



Shanghai Jiao Tong University

EN349 English/Chinese Business Translation

<b>Instructor Information</b>	Yu Cheng Home Institution: Tongji University Email: chengyu@tongji.edu.cn Office Hours: Determined by Instructor		
<b>Term</b>	December 17, 2020 - January 8, 2021	<b>Credits:</b>	4 units
<b>Class Hours</b>	Sunday through Friday, 135 mins per teaching day		
<b>Discussion Sessions</b>	2 hours each week, conducted by teaching assistant(s)		
<b>Total Contact Hours</b>	64 contact hours (1 contact hour = 45 mins, 2880 mins in total)		
<b>Required Texts (with ISBN)</b>	Business English Translation Course Li Ming, Lu Hongmei Publishing House: Shanghai Foreign Language Education Press ISBN: 9787544617703		
<b>Prerequisite</b>	Native or near native Chinese speaker, Fluent in English		
The course might be moved to online delivery due to COVID-19 pandemic. The anticipated date is November 6, 2020.			



## Course Overview

This course prepares students with translation skills needed in a globalised business world where individuals, businesses, institutions, government and non-government agencies and organisations require quality translation between Chinese and English languages. Students have the opportunities to learn and practice a broad range of topics that are common in everyday business environment. More importantly, they will be able to continuously build up their bilingual and bicultural competence in business contexts. This course also enhances understanding of cultural and ethical issues to help students build up confidence and capabilities in tackling complexities involved in cross-cultural situations. To better understand how business translation works, students will be trained to reflect on their translation processes through both individual and group work.

## Learning Outcomes

On completion of this subject students should

1. Capitalise on general translation theories and concepts;
2. Exercise the acquired practical know-how in various fields that require business translation;
3. Familiarise themselves with a wide range of business topics and texts;
4. Develop strategies to deal with typical textual complexity in business translation;
5. Identify, resolve and avoid mistranslation arising from cross-cultural and interdisciplinary factors;
6. Reflect critically on translation processes;
7. Work collaboratively for optimal translation outcome.



### Grading Policy

Workshop Translation Tasks	10%
Participation	10%
Group translation project & presentation	30%
Written Exam	50%

### Grading Scale is as follows

Number grade	Letter grade	GPA
90-100	A	4.0
85-89	A-	3.7
80-84	B+	3.3
75-79	B	3.0
70-74	B-	2.7
67-69	C+	2.3
65-66	C	2.0
62-64	C-	1.7
60-61	D	1.0
≤59	F (Failure)	0



**Class Schedule**

<b>Date</b>	<b>Lecture</b>	<b>Readings</b>
Day 1	Theories and concepts: Translating business texts in a globalized world	Chapter 1
Day 2	Translation as a decision-making process: How to choose the right word	Chapter 2
Day 3	Formal equivalence vs. dynamic equivalence	Chapter 3
Day 4	Semantic translation vs. communicative translation	Chapter 4
Day 5	Targeting Mistranslation: Investigation Day	Chapter 5
Day 6	Translation techniques: grammar, genre and styles	Chapter 6
Day 7	Translation techniques: insertions and omissions	Chapter 7,
Day 8	Translating metaphor and idiomatic expressions	Chapter 8
Day 9	Rhetorical Skills in Translation	Chapter 9
Day 10	Translating subjects and passive voice	Chapter 10
Day 11	Syntax: Sentence order and word order	Chapter 11-12
Day 12	Translating business letters, advertisement and contract	Chapter 13-14
Day 13	NAATI: Translation standards and quality management	Chapter 15
Day 14	Group translation project presentation	Please sign-up in Day 2-4
Day 15	Group translation project presentation	
Day 16	Group translation project presentation	
Day 17	Group translation project presentation	
Day 18	Final Exam	