

THE CHINESE UNIVERSITY OF HONG KONG

DEPARTMENT OF TRANSLATION

2016-17

COURSE OUTLINE

COURSE CODE
TRAN 3841
ENGLISH TITLE
Chinese writing and legal translation
CHINESE TITLE
中文寫作與法律翻譯
NUMBER OF UNITS
3
DESCRIPTION (as stated in the Student Handbook)
This course aims to develop students' skills in legal translation by providing a good understanding of effective writing in Chinese. (Prerequisite: TRAN3840 or consent of instructor.)

COURSE OVERVIEW

(Please explain concisely what the course is about, how it will support student learning in the context of the translation programme, how it relates to other courses, whether any prior knowledge is required, etc)

This course is designed to provide training in Chinese writing and legal translation for students with prior knowledge of the subject. Students will be trained to develop and consolidate their skills and techniques for drafting of Chinese legal documents and legal translation and thus be able to perform a variety of tasks in bilingual drafting and legal translation.

LEARNING OUTCOMES

Introduction: optional (maximum length: 50 words in English and 40 words in Chinese)

Expected learning outcomes (maximum length: 250 words in English and 200 words in Chinese)
(A listing (preferably in point form) of the expected learning outcomes, probably across the knowledge, skills and values/attitudes (KSV) domains, limited to ~15 items to allow students to appreciate the breadth of the programme while not getting lost in minutiae.)

- Understand the legal terminology in English and Chinese and culture-bound language of legal discourse 理解中英文法律辭彙及富文化概念的法律語言
- Be able to identify the basic problems facing, and the solutions available to the legal translator 增強在撰寫中文法律文件及法律翻譯過程中發現問題及解決問題的能力
- Be able to grasp the basic skills in bilingual drafting and legal translation; translate with ease and skill common types of legal text 掌握撰寫中文法律文件及法律翻譯的各種技巧並能翻譯各種類型的法律文本

Implication for learning activities (maximum length: 150 words in English and 120 words in Chinese)
 (The statement should describe the range of learning activities that will be used to support the development of these learning outcomes. Some comments on the proportion of each type of learning activity are desirable. Possible learning activities include: lectures, interactive tutorials, laboratory work, discussion of cases, field trips, clinical placement, projects, web-based activities.)

For course where the outcomes are strongly in the knowledge domain, lectures and interactive tutorials will be the dominant activities. Students will be involved in various translation exercises in lectures and group presentation and discussion in the interactive tutorials. 以知識教育成果為主的課程，講座及互動導修課為主要學習活動。學生在課堂上需參與各種翻譯練習，並在互動導修課上進行小組報告以及課堂討論。

Implication for assessment (maximum length: 150 words in English and 120 words in Chinese)
 (The statement should describe the range of assessment tasks that will be used to gauge attainments of these learning outcomes. Some comments on the proportion of each type of assessment are desirable. Possible assessment strategies include, essay test or examinations, short-answer test or examinations, objective test or examinations, essays, presentations, problem sets, lab reports, projects, cases.)

As a general rule, the course will use a range of continuous assessment and not rely merely on final examination. The continuous assessment consists of class participation, two assignments, one group presentation, and one final test. 依照一般規定，本課程採用一系列持續評估方式，而不只依重期終試作為成績評估的唯一方式。持續評估包括課堂參與、兩份作業、小組報告及期終試。

LIST OF TOPICS

- Introduction of legal writing and legal translation
- Translating legal terms and phrases
- Drafting and translating various legal documents

LEARNING ACTIVITIES

Lecture	Tutorial	Others: Please specify
Hours per week 1 hr 45 mins.	Hours per week 45 mins.	Hours per week N.A.

ASSESSMENT SCHEME

Task nature	Weight
Attendance and participation	10%
Assignments (×2)	30%
Group presentation	20%
Final test	40%

RECOMMENDED LEARNING RESOURCES

(Please provide details about any textbooks and/or suggested readings, including title, publisher, edition and year of publication, and list any recommended web pages with specific URL addresses.)

1. Coode, George (1852). Legislative Expression or The Language of the Written Law. In Appendix to Stanley Robinson, Drafting: its applications to conveyancing and commercial documents. London: Butterworths, 1980.
2. Mellinkoff, David (1963). The Language of the Law. Boston: Little, Brown and Company. A classic scholarly work on the special features of the language of the common law and its development. A must for all serious students of law and translation.
3. Sarcevic, Susan (1997). New Approach To Legal Translation. The Hague: Kluwer Law International.
4. 陳忠誠 (1992)。《法窗譯話》。北京：中國對外翻譯出版公司。
5. 姜劍雲 (1995)。《法律語言與言語研究》。北京：群眾出版社。
6. 李克興、張新紅 (2006)。《法律文本與法律翻譯》。北京：中國對外翻譯出版公司。
7. 陸文慧 (2002)。《法律翻譯：從實踐出發》。香港：中華書局。
8. 王道庚 (2013)。《法律翻譯—理論與實踐》（第二版）。香港：香港城市大學出版社。

Note: There is no need to buy or borrow any of these references, as the required reading materials will be provided by the teacher.

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
1	Introduction of legal writing and legal translation (1)	Class discussion
2	Introduction of legal writing and legal translation (2)	Class discussion
3	Translating legal terms and phrases (1)	Class discussion
4	Translating legal terms and phrases (2)	Class discussion
5	Translating legal terms and phrases (3)	Class discussion
6	Translating legal terms and phrases (4)	Group presentation and discussion
7	Drafting and translating various legal documents (1)	Group presentation and discussion
8	Drafting and translating various legal documents (2)	Group presentation and discussion
9	Drafting and translating various legal documents (3)	Group presentation and discussion
10	Drafting and translating various legal documents (4)	Group presentation and discussion
11	Drafting and translating various legal documents (5)	Group presentation and discussion
12	Drafting and translating various legal documents (6)	Group presentation and discussion
13	Course summary	
14	Final test	

CONTACT DETAILS

Professor/Lecturer/Instructor	Lecturer
Name:	WANG Yan

Office Location:	KKB104
Telephone:	
Email:	wangyan@arts.cuhk.edu.hk
Teaching Venue:	
Website (optional):	
Office Hours:	

Teaching Assistant/Tutor	
Name:	
Office Location:	
Telephone:	
Email:	
Teaching Venue:	
Website:	
Other information:	

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

(Please add relevant course-specific information if necessary)

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.

(rev. 06/2016)