

THE CHINESE UNIVERSITY OF HONG KONG

DEPARTMENT OF TRANSLATION

2016-17

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	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. (1994). *The Role of Translation in Bilingual Editing of Magazines*. Sydney: Macquarie University.
- Choy, Maria C. (1996). “The Art of Bilingual Editing of Magazines.” *Babel* 42 (2): 84–94.
- Kao, George (1976). “Editing a Chinese-English Translation Magazine.” In Lai, T. C., *The Art and Profession of Translation: Proceedings of the Asia Foundation Conference on Chinese-English Translation*. Hong Kong: Hong Kong Translation Society, 155–67.
- 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.
- 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。
- 金聖華（2011）。《齊向譯道行》。北京：商務印書館。
- 連淑能（1993）。《英漢對比研究》。北京：高等教育出版社。
- 呂叔湘等（1992）。《文字編輯縱橫談》。北京：中國書籍出版社。
- 王力（2002）。《中國現代語法》（上冊）。香港：中華書局。
- <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: the paramedic method	Exercises
3	Editing skills: comments and queries	Assignment 1
4	Editing translations	Exercises
5	Editing bilingual texts	Assignment 1 due
6	Book manuscript editing	Exercises
7	Magazine editing	Exercises
8	"Europeanization" of Chinese	Assignment 2
9	Editing pinyin	Exercises
10	Differences between English and Chinese: passive vs. active, relative clauses	Assignment 2 due
11	Translationese in writings and translations, Chinglish and how to avoid it	Exercises
12	Review	Review and test preparation
13	End of term test	

CONTACT DETAILS

Professor/Lecturer/Instructor	
Name:	Mr. 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.

(rev. 06/2015)