

Course Title	: Business Translation (E-C)
Course Code	: TRA3223
Recommended Study Year	: 2 to 4
No. of Credits/Term	: 3
Mode of Tuition	: Lecture-tutorial
Class Contact Hours	: 2-hour lecture per week 1-hour tutorial per week
Category	: Elective (Category A)
Prerequisite	: Nil
Co-requisite	: Nil
Exclusion	: Nil
Exemption Requirement	: Nil

Brief Course Description:

This course introduces students to issues in the translation of business texts from English to Chinese, and acquaints them with general matters, including basic terminology, relating to major economic activities in Hong Kong. Business documents used in Hong Kong, such as business correspondence, financial writings and documents relating to listed companies, will be sampled to enhance students' awareness of the linguistic features of these texts and enable them to develop strategies for translating them.

Language of instruction: English / Chinese

Aims:

This course is designed not only to enable students to master the strategies at their disposal when translating business documents from English to Chinese, but also to introduce students to business communication and the business environment in Hong Kong.

Learning Outcomes (LOs):

On completion of this course, students will be able to:

1. illustrate with examples the usage and meaning of common business terminology;
2. identify the linguistic features and syntactic complexities of business texts;
3. analyse business texts commonly found in the workplace;
4. describe the strategies employed in existing translated texts in the business field;
5. translate business texts from English to Chinese.

Indicative Content:

1. Introduction to Hong Kong's economic environment including some legal matters.
2. Introduction to theories of business communication.
3. Introduction to and analysis of various types of business writing, including commercial correspondence, company reports and prospectuses, writing relating to stocks and bonds, financial news, and promotional materials.
4. Techniques of translating different kinds of business writing from English into Chinese.

Teaching Method:

Lectures and tutorial discussions

Measurement of Learning Outcomes:

Students' progress towards the learning outcomes will be measured by means of:

1. Assignments and in-class exercises including translation of business texts from different areas;
2. An examination with translation tasks from English to Chinese.

Learning Outcomes	Assessment Methods		
	Translation assignments	In-class exercises	Final exam
1. illustrate with examples the usage and meaning of common business terminology	X	X	X
2. identify the linguistic features and syntactic complexities of business texts	X	X	X
3. analyse business texts of the types commonly found in the workplace	X	X	X
4. describe the strategies that have been employed in existing translated texts in the business field	X	X	X
5. translate business texts from English to Chinese	X	X	X

Assessment:

Examination: 40% (One 2-hour paper)

Continuous assessment: 60% (Assignments 40%; In-class exercises 20%)

Readings:

Regular reading materials, articles or reports, on current economic news in Hong Kong and elsewhere will be handed out in lectures and tutorials.

References:

Brett, Michael (2000). *How to Read Financial Pages*. London: Random House.

陳仕彬 (2003), 《金融翻譯技法》, 香港: 中文大學出版社。

陳定安 (1997), 《英漢比較與翻譯》, 台北: 書林。

范志偉、周兆祥 (2004), 《財經翻譯精要》, 香港: 商務印書館。

褚東偉 (2003), 《商業翻譯導論》, 武漢: 湖北教育出版社。

李德鳳 (2007), 《財經金融翻譯》, 香港: 香港大學出版社。

李克興 (2010), 《廣告翻譯理論與實踐》, 北京: 北京大學。

許建忠 (2002), 《工商企業翻譯實務》, 北京: 中國對外翻譯出版公司。

Important Notes:

- (1) Students are expected to spend a total of 9 hours (i.e. 3 hours of class contact and 6 hours of personal study) per week to achieve the course learning outcomes.
- (2) Students shall be aware of the University regulations about dishonest practice in course work, tests and examinations, and the possible consequences as stipulated in the Regulations Governing University Examinations. In particular, plagiarism, being a kind

of dishonest practice, is “the presentation of another person’s work without proper acknowledgement of the source, including exact phrases, or summarised ideas, or even footnotes/citations, whether protected by copyright or not, as the student’s own work”. Students are required to strictly follow university regulations governing academic integrity and honesty.

- (3) Students are required to submit writing assignment(s) using Turnitin.
- (4) To enhance students’ understanding of plagiarism, a mini-course “Online Tutorial on Plagiarism Awareness” is available on <https://pla.ln.edu.hk/>.