

# City University of Hong Kong

## Information on a Course offered by School of Continuing and Professional Education with effect from Semester A in 2014 / 2015

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### CE0131

#### Job Interview in Putonghua

普通話求職面試課程

#### Part I

**Course Duration:** 1 semester, 18 hours (3hours x 6 weeks in semester A and B; 6 hours x 3 weeks in summer semester)

**Credit Units:** 0

**Level:** N/A

**Medium of Instruction:** Chinese

**Prerequisites:** NIL

**Precursors:** Putonghua Foundation Programme (CE0111), or equivalent.

**Equivalent Courses:** NIL

**Exclusive Courses:** NIL

#### Part II

#### Course Aims:

This course aims to offer training in Putonghua to students who want to seek job opportunities that needs to be interviewed in Putonghua

#### Course Intended Learning Outcomes (CILOs)

Upon successful completion of this course, students should be able to:

No.	CILOs
1.	Identify the Putonghua phonetic characteristic with enhanced accuracy in pronunciation;
2.	Demonstrate the skills with appropriate choice of words to cope with different language functions and relevant genres, e.g. narration, presentation, comments, etc.
3.	Present themselves with personal particulars fluently in Putonghua in job interview settings;
4.	Demonstrate different skills of job interviews in various simulated situations.

#### Teaching and Learning Activities (TLAs)

*(designed to facilitate students' achievement of the CILOs)*

Types of TLAs	Hours per week (if applicable)
a. Tutorial	3 hours
b. Discussion	
c. Simulated Job interviews	

## Assessment Tasks/Activities

(designed to assess how well the students achieve the CILOs)

Type of assessment tasks/activities	%	Remark
Coursework: Oral Assignment (Recording)	30%	
End-term Test: Oral	60%	
Class Performance	10%	

Alignment of TLAs and Assessment Tasks/Activities with the CILOs:										
CILOs	TLAs (Please ✓ if the TLA(s) is/are aligned with the CILO)					Assessment (Please ✓ if the Assessment(s) is/are aligned with the CILO)				
	a.	b.	c.			i.	ii.			
1. Identify the Putonghua phonetic characteristic with enhanced accuracy in pronunciation;	✓	✓	✓			✓	✓			
2. Demonstrate the skills with appropriate choice of words to cope with different language functions and relevant genres, e.g. narration, presentation, reports, comments, etc	✓	✓	✓			✓	✓			
3. Present themselves with personal particulars fluently in Putonghua in job interview settings	✓	✓	✓			✓	✓			
4. Demonstrate different skills of job interviews in various simulated situations	✓	✓	✓			✓	✓			

Assessment Schedule (on the basis of Assessment Tasks/ Activities identified above)			
Examination (%): 60	Duration (Hrs): 2	Coursework (%):30	Participation (%): 10
Grading Mode: The module will be assessed by Pass or Failure (Pass: 40% or above)			

## Part III

**Keyword Syllabus:** (a brief description of the syllabus of the course)

1. Different language functions and genres, such as narration, presentation, comments and explanation etc.;
2. Interview skills, such as oral presentation, self-introduction, questioning and answering etc.;
3. Job interview simulations and general issues in job interviews; and
4. Homophone, polyphone and polysemous words, proper pronunciation, listening skills, “Cantonese-Putonghua correspondence”.