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)
Office: Room A11, Huron University College
Phone: 519-438-7224, ext. 228
E-mail: cgordon@huron.uwo.ca

Office Hours: Monday, Tuesday & Thursday 11:30 am – 12:30 pm, 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.
Fall Term 2018  Class Session Topics

WEEK 1  Introduction: Course and Theory
Sep. 6  商务汉英/英汉翻译概论

WEEK 2  Selected Translation Principles and Strategies
Sep. 11&13  常用商务翻译原则和技巧

WEEK 3  Brands and Trademarks
Sep. 18&20  品牌和商标

WEEK 4  Advertising
Sep. 25&27  商务广告

WEEK 5  Commodity Specifications
Oct. 2&4  产品说明书  Assignment 1 DUE Oct. 4 (15%)

Oct. 9&11  No Regular Classes  Fall Reading Week

WEEK 6  Ceremonial Address
Oct. 16&18  商务礼仪致辞

WEEK 7  Sales Related Letters
Oct. 23&25  与销售有关的信函

WEEK 8  Employment Related Letters
Oct. 30&Nov. 1  与职业相关的信函

WEEK 9  Business Contracts and Agreements
Nov. 6&8  商务合同和协议

WEEK 10  International Business Credits
Nov. 13&15  国际贸易信用证  Assignment 2 DUE Nov. 15 (15%)

WEEK 11  Business Reports
Nov. 20&22  商务报告

WEEK 12  Company Profile and Publicity Materials
Nov. 27&29  企业介绍和宣传资料

WEEK 13  Annual Reports of Listed Companies
Dec. 4&6  上市公司年报
The Appendix to Course Outlines is posted on the OWL course site.