

THE CHINESE UNIVERSITY OF HONG KONG

DEPARTMENT OF TRANSLATION

2018-19

COURSE OUTLINE

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| COURSE CODE |
| TRAN3845 |
| ENGLISH TITLE |
| Translation of General Legal Documents |
| CHINESE TITLE |
| 通用法律文件翻譯 |
| NUMBER OF UNITS |
| 3 |
| DESCRIPTION (as stated in the Student Handbook) |
| (Prerequisite: TRAN2840 or consent of instructor.) This course focuses on the translation of private legal documents, attaching great importance on one prominent type, namely the contract, and touching upon other types of private legal documents. It aims to familiarize students with various translation skills and methods in translating legal contracts, through introducing various types of legal contracts that are commonly used. Through this course, students will learn to understand basic components of legal contracts, and how different legal contracts are translated differently on the basis of their nature. (先修科目：TRAN2840或經授課教師批准。) 本科著重於私人法律文件的翻譯，重點放在其中一種常見類別合同上，亦會涉及其它種類的私人法律文件。本科旨在通過介紹常用的各種法律合同，讓學生把握法律合同翻譯的各種技巧和方法。通過本科的學習，學生能夠理解法律合同的基本構成部分，以及不同性質的法律合同翻譯亦有所相同。 |

COURSE OVERVIEW

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| As a highly specialized course in legal translation, this course focuses on private legal documents. This course attaches greater importance on one prominent type, namely the contract, and also touches upon other types of private legal documents. It aims to familiarize students with various translation skills and methods in translating legal contracts, through introducing various types of legal contracts that are commonly used. Through this course, students will learn to understand basic components of legal contracts, and how different legal contracts are translated differently on the basis of their nature. |
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LEARNING OUTCOMES

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| Introduction: optional |
| Expected learning outcomes |

Upon completion of the course, students are expected to:

- understand general structure of legal contracts;
- master fundamental skills and methods of translating basic components of legal contracts;
- demonstrate their abilities in analyzing and translating various types of legal contracts;
- familiarize the translation of other types of private legal documents.

Implication for learning activities

For course where the outcomes are strongly in the knowledge domain, lectures will be the dominant activities. Students will be involved in various translation exercises and discussions in lectures and tutorials.

Implication for assessment

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 three assignments and one final test.

LIST OF TOPICS

- Translation of contracts: general structure of legal contracts
- Translation of contracts: basic components of legal contracts
- Translation of contracts: various types of legal contracts
- Translation of other private legal documents

LEARNING ACTIVITIES

| Lecture | Tutorial | Others: Please specify |
|-------------------------------|--------------------------|------------------------|
| Hours per week 1 hr 45 min | Hours per week 45 min | Hours per week |

ASSESSMENT SCHEME

| Task nature | Weight |
|------------------------------|--------|
| Attendance and participation | 10% |
| Assignments (×3) | 45% |
| Final test | 45% |

RECOMMENDED LEARNING RESOURCES

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. Fisher, Michael & Greenwood, Desmond (2007). *Contract law in Hong Kong*. Hong Kong: Hong Kong University Press.
 3. Mellinkoff, David (1963). *The Language of the Law*. Boston: Little, Brown and Company.
 4. Sarcevic, Susan (1997). *New Approach To Legal Translation*. The Hague: Kluwer Law International.
 5. 範文祥 (2007). 《英文合同閱讀與分析技巧》. 法律出版社.
 6. 姜劍雲 (1995). 《法律語言與言語研究》. 北京: 群眾出版社.
 7. 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.
 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.

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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: general structure of legal contracts (1) | Class discussion |
| 2 | Introduction: general structure of legal contracts (2) | Class discussion |
| 3 | Translation of basic components of legal contracts (1) | Class discussion |
| 4 | Translation of basic components of legal contracts (2) | Class discussion |
| 5 | Translation of basic components of legal contracts (3) | Assignment 01 |
| 6 | Translation of various types of legal contracts (1) | Class discussion |
| 7 | Translation of various types of legal contracts (2) | Assignment 02 |
| 8 | Translation of various types of legal contracts (3) | Class discussion |
| 9 | Translation of various types of legal contracts (4) | Assignment 03 |
| 10 | Translation of other private legal documents (1) | Class discussion |
| 11 | Translation of other private legal documents (2) | Class discussion |
| 12 | Course summary | Class discussion |
| 13 | Final test | |

(tentative)

CONTACT DETAILS

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| Professor/Lecturer/Instructor | Lecturer |
| Name: | Dr. WANG Yan |
| Office Location: | KKB108 |
| Telephone: | |
| Email: | wangyan@arts.cuhk.edu.hk |
| Teaching Venue: | |
| Website (optional): | |
| Office Hours: | |

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|---------------------------------|--|
| 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.