



北京理工大学国际特色课程

Beijing Institute of Technology Global Courses

## **LAN9670 - ENGLISH/CHINESE BUSINESS TRANSLATION AND INTERPRETATION**

### *Syllabus*

**July. 1 - July. 19, 2024**

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Term Duration: July. 1 - July. 19, 2024

Credit Points: 4

Level: Postgraduate

Instructor Name: TBA

Home Institution: Beijing Institute of Technology

Lecture Hour: 12:30-15:30

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### ***Course Description***

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This course introduces students to basic concepts, techniques, and practical training for enhancing commercial translation from English to Chinese and vice versa. It also offers training and practice in bilateral interpreting between the two languages. By analyzing the linguistic features of business correspondence, market reviews, business contracts, and business news, the course not only enhances students' competence in various techniques of translating business and financial texts but also provides them with background knowledge of Chinese business culture, including Economic Policies, the specialized Chinese business and economic expressions, business climates, and the principles of business correspondence in China. Moreover, students are encouraged to think critically about issues arising in the translation process and develop their decision-making ability to deal with potential translation problems by participating in holistic activities such as Translation Assignments, Oral Tests, and Group Discussions.

## ***Course Aims:***

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Upon completion, the students will:

1. understand terms and terminologies that are commonly used in the business context in both languages;
2. identify the linguistic features and syntactic contrasts of commercial and financial texts;
3. develop core skills in English-Chinese translation and apply the appropriate techniques to translate texts from one language to another with accurateness and authenticity;
4. be capable of interpreting in business context and acquire a demonstrated understanding of the material being translated;
5. translate in the proper way, taking into account the Chinese business environment, culture, and other factors associated with the source language text and the target language text;
6. acquire the ability to use computer-based skills and the internet for translation purposes.

## ***Language of Instruction***

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English

## ***Required Textbook***

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Materials supplied by the Instructor

## ***Course Hours***

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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***

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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	Introduction	Definition of Business English Business Terms and Terminologies	Group Discussion: Make a list of frequently-used vocabulary of business terms
	Day 2	Translation and Interpreting Theory	Definition of Translation Concepts in Translation Process Criteria of Translation	Translation Assignment 1
	Day 3	Methods of Translation	Addition; Subtraction Repetition; Division	Translation Assignment 2
	Day 4	Methods of Translation	Computer-aided Translation	Translation Assignment 3
	Day 5	Research Methodologies	Research Methodologies for Interpreting and Translation	Quiz 1
Week 2	Day 6	Translation Strategies	Domestication; Foreignization	
	Day 7	China's Business Environment	Economic Policies of China Categories of Chinese Companies	Translation Assignment 4
	Day 8	Business Correspondence	Formats of a Business Letter Routine Requests; Specific Inquiries Replies	Team Work
	Day 9	Business Correspondence	Letters Concerning Shipment Complaint and Adjustment Letters	Quiz 2
	Day 10	Industrial Visit		
Week 3	Day 11	Good Will and Social Letters	Letters of Appreciation Congratulatory Letters; Letter of Sympathy Letters of Invitation; Letters of Welcome	
	Day 12	Business Contract	Sales Contract Unit Price and Terms of Delivery Terms of Payment Packing; Insurance; Arbitration	Translation Assignment 5
	Day 13	Business News	Headline; Lead; Body	Translation Assignment 6
	Day 14	Terminology in Business News	Bubble Economy; Business Cycle; Investment Binge; Liquidity Squeeze; Marketing Budget; Futures Market	Translation Assignment 7
	Day 15	Final Exam		

**Note: Students will be notified if the schedule of the field trip changes according to the situation.**

## ***Grading Policy***

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Method	Percentage
Class Participation	10%
Mid-Semester Test	20%
Translation Assignment	30%
Final Exam	40%
Total	100%

**Class Participation:** Students are expected to attend all course sessions punctually. Absences will impact the attendance grade. We will have some topic discussion and group discussion in class and the performance will be considered as partial attendance points or bonus.

**Mid-Semester Test:** You are required to refer to any electronic device to complete the translation project during the class.

**Translation Assignment:** Reading English newspapers & journals is a good method of improving translation skills. You will be required to select an article in which you are interested from one of the most influential English media in the world of business (FT, the Economist, WSJ, etc) and do an English to Chinese translation. Links to these journals/newspapers will be provided.

**Final Exam:** The final exam is divided into Chinese to English and English to Chinese translation, with a total of two short articles for translation. The duration of the exam is 3 hours.

## ***Academic Honesty***

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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.