

City University of Hong Kong

Information on a Course
offered by Department of Chinese and History
with effect from Semester A in 2014-2015

Part I

Course Title: Professional Chinese Writing for Legal Purposes

Course Code: CAH5511

Course Duration: 1 Semester

Credit Units: 3

Level: P5

Medium of Instruction: Cantonese

Medium of Assessment: Chinese

Prerequisites: Nil

Precursors: Nil

Equivalent Courses: CTL5511 Professional Chinese Writing for Legal Purposes

Exclusive Courses: Nil

Part II

Course Aims

This course aims to:

- identify and explain the problems associated with adapting English-based legal documents to documents presented in idiomatic Chinese; and
- equip students with the skills and techniques for effective legal writing in Chinese relevant to their respective professional fields.

Course Intended Learning Outcomes (CILOs)

Upon successful completion of this course, students should be able to:

No.	CILOs	Weighting (if applicable)
1.	Identify the types, formats, contents and drafting techniques of the documents commonly used in legal settings from a case-based approach	
2.	Compare bilingual texts of authentic legal documents, and contrast varieties of legal discourse among different Chinese communities with respect to their lexical, syntactic, and discursal features	
3.	Use Chinese creatively to prepare the types of document referred to in CLO1 either by adapting from English texts or by original drafting	

Teaching and Learning Activities (TLAs)

(Indicative of likely activities and tasks designed to facilitate students' achievement of the CILOs. Final details will be provided to students in their first week of attendance in this course)

CILO No.	TLAs	Hours/week (if applicable)
CILO 1	Lecture; open class discussion; collection of authentic legal documents (Chinese and English); class exercises	1 hour lecture; 2 hours tutorial
CILO 2	Lecture; open class discussion; collection of authentic bilingual legal documents; class exercise	1 hour lecture; 2 hours tutorial
CILO 3	Adaptation and drafting; individual presentation	

Assessment Tasks/Activities

(Indicative of likely activities and tasks designed to assess how well the students achieve the CILOs. Final details will be provided to students in their first week of attendance in this course)

CILO No.	Type of Assessment Tasks/Activities	Weighting (if applicable)	Remarks
CILO 1	2 class exercises	10% each	
CILO 2	1 class exercise; 1 home assignment	10%; 20%	
CILO 3	1 assignment in adaptation; 1 assignment in drafting	25% each	

Grading of Student Achievement:

Refer to Grading of Courses in the Academic Regulations for Taught Postgraduate Degrees.

Grading pattern: Standard (A+, A, A-...F). Grading is based on student performance in assessment tasks/activities.

<u>Excellent (A-, A, A+)</u>	<u>Good (B-, B, B+)</u>	<u>Adequate (C-, C, C+)</u>	<u>Marginal D</u>
<u>Superior grasp of subject matter; excellent organization and capacity to analyse and synthesize; strong evidence of creativity in the use of Chinese in legal writing</u>	<u>Good grasp of subject matter; good organization and capacity to analyse and synthesize; good evidence of creativity in the use of Chinese in legal writing</u>	<u>Adequate grasp of subject matter; adequate organization and capacity to analyse and synthesize; some evidence of creativity in the use of Chinese in legal writing</u>	<u>Little understanding of subject matter; poor organization and capacity to analyse and synthesize; little evidence of creativity in the use of Chinese in legal writing</u>

Part III

Keyword Syllabus

Legal documents in Hong Kong; current practice in preparing legal documents in Chinese; bilingual legal documents; adaptation; drafting.

Recommended Reading

Text(s)

Nilsson John A. *Ready Drafted Legal Letters* Cambridge: The Institute of directors, 1989.

Sarcevic, Susan *New Approach to Legal Translation*. The Hague: Kluwer Law International, 1997.

Securities and Futures Commission, The Stock Exchange of Hong Kong, *Project on the Use of Plain Language*. Hong Kong, 1997.

證券及期貨事務監察委員會、香港聯合交易所：《淺白語言計劃》，香港，1997。

陳弘毅、陳文敏等編：《香港法概論》，香港：三聯書店(香港)有限公司，1999。

陳耀南著：《應用文概說》，香港：山邊社，1991。

馮立賢編著：《中文解釋 英文實用文件》(*Practical English Writing*)，香港：商務印書館，

1977。

姜劍雲著：《法律語言與語言研究》，北京：群眾出版社，1995。

呂叔湘主編：《現代漢語八百詞》，北京：商務印書館，1980。

毛信豪編：《漢英對照商用文書範例》，上海：上海譯文出版社，1998。

寧致遠、劉永章著：《法律文書的語言運用》，合肥：安徽教育出版社，1988。

寧致遠主編：《司法文書學》，北京：中國政法大學出版社，1992。

潘慶雲著：《法律語言藝術》，上海：學林出版社，1989。

香港律政司編：《英漢法律詞彙》(第三版)，香港，1998年。

薛華業編著：《通用英文合約譯解》(*The interpretation of English Business Contracts*)，香港：萬里書局，1983。

楊文開、蕭玉萍編著：《借貸、保險、合同實務及文本格式》，北京：法律出版社，1992。

《英漢法律詞典》編寫組編：《英漢法律詞典》(修訂本)，北京：法律出版社，1999。

張壽康審閱、劉榮國主編：《公文語法修辭》，北京：中共中央黨校出版社，1990。

趙華、鐵林、東翔編：《中國司法實用寫作全書》，北京：中國工人出版社，1993。

中國社會科學院語文研究所詞典編輯室編：《現代漢語詞典》(修訂本)，北京：商務印書館，1996年。

Online Resources

《雙語法例資料系統》(Bilingual Laws Information System)

<http://www.justice.gov.hk>

www.justice.gov.hk/homeglos

www.qis.net/chinalaw/lawchinl.htm