

<b>Workshop Title</b>	<b>Business Mandarin Speaking Skills – Part 1</b>
<b>Workshop Duration</b>	2 Days
<b>Workshop Description</b>	<p>This is a basic course designed for beginners from a non Mandarin environment. This course introduces to the participants the practical daily conversation, standard Mandarin pronunciation through the Hanyu Pinyin system. This course is structured for individual working in a corporate environment.</p> <p>At the end of the course, participants would be able to pronounce Chinese words accurately, understand and be able to communicate in basic Mandarin.</p>
<b>Who Should Attend?</b>	<ul style="list-style-type: none"> <li>• Working adults without Mandarin background</li> </ul>
<b>Workshop Objectives</b>	<ul style="list-style-type: none"> <li>• Introduce to participants the standard Mandarin pronunciation through the Hanyu Pinyin system</li> <li>• Be able to greet people and introduce yourself in Mandarin</li> <li>• Be able to describe the people and objects around you</li> <li>• Be able to express your feeling in Mandarin</li> <li>• Be able to communicate in basic conversation in Mandarin</li> </ul>
<b>Workshop Outline</b>	<p><b>Introduction to Mandarin</b></p> <ul style="list-style-type: none"> <li>• Introduction of Mandarin as compared to English and Bahasa Malaysia</li> <li>• Understand the importance of the Mandarin language in today's competitive world</li> <li>• How does the Mandarin Language work?</li> </ul> <p><b>Module 1: Phonetic System of Mandarin – Pinyin</b></p> <ul style="list-style-type: none"> <li>• Practice the pronunciation of initials and finals in Pinyin</li> <li>• Practice the 4 tones</li> <li>• Simple every words</li> </ul> <p><b>Module 2: Numbers &amp; Timing</b></p> <ul style="list-style-type: none"> <li>• Numbers 1-99</li> <li>• Timing</li> <li>• Days of the week</li> </ul>

	<p><b>Module 3: Greeting &amp; Self Introduction</b></p> <ul style="list-style-type: none"> <li>• Saying welcome and thank you</li> <li>• Asking “How are you?” and answering</li> <li>• Understanding emotion words</li> </ul> <p><b>Module 4: Common Daily Business Activities</b></p> <ul style="list-style-type: none"> <li>• Common Verbs: arrive, go out, speak, listen, watch, write, read, walk, etc.</li> <li>• Stationeries: Pencil, Paper</li> <li>• Professions &amp; Giving Simple Direction</li> <li>• Daily Activities: working, meeting, shopping etc.</li> <li>• Simple introduction about yourself</li> </ul>
<p><b>Training Methodology</b></p>	<p>The training methodology will include short lectures, role-plays, games, activities, presentations, discussions, idea sharing with continuous evaluation and real time feedback from facilitator.</p> <p>Teaching medium : Mandarin - <i>Han Yu Pin Yin</i> – English &amp; Bahasa Malaysia</p>