LAN301 - ENGLISH / CHINESE BUSINESS TRANSLATION
Syllabus

Jun. 29 - Jul. 17, 2020

Term Duration: Jun. 29 - Jul. 17, 2020
Credit Points: 4
Instructor Name: TBA
Home Institution: Beijing Institute of Technology
Lecture Hour: 12:30-15:30

Course Description

The subject aims to develop students' translation skills in the business context. In this subject, students will learn the translation from English to Chinese and from Chinese to English. The translation materials will be within the scope of business. Students will be able to obtain background knowledge and terminology of Chinese business and culture via materials related to business or trade negotiations. They will learn translation concepts and skills that enable them to interpret information accurately.

Course Aims:

Upon completion, the students will:
1. gain terms and terminologies that are commonly used in the international trade and business negotiations in both languages;
2. enhance listening, speaking, reading, and writing skills to explicate compete materials from one language to another;

3. obtain comprehensive knowledge related to Chinese business and learn to translate in the culture context;
4. learn the translation concepts and grammar of the two different language systems to enable the translation more accurate and authentic.

Language of Instruction

English

Required Textbook

Materials supplied by the Instructor

Course Hours

This course requires 48 hours of contact including 42 hours of lectures and one 6-hour field trip. Lectures are from Monday to Friday.

Prerequisite Course

Students are expected to have taken **advanced Chinese courses** or have language proficiency in spoken and written Chinese.

Course Schedule

Week	Day	Chapter	Topic	Assignment/ Notes
Week 1	Day 1	Chapter 1	Introduction to Business Translation	Group Discussion
	Day 2	Chapter 2	Comparison of Translation System	Team Work
	Day 3	Chapter 3	Business Card and Organization Name	Translation Assignment 1
	Day 4	Chapter 4	International Business Correspondence 1	Translation Assignment 2
	Day 5	Chapter 5	International Business Correspondence 2	Translation Assignment 3
Week 2	Day 6	Chapter 6	International Business Correspondence 3	Translation Assignment 4
	Day 7	Chapter 7	Business Contract 1	
	Day 8	Chapter 8	Business News	Team Work
	Day 9	Chapter 9	Business Contract 2	Translation Assignment 5
	Day 10	Industrial Visit		
Week 3	Day 11	Chapter 10	Business Contract 3	Translation Assignment 6
	Day 12	Chapter 11	Corporate Management 1	
	Day 13	Chapter 12	Corporate Management 2	Translation Assignment 7
	Day 14	Chapter 13	Class Review	Review
	Day 15	Final Exam		

Grading Policy

Method	Percentage
Class Participation	10%
Oral Test	20%
Class Quiz	20%
Final Translation Assignment	50%
Total	100%

Academic Honesty

Academic honesty is not only a fundamental part of learning and teaching, but also a core value that this course embraces. Behaviors of academic dishonesty, as outlined hereinafter, are unacceptable and will be penalized:

a) Plagiarism where students present work for assessment, publication or otherwise that is not their own, without appropriate attribution or reference to the original source. Plagiarism can include:
   i) paraphrasing or copying published and unpublished work without a reference;
   ii) adopting the ideas or concepts of others, including the structure of an existing analysis without due acknowledgement by way of reference to the original work or source.

b) Collusion, where students present work as independent work when it has in fact been produced in whole or in part with others unless prior permission for joint or collaborative work has been given by the Course Coordinator. Collusion can include:
   i) a student inappropriately assisting with or accepting assistance with the production of an assessment task;
   ii) submitting work which is the same or substantially similar as another student's work for the same assessment task.

c) Cheating, where a student acts in such a way as to seek to gain unfair advantage or assist another student to do so. Cheating can include:
   i) submitting falsified, copied or improperly obtained data relating to results of practicum, field trips or other work as if they were genuine; submitting an assessment task with the intention of deceiving or misleading the instructor about the student's contribution to the work;
   ii) submitting an assessment task written or answered for the student by another person or which the student has copied from another person;
   iii) submitting the same or a substantially similar piece of work for assessment in two different courses (except in accordance with approved study and assessment schemes);
   iv) a student falsely indicating that they have been present at an activity where attendance is required;
   v) completing an assessment task outside the conditions specified for that task.

d) Cheating in Examinations means engaging in dishonest practice or breaching the rules regarding examinations, which can include:

i) communicating in any way during an examination with any person who is not an examination supervisor inside or outside the examination venue;
ii) giving or accepting assistance from any person who is not an examination supervisor whilst in the examination venue;
iii) reading, copying from or otherwise using another student's work in an examination or knowingly allowing a student to do so;
iv) possessing, referring to or having access to any material or device containing information directly or indirectly related to the subject matter under examination, other than that explicitly approved by the Course Coordinator;
v) acquiring, or attempting to acquire, possess or distribute examination materials or information without approval;
vi) permitting another person to attend an examination on a student's behalf or attending an examination on behalf of another student;

e) Other dishonest acts including but not limited to:
i) altering or falsifying any document or record for the purposes of gaining academic advantage;
ii) offering or giving money or any item or service to a University staff member or any other person to gain academic advantage for the student or another person;
iii) inventing references.