

ALPHA LANGUAGE SCHOOL
In collaboration with Stamford Scholars

Business Chinese Speaking Course

Course Aims & Objectives

This course is to facilitate foreigners and locals alike to grasp the foundation of Business Chinese by understanding the nuances and language used.

In this course, we teach Singapore Standard Mandarin, but we also share the different ways that Mandarin is used in other countries, in particular China and Taiwan. We engage in discussions about the differences in business culture between Chinese-speaking countries. We will have situational roles plays to assimilate real life business dealings.

The outcome of this is each individual's underpinning knowledge of the topic involved that they are able to transfer these skills and apply them at their place of work.

Course Contents

The Business course will cover the following 8 Units based on the materials from The International Chinese Language Program.

Duration

8 weeks, 2.5hrs/wk

Price

\$398 + material fee

Target Audience

This module is targeted at those who require Business Chinese skills in their company.

Certificates

Upon successful completion of the programme, candidates will be awarded the Certificate of Attendance by Alpha Language School.

Lesson Outline

- Self Introduction in Chinese 中文自我介绍
- Making a Business Phone Call 打电话
- Product names and functions 商品名称与功能
- How to sell 如何销售
- Payments and Delivery 付款和交货
- Exchanging Currency 兑换货币
- Customer Service and Recovery 客户服务
- Common Workplace Phrases 常用职场用语