

LT3348: TRANSLATION FOR GOVERNMENT AND PUBLIC ADMINISTRATION

Effective Term

Semester B 2022/23

Part I Course Overview

Course Title

Translation for Government and Public Administration

Subject Code

LT - Linguistics and Translation

Course Number

3348

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

CTL3348 Translation for Government and Public Administration

Exclusive Courses

Nil

Part II Course Details**Abstract**

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.

Course Intended Learning Outcomes (CILOs)

CILOs		Weighting (if app.)	DEC-A1	DEC-A2	DEC-A3
1	Discover the common problems involved in the translation of government documents.		x	x	
2	Tackle the problems in the translation of government documents.			x	x
3	Keep abreast of government policies articulated in the two languages.		x	x	
4	Translate accurately government documents of a fair degree of complexity.		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 of the key issues in translation for government and public administration followed by teacher presentation of exemplary translations.	1, 2, 3, 4	
2	Class assignments 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: Students' general performance throughout the semester, including in-class vocab exercises, practical translation exercises, and discussions	1, 2, 3, 4	20
2	Class Assignments: Translation of selected governmental texts related to topics covered in lectures	1, 2, 3, 4	60
3	Research paper: Students are required to write a research paper on a public policy or to visit the LegCo and write a visit report	1, 2, 3, 4	20

Continuous Assessment (%)

100

Examination (%)

0

Assessment Rubrics (AR)**Assessment Task**

1. Class participation and group discussion

Criterion

Attendance and participation in group discussion

Excellent (A+, A, A-)

High

Good (B+, B, B-)

Significant

Fair (C+, C, C-)

Below Average

Marginal (D)

Below Average

Failure (F)

Poor

Assessment Task

2. Class Assignments

Criterion

Ability to apply and master skills and techniques to translating different government texts

Excellent (A+, A, A-)

High

Good (B+, B, B-)

Significant

Fair (C+, C, C-)

Below Average

Marginal (D)

Below Average

Failure (F)

Poor

Assessment Task

3. Research paper

Criterion

Ability to conduct research and write an academic paper

Excellent (A+, A, A-)

High

Good (B+, B, B-)

Significant

Fair (C+, C, C-)

Below Average

Marginal (D)

Below Average

Failure (F)

Poor

Part III Other Information

Keyword Syllabus

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 bureaus 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.

Reading List

Compulsory Readings

Title	
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</i> (4th Ed.) New York: Longman.
5	Swan M. (2014) <i>Practical English Usage</i> (New International Student's Edition). Oxford: Oxford University Press.

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	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	劉必慶 (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