

City University of Hong Kong
Course Syllabus

offered by Department of Linguistics and Translation
with effect from Semester B 2020-21

Part I Course Overview

Course Title: Translation for Government and Public Administration

Course Code: LT3348

Course Duration: One Semester

Credit Units: 3

Level: B3

Arts and Humanities

Proposed Area:
(for GE courses only)

Study of Societies, Social and Business Organisations

Science and Technology

Medium of Instruction: English / Chinese

Medium of Assessment: English / Chinese

Prerequisites:
(Course Code and Title) Nil

Precursors:
(Course Code and Title) Nil

Equivalent Courses:
(Course Code and Title) CTL3348 Translation for Government and Public Administration

Exclusive Courses:
(Course Code and Title) Nil

Part II Course Details

1. Abstract

(A 150-word description about the course)

This course aims to acquaint students with the knowledge and skills in translation and bilingual communication required for a career in government and public administration. Emphasis is laid on enabling students to discover the policy issues and familiarize themselves with their presentation both in Chinese and English, and on a practical level, to achieve proficiency in the writing and translation of documents such as speeches, business letters, memos and minutes, etc.

2. Course Intended Learning Outcomes (CILOs)

(CILOs state what the student is expected to be able to do at the end of the course according to a given standard of performance.)

No.	CILOs [#]	Weighting* (if applicable)	Discovery-enriched curriculum related learning outcomes (please tick ✓ where appropriate)		
			A1	A2	A3
1.	Discover the common problems involved in the translation of government documents.		✓	✓	
2.	Tackle the problems in the translation of government documents.			✓	✓
3.	Keep abreast of government policies articulated in the two languages.		✓	✓	
4.	Translate accurately government documents of a fair degree of complexity.		✓	✓	✓
		100%			

* If weighting is assigned to CILOs, they should add up to 100%.

[#] Please specify the alignment of CILOs to the Gateway Education Programme Intended Learning outcomes (PILOs) in Section A of Annex.

A1: Attitude

Develop an attitude of discovery/innovation/creativity, as demonstrated by students possessing a strong sense of curiosity, asking questions actively, challenging assumptions or engaging in inquiry together with teachers.

A2: Ability

Develop the ability/skill needed to discover/innovate/create, as demonstrated by students possessing critical thinking skills to assess ideas, acquiring research skills, synthesizing knowledge across disciplines or applying academic knowledge to self-life problems.

A3: Accomplishments

Demonstrate accomplishment of discovery/innovation/creativity through producing /constructing creative works/new artefacts, effective solutions to real-life problems or new processes.

3. Teaching and Learning Activities (TLAs)

(TLAs designed to facilitate students' achievement of the CILOs.)

TLA	Brief Description	CILO No.						Hours/week (if applicable)
		1	2	3	4			
1	Teacher introduction of the key issues in translation for government and public administration followed by teacher presentation of exemplary translations.	✓	✓	✓	✓			
2	Class assignments with elaborate post-mortems by teacher to gauge progress and tackle outstanding issues.	✓	✓	✓	✓			

4. Assessment Tasks/Activities (ATs)

(ATs are designed to assess how well the students achieve the CILOs.)

Assessment Tasks/Activities	CILO No.						Weighting*	Remarks
	1	2	3	4				
Continuous Assessment: 100%								
Class participation / Tutorial activities: Students' general performance throughout the semester, including in-class vocab exercises, practical translation exercises, and discussions	✓	✓	✓	✓			20%	
Class Assignments: Translation of selected governmental texts related to topics covered in lectures	✓	✓	✓	✓			60%	
Research paper: Students are required to write a research paper on a public policy or to visit the LegCo and write a visit report	✓	✓	✓	✓			20%	
Examination: 0%								
							100%	

* The weightings should add up to 100%.

5. Assessment Rubrics

(Grading of student achievements is based on student performance in assessment tasks/activities with the following rubrics.)

Assessment Task	Criterion	Excellent (A+, A, A-)	Good (B+, B, B-)	Fair (C+, C, C-)	Marginal (D)	Failure (F)
1. Class participation and group discussion	Attendance and participation in group discussion	High	Significant	Below Average	Below Average	Poor
2. Class Assignments	Ability to apply and master skills and techniques to translating different government texts	High	Significant	Below Average	Below Average	Poor
3. Research paper	Ability to conduct research and write an academic paper	High	Significant	Below Average	Below Average	Poor

Part III Other Information (more details can be provided separately in the teaching plan)

1. Keyword Syllabus

(An indication of the key topics of the course)

What is translation for government and public administration?

The concepts of “government” and “public administration”. Common problems in Chinese-English translation of documents for the HK Government.

The organization of Hong Kong SAR Government

The three branches of the HK SAR Government. The policy bureaux and executive departments. Other governmental agencies and related organizations. The advisory committees.

Translating different kinds of government documents

Annual Reports. White Papers. Public Announcements. Press Releases. Policy Addresses. Government Budget speeches. Stylistic variations within each of these kinds of writing.

Understanding current and social issues

Discussion of current government policies. Critical reading of press commentaries on social issues. Translating the key policy speeches of the principal officials. Empowerment of students to think and write bilingually about current and social issues.

2. Reading List

2.1 Compulsory Readings

(Compulsory readings can include books, book chapters, or journal/magazine articles. There are also collections of e-books, e-journals available from the CityU Library.)

1.	Crystal, D. and Derek Davy (1969) <i>Investigating English Style</i> . Harlow: Longman.
2.	Eagleson, R. (1991) <i>Writing in Plain English</i> . Canberra: Australian Government Public Service.
3.	Palmer, R. (1993) <i>Writing in Style: A Guide to Good English</i> . London: Routledge. <i>An English-Chinese of Terms Commonly Used in Government Departments</i> (21 volumes). Hong Kong: Government Printer.
4.	Strunk W. and White E.B. (2000) <i>The Elements of Style (4th Ed.)</i> New York: Longman.
5.	Swan M. (2014) <i>Practical English Usage (New International Student's Edition)</i> . Oxford: Oxford University Press.

2.2 Additional Readings

(Additional references for students to learn to expand their knowledge about the subject.)

1.	陳志誠 (2002) 《新世紀應用文選》 香港：香港城市大學語文學部。
2.	陳志誠 (1987) 《應用文基礎》 香港：昭明出版社。
3.	陳耀南 (1986) 《應用文概說》 香港：山邊社。
4.	白雲開 (2001) 《21世紀商用中文書信寫作手冊》 香港：香港城市大學出版社。
5.	劉宓慶 (2011) 《文體與翻譯》 台北：書林出版有限公司。
6.	https://www.info.gov.hk/gia/general/today.htm