



**FACULTY OF LANGUAGES AND TRANSLATION**  
**BACHELOR OF ARTS IN CHINESE-ENGLISH TRANSLATION AND INTERPRETATION**  
**LEARNING MODULE OUTLINE**

Academic Year	2024/2025	Semester	2
Module Code	TRAN3104-321/322		
Learning Module	Commercial Translation II		
Pre-requisite(s)	Nil		
Medium of Instruction	English and Chinese		
Credits	2	Contact Hours	30 hrs
Instructor	Dr. Kong Hao	Email	johnkong@mpu.edu.mo
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**MODULE DESCRIPTION**

This module aims to provide students with practical skills in translating a wide range of business and financial documents between English and Chinese. It covers various areas such as international trade, marketing, banking, stock markets, business administration, and correspondence. The focus is on developing proficiency in specialized terminology and linguistic structures specific to commercial discourse in both linguistic and cultural contexts.

**MODULE INTENDED LEARNING OUTCOMES (ILOS)**

On completion of this learning module, students will be able to:

M1.	Gain a deep understanding of the challenges and complexities involved in commercial translation, including the need to accurately convey specialized terminology and linguistic nuances specific to business and financial contexts;
M2.	Develop proficiency in translating a wide range of business and financial documents, such as contracts, marketing materials, financial reports, and correspondence, between English and Chinese;
M3.	Familiarize themselves with professional practices and the practical environment of commercial translation work, including the use of translation tools and resources, project management, and client communication;
M4.	Develop critical thinking and problem-solving abilities to address translation challenges effectively.

These ILOs aims to enable students to attain the following Programme Intended Learning Outcomes (PILOs):

PILOs	M1	M2	M3	M4
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P1. Knowledge and skills of translation and interpreting in the areas of public administration, tourism, commerce and mass media;	✓	✓	✓	✓
P2. Knowledge of translation theories, critical understanding of translation and interpreting;	✓	✓	✓	✓
P3. Knowledge and skills of both Chinese and English as language professionals;	✓	✓	✓	✓
P4. Knowledge of cross-cultural communication;	✓		✓	✓
P5. Master Chinese-English translation and interpreting skills, strategies and technologies;	✓	✓	✓	✓
P6. Apply Chinese and English writing competence into translation practices;	✓	✓	✓	✓
P7. Apply knowledge of languages and translation studies into bi-lateral translation practices between English and Chinese;	✓	✓	✓	✓
P8. Apply strategies and techniques in public speaking, consecutive and simultaneous interpreting;				✓
P9. Gain cross-cultural awareness in translation and interpreting practices;		✓	✓	✓
P10. Obtain basic research abilities.	✓	✓	✓	✓

#### MODULE SCHEDULE, COVERAGE AND STUDY LOAD

Week	Content Coverage	Contact Hours
1	Introduction	2
2	Enquiries and replies	2
3	Offer and counteroffer	2
4	Order-placing	2
5	Terms of payment	2
6	Shipment and delivery	2
7	Insurance	2
8	Complaints and claims	2
9	Midterm exam	2
10	Business proposals (1)	2
11	Business proposals (2)	2
12	Business reports (1)	2
13	Business reports (2)	2
14	Review + Student Presentation	2



15	Final exam	2
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**Note:** Please note that class schedule and/or topics are subject to change according to the interests of the class as well as the progress of the course.

### TEACHING AND LEARNING ACTIVITIES

In this learning module, students will work towards attaining the ILOs through the following teaching and learning activities:

Teaching and Learning Activities	M1	M2	M3	M4
T1. Lectures and group discussions	✓	✓	✓	✓
T2. In-class and out-of-class practice and workshops	✓	✓	✓	✓
T3. Knowledge- and practice- based assignments and tests	✓	✓	✓	✓

### ATTENDANCE

Attendance requirements are governed by the Academic Regulations Governing Bachelor's Degree Programmes of the Macao Polytechnic University. Students who do not meet the attendance requirements for the learning module shall be awarded an 'F' grade.

### ASSESSMENT

In this learning module, students are required to complete the following assessment activities:

Assessment Activities	Weighting (%)	ILOs to be Assessed
A1. Class participation and performance	10%	M1-M4
A2. Quizzes	20%	M1-M4
A3. Assignments	30%	M1-M4
A4. Final exam	40%	M1-M4

The assessment will be conducted following the University's Assessment Strategy (see [www.mpu.edu.mo/teaching\\_learning/en/assessment\\_strategy.php](http://www.mpu.edu.mo/teaching_learning/en/assessment_strategy.php)). Passing this learning module indicates that students will have attained the ILOs of this learning module and thus acquired its credits.

### MARKING SCHEME

**Excellent:** Strong evidence of original thinking; good organisation, capacity to analyse and systemise; superior grasps of subject matter; strong evidence of extensive knowledge base.

**Very Good:** Evidence of grasps of subject; strong evidence of critical capacity and analytical ability; good understanding of issues; evidence of familiarity with literature.



**Good:** Evidence of grasp of subject; some evidence of critical capacity and analytical ability; reasonable understanding of issues; evidence of familiarity with literature.

**Satisfactory:** Profiting from the study experience; understanding of the subject; ability to develop solutions to simple problems in the material.

**Pass:** Sufficient familiarity with the subject matter to enable the student to progress without repeating the learning module.

**Fail:** Little evidence of familiarity with the subject matter; weak in critical and analytical skills; limited, or irrelevant use of literature.

## REQUIRED READINGS

Teaching materials for this module will be sourced from a diverse range of publications in Macao, Hong Kong and mainland China in the commercial and business field. No single textbook will be used.

## REFERENCES

Cronin, M. (2003). "Translation and Globalization." Routledge.

Schäffner, C. & Wright, S. (2014). "Translation and Language in International Business: A Functional Approach." Palgrave Macmillan.

Valero-Garcés, C. & Tipton, R. (eds.). (2017). "Translation and Interpreting in the 21st Century: Trends and Perspectives." John Benjamins Publishing Company.

段云礼，2005，《新编商务英语翻译教程》。天津：南开大学出版社。

胡壮麟，2001，《商务英语翻译（修订版）》。北京：北京大学出版社。

李朝，2003，《实用商务英语翻译教程》。上海：复旦大学出版社。

沈達信、鄧彥龍，2006，《中英應用文大全》（第二版）。香港：世界出版社。

张新红、李明，2003，《商务英语翻译》。北京：高等教育出版社。

## STUDENT FEEDBACK

At the end of every semester, students are invited to provide feedback on the learning module and the teaching arrangement through questionnaires. Your feedback is valuable for instructors to enhance the module and its delivery for future students. The instructor and programme coordinators will consider all feedback and respond with actions formally in the annual programme review.

## ACADEMIC INTEGRITY

The Macao Polytechnic University requires students to have full commitment to academic integrity when engaging in research and academic activities. Violations of academic integrity, which include but are not limited to plagiarism, collusion, fabrication or falsification, repeated use of assignments and cheating in examinations, are considered as serious academic offenses and may lead to disciplinary actions. Students should read the relevant regulations and guidelines in the Student Handbook which is distributed upon the admission into the University, a copy of which can also be found at [www.mpu.edu.mo/student\\_handbook/](http://www.mpu.edu.mo/student_handbook/).