

# Learners' Study Manual

## 1. What course am I going to study?

What you are about to learn is the first volume of "General Chinese in International Workplaces", a Chinese course first developed by Guangzhou 5idea Education Technology Co., Ltd.

## 2. What can I learn through this course?

The course includes workplace Chinese, introduction to Chinese culture and knowledge of daily life in Guangzhou. The course catalogue is as follows:

"General Chinese in International Workplaces" 1

Unit	Course content	Cultural Knowledge
Unit 1 Greeting and Address	Lesson 1: Greeting	Guangzhou History
	Lesson 2: Address	
Unit 2 Introduction	Lesson 3: Self-Introduction	Guangzhou Dialect: Cantonese Language
	Lesson 4: Introduction of Colleagues	
Unit 3 Getting to Know the Office	Lesson 5: Getting Acquainted with Office Supplies	Chinese New Year Customs
	Lesson 6: Getting Acquainted with Office Locations	
Unit 4 Time Expression	Lesson 7: Expressions of Hour	Lion Dance Culture
	Lesson 8: Expressions	

	of Date	
Unit 5 Having a Meal	Lesson 9: Diet Preferences	Cantonese Cuisine
	Lesson 10: Ordering Food at a Fast Food Restaurant	
Unit 6 Contact Information	Lesson 11: Mobile Phones and Mailboxes	Guangzhou Business District
	Lesson 12: Business Cards and WeChat	
Unit 7 Invitation& Gift-Giving	Lesson 13: Invitation	Guangzhou Craftsmanship: Canton Embroidery, Canton Porcelain, Canton Sculpture
	Lesson 14: Gift-Giving	
Unit 8 Seeking Help & Praise	Lesson 15: Seeking Help	Guangzhou Music: Cantonese Opera, Cantonese Music
	Lesson 16: Praise	
Unit 9 Location& Direction	Lesson 17: Showing the Location of Items	Attractions in Guangzhou: Chen Clan Academy, Yuexiu Park, The Museum of the Nanyue King Mausoleum
	Lesson 18: Showing Directions	
Unit 10 Traffic & Travel	Lesson 19: Ways of Travel	Guangzhou Architecture: Lingnan Garden: Sai Kwan Mansion
	Lesson 20: Guiding the Way	

### 3.What is the teaching goal of this course?

The course aims at "learn & use immediately, and communicate smoothly", and it can improve the students' Chinese listening and speaking ability and the Chinese communication level in work and life efficiently.

#### **4. What are the characteristics of this course?**

The biggest feature of the course is "scene" teaching and "fragmented" learning. The course selects 120 representative work scenes, applying scene-based teaching. This teaching model helps learners to efficiently improve their Chinese listening and speaking skills in a short period of time, and achieve the objective of "fast learning to apply".

In addition, the courses rely on mobile App for teaching, therefore there is no time and space constraints. You can use fragmented time to control your learning progress flexibly and freely, according to your life and work arrangements on the basis of participating in the Live "Online Classroom" sessions.

#### **5. What learning materials can I get when I sign up for this course?**

You will receive a textbook of the first volume of "General Chinese in International Workplaces" developed by Sidea Education, a one-year membership of the "CHIEase" App, and an authorization for Live "Online Classroom" sessions.

#### **6. Can I study this course even if I don't know Chinese at all?**

The course "General Chinese in International Workplaces" Volume 1 is well designed for students who have zero basic knowledge of Chinese. If you haven't learned Chinese and if you want to have conversations with Chinese people in the workplace and exchange basic information in daily work and life in a short period of time, we strongly recommend you to take this course.

#### **7. How should I study this course?**

The curriculum applies a teaching mode combining "Online Class" + "Online Instruction". You'll need to download the "CHlease" App, first study in the App under the guidance of the teacher, and then participate in the live class on time through the App's "online classroom" function at the designated time.

In order to help you learn better, we recommend that you record and report the problems during your study to your teacher in a timely manner, so that the teacher can provide you with more targeted teaching services.

### **8. How should I choose the time slots for the live online classes?**

The online live class for each class is held once a week for two hours each. For your convenience, we have different time slots. We strongly recommend that you choose a regular time slot for learning better.

### **9. How long will it take me to complete this course?**

The total duration of the live "online classroom" session is 20 hours, and the lessons are divided into ten weeks. There is one live lesson every week, 2 hours each time. In addition, under the guidance of your teacher, you need to conduct study for at least 6 hours a week through the "CHlease" App, including preview, review and practice.

A total of 80 hours of study time is required to complete the course. We recommend that you spend more time studying to achieve better learning results.

### **10. If I participate in the live "online classroom" session, without using the "CHlease" App for study, do you think I can keep up with the learning progress?**

If you do not use the "CHlease" App for study, but only participate in the live "online classroom" session, it will be difficult for you to keep up with your learning progress. Our courses are based on the model of "Fragmented Practice + Classroom Learning". The "CHlease" App and "online classroom" form supporting learning resources and exercise questions. You'll need to preview,

complete exercises, and review through the App. In order to achieve excellent learning effect, we strongly recommend you to better use the “CHlease” App.

### **11. How may I ask the teacher if I have a problem during my study?**

There is an exclusive study group in the “CHlease” App, and each study group is arranged with a teacher and a teaching assistant. If you have questions, you can raise them in the study group at any time, and the teacher will be very happy to help you.

### **12. What should I do if I am late when participating in the live broadcast of the "Online Classroom" class?**

The live “online classroom” session starts at the fixed time you choose. We will not postpone the class time due to the lateness of individuals. We recommend that you arrange your schedule in advance, attend class on time, and don't be late, so as to ensure your learning effect.

### **13. What should I do if I can't participate in a live “online classroom” session because of my busy work?**

If you cannot attend the live broadcast of the "Online Class" on time, you'll need to ask the teaching assistant for a leave in advance and watch the video of the lesson through the “CHlease” App then.

If all the students in your class are unable to participate in a live class, please notify us in time, we will suspend the class once and postpone the time.

### **14. In addition to learning the workplace Chinese content in the course, will I be able to cover life-related Chinese?**

Our courses will appropriately cover life-related words in each lesson to enrich the learning content and improve the interest and practicality of learning.

### **15. After completing this course, can I continue to study further courses?**

Definitely! Our "General Chinese in International Workplaces" course consists of six levels. After you finish this session, you can continue to study the further levels of the courses.

### **16. What is the qualification of your teachers?**

Our teachers graduated from major universities in China, with a master or doctor degree. They have been engaged in teaching Chinese to foreigners for many years with a wealth of teaching experience.

### **17. If I want to know more about the course, may I contact you directly?**

Definitely! If you want to know more course information, you can feel free to contact us on **Whatsapp or Email**. Our **Customer Relationship Director** will give you a detailed introduction.

**Customer Relationship Director Whatsapp Account: +8618011912754**

**Email Address: [gzsistercities@5ideachinese.com](mailto:gzsistercities@5ideachinese.com)**

### **18. If my friends want to take this course, how should they sign up?**

If your friends would like to enroll, please contact our Customer Relationship Director directly. (As above)

### **19. Can I have a tutor for " personal training" in order to further my learning process?**

Definitely! "One-on-one" course is available but at an additional charge. For details, you can contact our Customer Relationship Director for more details.

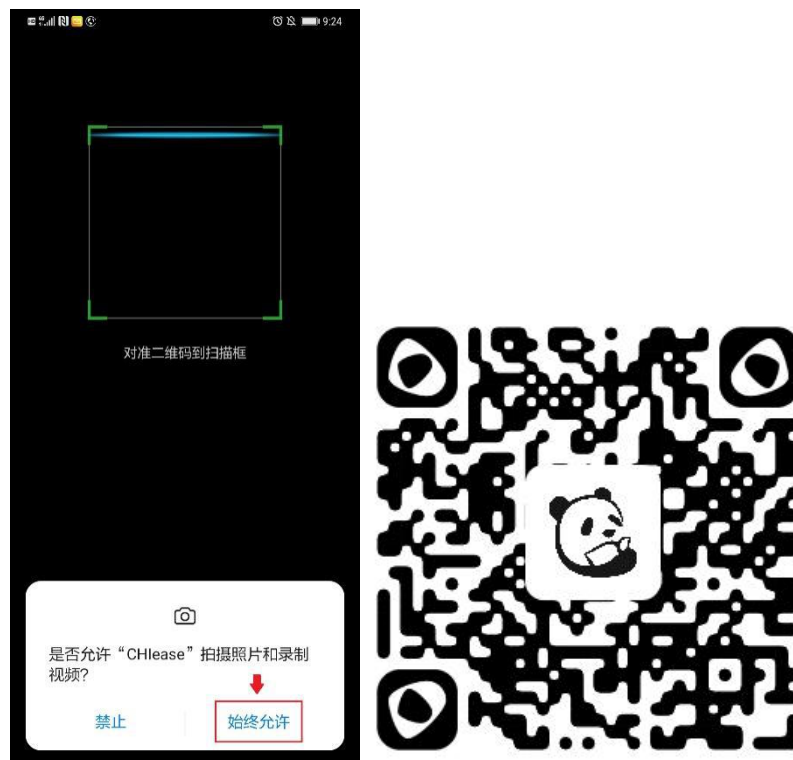
### **20. What should I do if I encounter technical obstacles while using the “CHlease” App?**

(1) If you encounter technical problems during App registration, login, use, and "online classroom" classes, please feel free to contact us. Email: **[gzsistercities@5ideachinese.com](mailto:gzsistercities@5ideachinese.com)**

(2) Or, in the App, click [My Account] [Customer Services] to feedback suggestions and problems to us, and we will reply and solve them for you within 48 hours.

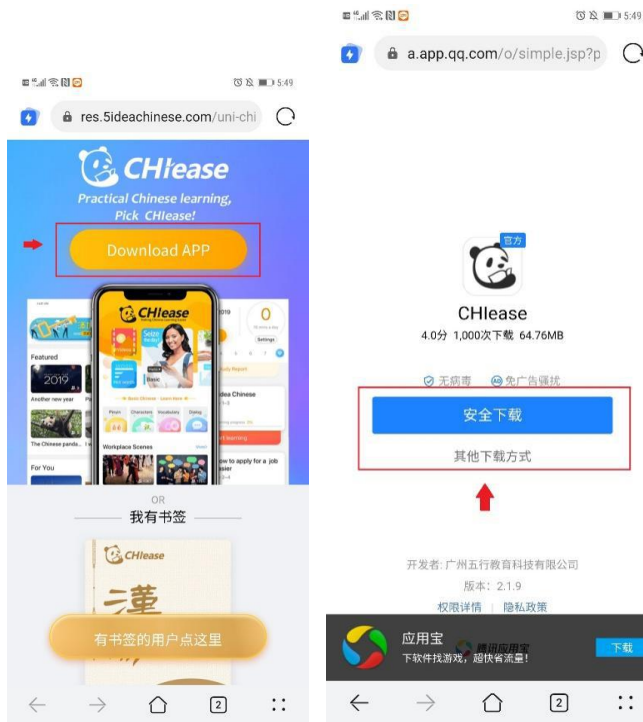
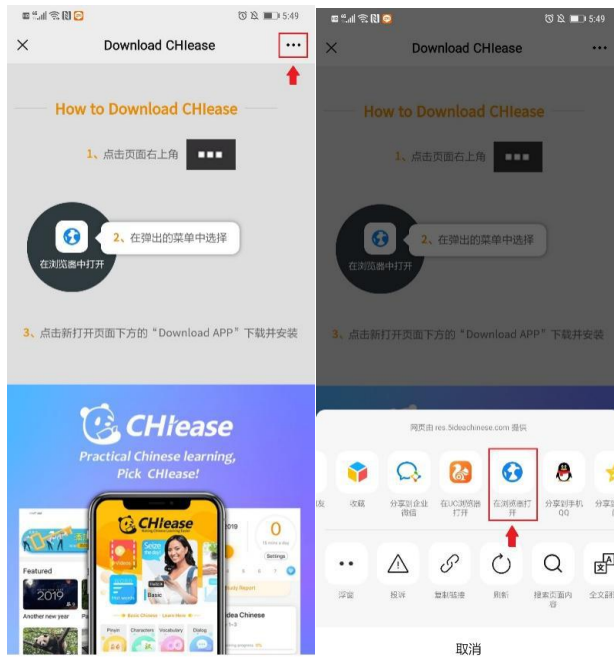
## 21. How can I download CHlease App?

① Please scan the **QR code** below to download **CHlease App**.



② Please follow the steps on the page above.

- a) Click on the details box at the top right corner of the page (three dots)
- b) Select a commonly used browser in the pop-up menu to open the page
- c) Click on the download box in the new page





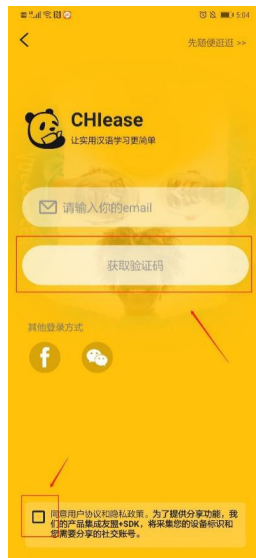
③ Follow the instructions to install the App.



## 22. How can I login to my CHlease account?

- ① Please register for and log in to the CHlease App using the email address you signed up for the course.

Please tick the boxes below to agree to the user agreement and privacy policy.

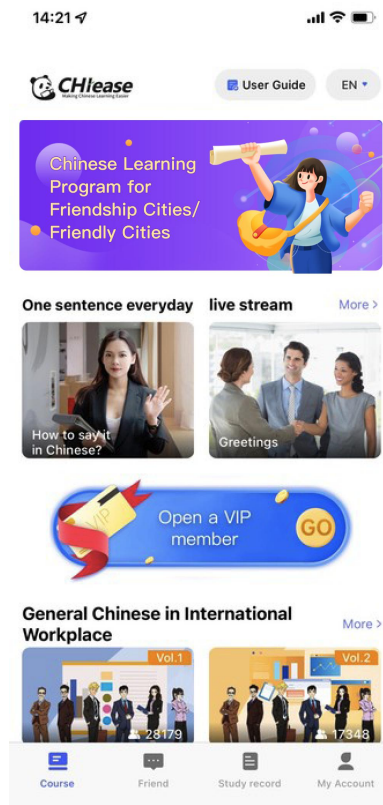


Then enter your email address and click to get a verification code.

- ② Please check the received verification code from your **email**, and enter the **six-digit verification code**.

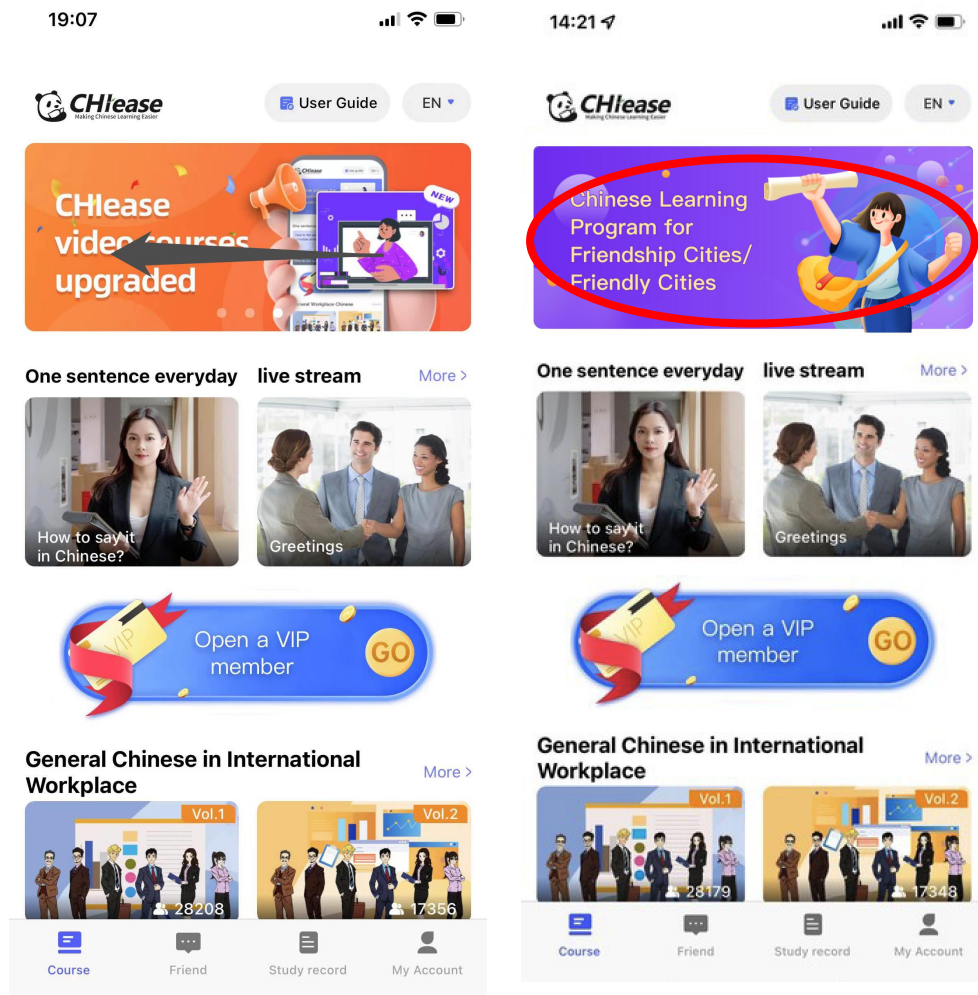


③ A successful login will automatically **redirect** you to the **home page**.

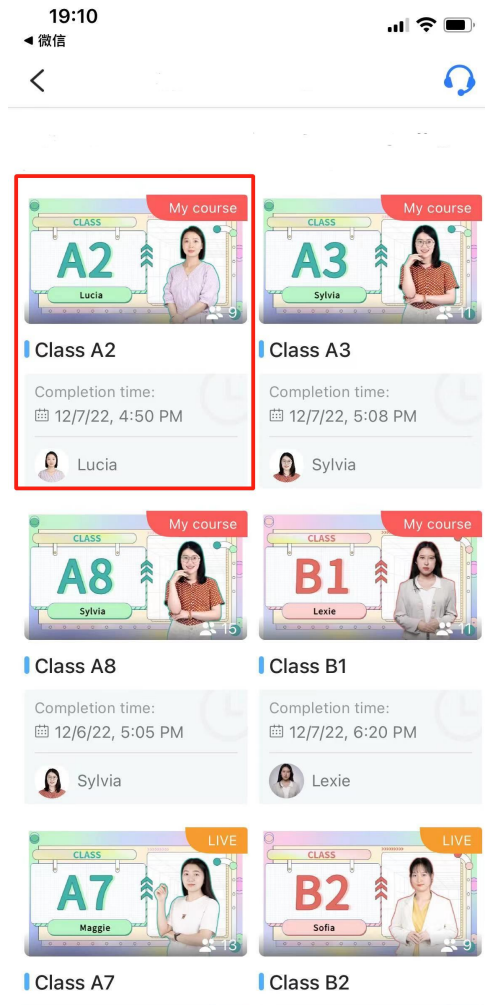


**23. How can I enter the online class for Chinese Learning Program for Friendship Cities/Friendly Cities?**

- ① Please swipe the screen and click the block of the **Online Classroom for Chinese Learning Program for Friendship Cities /Friendly Cities.**



② Your class will be displayed on the top. Please click it to enter.



③ Once you click on it, you will be taken to the online classroom. All learners should be on time for the agreed class time.



## **24. How many steps are divided into the course learning process?**

Our course process is divided into the following 7 steps.

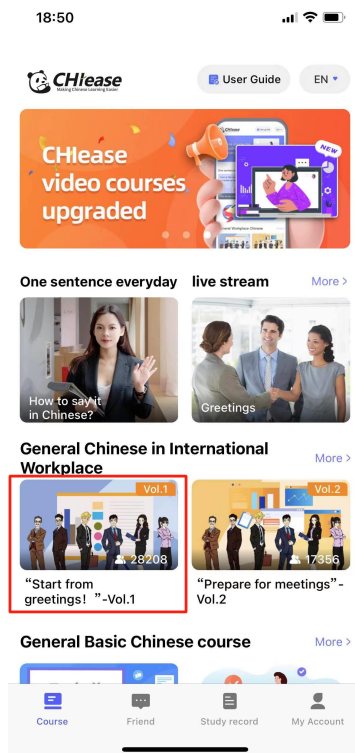
### **Step 1**

Each class is supported by a teaching assistant and a class teacher. The teaching assistant is responsible for class management, issuing notices, answering questions online and providing feedback on learning. The class teacher will focus on classroom teaching.

Our staff will contact the learners via **Whatsapp**, their registered email address or mobile phone to form a class teaching group, guide the students to download the App and inform them of the class time and the preparations they need to make before the class. Learners are advised to keep an eye on their **Whatsapp**, emails and mobile phone messages.

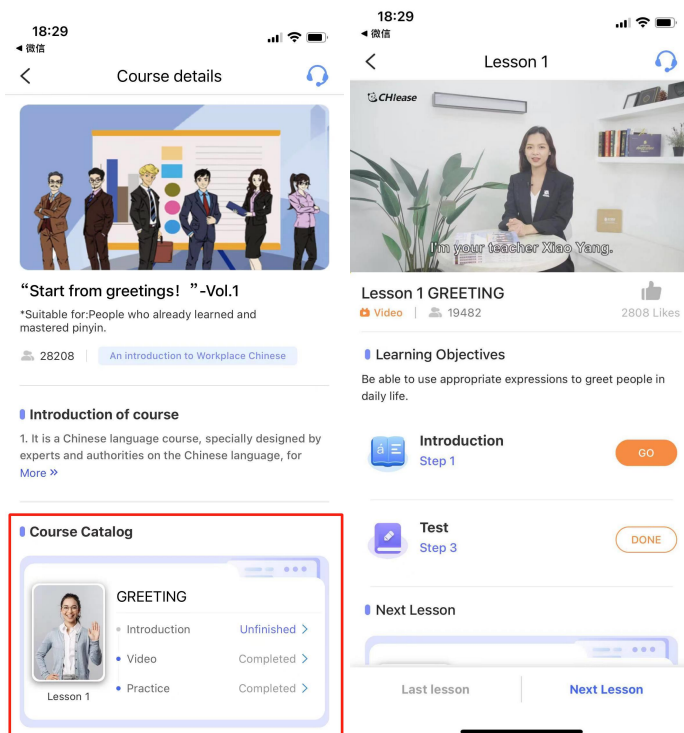
### **Step 2**

Before each lesson, the teaching assistant will set pre-learning tasks for the learners in advance. For example, the assistant will ask the learners to preview the first lesson of the first unit in "General Chinese in International Workplace I ". The learners need to open the App and click on "General Chinese in International Workplaces" on the home page, and then click on "General Chinese in International Workplaces I ".



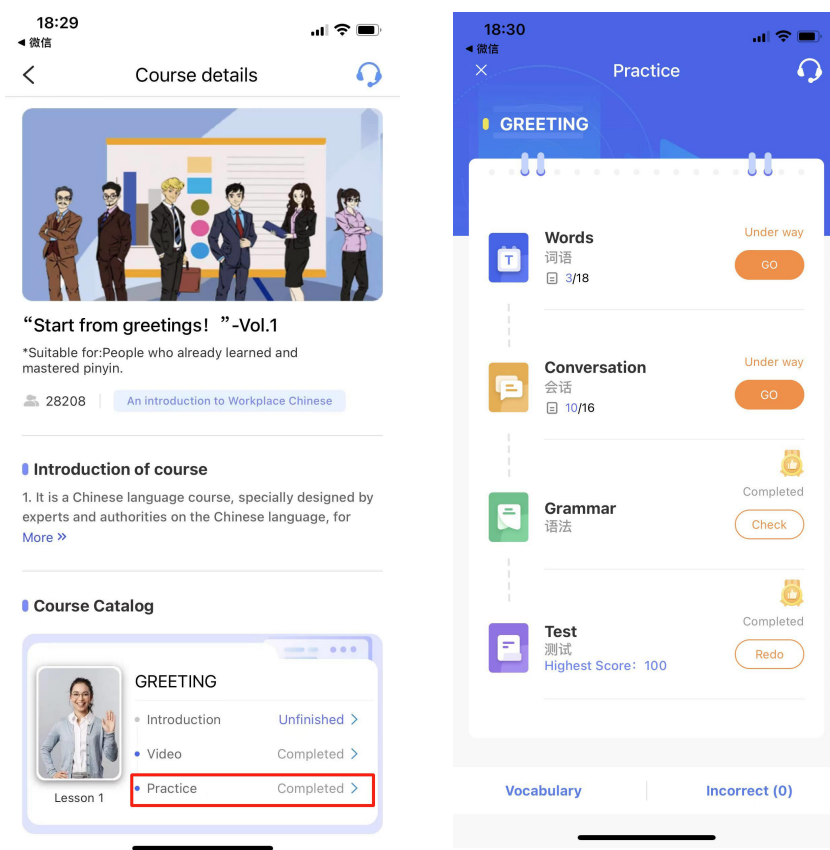
### Step 3

Select the corresponding courses, then click "Instruction" and "Video" in turn for teaching video learning.



## Step 4

After finishing the instructional video, click "Practice ", select the corresponding course, and click "Words", "Conversation", "Grammar", "Practice and Test" , to complete all the exercises in each session.



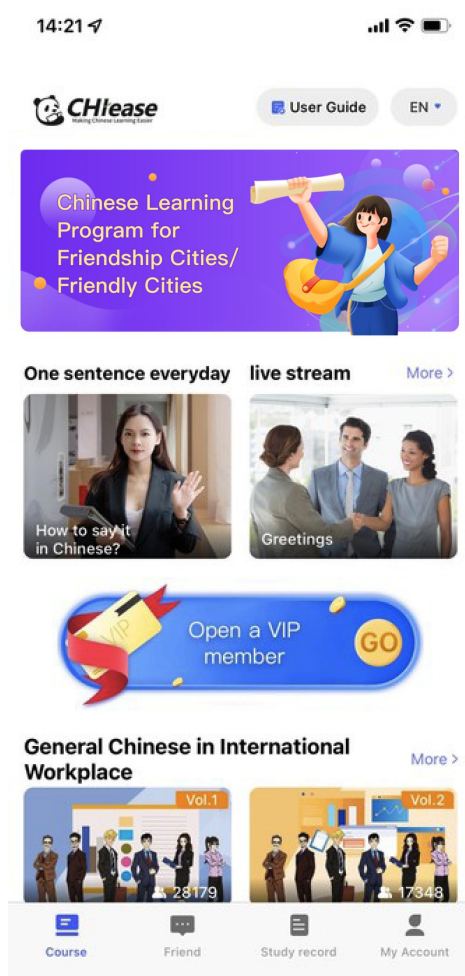
## Step 5

The App will automatically create a **learning report** after the learner has finished studying within the App. The teacher will check the learning report before the class to keep track of the learners' condition. During the lessons, the teacher will target the problems of the learners to teach.



## Step 6

To enter the online class, learners open the App, click on "**Online Classroom for Chinese Learning Program for Friendship Cities /Friendly Cities**" on the home page of the App and then click on the corresponding class to prepare for the class.



## **Step 7**

At the end of each "Online Class", the teacher will give assignments, and the learners shall complete them on the App.

### **25. What if I am absent?**

If you are absent due to personal reasons, you are advised to watch the "Online Classroom" course replay on the "CHlease" App in time to follow up on the course progress and ensure your next step in learning. We do not make up classes for learners.

### **26. What if the whole class is unable to attend?**

If the entire class cannot be held on time due to special circumstances, we will reschedule the class with communication and coordination. If the class is still unable to meet the schedule, it may disturb the entire teaching schedule.