

Unit of Competency**Functional Area: Operations Management**

Title	Use advanced Putonghua for business communications
Code	105212L3
Range	This unit of competency is applicable to practitioners in the import and export industry. Practitioners should be capable of using advanced Putonghua to communicate with customers so as to understand clearly their needs and executing relevant duties effectively.
Level	3
Credit	3 (for reference only)
Competency	<p>Performance Requirement</p> <ol style="list-style-type: none"> Advanced Putonghua communication skills <ul style="list-style-type: none"> Describe the operations of the import and export industry Master common terms, the abbreviations and technical terms used in the import and export industry Describe Putonghua terms and their correct pronunciations, which include common terms, the abbreviations and technical terms used in the import and export industry Describe the company structure, functions and work flow of different departments, co-operation mode among departments and their terms of reference Describe the business relationship between the company and customers and characteristics of each customer Possess good communication skills and skills for receiving customers Good interpersonal skills Good sales techniques Use advanced Putonghua for business communication with customers <ul style="list-style-type: none"> Use advanced Putonghua to communicate with customers so as to understand clearly their needs and execute relevant duties effectively Respond to customers' requests for more detailed explanation of business according to personal ability, and report to senior levels and seek help at the right time When there is any communication problem or complaint during the communication with customers, report immediately to senior levels and find out the best way to handle it When there is any communication problem during the process of handling business with customers, report immediately to senior levels for handling
Assessment Criteria	<p>This integrated outcome requirement of this unit of competency are:</p> <ul style="list-style-type: none"> Capable of using advanced Putonghua to communicate with customers so as to understand clearly their needs and execute relevant duties effectively Capable of using frequently used words and terms in the import and export industry
Remark	This UoC is adapted from the Logistics UoC LOCUOM308A