

THE CHINESE UNIVERSITY OF HONG KONG

DEPARTMENT OF TRANSLATION

2017-18

COURSE OUTLINE

| |
|--|
| COURSE CODE |
| TRAN3810 |
| ENGLISH TITLE |
| Government and Public Affairs Translation |
| CHINESE TITLE |
| 政府及公共事務翻譯 |
| NUMBER OF UNITS |
| 3 |
| DESCRIPTION |
| This Course familiarizes students with the principles of, and various approaches to, translation in the area of government and public affairs (GPA). An extensive variety of text categories drawn from Hong Kong government and public sector organizations are used to illustrate common problems and difficulties encountered in translating GPA documents. |

COURSE OVERVIEW

The Course will focus on every single step in the process of translating GPA documents, including textual analysis, compilation of glossary, standardization of terminology, editing, proof-reading and revising.

LEARNING OUTCOMES

Expected learning outcomes

Upon completion of the course, students should be able to :

- describe the linguistic features and their corresponding translation strategies of GPA texts;
- translate GPA texts accurately between English and Chinese;
- know what tools and references to use in translating GPA texts.

Implication for learning activities

Learning activities include lectures, interactive tutorials and discussions of cases:

- lectures: about 60% of the class time;
- interactive tutorials: about 25% of the class time;
- discussions: about 15% of the class time.

Implication for assessment

Assessment in the course takes into account four aspects, namely, class participation, assignments and mid-term test.

- (1) Class participation (10%) : - It aims to encourage students to actively participate in class discussion.
- (2) Assignments: (70%) - The assignments are designed to help them understand more about the practice of GPA translation.
- (3) Mid-term test (20%): - The mid-term test serves as an indicator of whether the students can get grasp of the skills and techniques of translating GPA texts.

LIST OF TOPICS

1. GPA translation: definition, form and aspects
2. GPA and the nature of translation
3. Style and register in GPA documents
4. GPA translation: problems and difficulties
5. Research Methods
6. Principles and techniques of translating GPA documents
 - Reports
 - Letters, notices, circulars
 - Papers and minutes
 - Speeches and addresses
 - Consultation Papers
 - News Release
 - Social Media
7. Literal Vs communicative translation
8. Professionalism in GPA translation

LEARNING ACTIVITIES

| Lecture | Tutorial | Others: Please specify |
|---------------------|---------------------|------------------------|
| Hours per week 2 | Hours per week 1 | Hours per week |

ASSESSMENT SCHEME

| Task nature | Weight |
|------------------------|--------|
| 1. Class participation | 10% |
| 2. Assignments | 70% |
| 3. Mid-term test | 20% |

RECOMMENDED LEARNING RESOURCES

1. Mayoral Asensio, Roberto. 2003. *Translating Official Documents*. Manchester: St. Jerome
2. Newmark, Peter. 1981. *Approachs to Translation*. Oxford: Pergamon Press.

3. 《政府公文寫作手冊》2004年。公務員事務局法定語文事務部。
4. 《文訊》公務員事務局法定語文事務部。
5. 吳緒彬。1993年。《公文•書信•契約大全》北京：中國國際廣播。
6. 陳新編。1999年。《英漢文體翻譯教程》北京：北京大學。

FEEDBACK FOR EVALUATION

Students are welcome to provide feedback on the course through

- mid-term questionnaires
- end-of-term questionnaires
- emails

COURSE SCHEDULE

| Week | Topic | Activities/Requirements | Deadline for Assignment |
|------|--|-------------------------|-------------------------|
| 1 | Introduction | | |
| 2 | GPA Translation: Problems and Difficulties (1) | Assignment 1 | |
| 3 | GPA Translation: Problems and Difficulties (1) | | Assignment 1 |
| 4 | Research Methods | Assignment 2 | |
| 5 | Principles and Techniques of Translating GPA Documents | | Assignment 2 |
| 6 | Reports | | |
| 7 | Letters | | |
| 8 | Mid-term Test | Assignment 3 | |
| 9 | Papers & Minutes | | Assignment 3 |
| 10 | Consultation Papers | Assignment 4 | |
| 11 | Speeches & Addresses | | Assignment 4 |
| 12 | Press Release | Assignment 5 | |
| 13 | Literal Vs Communicative Translation | | Assignment 5 |
| 14 | Round-up: Professionalism in GPA Translation | | |

CONTACT DETAILS

| | |
|--------------------------------------|-----------------------|
| Professor/Lecturer/Instructor | |
| Name: | Wong Kim Fan |
| Office Location: | |
| Telephone: | |
| Email: | kimfan@netvigator.com |
| Teaching Venue: | |
| Website (optional): | |

| | |
|---------------|--|
| Office Hours: | |
|---------------|--|

COURSE ANNOUNCEMENTS

Course announcements and materials will be posted on CU eLearning System / distributed in class (please delete as appropriate)

Policy on Absenteeism

In respect of individual courses, a student who, without permission to take leave, has been absent for a continuous period exceeding 4 weeks shall, subject to the Department Board's approval, be given Grade F for the course(s) concerned.

Policy on Penalties for Late Submission of Written Work

Late submission of written work 1-7 days: Minus **ONE** Sub-grade.

Late submission of written work beyond 7 days: The work will not be graded and **Grade F** be given.

ACADEMIC HONESTY AND PLAGIARISM

Attention is drawn to University policy and regulations on honesty in academic work, and to the disciplinary guidelines and procedures applicable to breaches of such policy and regulations.

Details may be found at <http://www.cuhk.edu.hk/policy/academichonesty/>.

With each assignment, students will be required to submit a signed **declaration** that they are aware of these policies, regulations, guidelines and procedures. In the case of group projects, all students of the same group should be asked to sign the declaration, each of whom is responsible should there be any plagiarized contents in the group project, irrespective of whether he/she has signed the declaration and whether he/she has contributed directly or indirectly to the plagiarized contents.

For assignments in the form of a computer-generated document that is principally text-based and submitted via VeriGuide, the statement, in the form of a receipt, will be issued by the system upon students' uploading of the soft copy of the assignment. Assignments without the properly signed declaration will not be graded by teachers. Only the final version of the assignment should be submitted via VeriGuide.

The submission of a piece of work, or a part of a piece of work, for more than one purpose (e.g. to satisfy the requirements in two different courses) without declaration to this effect shall be regarded as having committed undeclared multiple submission. It is common and acceptable to reuse a turn of phrase or a sentence or two from one's own work; but wholesale reuse is problematic. In any case, agreement from the course teacher(s) concerned should be obtained prior to the submission of the piece of work.