

CAH5715: CHINESE FOR GOVERNMENT AND PUBLIC ADMINISTRATION

Effective Term

Semester A 2025/26

Part I Course Overview

Course Title

Chinese for Government and Public Administration

Subject Code

CAH - Chinese and History

Course Number

5715

Academic Unit

Chinese and History (CAH)

College/School

College of Liberal Arts and Social Sciences (CH)

Course Duration

One Semester

Credit Units

3

Level

P5, P6 - Postgraduate Degree

Medium of Instruction

Chinese

Medium of Assessment

Chinese

Prerequisites

NIL

Precursors

NIL

Equivalent Courses

CTL5715 Chinese for Government and Public Administration

Exclusive Courses

NIL

Part II Course Details

Abstract

This course aims to reinforce students' reading writing and oral skills required for government and public administration and for analysing government policy documents by using a learning discovery approach.

Course Intended Learning Outcomes (CILOs)

CILOs		Weighting (if app.)	DEC-A1	DEC-A2	DEC-A3
1	Explain government documents from various perspectives such as those of economics, politics and education.	20	x	x	x
2	Apply a good knowledge of the lexical, syntactic, semantic, discursive and stylistic features of Chinese used in government administration.	20	x	x	x
3	Explain Chinese written materials (e.g. news report, minutes, announcements) for government and public administration.	20		x	
4	Apply the skill of producing well-written Chinese documents for government and public administration.	20			x
5	Apply the skill of producing and delivering public speeches and use different oral strategies for specific situations which they may encounter in future.	20	x	x	x

A1: Attitude

Develop an attitude of discovery/innovation/creativity, as demonstrated by students possessing a strong sense of curiosity, asking questions actively, challenging assumptions or engaging in inquiry together with teachers.

A2: Ability

Develop the ability/skill needed to discover/innovate/create, as demonstrated by students possessing critical thinking skills to assess ideas, acquiring research skills, synthesizing knowledge across disciplines or applying academic knowledge to real-life problems.

A3: Accomplishments

Demonstrate accomplishment of discovery/innovation/creativity through producing /constructing creative works/new artefacts, effective solutions to real-life problems or new processes.

Learning and Teaching Activities (LTAs)

LTAs	Brief Description	CILO No.	Hours/week (if applicable)
1	Lectures Students will engage with lectures. The definitions and moral requirements for government and public administration are introduced. Emphasis is placed on the stylistic features and various formats of the Chinese language used in the professional contexts with examples drawn from reality.	1, 2, 3, 4, 5	Two hours per week

2	Tutorials	Students will engage with group discussion and need to give presentations based on their discussions and analysis of various public issues or policies. After presentation, each group will submit a group report based on their discoveries. The reports are based on governmental documents, news commentaries from scholars, civilians and politicians. Each student will also give a ten-minute speech. Topics will be on government policy or current affairs. Students will select their own topics.	1, 2, 3, 4, 5	One hour per week
3	Assignments	Students will engage with assignments. Each student will be given written assignments. Topics may include official letters, notices and announcements, minutes and reports, rules and regulations, proposals, press releases, speeches, contracts, advertisements, etc.	1, 2, 3, 4, 5	

Assessment Tasks / Activities (ATs)

ATs		CILO No.	Weighting (%)	Remarks ("-" for nil entry)	Allow Use of GenAI?
1	Group tutorial report - Students are free to choose a topic on current issues. Group reports are required to submit on the presentation day.	1, 2, 3, 4	30	Develop and enhance students' communication skills, manner as well as team spirit in discussion.	No

2	Written assignments - Such as speeches, proposals, announcements, notices or minutes etc.	1, 2, 3, 4	40	Try to develop students' reading writing skills required for government and public administration. It also provides them a chance of practice.	No
3	Speech - Students are required to deliver a speech in class.	1, 2, 3, 5	10	To develop students' oral skills in making public speeches and use different oral strategies for specific situations which they may encounter in their future professions.	No
4	Class participation - It includes students' attendance of both lectures and tutorials, and participation in discussions during tutorials.	1, 2, 3	20	To encourage students' attendance and active involvements in the class activities.	Yes

Continuous Assessment (%)

100

Assessment Rubrics (AR)**Assessment Task**

Group tutorial report (for students admitted before Semester A 2022/23 and in Semester A 2024/25 & thereafter)

Criterion

Thoroughly analyse an issue from a subjective perspective

Excellent

(A+, A, A-) High

Good

(B+, B, B-) Significant

Fair

(C+, C, C-) Moderate

Marginal

(D) Basic

Failure

(F) Not even reach the marginal level

Assessment Task

Written assignments (for students admitted before Semester A 2022/23 and in Semester A 2024/25 & thereafter)

Criterion

Application of excellent and professional Chinese in writings

Excellent

(A+, A, A-) High

Good

(B+, B, B-) Significant

Fair

(C+, C, C-) Moderate

Marginal

(D) Basic

Failure

(F) Not even reach the marginal level

Assessment Task

Speech (for students admitted before Semester A 2022/23 and in Semester A 2024/25 & thereafter)

Criterion

Ability of delivering an excellent and fluent speech on public issue

Excellent

(A+, A, A-) High

Good

(B+, B, B-) Significant

Fair

(C+, C, C-) Moderate

Marginal

(D) Basic

Failure

(F) Not even reach the marginal level

Assessment Task

Class participation (for students admitted before Semester A 2022/23 and in Semester A 2024/25 & thereafter)

Criterion

Good attendance and active involvement in class activities, discussion and practice

Excellent

(A+, A, A-) High

Good

(B+, B, B-) Significant

Fair

(C+, C, C-) Moderate

Marginal

(D) Basic

Failure

(F) Not even reach the marginal level

Assessment Task

Group tutorial report (for students admitted from Semester A 2022/23 to Summer Term 2024)

Criterion

Thoroughly analyse an issue from a subjective perspective

Excellent

(A+, A, A-) High

Good

(B+, B) Significant

Marginal

(B-, C+, C) Basic

Failure

(F) Not even reach the marginal level

Assessment Task

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Part III Other Information

Keyword Syllabus

Training in reading skills, writing skills for government and public administration documents; oral skills for public speeches.

Reading List**Compulsory Readings**

Title	
1	N/A

Additional Readings

Title	
1	陳耀南：《應用文概說》。香港：波文書局，1976。
2	陳志誠：《應用文基礎》。香港：昭明出版社，1987。

3	徐中玉主編：《應用文寫作》。北京：高等教育出版社，2000。
4	張仁青編著、成惕軒校訂：《應用文》。臺北：文史哲出版社，2001。
5	呂新昌編著：《最新應用文彙編》。臺北：臺灣商務印書館，2001。
6	陳耀南：《書面中文的本質與應用》。香港：香港大學出版社，1991。
7	李學銘主編：《現代應用文的教學與研究》。香港：香港理工大學中文及雙語學系，1998。
8	慕英主編：《實用公文大全》。重慶：西南師範大學出版社，1996。
9	張元忠、楊珥碧、張東風、高冬媛編：《實用公務應用文寫作》。長沙：中南大學出版社，2003。
10	韓啓鳴編：《公務應用文》。深圳：海天出版社，1997。
11	孫永忠編撰：《公文寫作》。臺北：洪葉文化事業有限公司，1999。
12	于成鯤主編：《現代應用文》。上海：復旦大學出版社，1996。
13	陳耀南等：《應用文大全》。香港：讀者文摘遠東有限公司，1998。
14	盧丹懷、何寅、謝天振編著：《中港應用文傳意大全》。香港：商務印書館，2002。
15	李道海、周敬紅：《台港澳應用文大觀》。長春：東北師範大學出版社，1994。
16	潘林杉主編：《古今應用文大全》。合肥：安徽人民出版社，1998。
17	謝錫金、岑紹基、祁永華、于成鯤：《中國內地機構文書研究與應用》。香港：香港大學出版社，2004。
18	岑紹基、謝錫金、祁永華、編著：《應用文的語言·語境·語用》。香港：香港教育圖書公司，2006。
19	陳志誠主編：《新世紀應用文論文選》。香港：香港城市大學語文學部，2002。