1, 2.2, 2.3, 3.1, Research before the document Process evaluation - Phonetic practice 1 - Using Chinese in class Count: 1-10 - Introduce first and last names in Chinese - Practice listening to the conversation and lesson 1 作业：听力练习</p>	CLO 2.1, CLO 2.2, CLO 2.3, CLO 3.1, CLO 3.2	<p>Research before the document Classroom:4 lessons Lecture: 2 lessons Practice: 2 sessions Practice at home: 2 sessions</p>	Process evaluation 10%

	Listening exercise at home			
5	<p>第五课：你学习法语吗？ Lesson 5: Did you learn French</p> <ul style="list-style-type: none"> <li>- Rule of phonetic writing (1)</li> <li>- Modulation of tone 3</li> <li>- Modulation of "不"</li> <li>- Predicate verb</li> <li>- Use "吗" in the question</li> <li>- Basic handwriting (4)</li> <li>- Writing rules (4) 作业：综合练习 General homework</li> </ul>	CLO 2.1, CLO 2.2, CLO 2.3, CLO 3.1, CLO 3.2	<p>Research before materials Classroom:4 lessons Lecture: 2 lessons Practice: 2 sessions Practice at home: 2 sessions</p>	Process evaluation 10%
6	<p>第六课：这 hành 什么 Lesson 6: What is this</p> <ul style="list-style-type: none"> <li>- Phonetic practice 2</li> <li>- Introducing some objects in Chinese</li> <li>- Listening practice and lesson 2 作业：听力练习 Listening exercise at home</li> </ul>	CLO 2.1, CLO 2.2, CLO 2.3, CLO 3.1, CLO 3.2	<p>Study before materials Classroom:4 lessons Lecture:2 lessons Practice: 1 lesson Personal test: 1 session (format: multiple choice) Practice at home: 2 session</p>	<p>Attendance (full class participation): 10% Personal assignment: 20%</p>
7	<p>第七课：你家有几口 Lesson 7: How many members in your house</p> <ul style="list-style-type: none"> <li>- Rule of phonetic writing (2)</li> <li>- Number of words: 口, 个</li> <li>- Use "几" and "多少."</li> <li>- Number of words: 1 ~ 100</li> <li>- "二" and "两"- Basic Writing (5)</li> </ul>	CLO 2.1, CLO 2.2, CLO 2.3, CLO 3.1, CLO 3.2	<p>Research before the document Classroom:4 lessons Lecture:2 lessons Practice: 1 lesson Personal test: 1 session (format: multiple choice) Practice at home: 2 sessions</p>	Process evaluation 10%

	- Chinese Structure (1) 作业：听力练习（你有几本词典 Homework (you have a few dictionaries)			
8	第八课：香蕉多少钱一斤 Lesson 8: How much does a banana cost, half a pound? Money is equal to "多少钱" and "怎么卖" - Basic writing (6) - Chinese structure (2) 作业：听力练习（苹果多少钱一斤） Homework (How much money, half a pound for Apple)	CLO 2.1, CLO 2.2, CLO 2.3, CLO 3.1, CLO 3.2	Research before materials Classroom: 4 lessons Lecture: 2 lessons Practice: 2 sessions Practice at home: 2 sessions	Process evaluation 10%
9	第九课：中国银行在哪儿 Lesson 9: Where is the Bank of China - The rules of phonetic writing (4) - 儿化 - Existence sentence (1) - Azimuth - Adjective: 还 (1) - "哪儿" and "在什么地方" - Adjective: 吧 (1) - Basic writing (7) - Structure Chinese characters (3) 作业：综合练习 General exercises to do in school	CLO 2.1, CLO 2.2, CLO 2.3, CLO 3.1, CLO 3.2	Research before materials Classroom: 4 lessons Lecture: 2 lessons Practice: 2 sessions Practice at home: 2 sessions	Process evaluation 10%
10	第十课：今天几号 Lesson 10: What date is it today - Rule of phonetic writing (5)	CLO 2.1, CLO 2.2,	Study before materials Classroom: 3 lessons	Process evaluation 10%



	<ul style="list-style-type: none"> <li>- Presentation (6)</li> <li>- Predicate sentence</li> <li>- Expression of date</li> <li>- Question using "对 吗?"</li> <li>"</li> <li>- 则 么 样 (1) -</li> <li>Definition (1) - Basic handwriting (8) -</li> <li>Structure of Chinese characters (4) 作业 : 综合 General exercises to do at home</li> </ul>	<p>2.3,</p> <p>3.1,</p> <p>3.2</p>	<p>Lecture: 1 lesson</p> <p>Practice: 1 lesson</p> <p>Personal test: 1 session (format: multiple choice)</p> <p>Practice at home: 2 sessions</p>	<p>Personal assignment: 20%</p>
11	<p>第十一课 : 你 今天 有 什么 安排 Lesson 11: What is your plan for today? - Intonation Rule - Presentation (7)</p> <ul style="list-style-type: none"> <li>- 先..., 然后...</li> <li>- 来 / 去 + (O1) + V + O2</li> <li>- Time adverb - Time expression method</li> <li>- Prime Minister (1)</li> <li>- The word combinations with the radical (1)</li> </ul> <p>作业 : 综合 练习 Comprehensive homework</p>	<p>CLO</p> <p>2.1,</p> <p>2.2,</p> <p>2.3,</p> <p>3.1,</p> <p>3.2</p>	<p>Study before materials</p> <p>Classroom: 3 lessons</p> <p>Lecture: 1 lesson</p> <p>Practice: 1 lesson</p> <p>Personal test: 1 session (format: multiple choice)</p> <p>Practice at home: 2 sessions</p>	<p>Process evaluation 10%</p> <p>Personal assignment: 20%</p>
12	<p>第十二课 : 这 个 星期 天 你 忙 不 忙 Lesson 12: Are you busy this Sunday</p> <ul style="list-style-type: none"> <li>- Practice phonetic pronunciation - Presentation (8) -</li> <li>Adjective predicate - Correct form of a question (1) (2) - "一下" and "一点儿" - The radical (2) - The word combinations with the radical (2) 作业 : 综合</li> </ul>	<p>CLO</p> <p>2.1,</p> <p>2.2,</p> <p>2.3,</p> <p>3.1,</p> <p>3.2</p>	<p>Study before materials</p> <p>Classroom: 3 lessons</p> <p>Lecture: 1 lesson</p> <p>Practice: 1 lesson</p> <p>Personal test: 1 session (format: multiple choice)</p> <p>Practice at home: 2 sessions</p>	<p>Process evaluation 10%</p> <p>Personal assignment: 20%</p>

	练习 Comprehensive exercise done in math			
	Examination at the end of the period	CLO 2.1, CLO 2.2, CLO 2.3, CLO 3.1, CLO 3.2	Examination: 90 minutes	3-skills multiple choice test and essay writing

## 9. COURSE REQUIREMENT

### 9.1. Rules of class participation

- Students are responsible for attending all classes. There must be sufficient and reasonable proofs in case of absence from school due to force majeure reasons.

Students are responsible for actively researching documents, proactively preparing lessons before going to class according to lecturers' instructions and requests.

- Students absent more than 20% of the total number of sessions will be deemed not to complete the course and must re-register.

- Students who submit individual assignments late compared with the prescribed time of instructors will receive a score of 0 for that assignment.

- Students will be asked to answer random questions and answers throughout 12 lessons

- Regarding the exchange between lecturers and students: Encourage students to participate in discussions, give direct feedback with teachers about the module's content, teaching and learning methods, teaching and reading materials. Lecturers also encourage students to give feedback on the form, methods, and contents of the tests and evaluate students' learning results. Students can communicate with lecturers in class, during office hours, or via email. The valuable student feedback contributes to improving the teaching and learning quality of the module

### 9.2. Rules of classroom behavior

- The module is conducted on the principle of respect for learners and teachers. All acts that interfere with the teaching and learning process are strictly prohibited.

- Students need to actively participate in lectures in class through talking with teachers (answering and asking questions), discussing with other students in class, group discussions, case studies, presentations.

- Students must go to school on time. Students who are late more than 10 minutes after class starts will not be able to attend the class.

- Not make noise affects others in the learning process.

- Not eat, drink, chew gum, use devices such as phones, music players during class.

Laptops and tablets are only used to record lectures, calculate for lectures, exercises, absolutely not used for other purposes.

*Hanoi, Date Month Year 20*

**DEAN OF FACULTY**

**(Signed)**

**PRINCIPAL**

**(Signed)**