



# Mandarin Language School

An Introduction to Our Services

## Main Campus

Address: 1851 Xinzha Road, Suite 604 (near Yanping Road)

Jing'an District, Shanghai, 200040, China

中国上海静安区新闻路1851号604室 (靠近延平路)

邮编 200040

Tel: +86 21 5213 1815, +86 21 6253 2235

Web: [www.easymandarin.cn](http://www.easymandarin.cn)

Email: [info@easymandarin.cn](mailto:info@easymandarin.cn)



## Welcome to easyMandarin

## INTRODUCTION

Welcome to easyMandarin - a professional Chinese language school that offers expatriates and overseas students a bridge into the dynamic, historic and utterly engaging nation that is modern China. For those visiting for the first time, whether for business or pleasure, you will no doubt discover a land that stimulates all of your senses.

Our aim is to help you acquire the Chinese language skills that will not only enhance your experience in China, but will reward you throughout your life.

Let easyMandarin's qualified and exciting language instructors teach you to speak, write, and read Mandarin so you can join the 1.3 billion-person (and growing!) family already using this beautiful language.

For businesses, easyMandarin's corporate language training not only gives employees enhanced self-confidence, but also provides companies with a competitive advantage in the complex and ever-changing global working environment.

easyMandarin is fully acknowledged as a school which offers a high level of quality in all the services it provides.

Our school has received official recognition and is registered with the Peoples Republic of China Department of Education. Additionally, it is accredited by the Swedish student aid organization, CSN.

**Liann Zhang**, easyMandarin School Principal

easyMandarin is Registered with the following official bodies:



People's Republic of China  
Ministry of Education



Swedish National Board  
of Student Aid



## COURSE TYPES

### Intensive Small Group

Intensive courses are designed for those who want to immerse themselves in a language acquisition experience that is personally enriching as well as academically demanding.

Intensive courses are appropriate for students at various levels of fluency, from beginners to advanced speakers, and focus on strengthening all four major skills: writing, reading, speaking and comprehension. Each Intensive course meets Monday to Friday for 3 hours per day.

### Part-Time Small Group

If daily classes do not suit you, part-time study might be the ideal solution. A variety of daytime, evening, and weekend classes are available.

## SPECIALIZED COURSES

### HSK Preparation

The Hanyu Shuiping Kaoshi (Chinese Level Test) is offered a few times a year in Shanghai. easyMandarin will help students prepare for any level of HSK – Basic, Intermediate, or Advanced. With the help of an experienced teacher, students can have more confidence in passing the exam.

### Business Chinese

This course is for students at the Intermediate level who are looking to expand their business vocabulary and understand more about the social aspect of doing business in China. Some topics include: arranging a meeting, negotiating, company structures (departments), official business titles (CEO, Treasurer, etc.), manufacturing terms, financial terms, and more.

## COURSE LEVELS

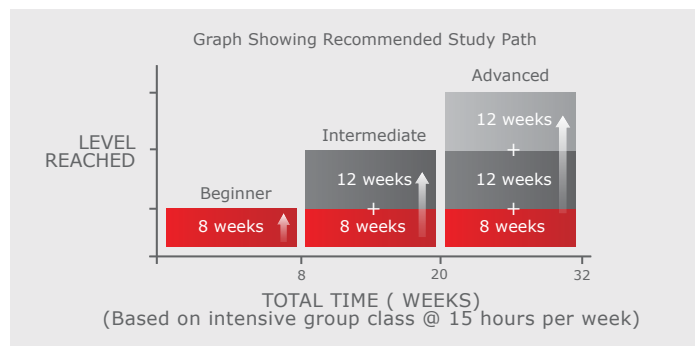
### Beginner

The Beginner level includes four sections - Total Beginner, Lower Beginner, Middle Beginner, and Upper Beginner.

During 120 hours of Beginner mandarin study, students will learn more than 1000 words, 200 sentences, and 130 grammar points.

This will enable students to use and understand simple communication in daily life, such as: greetings, self introduction, shopping, bargaining, taking public transportation, making appointments, ordering food, seeing the doctor, booking tickets, renting an apartment, etc.

Furthermore, the Beginner level will prepare students for easyMandarin's Intermediate level.



### Combined Lessons

By combining Intensive with Private lessons, you can experience all the benefits of being in an Intensive group class as well as an individual class where you can focus on your personal learning interests.

### Private Lessons

We offer private classes at your convenience - where you want and when you want. We are flexible and can arrange a study solution to suit your requirements.

### Intermediate

The Intermediate level is suitable for students who have completed the Beginner level or those with a vocabulary of approximately 1000 words.

This level consists of 3 sections - Lower Intermediate, Middle Intermediate, and Upper Intermediate.

During 180 hours of Intermediate mandarin study, students will learn more than 1500 words and 700 sentences, as well as 450 grammar points.

The contents of each lesson focus on topics concerning foreigner experiences in China including living in, working in, or sightseeing within China.

All of the texts are composed of dialogue using conversational Chinese from everyday situations; therefore Intermediate level students should find each lesson both practical and interesting.

### Advanced

After the Intermediate level, students can move into different areas of advanced Chinese (Business, Tourism, Literature, Culture, History, etc.).

At the advanced level, students progress at his/her own pace. Oral expression and composition are emphasized as well as strengthening reading and vocabulary.



## OUR STUDENTS

Our students come from all over the world and represent all walks of life.

We've taught Brazilian dancers, South African restaurateurs, European gap year students and the Swiss head of a global NGO.

The experiences and ideas they bring to the classroom make our school a unique and rewarding place to learn. Our multi-national schools provide a rich learning environment.



### What Students Say About Us



"Not only did I learn a lot of Chinese in two months (intensive course), but the staff is very helpful and friendly."

**Franck Salazard, France**



"I feel my Chinese has improved a lot since coming to easyMandarin."

**David Tingdahl, Sweden**



"Wonderful personal attention! I enjoyed the classes and will definitely continue learning."

**Jessica Kane, USA**



"I liked the interactive teaching style, addressing individual issues while keeping a progressive pace."

**Juergen Simon, Germany**

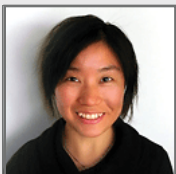
## OUR TEACHERS

We know that a great teacher is essential to a productive and enjoyable learning experience. That's why easyMandarin hires only the best.

- easyMandarin teachers are native Chinese that have Bachelor's or Master's level language qualifications or other Mandarin certifications
- Teachers typically have at least 1500 hours of teaching experience
- Additionally, easyMandarin is careful to select only teachers with strong interpersonal and communication skills



## INTERVIEW



**Teacher Jing Jing Xue, talks about her passion for teaching Mandarin.**

**Q: How long have you taught with easyMandarin?**

**A:** I've been here for two and a half years.

**Q: Why do you enjoy teaching Chinese?**

**A:** Most of all, I really get a lot of satisfaction out of spreading Chinese culture and history to people from all parts of the world. It makes me extremely happy when I see students communicating with local people after just two months work on the intensive course.

**Q: What makes a good Mandarin teacher?**

**A:** They should have an excellent command of the Chinese language and a solid understanding of Chinese culture. A logical and creative teaching method is very important. It is the teacher's responsibility to make each class interactive and interesting.

**Q: What part of Chinese culture do students most enjoy learning about?**

**A:** My students really enjoy learning about Chinese history. They're very interested in how China has taken a different path of development than other countries. Another topic I always like to talk about is Chinese food!

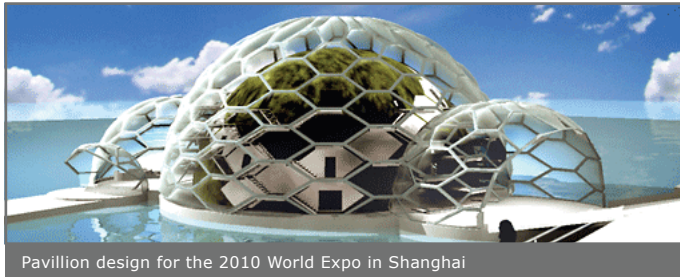


## SHANGHAI

Shanghai is the most dynamic city in China and one of the most electrifying cities in the world.

There are many exciting activities to do in and near Shanghai – a city with thousands of restaurants, bars, clubs, shopping, historic sites, and more.

It is conveniently situated for travel to many of China’s culturally rich cities such as Suzhou and Hangzhou.



Pavillion design for the 2010 World Expo in Shanghai



View of the Eastern Shanghai skyline at night



Traditional dumplings

## ACTIVITIES PROGRAMME

easyMandarin’s programme of activities aims to introduce students to Chinese culture, customs and places of interest while providing fun social occasions.

Over the past couple of years, easyMandarin has made sightseeing trips to the nearby cities of Suzhou and Hangzhou, hosted dumpling making parties, feasted on regional cooking, provided an insight into the thrills of mah jong, swept down the slopes of Shanghai’s indoor ski slope, visited local festivals and much more.



Students visiting the Yu Garden during lantern festival



West Lake at Hangzhou



Students enjoying a North Eastern feast

## SCHOOL FACILITIES

Our Schools are designed to be modern, comfortable and ideal for studying. In addition to teaching services, we provide the following on all campuses:

- Free broadband wireless internet access
- Fully heated and air-conditioned rooms
- Free tea, coffee and drinking water





## CORPORATE TRAINING

### Offering Employees a Better Life in China

Tailor-made language courses are offered for corporate clients, either in group classes or on an individual basis.

Our trainers can go visit your office to instruct or you may learn at one of our conveniently located campuses.

EasyMandarin has taught hundreds of expatriates from all over the world. From total beginners to advanced students, from CEOs to interns, all have learned successfully through our programmes.

## CORPORATE TRAINING COURSE TYPES

### Beginner Communication

Students learn to use and understand simple communication in daily life. During 120 hours, students will learn more than 1000 words, 200 sentences, & 130 grammar points.

### Intermediate Communication

Further develops communication for work and life situations. During 180 hours of Intermediate mandarin study, employees will learn more than 1500 words and 700 sentences, as well as 450 grammar points

## CORPORATE CLIENTS

### Some Of Our Corporate Clients...

L'Oreal, Air France, Kraft, IBM, Ubisoft, Unilever, Ogilvy, CB Richard Ellis, Areva, Bertelsmann, Continental, UniCredit Banca, International Red Cross, SKF and KPMG.

## OTHER SERVICES

### Relocation Services

To make your transition to living in China go as smoothly as possible, we can assist you in the following ways:

- Providing advice on obtaining or extending your visa. In most cases it can be quite simple. We can also help students renew their visa in Shanghai should they decide to extend their stay.
- Understanding that entering a new environment can be challenging, easyMandarin can arrange a driver to pick you up at the airport and take you to your accommodation or one of the school's campuses.



Our in-house developed training material delivered by our professional, experienced Mandarin teachers targets the improvement of employee communication, relationships, and self-confidence.

### Offering employees language training can bring significant benefits:

- Improving communication between foreign and Chinese staff
- Improving relationships with Chinese clients, suppliers, and buyers
- Improving employee self-confidence

### Advanced Communication

After the Intermediate level course, employees can move into different areas of Advanced Communication Chinese (Business, Tourism, Literature, Culture, History, etc.) and can progress at their own pace.

### Business Communication

Employees at the Intermediate level may take the Business Communication course. This course teaches fundamental modern business vocabulary and local Chinese business practices and can be custom-tailored according to your company and employees' specific learning requirements.

### Accommodations

Shanghai is an extremely large (and growing) metropolis.

Options in housing type and neighborhoods are plentiful. Many districts have their own special characteristics (hip neighborhoods, family-oriented, traditional) and benefits, while homes are readily available to rent at a variety of prices and contract lengths.

easyMandarin can help set you up with accommodations according to your price, size and location requirements.





## REGISTRATION

### Personal Information

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Date of Birth: DD \_\_\_/MM \_\_\_/YYYY \_\_\_\_\_

Gender:  Male  Female Home Address: \_\_\_\_\_

Nationality: \_\_\_\_\_ Passport Number: \_\_\_\_\_ Personal Email Address: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Mobile Phone Number: \_\_\_\_\_

Company Name (if applicable): \_\_\_\_\_ Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Have you studied with easyMandarin before?  Yes  No What year did you study? \_\_\_\_\_

How did you hear about easyMandarin? (please indicate below):

Internet - website: \_\_\_\_\_  Advertisement - publication: \_\_\_\_\_

Friend - name: \_\_\_\_\_  Company - name: \_\_\_\_\_

Brochure - where: \_\_\_\_\_  Other - please specify: \_\_\_\_\_

### Program Information

What is your level of Chinese? (please estimate):

Total Beginner  Lower Beginner  Middle Beginner  Upper Beginner  Lower Intermediate  Middle Intermediate

Upper Intermediate  Advanced

If you are not a total beginner, please describe your prior learning experience (e.g. "I have studied for one year, every day for 3 hours"):

I plan to start on: DD \_\_\_ /MM \_\_\_ /YYYY \_\_\_\_\_

I plan to finish on: DD \_\_\_ /MM \_\_\_ /YYYY \_\_\_\_\_

Which course do you want to apply for? (please check):

Intensive Small Group Course  Combined Course (how many hours private per week? \_\_\_\_\_)

Private, 1 on 1  Part-time Small Group

Private, 1 on 2 (other student's name: \_\_\_\_\_)  Other - please specify: \_\_\_\_\_

### Services Information

Airport Pickup:

I will arrange transport myself

Please arrange an airport pickup for me as indicated below:

Accommodation:

I will arrange of accommodation myself

Please arrange accommodation for me as indicated below:

Arrival Date: DD \_\_\_ /MM \_\_\_ /YYYY \_\_\_\_\_ Arrival Time: \_\_\_\_\_ AM/PM  Serviced Apartment  Budget Hotel

Flight No.: \_\_\_\_\_ Airline: \_\_\_\_\_ Airport of Arrival: \_\_\_\_\_

### Payment Options

Bank Transfer  Credit Card (payable in person only)  Cash (payable in person only)  Other, please specify \_\_\_\_\_

### Questions for easyMandarin

\_\_\_\_\_

### Your Agreement - Your signature is required to complete your registration

I have read and I understand the policies of easyMandarin. I accept easyMandarin's Terms and Conditions (see reverse side of registration form).

I certify that the information given by me in this registration form is complete and accurate.

Signature of Registrant: \_\_\_\_\_ Date: DD \_\_\_ /MM \_\_\_ /YYYY \_\_\_\_\_



## TERMS AND CONDITIONS

### Course Attendance

#### Applicable to Private Courses and Part-time Group Courses:

It is the responsibility of the student to attend each class on time. If student is late for class and does not notify easyMandarin, teacher will wait for 30 minutes and then the class will be cancelled and student will be charged (time deducted) for the entire class time period.

Cancellations: For class cancellations, students are required to contact easyMandarin at least 24 hours prior to give notice of missed classes.

- a. If student does not notify easyMandarin 24 hours prior, but gives notice to easyMandarin before scheduled class, student will be charged (time deducted) for half of the class time period (for example – if class is two hours, student will be charged for one hour)
- b. If student does not contact easyMandarin prior to missed class, student will be charged (time deducted) for the entire class time period.

Travel Allowance: If student will miss one week or more of class, he/she should give easyMandarin at least one-week advance notice.

Course Suspension: If student will miss one month or more of class, he/she will be charged 1 hour (for private lesson) or (1.5 hours for group class) for each month of class unattended. Also, easyMandarin does not guarantee that same teacher will be available if student misses class for long periods.

#### Applicable to Intensive Group Courses:

Make-up classes: There are no classes to make up time for those classes that are missed.

Missed classes: If student attends at least one class during any week (Monday to Friday), then the week is counted as a full week regardless of how many days that week the student is absent.

Travel Allowance: If student will miss one week or more of class, he/she should give easyMandarin at least one-week advance notice.

### Course Cancellation, Transfer Policy

If for any reason student is unable to continue lessons, he/she may transfer remaining lesson period to another individual - subject to the school's approval. Group lessons may not be converted to private lessons. No refunds under any circumstance.

### Unusual Circumstances

Your program may be disrupted by an unusual event or circumstances that easyMandarin could not reasonably have foreseen. If the unusual event is serious enough to significantly affect your program, we will try to arrange a suitable alternative if possible. We do not make any refunds in these situations and you will be responsible for any travel costs involved. We cannot accept liability for the effect of any unusual event or for any loss, damage, expense or claim of any description you suffer as a result.

### Use of Photos and Comments

By agreeing to these terms and conditions you agree that we may use any photo(s)/image(s) we or someone on our behalf take of you or any comments (written or verbal) you make during or in connection with your stay for our promotional/ marketing purposes (such as including them in our brochure /website) without obtaining your further specific permission or making any payment to you. Such use may include mentioning your name, nationality, etc.

### Code of Conduct

All participants of easyMandarin programs are expected to adhere to proper conduct and listen to the instructions of easyMandarin. This covers, but is not limited to, respecting others' cultures and beliefs, avoiding drugs and illegal activities. Participants will be removed from the program without a refund if they engage in illegal, violent or improper behaviour. Participants are responsible for any and all damages they cause and must directly compensate the owner of the property involved.

### Passport & Visas & Formalities

You are responsible for a valid passport, visa, medical and travel insurance to cover your stay period.