COURSES: GENERAL INFORMATION

We guarantee in all course levels:

- Systematic teaching of the learning material
- Rapid and meaningful progression
- Well-constructed course plans that build on learning
- Teaching material appropriate to your level
- Regular homework and corrections
- Regular tests for performance assessment

The following services are free of charge to all students:

- Placement test and examination support
- Use of the Resource Centre of the Confucius Institute at UCY and media labs

COURSE LEVELS AND CONTENT

The course programme is divided into four levels. Course titles and assignments conform to the Common Framework of Reference Levels:

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COURSE PROGRAMMES

• **Level 1**: for participants with little or no previous knowledge

Test takers who are able to pass the HSK (Level I) can understand and use very simple Chinese words and phrases, meet basic needs for communication and possess the ability to further their Chinese language studies.

• **Level 2**: for participants with some previous knowledge

Test takers who are able to pass the HSK (Level II) have an excellent grasp of basic Chinese and can communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar and routine matters.

• **Level 3**: for participants with good knowledge

Test takers who are able to pass the HSK (Level III) can communicate in Chinese at a basic level in their daily, academic and professional lives. They can manage most communication in Chinese when travelling in China.

• **Level 4**: for participants with very good knowledge

Test takers who are able to pass the HSK (Level IV) can converse in Chinese on a wide range of topics and are able to communicate fluently with native Chinese speakers. Source: [http://english.hanban.org/node_8002.htm](http://english.hanban.org/node_8002.htm)

We also have the following **Special Courses** in our programme:

**Business Chinese 1**

**OBJECTIVE**

In "Business Chinese 1", you will improve your Chinese for your everyday working life. You will learn how to optimize the daily communication with colleagues, superiors, customers, suppliers or business partners. Communicative situations on the phone, in meetings or negotiations, in presentations, and in discussions in an intercultural context will be practiced.

**TARGET GROUP**

- Professionals with good basic knowledge of the language, who want to improve their professional communication skills.
- Students and professionals with good basic language skills, who want to prepare for doing business with Chinese professionals or related entity.

**Language requirements**: Level 1 (in accordance with the Common Framework of Reference for Languages)
**CONTENT**

Focus: Oral and written communication in everyday professional life

+ Work-related vocabulary and idioms
+ Oral and written exercises to improve communication skills in professional life
+ Create a business letter DIN standard 5008 - writing and formatting rules for word processing
+ Compose clear and customer-friendly emails, with attention to spelling, grammatical accuracy and modern word selection
+ Strategies for competent and appropriate conversation on the phone, in meetings, and in negotiations
+ Simulate situations from professional life to overcome linguistic barriers

**PRIVATE COURSES** (30 euro/90 minutes)

**SPEAKING PRACTICE 1**

**OBJECTIVE**

In "Speaking Practice 1" you will expand your range and ability to express yourself in Chinese at a high level. You will optimize the linguistic skills necessary to respond in unplanned interaction.

**TARGET GROUP**

Advanced learners of Chinese who wish to improve their existing good oral skills.

**Minimum language requirements:** Level 1 (in accordance with the Common Framework of Reference for Languages)

**CONTENT**

Focus: General Conversation

+ Vocabulary and idioms in oral communication situations
+ Development of typical linguistic functions (e.g., describing, position-taking, summarizing, comparing, contrasting, interpreting, evaluating, defining, exemplifying, informing, arguing, drawing conclusions)
+ Conversation management strategies (e.g., turn-taking, cooperating, asking for clarification, responding flexibly)
+ Fluency practice and presentation techniques
+ Topic-based and objective discussions
+ Pronunciation and intonation practice
+ Listening comprehension practice

**SPEAKING PRACTICE 2**
OBJECTIVE

The course "Speaking Practice 2" will enable you to expand your range and ability to express yourself in Chinese at a high level. You will optimize the linguistic skills necessary to respond in unplanned interaction.

TARGET GROUP

Advanced learners of Chinese who wish to improve their existing good oral skills.

Minimum Language Requirements: Level 2 (in accordance with the Common Framework of Reference for Languages)

CONTENT

Focus: General Conversation and Presentation Techniques

- Vocabulary and speech modules for presentations
- Vocal exercises, self-presentation, gestures, facial expressions, body language
- Development of typical presentation techniques (e.g., target group analysis, structuring, content and progression, dramaturgy, script, flashcards, creating handouts, PowerPoint as a medium of presentation, development and design of meaningful slides, using graphs and charts, time management)
- Conversation management strategies (e.g., paraphrasing questions, checking questions, admitting knowledge gaps, responding to objections and aggressive questions, expressing thanks)
- Dealing with nervousness, stage fright, and slip-ups
- Pronunciation and intonation practice
- Fluency practice

HSK PREPARATORY COURSES (Only for external students)

OBJECTIVE

In "HSK Preparatory Courses (HSK 1, HSK 2, HSK 3, HSK 4)", you will be prepared for the HSK exams and become familiar with the exam format.

- You will practice the exam requirements using actual sample exams
- You will do a mock exam, which is corrected and discussed with you

PARTICIPATION REQUIRES

Proof of Chinese skills at each level (in accordance with the Common Framework of Reference for Languages). The best way to be prepared for the HSK exams is to attend our HSK Courses.

TEACHING MATERIAL

For HSK 1, you will need the following books:
For **HSK 2**, you will need the following books:


For **HSK 3**, you will need the following books:


For **HSK 4**, you will need the following books: