THE CHINESE UNIVERSITY OF HONG KONG
DEPARTMENT OF TRANSLATION

2018-2019
COURSE OUTLINE

COURSE CODE
TRAN6117

ENGLISH TITLE
Bilingual Editing Skills

CHINESE TITLE
雙語編輯技巧

NUMBER OF UNITS
3

DESCRIPTION
This course aims at training students in the techniques of editing Chinese, English and translated texts, copywriting and electronic publishing.

COURSE OVERVIEW

Editing is an important part of the global translation industry, and editing skills are a distinct subset of translation skills in general. Students will learn how to edit their own work in terms of style and accuracy. The course will offer the opportunity to work on different types of text, from magazines and newspapers to book manuscripts and film subtitles, with an emphasis on editing translations and improving language quality.

No prior knowledge is required for participation in this course.

LEARNING OUTCOMES

Expected learning outcomes

After completing the course, students will be able to:
- proofread and edit English texts, Chinese texts, translations, and bilingual texts
- identify key differences between Chinese and English
- understand strategies for editing book manuscripts, magazine articles etc.
- take socio-cultural factors into consideration when editing various texts

Implication for learning activities
Students will have the opportunity to edit real life examples of different texts in various stages of the publication process. Lectures will take the format of an opening discussion followed by in-class exercises. In addition, there will be weekly take-home editing exercises.

Implication for assessment
The assessment will be divided between regular homework assignments, three of which will be assessed for a total weighting of 50%, and a final editing test in the last week of term (40% of the final grade). The final test will cover the majority of areas that have already been discussed in class. In addition, 10% of the final grade will be awarded for class participation, as active discussion in class is highly encouraged.

LIST OF TOPICS

- Editing and revising for translators
- Editing Chinese texts
- Editing English texts – how to write good English?
- Editing translations
- Editing bilingual texts
- Dealing with "Chinglish"
- The differences between Chinese and English

LEARNING ACTIVITIES

Lecture	Tutorial	Others: Please specify
Hours per week 2 hrs. 15 mins.	**Hours per week**	**Hours per week**

ASSESSMENT SCHEME

Task nature	Weight
Assignments (x3)	50%
Class participation	10%
Final test	40%

RECOMMENDED LEARNING RESOURCES

- Baskette, Floyd F., Jack Z. Sissors, and Brian S. Brooks (1982). *The Art of Editing*. New York: Macmillan Publishing Co., Inc.

- Choy, Maria C. (1996). "The Art of Bilingual Editing of Magazines." *Babel* 42 (2): 84–94.

- Lanham, Richard (2006). *Revising Prose*. London: Longman.

- Mossop, Brian (2007). *Revising and Editing for Translators*. Manchester: St. Jerome Publishing.

- Stainton, Elsie Myers (2002). *The Fine Art of Copyediting*. New York: Columbia University Press.

- Strunk, W., Jr., and White, E.B. (1979). *The Elements of Style*. (3rd ed.). New York: Macmillan.

- Ward, James H. (1988). "Editing in a Bilingual Context." *Technical Writing and Communication* 18 (3): 221–26.

- 北京出版社（1981）。《編輯雜談》。北京：北京出版社。

- http://www.pinyin.info/rules/index.html (see rules for pinyin)

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	What is editing? What does an 'editor' do?	Discussion and exercises
2	Editing English texts and things to look out for	Exercises
3	Editing skills: making comments and queries	Assignment 1
4	Editing translations	Exercises
5	Editing bilingual texts	Exercises
6	Editing dictionaries	Exercises
7	Magazine editing (lifestyle writing)	Assignment 2
8	Editing translations 2	Exercises
9	Newspaper editing (journalistic writing)	Exercises
10	Book editing	Assignment 3
11	Politics, censorship and the editor	Exercises
12	Review	Review and test preparation
13	End of term test	

(Tentative)

CONTACT DETAILS

Professor/Lecturer/Instructor	
Name:	Prof. Duncan Poupard
Office Location:	Room 126
Telephone:	
Email:	duncan@arts.cuhk.edu.hk
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.