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Syllabus for Final State Examination for Asian languages

Degree Programme “HSE University and Kyung Hee University Double Degree Programme in Economics and Politics in Asia”

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1. Professional Activities and Competencies of Programme Graduates according to the Summary of Degree Programme “HSE University and Kyung Hee University Double Degree Programme in Economics and Politics in Asia”

A programme graduate is:

- 1) Able to carry out written and oral translations of professionally oriented materials from a foreign language into Russian and from Russian into a foreign language;
- 2) Able to conduct dialogue, correspondence, negotiations in a foreign language, including the language of the region and country of specialization;
- 3) Able to write official and business documentation in a foreign language, including the language of the region and country of specialization;
- 4) Able to establish professional contacts and develop professional communication, including in a foreign language, including the language of the region and country of specialization
- 5) Able to work with media materials in Russian and a foreign language, compile press reviews on given topics, find, collect and initially summarize factual material, making reasonable conclusions.

2. Procedure of the Final State Examination

Final State Examination for Asian languages is conducted orally and comprises of following tasks:

2.1. Chinese language

The oral examination is conducted in two parts:

- 1) Oral presentation of the business related topic (3-4 min monologue speech).

Examinee is provided with written prompts about the topic of the presentation. After the presentation, the examiners ask the candidate questions related to the topic of the discussion.

- 2) Prepared speech

Examinee presents a speech in the Chinese language that is prepared beforehand on the topic “My Academic Journey and Future Plans” and answers examiners' questions regarding the speech.

2.2. Japanese language

Examinee presents a speech in Japanese language that is prepared beforehand on the topic “My Academic Journey and Future Plans” and answers examiners' questions regarding the speech.

2.3. Korean language

Examinee presents a speech in Korean that is prepared beforehand on the topic “My Academic Journey and Future Plans” and answers examiners' questions regarding the speech.

Examinees are given 10 minutes approximately for preparation for the answer after entering the exam hall. In case the examination has to be conducted online by university rules (due to worsening of epidemiological situation in Moscow), examinees are given not more than 2 minutes for preparation upon entering the conference call on the specified online platform. Students must connect to the exam according to the schedule sent by the university to their corporate e-mails on the day before the exam. Student's computer must meet the requirements: availability of a working camera and microphone, support for specified online platforms.

3. Topics and guidelines for exam preparation

3.1. Chinese language

1. Oral presentation of the business related topic

Topics for the presentation (written prompts are based on these topics):

- Establishing Business Relationship
- Entertaining Business Guests
- Visiting International Trade Fair
- Intention of Buying and Selling
- Holding Talks about Prices
- Discussion about Variety and Quantity
- Signing the Contract
- Packaging and Sending the Goods
- Business Etiquette
- Job interview

Learning materials:

- Китайский язык для делового общения + CD-ROM : учебник для вузов, Дашевская, Г. Я., Кондрашевский, А. Ф., 2011
- Китайский язык. Полный курс перевода : учебник, Щичко, В. Ф., Яковлев, Г. Ю., 2012
- Китайский язык : экономика: учеб. пособие, Демина, Н. А., Чжао, Юньпин, 2004
- Тюрина В.А., Куликов А.М. - Китайский язык в сфере экономики и финансов. (Бакалавриат) - КноРус - 2020 - 268с. - ISBN: 978-5-406-07644-6 - Текст электронный // ЭБС BOOKRU - URL: <https://book.ru/book/934023>

2. Prepared Speech

Examinees are required to prepare a speech beforehand in the Chinese language on the topic “My Academic Journey and Future Plans”.

The speech should be delivered in 3-4 minutes in fluent Chinese and cover the following topics:

1. Reasons for choosing the current area of study and language

2. Challenges faced and obstacles encountered within the given area of study and means to overcome them
4. Skills and competencies acquired during the 4-year course and during the one-year study abroad program.
5. Future career plan. Plans to utilize acquired knowledge, skills and experiences in a career of interest.

Examinee must prepare the speech in advance. Using a note card with just the key points (up to 5, not full sentences) is permitted. Reading text from the note card is not permitted.

Learning materials:

Core and subsidiary learning materials of “Chinese language: Basic course”, “Chinese language: Advanced course”, “Chinese language (Professional level)”.

While preparing for both parts of the oral exam, examinees are advised to pay attention to the following parameters of the content and delivery:

- Language resources and accuracy: grammatical correctness and range of vocabulary
- Organization: clear and logical structure of the speech
- Structure: compliance with the given topics
- Utilization of time: appropriate length and right amount of information for the given time period
- Speech presentation: clear and loud voice without stumbling and muttering
- Fluency: smooth delivery with a good pace
- Pronunciation: pronouncing words in a way that does not hinder understanding, correct tones and appropriate intonation
- Eloquence: demonstration of interest and enthusiasm for the topic

After both oral tasks examinee must answer questions from the examiners regarding the presented topics.

While answering the questions examinees should pay attention to the following:

- Comprehension of the questions: ability to listen to and understand questions without the need to paraphrase them
- Response: ability to spontaneously and confidently respond to given questions
- Politeness: ability to keep required level of politeness
- Language accuracy: grammatical correctness and good range of vocabulary
- Argumentation: ability to logically answer the questions and satisfactorily justify one’s position and views.

3.2. Japanese language

The oral examination is conducted in two parts: speech and discussion.

1.Speech

Examinees are required to prepare a speech beforehand in Japanese language on the topic “My Academic Journey and Future Plans”.

The speech should be delivered in 5-7 minutes in fluent Japanese and cover following topics:

1. Reason for choosing current area of study and language.
2. Challenges faced and obstacles encountered within given area of study and means of their overcoming.
3. Very short overview of current field of research and thesis paper and reasons behind choosing it.
4. Skills and competencies acquired during the 4-year course and during the one-year study abroad program. Experiences and achievements that led to the formation of current self.
5. Future career interests. Plans to utilize acquired knowledge, skills and experiences in career of interest and develop them further.

Examinee must recite the speech. Using a note card with just the key points (up to 5, not full sentences) is permitted. Reading text from the note card is not permitted.

While preparing for the speech examinees are advised to pay attention to the following parameters of content and delivery:

- Language resources and accuracy: grammatical correctness and range of vocabulary
- Organization: clear and logical structure of the speech
- Substance: compliance with the given topics
- Utilization of time: appropriate length and right amount of information for the given time period
- Voice: Did the participant speak clearly and not ‘read’ (particularly in case of online format)
- Fluency: smooth delivery and a good pace
- Pronunciation: pronouncing words in a way that does not hinder understanding
- Eloquence: demonstration of interest and enthusiasm for the topic

2. Discussion

After the speech examinee must answer questions from the examiners regarding (but not limited to) the contents of the speech.

While answering the questions examinees should pay attention to following parameters of communication skill:

- Comprehension of the questions: ability to listen to and understand questions without the need to paraphrase them
- Response: ability to spontaneously and confidently respond to given questions
- Politeness: ability to keep required level of grammatical politeness
- Language accuracy: grammatical correctness and range of vocabulary
- Argumentation: ability to logically answer the question and satisfactorily justify one’s position and views.

Learning materials:

Core and subsidiary learning materials of “Japanese language: Basic course”, “Japanese language: Advanced course”, “Japanese language (Professional level)”.

3.3. Korean language

The oral examination is conducted in two parts: speech and discussion.

1. Speech

Examinees are required to prepare a speech beforehand in Korean on the topic “My Academic Journey and Future Plans”.

The speech should be delivered in 5-7 minutes in fluent Korean and cover following topics:

1. Reason for choosing current area of study and language.
2. Challenges faced and obstacles encountered within given area of study and means of their overcoming.
3. Very short overview of current field of research and thesis paper and reasons behind choosing it.
4. Skills and competencies acquired during the 4-year course and during the one-year study abroad program. Experiences and achievements that led to the formation of current self.
5. Future career interests. Plans to utilize acquired knowledge, skills and experiences in career of interest and develop them further.

Examinee must recite the speech. Using a note card with just the key points (up to 5, not full sentences) is permitted. Reading text from the note card is not permitted.

While preparing for the speech examinees are advised to pay attention to the following parameters of content and delivery:

- Language resources and accuracy: grammatical correctness and range of vocabulary
- Organization: clear and logical structure of the speech
- Substance: compliance with the given topics
- Utilization of time: appropriate length and right amount of information for the given time period
- Voice: Did the participant speak clearly and not ‘read’ (particularly in case of online format)
- Fluency: smooth delivery and a good pace
- Pronunciation: pronouncing words in a way that does not hinder understanding
- Eloquence: demonstration of interest and enthusiasm for the topic

2. Discussion

After the speech examinee must answer questions from the examiners regarding (but not limited to) the contents of the speech.

While answering the questions examinees should pay attention to following parameters of communication skill:

- Comprehension of the questions: ability to listen to and understand questions without the need to paraphrase them
- Response: ability to spontaneously and confidently respond to given questions
- Politeness: ability to keep required level of grammatical politeness
- Language accuracy: grammatical correctness and range of vocabulary

- Argumentation: ability to logically answer the question and satisfactorily justify one's position and views.

Learning materials:

Core and subsidiary learning materials of “Korean language: Basic course”, “Korean language: Advanced course”, “Korean language: (Professional level)”.

4. Examination conditions and technical requirements

Examinees are forbidden to use any kind of electronic devices, mobile phones, dictionaries (paper or electronic) or textbooks and other learning materials, any notes prepared beforehand.

Upon entering the examination hall all examinees are provided with sheets of paper for making notes during preparation. While answering it is permitted to use these notes. But reading text from the note sheet is not permitted.

In case the examination has to be conducted online by university rules (due to worsening of epidemiological situation in Moscow or other reasons), examinees must connect to the exam according to the schedule sent by the university to their corporate e-mails on the day before the exam via a conference call on the specified video conferencing platform. Student's computer must meet the requirements: availability of a working camera and microphone, support for specified online platforms. In order to participate in the exam, students are required to: appear for the exam according to the exact schedule, turn on camera and microphone during the examination. Students are forbidden to: turn off the camera, use notes and tips or any browser applications or programs other than the specified video conferencing software. A communication disruption of less than a minute is considered a “short-term communication disruption” during the exam. A communication disruption of more than a minute is considered a “long-term communication disruption” and is a violation of the exam procedure. In case of a long-term communication disruption, students cannot continue to participate in the exam.

5. Assessment procedure and criteria

5.1. Chinese language

Final grade is calculated according to the following formula:

$$0.5 * \text{first task (+ discussion with the examiners)} + 0.5 * \text{second task (+ discussion with the examiners)}$$

Examiners evaluate the content and delivery of both tasks using parameters below:

- Language resources and accuracy: grammatical correctness and range of vocabulary
- Organization: clear and logical structure of the speech
- Structure: compliance with the given topics
- Utilization of time: appropriate length and right amount of information for the given time period
- Speech presentation: clear and loud voice without stumbling and muttering
- Fluency: smooth delivery with a good pace
- Pronunciation: pronouncing words in a way that does not hinder understanding, correct tones and appropriate intonation

- Eloquence: demonstration of interest and enthusiasm for the topic

Examiners evaluate communication skill (within the discussion) using parameters below.

- Comprehension of the questions: ability to listen to and understand questions without the need to paraphrase them
- Response: ability to spontaneously and confidently respond to given questions
- Politeness: ability to keep required level of politeness
- Language accuracy: grammatical correctness and good range of vocabulary
- Argumentation: ability to logically answer the questions and satisfactorily justify one's position and views.

5.2. Japanese language

Final grade is calculated according to the following formula:

$0.5 * \text{Content and delivery of the speech} + 0.5 * \text{Discussion with the examiners}$

Examiners evaluate content and delivery of the speech using parameters below.

- Language resources and accuracy: grammatical correctness and range of vocabulary
- Organization: clear and logical structure of the speech
- Substance: compliance with the given topics
- Utilization of time: appropriate length and right amount of information for the given time period
- Voice: Did the participant speak clearly and not 'read' (particularly in case of online format)
- Fluency: smooth delivery and a good pace
- Pronunciation: pronouncing words in a way that does not hinder understanding
- Eloquence: demonstration of interest and enthusiasm for the topic

Examiners evaluate communication skill (within the discussion) using parameters below.

- Comprehension of the questions: ability to listen to and understand questions without the need to paraphrase them
- Response: ability to spontaneously and confidently respond to given questions
- Politeness: ability to keep required level of grammatical politeness
- Language accuracy: grammatical correctness and range of vocabulary
- Argumentation: ability to logically answer the question and satisfactorily justify one's position and views

5.3. Korean language

Final grade is calculated according to the following formula:

$0.4 * \text{Content and delivery of the speech} + 0.6 * \text{Discussion with the examiners}$

Examiners evaluate content and delivery of the speech using parameters below.

- Language resources and accuracy: grammatical correctness and range of vocabulary
- Organization: clear and logical structure of the speech
- Substance: compliance with the given topics

- Utilization of time: appropriate length and right amount of information for the given time period
- Voice: Did the participant speak clearly and not 'read' (particularly in case of online format)
- Fluency: smooth delivery and a good pace
- Pronunciation: pronouncing words in a way that does not hinder understanding
- Eloquence: demonstration of interest and enthusiasm for the topic

Examiners evaluate communication skill (within the discussion) using parameters below.

- Comprehension of the questions: ability to listen to and understand questions without the need to paraphrase them
- Response: ability to spontaneously and confidently respond to given questions
- Politeness: ability to keep required level of grammatical politeness
- Language accuracy: grammatical correctness and range of vocabulary
- Argumentation: ability to logically answer the question and satisfactorily justify one's position and views

Criteria for assessment of oral examination

Grade 10 (excellent) is awarded if the content is "on topic". Examinee has demonstrated vast knowledge of the topic and has used mostly vocabulary of upper-intermediate and advanced levels. Arguments are clear. Structure of the text is logical. Very accurate use of a wide range of structures, vocabulary and idioms with occasional errors in more complex language. A spontaneous interchange between examinee and examiner. Examinee responds fully and confidently to all question types, can justify his/her arguments and explain his/her position routinely. Very consistent performance.

Grade 8-9 (excellent) is awarded if the content is "on topic". Examinee has demonstrated fair knowledge of the topic and has used mostly vocabulary of upper-intermediate and advanced levels. Arguments are clear. Structure of the text is logical. Examinee uses wide range of mostly accurate structures and vocabulary. Examinee generally understands questions first time, but may require occasional rephrasing. Has no difficulty with straightforward questions and responds satisfactorily to some unexpected ones. Communicates essential elements and can expand occasionally.

Grade 6-7 (good) is awarded if the content is mostly "on topic". Examinee has demonstrated some knowledge of the topic and has used some of the vocabulary of upper-intermediate and advanced levels. Some arguments are clear. Structure of the text is logical. Good range of generally accurate structures, varied vocabulary. Examinee understands most straightforward questions, but has difficulty with some unexpected ones and needs some rephrasing. Communicates most of the essential elements.

Grade 4-5 (satisfactory) is awarded if the content may drift away from the topic at places. Examinee has demonstrated minimal knowledge of the topic and has used minimum of the vocabulary of upper-intermediate and advanced levels. Some arguments are clear. Structure of the text is mostly logical. Adequate range of structures and vocabulary. Can convey past and future meaning. Some ambiguity. Some manipulation of structures and awareness of verbs, though often faulty and/or incomplete. Shows elementary, limited vocabulary. Has difficulty with many straightforward questions, but still attempts an answer. Communicates simple pieces of information.

Grade 1-3 (unsatisfactory) is awarded if the content is off topic or the examinee covered not more than 1/3 of required topics. Examinee has demonstrated absence of knowledge of the topic and has hardly used or not used vocabulary of upper-intermediate and advanced levels. Arguments are unclear.

Structure of the text is illogical. Shows very limited range of structures and vocabulary. Frequently has difficulty understanding the questions and has great difficulty in replying. Communicates very few facts.

6. Example of the examination question

6.1 Chinese language

1) Prepare a short presentation (3 min), using the following written prompts:
«迎接与送行：中国公司怎么迎接外国伙伴».

Answer the questions from the examiners in detail.

2) Give a 3 minute speech on the topic “My Academic Journey and Future Plans”. Answer the questions from the examiners in detail.

6.2 Japanese language

Give a 5-7 minute speech on the topic “My Academic Journey and Future Plans”.

6.3 Korean language

Give a 5-7 minute speech on the topic “My Academic Journey and Future Plans”.