



学习中文

xue(2)xi(2) zhong(1)wen(2)

Guide to Getting Started

General Academic's Chinese study program facilitates/enables the study of Mandarin Chinese and culture by pairing you (the client) with educational professionals (instructors) in Mainland China. Depending on your needs and goals, you will be paired with a tutor, teacher, or professor. All sessions are conducted in a virtual classroom over the Internet.

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Service Levels

Tutor

Our tutors are outstanding graduate students of some of China's best universities like Beijing Language and Culture University. These graduate students are studying to receive their certification to teach full time Chinese to foreigners.

We recommend this level of service for clients currently enrolled in a classroom based Chinese course. Tutors are intended to supplement, not replace a traditional classroom curriculum.

Teacher

Our teachers are trained to teach Chinese to foreigners and have at least one year of experience. They have the skill set and ability to teach you everything you need to know about Chinese.

We recommend this level of service for clients who are NOT currently enrolled in a classroom based Chinese course.

Professor

Our professors are exceptional instructors, who have nearly mastered the English language. They are able to explain the most foreign concepts and difficult terminology.

We recommend this level of service for clients who are NOT currently enrolled in a classroom based Chinese course. The Professor level is best for clients who want to fine tune their already good Chinese or who simply want the very best.

Scheduling a lesson

Your client Adviser will schedule the first session with your Chinese instructor for you. However, after the first session, you must schedule directly with him or her yourself. We recommend that before the end of your first session, you should agree with your instructor on another time to meet. Additionally, it is also easy to contact your instructor via e-mail or instant messenger.

Remember to be mindful of the time difference between China and where you are in the United States. At the end of this document is a table illustrating the time difference between the United States and China.

** If you have trouble directly contacting your instructor, please contact your client Adviser for assistance.*

Attending a lesson

General Academic utilizes two mediums of communication between the instructor and student: vRoom virtual classroom and Skype. Both mediums are robust, easy to use, and free to the client.

Instructions for accessing the vRoom

vRoom is a web-based program (no software to install) that provides powerful tools such as voice and video communication, typewritten communication, a whiteboard, and remote desktop control.

- Voice Communication: 2-way audio communication just like a phone
- Video Communication: Optional 2-way video communication
- Typewritten: Functions like MSN Messenger or AOL Instant Messenger
- Whiteboard: Allows both you and your instructor to draw illustrations or write characters
- Remote Desktop Control: Allows your instructor to share her desktop with you

1. Access the URL provided by your client Adviser in an e-mail
2. Enter your name into the "Name Field" in the middle of the web page
3. Click on the graphical box below the name field that says, "Click here to join my vRoom."



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4. If you already have Java installed on your computer, the vRoom will begin to launch automatically, if you do not:
 - a. vRoom will ask you to download and install Java, follow the on-screen prompts to download and install Java
5. Depending on your connection speed, the download and configuration of the necessary elements will take between 2 and 5 minutes (2 minutes for Cable/DSL 5 minutes for dial-up)

**Note. If the classroom does not automatically launch, double click on the icon on your desktop called, "dropin.jnlp." This will launch the classroom.*

Requirements

- vRoom works with both Macintosh and Windows operating systems.
- A broadband Internet connection is recommended, but the software can work with a connection as slow as 28.8kbps (dial-up).
- Java is required to run the software and is available as a free download if it's not already installed on your computer; vRoom will alert you if you need to download it
- A microphone and speaker are required for audio communication

**vRoom is powerful, user-friendly software with minimum system requirements; however, your client Adviser is always available to assist you should you run into trouble.*

For more technical information and tutorials, visit <http://www.elluminate.com/support/>.

Instructions for using Skype

Skype is a software application that facilitates two-way voice conversations using only your broadband Internet connection (VOIP). It is free to download and to make calls to other Skype users. We recommend using Skype for audio communication with your instructor, because it provides the clearest connection. However, if you do not have a broadband Internet connection, the vRoom also provides two-way audio communication.

1. Download the Skype application at www.skype.com
2. Choose a user name if you don't already have one
3. Make sure that your microphone and headphones work
4. Start making Skype-to-Skype calls

**Detailed, easy to follow tutorials about how to install and use Skype are available online at <http://www.skype.com/help/guides>. Your client Adviser will also be happy to assist you.*

Textbooks and Resources

Because each curriculum is customized to your needs, textbooks and resources may vary. In particular, if you are working with a Tutor, you will continue to use the same texts that you use in class; our Tutors will acquire the same texts to work simultaneously with you.

Recommended Textbook Series

For those clients working with a Teacher or Professor, we strongly recommend two lines of textbooks:

For learning how to speak and listen only

Elementary Spoken Chinese by Dai Guifu Liu and Li Haiyan, Beijing University Press
Available in Beginner and Intermediate Editions (1 and 2)

- Beginner, ISBN(10) 7301066287
- Intermediate, ISBN(10) 7301066295



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For learning how to read, write, speak, and listen

New Practical Chinese Reader by Liu Xun, Beijing Language and Culture University Press

Available in skill levels ranging from beginner (1) to advanced (5)

- Level 1, ISBN(10) 7561910401
- Level 2, ISBN(10) 7561911297
- Level 3, ISBN(10) 756191251X
- Level 4, ISBN(10) 7561913192
- Level 5, ISBN(10) 7561914083

Both series of textbooks are also available with supplementary CDs and DVDs. We highly recommend purchasing these supplementary materials, as they will greatly enhance your listening and speaking skills.

Recommended Dictionaries

Traditional Chinese dictionaries can be extremely confusing to use. We recommend purchasing an electronic dictionary, PlecoDict, which can be installed on a handheld device running either Palm OS or PocketPC devices. There are several huge advantages to using an electronic dictionary: physical proportions, breadth, detail of content, and user friendliness.

The biggest advantage, if you're learning to read and write Chinese, is the ability to handwrite the unknown character on the screen—the computer uses handwriting recognition software to identify it!

PlecoDict

<http://www.plecodict.com>

If you don't already have Palm OS or PocketPC, we recommend purchasing a Palm. The cheapest Palm, the Z22, can be purchased from amazon.com for less than \$100.

Palm

<http://www.palm.com>

Zhongwen.com is a very good online dictionary. It's free to use.

Zhongwen.com

<http://www.zhongwen.com>

Rates

We offer two rate plans: 12-Hour Packages and Hour-to-Hour

Note. Each lesson in our recommended textbook *New Practical Chinese Reader* requires approximately two hours of study time with an instructor. Because there are 12 lessons per book, we expect that you'll need at least 24 hours of study time with an instructor to complete one level.

12-Hour Package

	<i>Tutor</i>	<i>Teacher</i>	<i>Professor</i>
12-Hour Package price	\$144	\$240	\$459
12-Hour Package per hour rate	\$12	\$20	\$38.25
Hours Included	12	12	12
Setup Fee	\$22.5	\$37.5	\$67.5
Total Package Price	\$176	\$293	\$527

The 12 Hour Package represents a savings of up to 20% versus going hour-to-hour. Furthermore, unused hours are fully refundable upon request*.

*Full refund is less setup fee and used hours will be prorated at the hour-to-hour rate. See policies for more information.



Hour-to-Hour

	<i>Tutor</i>	<i>Teacher</i>	<i>Professor</i>
Rate per hour	\$15	\$25	\$45
Setup Fee	\$22.50	\$37.50	\$67.50

If you choose to go hour-to-hour, you will be invoiced every two weeks.

Satisfaction Guarantee

We are confident that we can provide a successful, stress-free, and economical study solution. However, we understand that we might not be able to suit everyone needs.

If after two sessions and two unique instructors, you are not completely satisfied--for any reason--you won't be expected to pay a penny. If you had pre-purchased a 12-hour package, all of your money will be returned, including the setup fee.

Policies

If you ever have any questions about a charge to your account, please contact your client Adviser.

Cancellation Policy

An appointment may only be canceled if confirmed with either the instructor or the client Adviser. The client may cancel any appointment 24 hours in advance without penalty. Any appointment canceled less than 24 hours in advance will count as a missed appointment and billed appropriately.

Missed Appointments

A missed appointment is any appointment not canceled or rescheduled 24 hours prior to the scheduled time. The client will be billed for one hour at the standard rate. Failure of the student to be present in the virtual classroom within 15 minutes of appointment may be billed as a cancellation.

Client Invoice

Billing begins at the scheduled time (provided that the instructor is present). Clients are billed by the hour in five-minute increments.

12-Hour Package Unused Hours

We will gladly refund any unused hours from a 12-Hour Package. The refund will prorate used hours at the hour-to-hour rate and will not include the setup fee.

For example, if after using five hours with a Professor, you decide you do not want to use the remaining two hours, your refund would be \$234 (prorated 5 hours at \$45/hr is \$225 less setup fee of \$67.50).

Payment

Payment is by credit card (Mastercard, Visa, Discover, or AMEX).

- Clients purchasing a 12-Hour Package will have their credit cards debited the full amount on the day the account is setup.



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- Clients going hour-to-hour will have their credit cards debited at the end of every two weeks. The client may choose to be automatically billed and receive a statement at the end of the month or require his/her authorization for each transaction.

Time Difference Chart

Time Difference (Day Light Savings Time)							
Beijing 北京	New York	Houston	Denver	Seattle	Anchorage	Honolulu	
1:00	13:00	12:00	11:00	10:00	9:00	7:00	
2:00	14:00	13:00	12:00	11:00	10:00	8:00	
3:00	15:00	14:00	13:00	12:00	11:00	9:00	
4:00	16:00	15:00	14:00	13:00	12:00	10:00	
5:00	17:00	16:00	15:00	14:00	13:00	11:00	
6:00	18:00	17:00	16:00	15:00	14:00	12:00	
7:00	19:00	18:00	17:00	16:00	15:00	13:00	
8:00	20:00	19:00	18:00	17:00	16:00	14:00	
9:00	21:00	20:00	19:00	18:00	17:00	15:00	
10:00	22:00	21:00	20:00	19:00	18:00	16:00	
11:00	23:00	22:00	21:00	20:00	19:00	17:00	
12:00	24:00:00	23:00	22:00	21:00	20:00	18:00	
13:00	1:00	24:00:00	23:00	22:00	21:00	19:00	
14:00	2:00	1:00	24:00:00	23:00	22:00	20:00	
15:00	3:00	2:00	1:00	24:00:00	23:00	21:00	
16:00	4:00	3:00	2:00	1:00	24:00:00	22:00	
17:00	5:00	4:00	3:00	2:00	1:00	23:00	
18:00	6:00	5:00	4:00	3:00	2:00	24:00:00	
19:00	7:00	6:00	5:00	4:00	3:00	1:00	
20:00	8:00	7:00	6:00	5:00	4:00	2:00	
21:00	9:00	8:00	7:00	6:00	5:00	3:00	
22:00	10:00	9:00	8:00	7:00	6:00	4:00	
23:00	11:00	10:00	9:00	8:00	7:00	5:00	
24:00:00	12:00	11:00	10:00	9:00	8:00	6:00	

*Note that all of China is on Beijing time.