

HURON UNIVERSITY COLLEGE
DEPARTMENT OF FRENCH AND ASIAN STUDIES
CHN 4440A: Business Translation 1
September 2018

Classes: Tuesday 9:30 am – 11:30 am & Thursday 9:30 am – 10:30 am
in HC Classroom W17

Instructor: Dr. Clare Gordon (傅守超)
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Office Hours: Monday, Tuesday & Thursday 11:30 am – 12:30pm, or by appointment.

Course Descriptions:

Calendar Version:

English and Chinese translation with fundamentals of theory and practice for oral and written business-oriented communication. Reflective conversation and intensive practice sessions help students obtain insights and techniques to avoid common translation pitfalls and to develop the skills for more natural and accurate translation in business Chinese and English.

Prerequisite(s): Chinese 3340A/B or 3341A/B or permission of the department.
3 hours, 0.5 course.

Expanded Version:

This advanced-level Chinese language course is designed to meet the needs of English-Chinese bilingual students considering work in the growing international business world. Thus, students will have native or near native English and Chinese language skills as well as a familiarity with business concepts, processes, and transactions. The main focus of the course will be skill development and practice rather than linguistic or business theory.

While introducing the basics of translation theory as a framework for understanding practices, the course will focus on the challenges specific to translation as a business practice. Students will critically study a large number of translation examples in business contexts. Language-typical aspects of source and target texts problematic for translation will be identified and intensively discussed in class. Common mistakes and pitfalls that betray the translator, as well as useful methods or “tips” to produce excellent versions, will be introduced from the readings. Successful translation combines close reading and clear writing. By encountering actual business examples, students will gain further insights into the vast field of translation and learn how to acquire translating skills by trying their hand at translating Chinese to English and (less frequently) English to Chinese.

Course Objectives:

Working through selected translations in Chinese and English, this course will help students to:

- learn essential concepts and basic principles of language translation
- acquire fundamental skills and techniques of business translation
- improve reading and writing in business Chinese and English
- appreciate quality translation work and avoid common mistakes and pitfalls
- progress to CHN 4441B

Course Material:

There is no required textbook for the course. All required readings will be made available in class, through the HUC Library, or on OWL.

Evaluation:

1. Class Performance 25% (25 x 1%)

In each class, there will be oral or written Chinese-English/English-Chinese exercises to be completed as assigned by Instructor. More details are provided at the course OWL site.

Make-ups not accepted without documentation.

2. Written Assignments 30% (2 x 15%)

Both assignments will require the student to work individually to compare and critically comment on passages of translation, each of which will be about 300 words.

A late penalty of 10% per day will be applied. Late submissions of more than 7 days will not be accepted for credit.

Assignment 1: Translation into Chinese **Due in class October 4**

Assignment 2: Translation into English **Due in class November 15**

3. Final Examination (Take-home) 45%

Exam content and requirements will be viewable via OWL site on the last day of classes.

Format:

- Analyse and comment in Chinese on given passages of English translation.
- Translate two given passages from Chinese into English.

Submission:

E-copy only to be submitted on OWL by 12 noon, Friday, December 14, 2018.

Late submissions not accepted.

Chinese 4440A: Business Translation 1

Fall Term 2018

Class Session Topics

WEEK 1 Sep. 6	Introduction: Course and Theory 商务汉英/英汉翻译概论	
WEEK 2 Sep. 11&13	Selected Translation Principles and Strategies 常用商务翻译原则和技巧	
WEEK 3 Sep. 18&20	Brands and Trademarks 品牌和商标	
WEEK 4 Sep. 25&27	Advertising 商务广告	
WEEK 5 Oct. 2&4	Commodity Specifications 产品说明书	Assignment 1 DUE Oct. 4 (15%)
<i>Oct. 9&11</i>	<i>No Regular Classes</i>	<i>Fall Reading Week</i>
WEEK 6 Oct. 16&18	Ceremonial Address 商务礼仪致辞	
WEEK 7 Oct. 23&25	Sales Related Letters 与销售有关的信函	
WEEK 8 Oct. 30&Nov. 1	Employment Related Letters 与职业相关的信函	
WEEK 9 Nov. 6&8	Business Contracts and Agreements 商务合同和协议	
WEEK 10 Nov. 13&15	International Business Credits 国际贸易信用证	Assignment 2 DUE Nov. 15 (15%)
WEEK 11 Nov. 20&22	Business Reports 商务报告	
WEEK 12 Nov. 27&29	Company Profile and Publicity Materials 企业介绍和宣传资料	
WEEK 13 Dec. 4&6	Annual Reports of Listed Companies 上市公司年报	

The Appendix to Course Outlines is posted on the OWL course site.