

Brief Course Outline

Course Title: **Business Translation**

Course Number and Section

CHINESE

4440A 550

Instructor Name(s): Dr. Yuanfang Zhang

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Disclaimer: Information in the brief course outline is subject to change. The syllabus posted on OWL Brightspace is the official and authoritative source of information for the course.

Course Description:

This advanced-level Chinese language course is designed for English-Chinese bilingual students to acquire translation skills in international business. The focus of the course will be on skill development and practice rather than on linguistic or translation theory. Students will not be required to know business terminologies, but rather will be guided to develop the knowledge and skills required for the business translation. The course will be taught in Chinese.

Learning Outcomes: one outcome per entry

1. appreciate the style of business English
2. acquire fundamental skills and techniques of translation;
3. improve reading and writing in business Chinese and English;
4. use online tools to assist in business translation.

Textbooks and Course Materials:

no required textbook for the course

Methods of Evaluation: one assignment per entry

Assignment	Due Date mm/dd/yy	Weight - %
Class Participation	12/09/26	20
English Journals/newspapers article translation project	11/04/26	10
Two Take-home translation projects	10/07/26 11/25/26	40
In-class Translation Project	12/07/26	15
Group Project	12/09/26	15

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For Textbooks and Course Materials (below), you are required to include the cost of each textbook or other learning material.

Note whether there are any restrictions that would prevent a student from using a second-hand copy. Here is some suggested text:

- Required textbook: [author, title, edition, publisher, date]. Cost: [insert amount].
 - Or include the weblink of the textbook's publisher site that includes the cost information.
- Students need to purchase this edition. Second-hand or older editions will not be sufficient.
- OR Students are welcome to purchase second-hand or earlier editions of this textbook.
- This course has an optional field trip that costs [insert amount].
- This course has a required field component that costs [insert amount].

In solidarity with the Anishinaabe, Haudenosaunee, Lūnaapéewak, and Chonnonton peoples on whose traditional treaty and unceded territories this course is shared.