



香港中文大學 雅禮中國語文研習所

Yale-China Chinese Language Centre  
The Chinese University of Hong Kong



For non-native Chinese speakers 為非華語人士而設

Foundation Certificate Programme in

# Integrated Chinese Communication for Workplace

職業中文綜合溝通基礎證書課程

New Friday and Saturday Classes in January, April, May, June, July, September and October

This course has been included in the list of reimbursable courses under the Continuing Education Fund

This course (Foundation Certificate in Integrated Chinese Communication for Workplace) is recognized under the Qualifications Framework (QF Level two)

Listening

Speaking



Reading

Writing

**Cantonese(廣東話)** is widely spoken in Hong Kong, Macau and Guangdong Province. It is one of the seven major dialects of China. It is also the most widely spoken Chinese dialect by overseas Chinese communities. Hong Kong is the only place in China where people think in their own dialect (Cantonese) and use it officially to discuss serious issues.

**Chinese Characters(中國漢字)** are logograms used in the writing of Chinese and constitute the oldest continuously-used system of writing in the world. They are indispensable to the civilization of China and having great impact on the language systems in the Asia-Pacific region like Japan and Korea.



資歷架構  
Qualifications  
Framework  
(QF Level 2)



# The Centre

Founded in 1963 under the joint auspices of New Asia College and the Yale-China Association, the Centre became part of the CUHK in 1974 and has been responsible for the teaching of Chinese language (Putonghua and Cantonese) of University students as well as other Putonghua and Cantonese learners. Courses are offered in two different series: for non-native Chinese speakers and for native Chinese speakers. All the series have different levels to meet the needs and aptitude of students.

## The Programme

### Cantonese training modules

At beginner level, the modules focus on oral skills and listening comprehension, with proficiency-oriented activities based on useful vocabulary items, daily expressions and a wide variety of patterns. Upon intermediate and advanced level, more topics and activities will be linked to the needs shared by students of the similar profession or background. For reference only, students are usually expected to spend no less than 4 hours a week on revision to make progress.

#### Conducted during weekday daytime

|  |  |             |           |
|--|--|-------------|-----------|
| CLCC1123<br>Oral Skills Practice I                               | An elementary course focused on students' fluency in communication with basic vocabulary and grammar points through various kinds of speaking practice. Real life settings are introduced such as shopping, introducing family members and asking directions etc.  | 33 sessions | 3 credits |
| CLCC2223<br>Oral Skills Practice II                              | An intermediate course focused on students' fluency in speaking practice in real life settings, such as going to the airport, attending a wedding party, going to see movies, discussing travel plans and talking about hobbies etc.   | 33 sessions | 3 credits |
| CLCC3323<br>Oral Skills Practice III                             | An upper intermediate course focused on students' fluency in speaking practice with newly acquired vocabulary and grammar points. Real life settings are introduced such as buying a computer, going to the doctor, renting a flat and moving to a new home etc.   | 33 sessions | 3 credits |
| CLCC4413<br>Communication in professional settings               | An advanced course designed to help students communicate with extended vocabulary in advanced settings through real life language tasks/activities and contextualized exercises. Topics include social issues in Hong Kong, environmental issues, Chinese custom and religion etc.                                     | 33 sessions | 3 credits |
| CLCC4443<br>Advanced Listening Comprehension Skills              | An advanced course focused on building up students' listening ability in advanced context and presenting students with multi-media authentic materials. Topics for discussion include social issues in Hong Kong, environment issues, Chinese custom and religion etc.   | 33 sessions | 3 credits |
| CLCC4513<br>Topical Communication                                | An advanced course designed to build up the students' confidence in using a variety of vocabularies in formal settings through specific topics and contextualized exercises. Topics include various local and international news and issues related to our society, such as education system, economy and immigration. | 33 sessions | 3 credits |
| CLCC4543 Listening Comprehension Skills in Professional Settings | An advanced course focused on building up students' listening ability in professional context and presenting students with multi-media authentic materials. Topics for discussion include various local and international news and issues related to our society, such as education system, economy and immigration.   | 33 sessions | 3 credits |

|  |  |             |           |
|--|--|-------------|-----------|
| CLCC4603<br>China Issues   | An advanced course designed to familiarize students with issues related to China through various specific topics, language activities and discussion practice. Topics for discussion include the geography and history of China, Chinese religions, Chinese New Year and Chinese characters.   | 33 sessions | 3 credits |
| CLCC4613<br>Cantonese Colloquialism  | An advanced course designed to introduce Cantonese colloquialism used in various settings in Hong Kong. In less formal settings, lot of colloquial expressions can be found in discourse. This course helps students to understand and be able to use common colloquial expressions in real life.  | 33 sessions | 3 credits |
| CLCC2913/ CLCC4913<br>Pragmatic Internship in China-<br>Cantonese Speaking Region<br>(HK PRINCH) | A task-based course designed to provide intermediate and advanced level students with the opportunity to use language in real life for real communication purposes. It allows students to practice what they have learned in class through a variety of activities in the target culture, focusing on topics related to social, economic and cultural issues. Class format consists of three parts, (1) Classroom activities with teachers, (2) Theme-based trip in small groups led by teachers and teaching assistants, and (3) Post-trip tasks with teachers, such as Q&A, discussion and presentation. Themes include history, religion, commerce, customs and culture, education and modern life etc. | 42 sessions | 3 credits |

### Conducted on evening or weekend

|   |   |             |           |
|---|---|-------------|-----------|
| CP2101<br>Elementary Cantonese I          | Introduction to Cantonese sounds and tones.<br>Topics: Greetings, at school, time and date, a shopping day.   | 40 sessions | 3 credits |
| CP2102<br>Elementary Cantonese II         | Revision on sentence structure, Cantonese sounds & tones.<br>Topics: Talk about hobbies, telling location, meet my family, tour around HK, in the office.   | 40 sessions | 3 credits |
| CP2103<br>Intermediate Cantonese I        | Revision on sentence structure, Cantonese sounds & tones.<br>Topics: dining out, describing people, having fun, shopping around, going to doctor.   | 40 sessions | 3 credits |
| CP2104<br>Intermediate Cantonese II       | Revision on sentence structure, Cantonese sounds & tones.<br>Topics: talking about media, working life, going abroad, moving into a new house, when I was young.                                      | 40 sessions | 3 credits |
| CP2105<br>Upper Intermediate Cantonese I  | Revision on sentence structure, Cantonese sounds & tones.<br>Topics: hiring a helper, a day in the office, entertainment and sports, dinner at teacher's home, at a wedding party.                    | 40 sessions | 3 credits |
| CP2106<br>Upper Intermediate Cantonese II | Revision on sentence structure, Cantonese sounds & tones.<br>Topics: at the airport, an evening get-together, seeing a film together, discussing travel plans, talking about hobbies.                 | 40 sessions | 3 credits |
| CP2107<br>Advanced Cantonese I            | Revision on sentence structure, Cantonese sounds & tones.<br>Topics: looking for a job, buying a computer and connecting to the web, renting a flat in HK, moving to a new home, going to the doctor. | 40 sessions | 3 credits |
| CP2108<br>Advanced Cantonese II           | Revision on sentence structure, Cantonese sounds & tones.<br>Topics: picked pocket, Hong Kong news media, Hong Kong transportation, Hong Kong fashion, Hong Kong dining.                              | 40 sessions | 3 credits |

- ♦ The Centre reserves the right to start or cancel a course due to operational concern. Applicants will be informed in due time. Please refer to the latest lesson schedule.

## The Integrated Chinese Reading Modules

The CLC's new integrated Chinese reading modules provide comprehensive training on Chinese reading and writing of **traditional Chinese characters** based on real life situations. They are solid training courses **taught in simple Cantonese with supplementary English explanation** on reading and character recognition; from daily living context to professional setting and

from sentence level to discourse level. For reference only, students are usually expected to spend no less than 4 hours a week on revision to make progress.

| Course name  | Course description  | No. of sessions<br>(A. weekday daytime course) | No. of sessions<br>(B. evening/ weekend course) | No. of credits |
|--|---|--|---|----------------|
| CLCC1113<br>Application of Vocabulary & Grammar I            | An elementary course designed to familiarize students with the use of basic vocabulary and grammar points. Vocabulary introduced is based on everyday conversations and daily usage. Focus will be given to the appropriateness in application.   | 33 sessions                                    |   | 3 credits      |
| CLCC2253<br>Basic Presentation Skills & Daily Situations II  | This intermediate course helps students to build up abilities in presenting basic ideas in real life communication settings. Such training uses various sources, including basic readings from menus, maps, signages, as well as speaking and listening input such as situational videos, announcements and instructions, etc.  | 33 sessions                                    |   | 3 credits      |
| CLCC2203B<br>Integrated Chinese Reading I                    | An elementary course which provides comprehensive training on reading of traditional Chinese characters based on real life situations. The course is taught in simple Cantonese with supplementary English explanation. It helps students to build up abilities in presenting basic ideas in real life communication settings. Such training uses various sources, including basic readings from menus, maps, signages, as well as speaking and listening input such as situational videos, announcements and instructions, etc. It will focus on recognition of Chinese characters and readings at sentence level. |  | 40 sessions                                     | 3 credits      |
| CLCC3353<br>Basic Presentation Skills & Daily Situations III | This upper intermediate course helps students to build up abilities in presenting basic ideas in real life communication settings. Such training uses various sources, including reading materials from notices, emails, as well as speaking and listening input such as situational videos and discussions, etc.   | 33 sessions                                    |   | 3 credits      |
| CLCC3303<br>Chinese Reading II                               | This intermediate course helps students to build up abilities in presenting basic ideas in real life communication settings. Such training uses various sources, including reading materials like notices, emails, as well as speaking and listening input such as situational videos and discussions, etc. It will focus on recognition of Chinese characters and readings at paragraph level.   |  | 40 sessions                                     | 3 credits      |
| CLCC4403<br>Chinese Reading III                              | An advanced course to introduce the use of Chinese characters with real life examples and contextualized exercises in a wide variety of settings. It will focus on recognition of Chinese characters and readings at discourse level.   | 33 sessions                                    | 40 sessions                                     | 3 credits      |
| CLCC4503<br>Advanced Chinese Reading                         | An advanced course to introduce the use of Chinese characters with authentic materials and contextualized exercises in professional settings. Readings will be based on materials such as proses, argumentative essays, descriptive essays and drama scripts, etc.  | 33 sessions                                    | 40 sessions                                     | 3 credits      |
| CLCC4633<br>Newspaper Reading                                | An advanced course designed to improve students' language ability through the reading and discussion of selected news clips and newspaper columns in standard written Chinese (traditional Chinese). Topics may include international relations, economy, politics, crimes and accidents.   | 33 sessions                                    | 40 sessions                                     | 3 credits      |



|   |   |             |           |
|---|---|-------------|-----------|
| CLCE1103B<br>Chinese Language and Culture for Language Learners | This is a knowledge-based course taught in English for students (both native and non-native Chinese speakers) who are interested in Chinese language and culture. Topics include the theories, practices and situations of teaching and learning Chinese as a second language (including Putonghua and Cantonese learning); the importance of culture in Chinese as a second language learning; and the language situations in Hong Kong and in Mainland China. | 40 sessions | 3 credits |
| CLCE2203B<br>Chinese Characters and Reading Chinese             | This is a course designed for non-native Chinese speakers who want to learn more about Chinese characters through reading. Among the areas covered are aspects related to the origin of Chinese characters, basic structure of frequently used characters as well as stories behind the evolution and simplification of Chinese characters. English is the medium of teaching in this course.   | 40 sessions | 3 credits |

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### Internal Credit Transfer

Credits earned can be transferred to the Certificate/ Diploma/ Advanced Diploma Programme in Chinese as a Foreign/ Second Language (Cantonese) subject to conditions.

## The Award

### Foundation Certificate in Integrated Chinese Communication for Workplace 職業中文綜合溝通基礎證書

Qualification Register registration no: 18/000045/L2. QF level = 2

Registration effective date: from 4 January 2018 and on-going

Award Requirements:

- Completion of at least one Cantonese module and at least one Chinese reading module from the approved course list. Depends on a student's schedule, he/ she has to study two to three modules (including the core module) to fulfill the programme requirement of minimum 80 contact hours. The core module is CP2101 Elementary Cantonese I.
- Minimum attendance rate is 70% in each module.
- Achieve satisfactory assessment in each module.
- Core module exemption: after reviewing each student's case, the teaching division head or his/ her designates could make recommendations for exemption from the core module requirement. Nevertheless, each student is still required to fulfill the course unit/ contact hour requirement of the programme with the paid tuition fee for the exempted course(s).



## Assessment

Quiz (written/ oral), dictation, periodic test, final exam (oral) and instructor's assessment.

\* Note: students can take the course without assessment as long as they sign a declaration form. However, the students will not be eligible for the consideration of CUHK award-bearing certificate and Continuing Education Fund reimbursement.

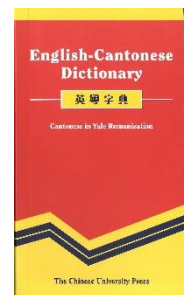
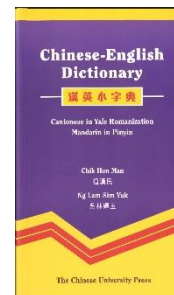
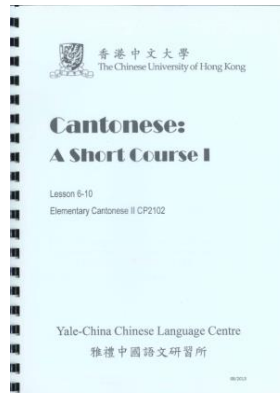
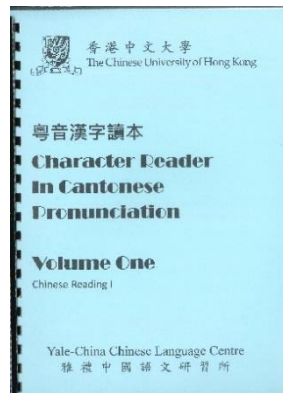
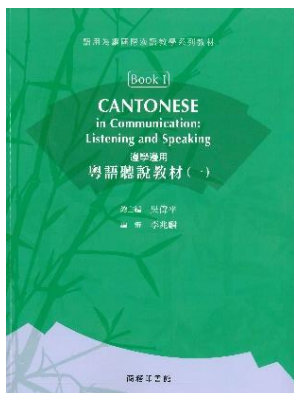
# The Teachers

Well-qualified instructors of the CUHK who are experienced in Teaching Chinese as a Foreign/ Second Language.

Cantonese Programme Division (CPD) Head: Dr. LEE Siu Lun Cedric (Doctor of Education in Applied Linguistics)

# The Teaching Materials

Guided by teaching research findings, the Academic Activity Division of CLC publishes teaching materials and learning aids based on the ample teaching experience of teachers. “*Cantonese in Communication*”, “*Cantonese: A Short Course*”, “*Character Reader in Cantonese Pronunciation*” and supplementary materials prepared by CLC will be used in Cantonese modules and Chinese modules. Students are also advised to acquire a copy of *English Cantonese Pocket Dictionary* and *Chinese English Pocket Dictionary* to facilitate their learning.



# Online Application

Application is done online at <http://www.cuhk.edu.hk/clc/part-time-4Fapply>. To complete the application procedure smoothly, please take the following steps:

1. Study the [notes to application](#).
2. Except for CP2101 and CLCC1123, admission to the other courses requires placement, whether on listening/ speaking, Chinese character recognition, or both. Link: [www.cuhk.edu.hk/clc/placement](http://www.cuhk.edu.hk/clc/placement)
3. Provide a softcopy of your **HKID and/ or passport copy with HK visa** to prove that your immigration status allows you to study in HK.
4. Those who would like to receive an award certificate issued by CUHK (upon fulfillment of study hours and assessment requirement), should submit a copy of **education document** certifying that you are at least have completed Hong Kong secondary five education or equivalent on or prior to 2011 or, have completed Hong Kong secondary six education (university admission level) or equivalent on or after 2012.

5. Payment can be made in form of credit card, bank transfer, cheque and cash. For credit card payment, please [download credit card payment authorization form](#) and submit together with your application. For bank transfer, please provide payment receipt along with your online application.
6. As this course is listed under the Continuing Education Fund (CEF) reimbursable course list, even though not all course takers are eligible for the reimbursement, the Fund requires ALL Students of this course to fill in and sign on a **declaration**. Please return the form by email before the start of the first lesson. You can also upload the completed form in PDF format along with your online application of the programme. Course fee reimbursement by CEF is possible upon fulfillment of 5 categories of conditions, namely Hong Kong immigration status, course requirement, attendance rate, assessment result and administrative requirement. For more information, please visit CEF website at <https://www.wfsfaa.gov.hk/cef> or call the 24-hour manned hotline at 3142 2277.
7. CLC staff will contact you after receiving your application.
8. The CEF course code of “Foundation Certificate in Integrated Chinese Communication for Workplace” is 38C123632.

## Contact Us

### Continuing Education Section,

Yale-China Chinese Language Centre, The Chinese University of Hong Kong

### Shatin Head Office & Classrooms

Opening Hour: 8:45 a.m. to 5:30 p.m. (Monday to Thursday) 8:45 a.m. to 5:45 p.m. (Friday)  
No service on Saturday, Sunday and public holiday.

Address: G/F, Fong Shu Chuen Building, The Chinese University of Hong Kong, Shatin, New Territories (University MTR exit C immediate)



Tel: (852) 3943 6727

Fax: (852) 2603 5004

Email: [clc@cuhk.edu.hk](mailto:clc@cuhk.edu.hk)

Web site: [www.yccllc.cuhk.edu.hk](http://www.yccllc.cuhk.edu.hk)



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