Learning Materials Companion

Teacher-ready and learner-ready documents for using the character data as a short speaking course.

Teacher Guide

Use each lesson as a 30-45 minute session: warm-up with 5 characters, model pronunciation, drill sentence patterns, run pair practice, then record a short speaking task. Do not require handwriting in this version; the learning goal is recognition, pronunciation, and usable speech.

Learner Guide

Study in short daily sessions. Read the Chinese aloud, cover the English, speak the sentence from memory, then replace one word with your own information. Use the 3500 Finder when you meet an unknown character.

4-Week Learning Plan

Week	Theme	Goals	Daily Routine	Deliverable
Week 1	Survival Speaking	Greet people, introduce yourself, say numbers, and ask simple questions.	10 minutes character reading, 10 minutes phrase shadowing, 5 minutes self-introduction.	Record a 30-second self-introduction.
Week 2	Daily Life and Travel	Order food, ask for directions, use time words, and handle short travel exchanges.	Review 20 characters, read 10 phrases aloud, complete one role-play.	Complete a restaurant or taxi role-play without English notes.
Week 3	HSK 1-2 Speaking Bridge	Turn core words into short answers about family, work, schedule, and preferences.	Read a Top 300 character set, build 5 sentences, answer 3 oral prompts.	Answer 10 HSK-style personal questions aloud.
Week 4	Business Starter	Introduce your company, confirm meetings, discuss price and follow-up.	Practice one business script, substitute your real company details, record and revise.	Deliver a 60-second business introduction and meeting follow-up.

Speaking Drill Cards

Prompt	Chinese	Pinyin	English	Variation
Introduce yourself	你好，我叫 __。我是 __。	n ǐ h ǎ o, w ǒ ji à o __. w ǒ sh ì __.	Hello, my name is __. I am __.	Replace name, country, job.
Ask someone's name	你叫什么名字？	n ǐ ji à o sh é n me m í ng z ì ?	What is your name?	Ask, listen, and answer.
Say your country	我是 __ 人。	w ǒ sh ì __ r é n.	I am from __.	Use 美国/英国/西班牙/中国.
Say what you speak	我会说一点中文。	w ǒ hu ì shu ō y ì di ǎ n zh ō ng w é n.	I can speak a little Chinese.	Change 中文 to 英文.
Ask for time	现在几点？	xi à n z à i j ǐ di ǎ n?	What time is it now?	Answer with __ 点.
Order tea	我要一杯茶。	w ǒ y à o y ī b ē i ch á .	I would like a cup of tea.	Change tea to water or coffee.
Ask for directions	请问，地铁站怎么走？	q ǐ ng w è n, d ì ti ě zh à n z ě n me z ǒ u?	Excuse me, how do I get to the subway station?	Change destination.
Confirm a meeting	请确认会议时间。	q ǐ ng qu è r è n hu ì y ì sh í ji ā n.	Please confirm the meeting time.	Add tomorrow or afternoon.
Reply later	我稍后回复你。	w ǒ sh ā o h ò u hu í f ù n ǐ .	I will reply to you later.	Use in a business chat.
Ask for price	这个多少钱？	zh è ge du ō sh ǎ o qi á n?	How much is this?	Change this to product/service.
Ask for discount	可以有折扣吗？	k ě y ǐ y ǒ u zh é k òu ma?	Can there be a discount?	Practice polite tone.
Give an opinion	我觉得这个很好。	w ǒ ju é de zh è ge h ě n h ǎ o.	I think this is very good.	Change adjective.
Give a reason	因为今天很忙，所以我不能去。	y ī n w è i j ī n ti ā n h ě n m á ng, su ǒ y ǐ w ǒ b ù n é ng q ù .	Because I am busy today, I cannot go.	Change reason.
Change a plan	我们需要改变计划。	w ǒ men x ū y à o g ǎ i bi à n j ì hu à .	We need to change the plan.	Add time or reason.
Introduce role	我负责中国市场。	w ǒ f ù z é zh ō ng gu ó sh ì ch ǎ ng.	I am responsible for the China market.	Change market/department.

Business Phrasebook

Scenario	Chinese	Pinyin	English
Self-introduction	我是销售经理。	wǒ shì xiāoshòujīnglǐ	I am a sales manager.
Company	我在一家美国公司工作。	wǒ zàiyì jiā měiguó gōngsī gōngzuò	I work at an American company.
Responsibility	我负责中国市场。	wǒ fù zé zhōngguó shì chǎng	I am responsible for the China market.
Meeting time	我们明天上午十点开会。	wǒ men míngtiān shàngwǔ shí diǎn kāihuì	We will meet tomorrow at 10 a.m.
Confirmation	请确认会议时间。	qǐng quèrèn huì yì shí jiān	Please confirm the meeting time.
Materials	我把资料发给你。	wǒ bǎ zī liàofā gěinǐ	I will send you the materials.
Follow-up	我稍后回复你。	wǒ shāohòu huí fù nǐ	I will reply to you later.
Invoice	请把发票发给我。	qǐng bǎ fā piàofā gěiwǒ	Please send me the invoice.
Payment	什么时候付款？	shén me shí hou fù kuǎn	When is the payment?
Price	这个价格合适吗？	zhè ge jià gé hé shì ma	Is this price suitable?
Discount	可以有折扣吗？	kě yǐ yǒu zhé kòu ma	Can there be a discount?
Contract	我们需要看合同。	wǒ men xū yào kànhé tóng	We need to review the contract.

Placement Checklist

Level	Can-do Statement	Test Prompt
Beginner	Can greet someone and say your name.	Say: 你好，我叫＿。
Beginner	Can read numbers 1-10.	Read a phone number aloud.
Beginner	Can say your country and language.	我是＿人。我会说＿。
HSK1	Can answer basic personal questions.	Answer: 你叫什么名字？你是哪国人？
HSK1	Can use time words.	Say what you will do tomorrow morning.
HSK2	Can order food and drink.	Order one drink and one food item.
HSK2	Can ask for directions.	Ask how to get to a hotel or subway station.
HSK3	Can give a short opinion.	Use 我觉得...因为...
HSK3	Can explain a plan.	Say one plan for next month.
Business Starter	Can introduce company and role.	Say company, title, and responsibility.
Business Starter	Can confirm a meeting.	Confirm time and follow-up.
Business Starter	Can ask about price/payment.	Ask about price, discount, invoice, or payment.