

CTI209e Translation of Business and Trade Documents

Level: 2

Credit Units: 5 Credit Units

Language: ENGLISH

Presentation Pattern: EVERY JULY

E-Learning: BLENDED - Learning is done MAINLY online using interactive study materials in Canvas. Students receive guidance and support from online instructors via discussion forums and emails. This is supplemented with SOME face-to-face sessions. If the course has an exam component, this will be administered on-campus.

Synopsis:

This course builds on the theoretical and practical knowledge acquired from Fundamentals of Translation. It is designed to equip students with the specialised skills and techniques in translating business and trade documents including advertisements, business correspondence, contracts and agreements, memorandums, notices, news releases and annual reports. The students will meet with the challenges to translate various types of business-related documents with considerable difficulty and complexity. They will also be provided the opportunities to familiarise themselves with the jargon, terminologies and also the subject-matters associated with such documents. In the process, the students will also learn to render the texts with appropriate choices of words and expressions, taking into consideration the cultural differences and sensitivities.

Topics:

- Introduction to Translation of Business and Trade Documents
- Translation of Business-related Names
- Translation of Advertisements
- Translation of Business Correspondence
- Translation of Business Contracts and Agreements
- Translation of Corporate Documents

Textbooks:

NA: 商务英语应用文写作与翻译
ISBN-13: 9787301128428-AA

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ISBN-13: 9787301128428

Learning Outcome:

- Recognize various categories and types of business and trade (B&T) documents
- Outline the similarities and differences between English and Chinese B&T documents, in terms of language, conventions, culture, etc
- Compare the language features and styles for various types of B&T writings
- Determine principles and guidelines in translating B&T documents
- Apply the appropriate methods, techniques and skills in translating B&T document, including commonly used special terms, jargons and expressions
- Appraise the effectiveness of the translation based on the principles and guidelines
- Practice two-way (English to Chinese, Chinese to English) translation of B&T documents with appropriate formats, conventions, styles and features, quality and speed

Assessment Strategies:

Continuous Assessment Component	Weightage (%)
PRE-CLASS QUIZ	5
PRE-CLASS QUIZ	5
TUTOR-MARKED ASSIGNMENT	20
TUTOR-MARKED ASSIGNMENT	20
Sub-Total	50

Examinable Component	Weightage (%)
Written Exam	50
Sub-Total	50

Weightage Total **100**