



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

Academic Year	2025/2026	Semester	2
Module Code	TRAN4115-421/422		
Learning Module	Government Document Translation		
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 semester-long course aims at familiarizing students with the register and discourse characteristics of governmental document and articles on public affairs and helping them acquire the necessary translation skills and techniques. By emphasizing Chinese-English translation, this course will lay a foundation for students to participate in documentary translation for the MSAR government in the future.

MODULE INTENDED LEARNING OUTCOMES (ILOS)

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

M1.	Gain a profound understanding of the unique challenges and complexities inherent in translating government documents, encompassing the precise conveyance of specialized terminology, legal jargon, and linguistic nuances specific to governmental and policy contexts;
M2.	Develop expertise in translating a diverse array of government documents, including but limited to laws, policies, regulations, official reports, and diplomatic correspondence, between English and Chinese;
M3.	Familiarize themselves with the professional practices and operational environment specific to government documents translation, mastering the utilization of specialized translation tools and resources;
M4.	Cultivate critical thinking and problem-solving skills to adeptly navigate and resolve translation challenges encountered in the unique context of government documents, ensuring accuracy, clarity, and compliance with legal and policy requirements.

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 Overview of course objectives, structure, and expectations with a focus on Chinese-English and English-Chinese translation challenges. Introduction to cultural and linguistic differences. Includes ice-breaking activities, syllabus review, and a short introductory lecture on translation basics.	2
2	Translation of Titles Techniques for translating titles between Chinese and English, maintaining cultural nuance and context in both directions. Includes translation exercises for movie, book, and article titles, group discussions on idiomatic challenges, and case studies of successful translations.	2
3	Flyers/Leaflets Design and translation of flyers and leaflets, focusing on concise messaging and cultural adaptation between Chinese and English. Includes hands-on creation of bilingual flyers, peer feedback on translation accuracy, and analysis of real-world bilingual marketing materials.	2
4	Memos Structure, tone, and purpose of memos in professional settings with a focus on translating memos between Chinese and English for clarity and formality. Includes writing and translating memos, role-playing cross-cultural business scenarios, and review of bilingual memo samples.	2
5	Minutes (I) Basics of taking and translating meeting minutes between Chinese and English: key components, formatting, and summarizing discussions across	2



	languages. Includes simulated bilingual meetings for minute-taking practice, followed by feedback and revision of translations.	
6	Minutes (II) Advanced techniques for translating minutes between Chinese and English: handling complex discussions, action items, and culturally specific terms. Includes continuation of bilingual meeting simulations with more complex scenarios and group critiques on translation precision.	2
7	Official Letters Formats and styles of official letters, focusing on formal language and cultural etiquette in Chinese-English and English-Chinese translations. Includes drafting and translating official letters, analyzing tone and formality differences, and peer review sessions.	2
8	Notices Writing and translating clear, effective notices for public or internal communication between Chinese and English, focusing on brevity and cultural context. Includes creating bilingual notices for different contexts and group discussions on translation effectiveness.	2
9	Reports Components of professional reports with a translation focus: structure, data presentation, and analytical writing in both Chinese and English. Includes writing and translating a short report, reviewing bilingual report templates, and discussing challenges in data translation.	2
10	Dispatches Understanding dispatches as urgent communications with translation between Chinese and English: format, tone, and delivery methods. Includes role-playing bilingual dispatch scenarios, drafting urgent messages in both languages, and feedback on translation speed and accuracy.	2
11	Application Forms Designing and translating application forms between Chinese and English with accuracy and attention to cultural detail. Includes practice filling out bilingual forms, designing a sample form, and discussing common translation errors in formal documents.	2
12	Certificates Creating and translating certificates between Chinese and English: key elements, legal implications, and design considerations. Includes designing a bilingual certificate template, reviewing real certificates, and group critique on translation authenticity.	2
13	Policy Addresses Crafting and translating policy addresses between Chinese and English with a focus on persuasive, authoritative language and cultural adaptation. Includes writing and translating a policy address, practicing delivery in both languages, and analyzing famous bilingual addresses.	2
14	Ceremonial Speeches Writing, translating, and delivering ceremonial speeches between Chinese and English, focusing on tone, audience engagement, and cultural nuances. Includes bilingual speech writing exercises, delivery practice in both languages, and peer feedback on performance and translation.	2
15	Review +Final exam Recap of key translation concepts for Chinese-English and English-Chinese contexts, addressing questions, and preparing for the final assessment.	2



	Includes review session on bilingual translation challenges, Q&A, mock exam questions with translation tasks, and final exam administration.	
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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 and Assignments	30%	M1-M4
A3. Midterm exam	20%	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). 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

There is no designated textbook. The teacher will use a variety of authentic texts selected in the context of Macao's public administration.

REFERENCES

References

1. 李向玉 (2001)。《中文公文寫作教程》，澳門：澳門理工學院。
2. 廖瑛 (2003)。《實用英語應用文寫作》。長沙：中南大學出版社。
3. Asensio, R. Mayoral (2008)。《公文翻譯》。上海：上海外語教育出版社。
4. Krudyla, Francis J. (2000)。《朗文 21 世紀辦公室書信大全》（李金陵、徐天淦譯）。香港：朗文出版社。

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/.