TRAN3810 - Government and Public Affairs Translation

Course learning outcome

1. Students should be able to get rid of a casual style using more appropriate sentence structures and diction when translating governmental or other formal texts.
2. Students should be able to appreciate GPA-related texts as a text-type with quite unique language features and format.
3. Overall they should be able to perform translations of GPA-related texts competently and know what tools and references to use in translating relevant text types, and be equipped with some fundamental structural and rhetorical concepts of language.
4. Students should be able to realise that generally formal language does constitute a rather distinct category with specific features, which they should become more sensitive about when dealing with text types that exhibit such features, and rectify any misconceptions that accuracy in translations only involves conveying the meaning of the source with correct grammar.

Course syllabus

1. GPA texts as a kind of expository writing (language features etc.)政府公文作爲論說文的語言特色
2. The concepts of "government" and "public administration" 何謂 '政府' 及 '公共行政'
3. The organization of the Hong Kong SAR Government 香港特區政府架構一覽
4. Different kinds of GPA texts including speeches, reports, information papers, minutes, press releases, letters, statements, and their variations in style 演講辭、信函、新聞稿、聲明、會議記錄及報告等的語言風格的異同
5. About the tone of languages: a comparison between formal and informal tone, and what constitutes different degrees of formality 正式／非正式語言及其對篇章語氣的影響
6. The diction pertinent to GPA texts, the concepts of parts of speech, and collocation 政府公文的選詞用字，詞類及搭配的問題
7. General translation skills taking into account the sentence structures of GPA texts 翻譯基本技巧（以政府公文句子結構爲例）
8. The format and layout of GPA texts, and the difference between fragments (point-form/topic format) and complete sentences 政府公文的格式鋪排，其如何以斷句作點列，及斷句與完整句子的分別

Assessment type and percentage

Assessment Type options	Percentage
1. Essays	60%
2. Other	10%
3. Short answer test or exam	30%

Feedback for evaluation

Students are welcome to provide their feedback on the course through 歡迎學生透過以下途徑發表課程意見

- mid-term questionnaires 學期中問卷調查
- end-of-term questionnaires 學期尾問卷調查
- emails 電郵

Required readings

None

Recommended readings

1. Adrew Heywood 著 楊日青、李培元、林文斌、劉兆隆 譯(2009) 政治學新論 (online version available) http://www.weber.com.tw/show_book.php?book_num=J01-001

2. Davies, Stephen and Elfed Roberts (1990). *Political dictionary for Hong Kong*. Hong Kong : Macmillan Hong Kong

3. De Certeau, Michel (1997). *The Capture of Speech and Other Political Writings*. (translated by Tom Conley). Minneapolis: University of Minnesota Press.

4. Jowett, Gareth S. and Victoria O'Donnell (2006). *Readings in Propaganda and Persuasion – New and Classic Essays*. Thousand Oaks: Sage Publications.

5. MacArthur, Brian (ed) (1999). *The Penguin Book of Twentieth-Century Speeches*. London: Penguin Books.

6. Miners, Norman (1998). *The Government and Politics of Hong Kong*. Hong Kong : Oxford University Press.

7. McLean and McMillan (2003). *Oxford Concise Dictionary of Politics* (2nd ed.). Oxford University Press.

8. Parliamentary Library. Parliament of Australia. http://www.aph.gov.au/library/intguide/pol/polgov.htm (Consists of links to governmental web-pages of several major countries in the world)

9. Patten, Chris (2005). *Not Quite the Diplomat: Home Truths About World Affairs*. London, New York: Allen Lane.

10. Roberts, E., S.N. Ling and P Bradshaw (1992). *Historical Dictionary of Hong Kong and Macau*. Metuchen, N.J. : Scarecrow Press. (Online version accessible via the CUHK library system)

11. 劉君德、馮春萍、華林甫、范今朝（編）（2002）《中外行政區劃比較研究》上海：華東師範大學出版社。

12. 馬嶽, 蔡子強 (2003)《 選舉制度的政治效果 : 港式比例代表制的經驗》香港 : 香港城市大學出版社。

13. 石幼珊 (譯)(1986)《名人演說一百篇》香港：商務印書館。

14. 裴妮(編)(2003)《20 世紀著名演講文錄：上、下冊》北京：中國對外翻譯出版公司

15. 政府部門常用英漢辭彙 (English-Chinese Glossaries of Terms Commonly Used in Government Departments)

    http://www.csb.gov.hk/hkgcsb/ol/netglos/gloslist.htm

16. 雙語法例資料系統- Glossary of Terms Used in Electoral Legislation

    http://www.legislation.gov.hk/eng/glossary/index.htm

17. 鄭宇碩、羅金義編（1997）《政治學新論》，香港：中文大學出版社。

18. 王俞春（2000）《香港特別行政區主要機構》香港：東西文化事業公司。