

THE CHINESE UNIVERSITY OF HONG KONG
DEPARTMENT OF TRANSLATION

2018–19
COURSE OUTLINE

COURSE CODE TRAN6104
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 introduces the principles and techniques of government and public affairs translation. Different kinds of documents used in the Government of the Hong Kong Special Administrative Region and other public sector organizations are given as examples illustrating common problems encountered in translating these documents and the solutions to these problems, with emphasis on style and register.

COURSE OVERVIEW

This course will acquaint students with the requirements of translating GPA texts and the work flow of this particular stream of translation within the government. In parallel, it offers students opportunities to put into practice their language knowledge and translation skills acquired from other courses under this Programme, namely Advanced Translation Studies and Translation Workshop. No prior knowledge about GPA translation is required.

LEARNING OUTCOMES

Expected learning outcomes

- build up knowledge in GPA translation;
- translate more efficiently and effectively government and public affairs documents.

Implication for learning activities

Expected learning outcomes to be achieved through lectures (90%) and class/group discussions (10%).

Implication for assessment

Assessment tasks:
Home assignments (40%); and
Tests (60%)

LIST OF TOPICS

- GPA translation: definition and form
- Style and register in GPA documents
- GPA translation vs technical/literary translation
- GPA translation: common issues
- Research methods (government online resources, dictionaries and reference books)
- Principles and techniques of translating GPA documents
 - Discussion papers and minutes of meeting
 - Consultation papers
 - Reports
 - Letters, circulars and notices
 - Departmental newsletters
 - Speeches and messages
- Literal vs communicative translation
- Professionalism in GPA translation

LEARNING ACTIVITIES

Lecture	Tutorial	Others:
Hours per week 2 hrs 15 mins	Hours per week	Hours per week

ASSESSMENT SCHEME

Task nature	Weight
Assignments	40%
Tests	60%

RECOMMENDED LEARNING RESOURCES

- Newmark, Peter (1981). *Approaches to Translation*, Oxford: Pergamon Press.
- Strunk Jr., William (2009). *The Elements of Style*, New York: Pearson Longman.
- 陳新主編 (1999)。《英漢文體翻譯教程》。北京：北京大學。
- 陳志誠 (2002)。《新世紀應用文論文選》。香港：香港城市大學語文學部。
- 電子版香港法例<<https://www.elegislation.gov.hk>>。
- 公務員事務局法定語文事務部。《文訊》
<http://www.csb.gov.hk/tc_chi/publication/1927.html>。
- 公務員事務局法定語文事務部 (2004)。《政府公文寫作手冊 (第二版)》(唯讀光碟)。
- 公務員事務局法定語文事務部 (2013)。《政府部門常用英漢辭彙》
<http://www.csb.gov.hk/hkgcsb/glossary/glossary_en.php>。
- 國家技術監督局 (1996)。《中華人民共和國國家標準標點符號用法》(網上版) Hong Kong SAR Government, *GovHK* <<http://www.gov.hk/en/residents/>>。
- 金聖華 (2002)。《認識翻譯真面目》。香港：天地圖書。
- <https://www.ilc.cuhk.edu.hk/chinese/re_doc/re_PunctuationMarks.pdf>。

FEEDBACK FOR EVALUATION

Students are welcome to provide feedback on the course through

- mid-term questionnaire
- end-of-term questionnaire
- email

COURSE SCHEDULE

Week	Topic	Activities/Requirements
1	Course overview & administration General introduction to GPA translation	Reading: Newmark (Chapter 1)
2	GPA translation: common issues	《政府公文寫作手冊—總論》
3	Research methods Principles/ Techniques of GPA translation	Discussion: pre-course assignment 陳新《英漢文體翻譯教程》
4	Letters (Part I)	《政府公文寫作手冊—公函》
5	Letters (Part II)	《政府公文寫作手冊—酬酢文書》
6	Speeches (Part I) – general introduction	Discussion: selected famous speeches
7	Speeches (Part II)	Discussion: selected speeches of government officials Mid-term Test
8	Messages	Discussion: selected messages of government officials
9	Minutes of meeting Consultation papers	Discussion: selected minutes of meeting & consultation papers 《政府公文寫作手冊—會議文書》
10	Reports Legislative Council Briefs	Discussion: selected reports published by government departments & Legislative Council Briefs
11	Circulars Notices Departmental newsletters (Part I)	《政府公文寫作手冊—通告類文書》 Discussion: selected public notices & departmental newsletters
12	Departmental newsletters (Part II) Texts for First Day Cover and Stamp Sheetlets	Discussion: selected departmental newsletters & texts for First Day Cover and Stamp Sheetlets
13	Round-up: Professionalism in GPA Translation	Discussion/ Final Test

(Tentative)

CONTACT DETAILS

Professor/Lecturer/Instructor	
Name:	Dr. Holly Lo
Office Location:	
Telephone:	
Email:	hollymwlo@hotmail.com
Teaching Venue:	
Website (optional):	
Office Hours:	

COURSE ANNOUNCEMENTS

Course announcements and materials will be posted on CU eLearning System / distributed in class.

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 be given a failure grade.

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.