



**University of International Business and Economics
International Summer School**

ENG 286 English/Chinese Business Translation

Term: January 4 - January 29, 2021

Instructor: Naixiang Feng

Home Institution: University of International Business and Economics

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Class Hours: Monday through Friday, 120 minutes per teaching day (2,400 minutes in total)

Office Hours: TBD

Discussion Session: 2 hours each week

Total Contact Hours: 64 contact hours (45 minutes each, 48 hours in total)

Course Description:

The subject aims at preparing skills for translating technical language of special genres in Chinese economic contents, and nurturing critical understanding of the cultural and intellectual foundations of the English- and Chinese-speaking worlds. Students will be given hands-on practice on reading and translating a variety of business documents, including official policy statements, statistical material, business contracts. Special attention will be paid to foreign trade issues and the economic links between China and the world, and the current development in China's economic reform.

The terminology and style of these documents will be discussed and analyzed, as will the linguistic features of this particular genre of written material, and the source and purpose of their publication.

Course Goals:

- On completion of this subject students should:
- Improve skills in comprehension and interpretation of business language in Chinese;
- Gain knowledge of key issues of contemporary Chinese economic reform;
- Acquire skills to extract information from complex specialized materials written in Chinese, and render them accurately into English;
- Work in team-based and project-based work environments;
- Be able to present specialized technical information in a correct professional format;
- Be equipped with skills to translate Chinese business documents.

Required Textbook:

Business English Translation Course, ISBN: 9787544617703

Grading Policy:

- Class participations: 20%
- 3 tests 30%
- Final translation project 2,500 words (50%)

Grading Scale:

Assignments and examinations will be graded according to the following grade scale:

A	90-100	C+	72-74
A-	85-89	C	68-71
B+	82-84	C-	64-67
B	78-81	D	60-63
B-	75-77	F	below 60

Class Rules:

Students are expected to:

- Attend all classes and be responsible for all material covered in class and otherwise assigned. Any unexcused absence may impact a student's grade.
- Complete the day's required reading and assignments before class
- Review the previous day's notes before class; make notes about questions you have about the previous class or the day's reading
- Participate in class discussions and complete required written work on time
- No electronics are allowed to use during the lecture.

Academic Integrity:

Students are responsible for knowing policy regarding academic honesty.

The University of International Business and Economics (UIBE) expects students to be honest in their academic work. Academic dishonesty is viewed as a serious violation of university rules and such misconduct is not accepted by academic community. In particular, students must refrain from plagiarism, cheating and collusion in connection with examinations, submitting substantially the same piece of work to different classes and must fully acknowledge all the sources of ideas and all assistance received in work submitted to the instructor for evaluation. Violation of the rules of academic honesty may lead to suspension or disqualification of the student from further study at UIBE.

Attendance Policy:

Summer school is very intense and students need to attend every class to be successful. Occasionally, due to illness or other unavoidable circumstance, a student may need to miss a class. UIBE policy requires a medical certificate to be excused. Any unexcused absence may affect the student's grade. Moreover, UIBE policy is that a student who has more than 1/3 of the class in unexcused absences will fail the course.

Course Schedule:

Date	Topic
Day 1	Theories and concepts: Translating business texts in a globalized world
Day 2	Translation as a decision-making process: How to choose the right word
Day 3	Translation techniques: grammar, genre and styles
Day 4	Translation techniques: insertions and omissions
Day 5	Test I
Day 6	Syntactical structure and hierarchies
Day 7	Translating metaphor and idioms
Day 8	Translating negation and passive voice
Day 9	Sentence order and word order
Day 10	Test II
Day 11	Translation techniques: Splitting and combining clauses
Day 12	Translating business letters
Day 13	Translating advertisements: a balance between accuracy and creativity
Day 14	Translating business contracts
Day 15	Test III
Day 16	Translating letters of credit
Day 17	Translating prospectus and user manuals
Day 18	Final review
Day 19&20	Final translation project