

LT4363: SPECIALIZED TRANSLATION FOR GOVERNMENT AND PUBLIC ADMINISTRATION

Effective Term

Semester A 2022/23

Part I Course Overview

Course Title

Specialized Translation for Government and Public Administration

Subject Code

LT - Linguistics and Translation

Course Number

4363

Academic Unit

Linguistics and Translation (LT)

College/School

College of Liberal Arts and Social Sciences (CH)

Course Duration

One Semester

Credit Units

3

Level

B1, B2, B3, B4 - Bachelor's Degree

Medium of Instruction

Other Languages

Other Languages for Medium of Instruction

English / Chinese

Medium of Assessment

Other Languages

Other Languages for Medium of Assessment

English / Chinese

Prerequisites

Nil

Precursors

Nil

Equivalent Courses

CTL 4363 Specialized Translation for Government and Public Administration

Exclusive Courses

Nil

Part II Course Details**Abstract**

This course, building on the foundations laid in LT3348, aims to enable students to achieve sharpened linguistic and critical skills through translation practice and the critique of translation in order that they may pursue a career in the bilingual civil service of the Hong Kong Special Administrative Region Government.

Course Intended Learning Outcomes (CILOs)

CILOs		Weighting (if app.)	DEC-A1	DEC-A2	DEC-A3
1	Translate the various documentary genres in government and public administration appropriately.		x	x	x
2	Critique the bilingual governmental documents in terms of purpose and appropriateness.		x	x	x
3	Demonstrate up-to-date knowledge of government policies and their media reportage and public reception.		x	x	x
4	Draft documents such as letters, memos, and speeches with reference to situational requirements.		x	x	x

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 real-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.

Teaching and Learning Activities (TLAs)

TLAs	Brief Description	CILO No.	Hours/week (if applicable)
1	Teacher introduction in the first two weeks of the stylistic issues in writing and translating for government with examples drawn from authentic documents.	1, 2, 3, 4	

2		Presentation by students of their writing and translation assignments and advance posting of these completed assignments on Canvas to invite discussion by all.	1, 2, 3, 4	
3		Two quizzes, one at mid-term and the other in the second last week, with elaborate post-mortems by teacher to gauge progress and tackle outstanding issues.	1, 2, 3, 4	

Assessment Tasks / Activities (ATs)

ATs	CILO No.	Weighting (%)	Remarks (e.g. Parameter for GenAI use)	
1	Class participation	1, 2, 3, 4	10	
2	Presentation in class by students and their posted translations.	1, 2, 3, 4	20	
3	Quizzes 1+2	1, 2, 3, 4	30	(15% x 2)

Continuous Assessment (%)

60

Examination (%)

40

Examination Duration (Hours)

2

Additional Information for ATs**Examination**

A two-hour examination to test students' ability, under time constraints, to translate two short passages and account for their translation of selected phrases.

(CILO No.1-4)

Assessment Rubrics (AR)**Assessment Task**

1. Class participation and participation in Canvas discussion

Criterion

Ability to raise interesting points for discussion and contribute to an ongoing discussion

Excellent (A+, A, A-)

High – Frequent and quality contribution

Good (B+, B, B-)

Significant – Frequent, or occasional quality contribution

Fair (C+, C, C-)

Moderate – Occasional contribution

Marginal (D)

Basic – Some rare contribution

Failure (F)

Non-existent – No contribution

Assessment Task

2. Presentation in class

Criterion

Clear presentation of points of interest in a translation or bilingual writing task

Excellent (A+, A, A-)

High – Focused, smooth and inspirational presentation

Good (B+, B, B-)

Significant – Focused and smooth presentation

Fair (C+, C, C-)

Moderate – Not clearly focused, read-from-script presentation

Marginal (D)

Basic – Rather unfocused, awkwardly scripted presentation

Failure (F)

Non-existent – Completely unfocused, nearly incomprehensible presentation

Assessment Task

3. Quizzes 1+2

Criterion

Ability to accomplish time-limited translation or bilingual writing tasks

Excellent (A+, A, A-)

High – All points effectively captured in highly readable target language

Good (B+, B, B-)

Significant – Main points captured clearly and grammatically in target language

Fair (C+, C, C-)

Moderate – Main points captured essentially but not always smoothly in target language

Marginal (D)

Basic – Some main points are lost and those “captured” are clumsy to read in target language

Failure (F)

Non-existent – Nearly all main points are lost and the target text is full of grammatical errors

Assessment Task

4. Examination

Criterion

Ability to accomplish time-limited translation or bilingual writing tasks

Excellent (A+, A, A-)

High – All points effectively captured in highly readable target language

Good (B+, B, B-)

Significant – Main points captured clearly and grammatically in target language

Fair (C+, C, C-)

Moderate – Main points captured essentially but not always smoothly in target language

Marginal (D)

Basic – Some main points are lost and those “captured” are clumsy to read in target language

Failure (F)

Non-existent – Nearly all main points are lost and the target text is full of grammatical errors

Part III Other Information**Keyword Syllabus**

Drafting and translating

Mock meeting. Drafting and translating the circular with agenda, papers and minutes, press releases and reports.

Critique of government documents and their translations

Critique of selected sections of public consultation papers, Government commissioned reports, Policy Addresses, Budget Speeches, etc, and their translations.

Drafting of replies to public enquiries and criticisms

Critical reading of letters of complaints and press commentaries published in the Chinese and English press. Drafting of hypothetical replies to such complaints and commentaries.

Evaluation of bilingual writing versus translation

Critical assessment of bilingual production of post-1997 policy addresses and budget speeches. Similarities and differences between bilingual writing and translation. Comparison of the English versions of policy addresses before and after 1997.

Reading List**Compulsory Readings**

	Title
1	政府公文寫作手冊 [electronic resource] / 香港特別行政區政府, 公務員事務局法定語文事務部 2016.(http://library1.hkct.edu.hk/bin/webopac.exe?lan=all&encode=UTF-8&idx=idxid2&rcn=ALFd&lact=HS&ffn=2016081501530524oB7.flg&pbr=all&mat=all&sid=1&hpg=1&loc=%E6%94%BF%E5%BA%9C%E5%85%AC%E6%96%87%E5%AF%A6%E4%BE%8B+%3A+%E8%A1%8C%E6%94%BF%E5%8F%8A%E4%BA%BA%E4%BA%8B&arg2=&csc=t&pby=all&dbc=&arg1ex=&lang=1)
2	Style Guide on Official Writing, Official Languages Division, Civil Service Bureau, 2003
3	Crystal, D. and Derek Davy (1969) Investigating English Style. Harlow: Longman.

Additional Readings

Title	
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	Eagleson, R. (1991) Writing in Plain English. Canberra: Australian Government Public Service.
3	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。