

# A Report on the Translation of Technical Communication—Writing Job Materials

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**自引率:** 引用自己已发表部分占全文的比重, 请正确标注引用

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Technical Communication-

Writing Job Application Materials

A translation Report

submitted in partial fulfillment

of the requirements for the degree of Bachelor of Arts

in the School of Foreign Languages and Literatures

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Abstract: This paper is the translation report of Technical Communication. Technical Communication is a business and economics book, which mainly describes how readers deal with the main types of documents and writing in their professional life. The author translated Chapter 15: Writing Job Materials, which describes how job applicants write job materials. This chapter is divided into eight parts. Each part suggests how to write job materials from different perspectives, including work preparation, factors affecting job search, job search methods, etc.

Based on Eugene Nida's functional equivalence theory, this paper mainly analyzes the translation methods, such as zero translation, and translation techniques such as conversation and so on used in the translation process. The translator hopes that the translation of this chapter can provide guidance for job applicants. Not only English readers, but also Chinese readers can know how to write a resume, how to collect job materials, and finally find a job they like. In addition, readers can understand the language style and format of technical texts and complete technical writing. At the same time, the application of functional equivalence theory and translation techniques in this translation can also provide reference for other translators to translate scientific and technological texts.

Key words: science and technology text; functional equivalence theory; literal translation; job search

摘要：本论文为《技术交流》翻译报告。《技术交流》为经商类书籍，主要描述了读者如何处理在职业生活中遇到的主要类型的文件和写作情况。笔者翻译本书的第15章：《撰写求职材料》，它阐述了求职者如何撰写求职材料。本章分为八个部分，各部分从不同的角度建议如何编写求职材料，包括工作准备、影响求职的因素、求职方法等。

本报告主要分析了基于尤金·奈达的功能对等理论下，翻译过程中所使用的翻译方法如零翻译和翻译技巧如转译等等。译者希望通过这一章的翻译能给求职者提供指导意见，不仅是英文读者，中文读者也能知道如何撰写简历，如何收集求职材料，最终找到自己喜欢的工作。此外，读者还可以了解技术文本的语言风格和格式，完成技术写作。同时，功能对等理论和翻译技巧在翻译中的运用也可以为其他译者翻译科技文本提供参考。

关键词：科技文本；功能对等理论；直译；求职

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A Report on the Translation of Technical Communication—Writing Job Materials

Introduction

Today, China is a rapidly developing country. The pace of life of Chinese people is also accelerating day by day, and people in the workplace are facing great pressure of work and life. They need professional guidance to help them get the job done efficiently and accurately. Technical Communication is one such book. This paper is the translation report of Technical Communication. Technical Communication is a business and economics textbook published by Xiaoxiao Publishing House. It was written by Mike Markel, and mainly describes how readers deal with the main types of documents and writing in their professional life.

The translation project was released on September 9th, with a deadline of October 21st. Project products include Chinese translation in Word and PDF format, bilingual version in Word format, terminology in Excel format and translation memory.

The translator translated Chapter 15: Writing Job Application Materials, including 19 pages and 7019 words. This chapter is for job applicants and helps them to write their materials.

This paper is written after translating, which is divided into seven parts. The part of introduction introduces the background of the article, the development of the project and the structure of the whole paper. The five chapters in the middle of the article explain the specific situation of translation. Chapter one introduces the translation background, including translation project background, source text background and translation value. Chapter two introduces the translation process. Chapter three presents theoretical framework: functional equivalence theory. Under the guidance of functional equivalence, translators translated from three levels: lexical level, syntactic level and textual level. Chapter four is the stylistic features of the source text: there are a large number of professional vocabulary, proper nouns, imperative sentences, long complex sentences and questions. Chapter four is the main part, which expounds from two aspects: lexical level and syntactic level. Then it explains the translation methods and techniques used in translation with examples. At the lexical level, the translator used transliteration, literal translation and zero translation. At the syntactic level, the translator used conversion, negation, amplification, omission, division and inversion. In the part of conclusion, the writer summarizes the translation project.

The translator hopes that the translation of this article will help the job seeker find a job and provide a

reference for future research on translation topics.

## 1. Background of the Translation

### 1.1 Background of the Translation Project

Technical Communication is a business and economics textbook published by Xiaoxiao Publishing House. The translation project was released on September 9th, with a deadline of October 21st. The translators need to translate the original text and typeset the translation. The target readers are Chinese readers who are interested in scientific and technological writing.

The translation project needs a project manager, multiple revisers and multiple translators to complete it. The number of words translated by each person shall not be less than 7000. The translation time is from September 9 to October 21, 2018. Project requirements need to ensure that terminology is uniform and attached to the glossary. Translation software is required to translate and export the glossary. The content of the picture needs to be translated. The proper nouns are all in Chinese and are attached to the glossary. The layout of the translation is similar to the original layout. Translators need hand out Chinese translation in Word and PDF format, bilingual version in Word format, terminology in Excel format and translation memory.

### 1.2 Background of the Source Text

Technical Communication mainly describes how to tackle the major types of documents and writing situations the reader will encounter in their professional lives. Especially for Business & Economics course enrollees, this book is a critical Business & Economics textbook used by campuses throughout the world. No other text offers such a comprehensive introduction to the field while still delivering practical, effective support for students at every level.

The author, Mike Markel, is the director of technical communication at Boise State University, where he teaches both undergraduate and graduate courses. The former editor of IEEE Transactions on Professional Communication, he is the author of numerous articles and seven books about technical communication, including Ethics and Technical Communication: A Critique and Synthesis.

The book, Technical Communication, is divided into five parts: understanding the technical communication environment ; planning the document; developing and testing the verbal and visual information; learning important applications and reference handbook. The whole book from the background, planning and the types of technical communication introduces technical writing. Each section explains different content so that readers can understand technical communication more easily.

The translator translates Chapter 15: Writing Job Application Materials. This chapter is for job applicants and helps them to write their materials. This chapter is divided into eight parts: understanding the job-application process; establishing the professional brand; planning the job search; understanding four major ways to look for a position; writing résumés; writing job-application letters; preparing for a job interview; writing follow-up letters or emails after an interview. Each part puts forward guidelines for writing job materials from different aspects, including job preparation, factors affecting job search, job search methods, etc.

### 1.3 Translation Value

China is a country with rapid economic development and a large population. The fast-paced life makes people under great pressure. Translations like Technical Communication can help them solve problems quickly, such as in the chapter on translator translation. Due to the rapid growth of the population, the number of posts becomes smaller

and smaller, and there may be hundreds of candidates for one post. A good resume will make a candidate stand out. The writing of resume becomes particularly important.

Therefore, the translator believes that the translation of such documents not only improves the understanding of scientific and technological texts, but also helps the translator find the desired work. The translator hopes that the translation of this chapter can give the job applicants guiding opinions, not only English readers but also Chinese readers will know how to write a resume, how to collect job materials, and finally find a job they like. In addition, readers can understand the language style and format of technical texts and complete technical writing.

At the same time, functional equivalence theory and translation techniques used in translation can also provide reference for other translators in translating the scientific and technologic text.

## 2.The Process of Translation

From September 9th to September 10th, the team leader assigned the chapters to the team members. The translator completed the first draft on October 10th, and the term extraction and bilingual comparison were completed on October 11th. The typesetting and final draft were completed on October 21st. Project products include Chinese translation in Word and PDF format, bilingual version in Word format, terminology in Excel format and translation memory.

### 2.1 Before-translation

#### (1) Preparation of translation materials

The translator used Adobe Acrobat DC to extract the text to be translated from the original PDF format and converted it to WORD format. Then extracted the text content in WORD, deleted the picture and adjusted the format. The number of words in the original translation that the translator needed to translate is 7,019.

#### (2) Preparation of translation reference

Before translation, translator has read On the Writing Skills of Personal Job Materials and Teaching You How to Make Job Materials two articles. After reading, the translator understood the general content of the job materials, including Job search steps, resume writing and precautions and so on, which laid the foundation for the translation of the source text. By reading The Types of Text and Translation, the translator determined that the source text type is scientific and technologic text. Since the translator was not familiar with and knew little about this type of article, the translator read The Definition and Characteristics of EST and the Implications for Translation and The Linguistic Features of EST Translation. Then translator defined the features of the source text and the translation methods. The Application of Functional Equivalence Theory in EST Translation helped translator to determine the translation theory.

With these pre translation studies and the comparison of parallel texts, translators have a good understanding of the translation of technical texts and the content of job-hunting. Moreover, the translator also has a general translation direction for the difficult proper nouns, terms and long difficult sentences. All of these provide useful guidance for the translator to translate the original text.

### 2.2 While- translation

The translator imported the original text into MemoQ, used Google Translation and Baidu Translation for preliminary translation, and then modified the translation in MemoQ. After the translation of the first draft was completed, the translation memory was exported in MemoQ. In Tmxmall, the original text and the translated text were imported for bilingual comparison and term library extraction. Terms include words that appear many times in the original

text and proper terms such as company name, software name, website name, etc. In translating these terms, the translator referred to on the Translation of New Terms in EST and uses transliteration, zero translation and other translation methods to try to meet the language habits of the target language readers. Research on the Characteristics and Translation Methods of EST and other similar literatures helped translator to contrast and find the best translation.

Schedule:

2019.09.10-2019.09.11 Access to information

2019.09.11-2019.09.12 Start to translate

2019.09.12-2019.10.10 Complete the first draft

2019.10.10-2019.10.11 Term extraction and bilingual comparison

2019.10.12-2019.10.21 Complete the final draft and typeset

### 2.3 Post-translation

After the completion of translation, the translator typeset the translation so that its format and layout were the same as the original. The translator operated the project through Adobe Acrobat DC. By adjusting the font, moving the paragraph, setting the color and so on, the layout of the translated text could be changed to achieve the consistency with the original text. Finally, the finished product submitted by the translator were Chinese translation in Word and PDF format, bilingual version in Word format, terminology in Excel format and translation memory.

### 3.Theoretical Framework

The functional equivalence theory was proposed by American linguist Eugene A. Nida. The core concept of Nida's theory is "functional equivalence". The so-called "functional equivalence" means that translation does not require the rigid correspondence on the surface of the text, but achieves the equivalence between the two languages.

Functional equivalence includes four aspects: 1. Lexical equivalence, 2. Syntactic equivalence, 3. Textual equivalence, 4. Stylistic equivalence (Nida, 2004). Therefore, translators should translate according to different problems and language characteristics when translating (Fen, 2018:74-75).

The original, Technical Communication, is the scientific and technological text. There are many kinds of scientific and technological texts, including all materials, papers, reports, schemes, manuals, exchanges, conferences, videos, etc. related to science and technology. Scientific translation is a kind of translation activity which mainly conveys scientific information, and its main purpose is to convey information faithfully (Luo, 2006:170). At the lexical level, scientific and technological texts contain lots of terminology. Due to the rigorous expression, 80% of scientific English is the vocabulary that we use in our daily life, and the remaining 20% is professional vocabulary (Long, 2017). In addition, in order to restore the objective law of society and nature, there is rarely a polysemy in scientific and technological texts. According to Newmark, "The difference between technical translation and other translation lies the terms in technical texts (Newmark, 2001:39)." Most technical English vocabulary is a professional term and pay attention to this professional feature when translating to make the vocabulary functionally equivalent, so as to accurately express the information that the original author wants to transmit (Nida, 2010).

At the syntactic level, passive sentences, long sentences, modal verbs and general present tense are often used in scientific and technological texts. In order to highlight the objective things and phenomena, EST will adopt the

passive sentence. The use of modal verbs is based on the author's comments on something and phenomenon and his judgment on the possibility of the occurrence or existence of a fact, which is very suitable for the needs of scientific English stylistic expression (Fen, 2019:75-77). Because scientific knowledge and information are objective facts and there is no specific time reference, so the general present tense is mainly used (Ji, 2017:68). The function of EST is to state the reason and describe the process, so it has strong logic, strict structure and clear expression. These characteristics result in many modifications, limitations and additional elements in the sentences of EST. (Zhang, 2017:102-103). In the translation of EST, sentence is the smallest language unit of EST text, and also the most basic translation unit, which is mainly manifested in three levels of sentence equivalence: surface level, rhetoric level and deep level (Nida, 2008). Therefore, the translator should understand the structure of the sentence clearly and correctly, and avoid the wrong translation of information.

At the textual level, technical English terminology is a formal style. Its textual features mainly include objectivity, accuracy and logicity (Nida, 1984:27). In terms of content, EST is fundamentally different from literary style. It focuses on the elaboration of some natural laws, objective facts and scientific and technological theories. Therefore, objectivity is the main feature of scientific and technological texts (Zhao, 2017:121-123).

Nida points out that there are two forms of equivalence in translation: formal equivalence and functional equivalence (Nida, 1964:167). In Translation Theory and Practice, Nida puts forward several translation priority principles: (1) consistency of content is better than consistency of words; (2) dynamic equivalence is better than formal equivalence; (3) language heard is better than written; (4) form used and accepted by readers is better than traditional form (Wang, 2004:44).

Most types of EST are argumentative and expository. This kind of style is concise in language expression, and its content is true and reliable. The overall structure is logical, and the most important thing is to ensure that the expression is practical. Therefore, when translating such texts, the most important thing is to express the meaning.

In order to emphasize the relationship between the target reader and the target text and make the meaning of the original sentence clear, the translator chose the functional equivalence theory as the support of the whole translation. In the process of translation, in order to convey the original meaning accurately and make the readers understand it, the translator first analyzed the sentence as a whole, and then chose the translation skills flexibly to make the sentence complete. On the basis of loyalty to the original meaning, readers can quickly understand the meaning of the translation when reading and understanding, so that the translation is persuasive.

#### 4. Stylistic Features of the Source Text

The source text is scientific and technologic text. The author provides professional guidance for readers with rigorous logic, concise language and professional vocabulary.

At the lexical level, the source text has a large number of professional vocabulary and proper nouns, such as website name, company name, and software name and computer specific vocabulary and so on. For example, "LinkedIn", "U.S. Department of Labor", "iFixit and Dozuki", "Java, C, C++, and PHP", "http://www.monster.com/geo/siteselection.aspx".

At the syntactic level, because this is a guiding article for readers to make suggestions, there are many imperative sentences. For example, "Create a business card." "Participate on Twitter." "Create a strong online presence." What's more, the source text includes a great deal of long complex sentences. For example, "Conduct



informational interviews with people who have worked there or who know people who have; ask your professors if they can help you identify people to interview.” “Many LinkedIn users have endorsed his skills, not only affirming Joseph’s abilities but also suggesting that he is an active LinkedIn user who probably endorses his colleagues, as is appropriate, in return.” In addition, questions are also widely used in the source text. For example, “What kind of organization would you like to work for? For-profit or nonprofit? Government or private industry? Small or large? Startup or established?”

At the textual level, the author of source text uses the second person to describe the professional problems in life and work. And through examples to provide readers with real, objective cases, so that readers can find their own shortcomings through examples and find suitable methods to correct mistakes. Just like the chapter of translator’s translation, the author analyzes the advantages and disadvantages of resumes by giving examples of real resumes on LinkedIn users. Then, according to different background, different countries and other factors, he provides different guidance for readers. Not only that, but also a lot of pictures. The author presents the examples to the readers through pictures, so that they can find the solutions more quickly and intuitively.

## 5. Translation case

### 5.1 Lexical Level

At the lexical level, this text contains a lot of proper nouns, company names, website names and so on. By consulting a large number of materials, the translator found that there are many words which have not been translated into Chinese. This requires translators to use different translation methods.

#### 5.1.1 Transliteration

In Tan Zaixi’s Dictionary of Translation Studies, according to Cartford’s interpretation, transliteration refers to the process of “substitution of source glyph units by target glyph units.” When we accept words with their sound and meaning in other languages, we call them loanwords, or transliteration (Tan, 2005:257).

In English to Chinese translation, translators usually follow the principles of spelling and pronunciation when using transliteration, so that the pronunciation of the translation is similar to that of the original.

Transliteration is usually used to translate proper nouns such as people’s names, place names and reduplicative words.

e. g. 1

ST: Dozuki

TT: 多组机

e. g. 2

ST: Indeed.com

TT: 英递网

e. g. 3

ST: CareerOneStop

TT: 万业平网

Analysis: Dozuki is a cloud service launched by the iFixit for hardware and equipment chemical manufacturers. It’s similar to Wikipedia’s document and guide book. The name “Dozuki” comes from Japanese, which is a kind of saw for fine cutting. Indeed.com and CareerOneStop are both recruitment websites. So far they have no Chinese names.

Translators used transliteration for the above examples, because they are website name and company name. The

transliterated translation is similar to the original pronunciation, which is convenient for the readers to remember and spell. It also meets the requirements of the conciseness of the website name and is convenient for the promotion of the website in the target language readers.

#### 5.1.2 Literal Translation

Literal translation is a translation method that not only keeps the original content, but also keeps the original form. However, literal translation is not a word-by-word translation, but a translation that most conforms to the meaning and style of the original according to the meaning expressed in the original.

e. g. 1

ST: iFixit

TT: 拆解

e. g. 2

ST: Goinglobal.com

TT: 全球职业网

e. g. 3

ST: AfterCollege

TT: 毕业生网

Analysis: iFixit is a well-known dismantling website in the United States, known for disassembling fashionable IT products and providing Apple repair manuals. Therefore, it was translated into “拆解” by translator. Goinglobal and AfterCollege were recruitment website, the literal translation “全球职业网” and “毕业生网” make the nature of the company apparent and easy for people to remember and accept.

#### 5.1.3 Zero Translation

There are various differences between different languages, some of which are untranslatable according to conventional translation concepts. Therefore, the translator adopted the zero translation method. The so-called “zero translation” is to use the existing words in the unused language to translate the words in the source language, which contains two meanings: (1) the words in the source language are deliberately not translated; (2) the words in the source language are translated from the existing words in the unused language (Qiu, 2001:26).

e. g. 1

ST: QR code

TT: QR码

e. g. 2

ST: Java servlets

TT: Java 服务程序

e. g. 3

ST: For instance, if the job is to develop web pages, you will likely see many references to “web page,” “Internet,” “XHTML,” “HTML5,” “Java,” “W3C,” and “CSS.”

TT: 例如, 如果您的工作是开发网页, 那么您可能会看到许多对 “web page”、“Internet”、“XHTML”、“HTML5”、“Java”、“W3C” 和 “CSS” 的引用

Analysis: According to Qiu Maoru, “what one language can say can also be expressed relatively accurately in another language (Qiu, 2001:26)”. When some concepts have been deeply rooted in people’s minds, it makes readers feel

strange and even unable to understand when they are converted into another language. Therefore, using zero translation to retain the original is not only in line with the reading habits of the target language readers, but also in line with the current trend. There are many other examples in the original, such as WordPress, Java, C ++, etc. Translators also used the zero translation method and retain their original English forms. Zero translation is used for the following reasons: first, it helps to ensure readers' recognition of the source text and the influence of the source language content, such as software name, company name, etc.; second, the complexity of the source text and the lack of translation standards; third, the profound influence of the concept of source text on the target readers.

## 5.2 Syntactic Level

At the syntactic level, the translator should not only select the translation closest to the original meaning, but also consider the context cohesion to complete the most appropriate translation. Therefore, translators will use many translation methods.

### 5.2.1 Conversion

In the process of translation, in order to make the translation more in line with the target language expression habits, the sentence elements of the original text are translated. This is a method of transformation in order to conform to the expression or habit of the target language (Ding, 2019:80). In English to Chinese translation, some sentences cannot be translated word for word. Due to the different ways of expression between Chinese and English, some words in the original text need to be converted to conform to the Chinese expression habits.

e. g. 1

ST: For instance, volunteering for Habitat for Humanity says something important not only about your character but also about your ability to work effectively in a team and to solve problems.

TT: 例如, 为仁爱之家做志愿服务的重要性不仅在于展示您的性格, 也展示了您在团队中有效工作和解决问题的能力。

Analysis: This example is about the conversion of part of speech. In the original, "important" is an adjective, meaning "重要的". The translator translates it as "...的重要性" instead of "...是重要的". The former is more in line with Chinese expression habits.

e. g. 2

ST: Getting hired has always involved writing.

TT: 求职时总是要涉及写作。

Analysis: This example is about voice conversion. The "getting hired" in the original is a passive voice, which means "被录用", but in order to conform to Chinese grammar and expression, the translator translates it as "求职". Such a translation reads more fluent and authentic.

### 5.2.2 Negation

English and Chinese have different word order in the expression of sentences, so they adopt the methods of negation. This method means that in order to take care of the target language habit, the positive or negative expression in the original language can be converted into the negative or positive expression in the target language (Ding, 20019:80). The purpose of this paper is to solve the difficulties of sentence order expression in the process of translation so as to make the translation smooth.

ST: There is really no mystery about what employers want in an employee.

TT: 雇主对雇员的要求其实很显而易见。

Analysis: The “mystery” in the original text is a noun, which is translated into the adjective “神秘的”. “不是神秘的” is “浅显的, 众所周知的” in Chinese expression, so the translator translates it as “显而易见”. The original text is definite sentence, the translator translates it into affirmative sentence. It is not hard to see that translators often use more than one translation technique when translating a sentence.

### 5.2.3 Amplification

Amplification is to add or supplement words that are not or omitted in English sentences so as to express the contents of English sentences more clearly.

e. g. 1

ST: Learn about potential employers. Once you’ ve identified a company of interest—maybe because you have seen an ad for a position, know someone who works there, or have always thought about working there—start learning about the company by studying its website. But don’ t stop there. Conduct informational interviews with people who have worked there or who know people who have; ask your professors if they can help you identify people to interview.

TT: 了解潜在的雇主。一旦确定了感兴趣的公司——可能是因为您看过某个职位的广告, 认识了在那工作的人或者一直想在那工作的人, 便可以通过研究其网站来了解该公司。但是不要一直停在那里研究。与在那里工作或认识的人交流, 收集信息; 咨询您的教授是否可以帮助您确定要面试的人。

Analysis: The original literally means “不要停在那里”. If the original meaning is copied, the context will not be understood and will cause ambiguity. According to the context, this passage is about understanding potential employers and studying the companies to be applied. The author suggests studying the company’s website to learn about it, but says don’t stop there all the time. As can be seen from the above, the author suggests that candidates should not stop there to study all the time, so the translator adds “一直、研究”.

e. g. 2

ST: — What kind of organization would you like to work for? For-profit or nonprofit? Government or private industry? Small or large? Startup or established?

TT: ——你想为哪种机构工作? 营利性的还是非营利性的? 国企还是私企? 小公司还是大公司? 未启动的还是已成立的?

Analysis: The original text is concise and omits many words. In the example, the original text omits “company”. If translated directly, it is “大的还是小的?”. In order to avoid the situation that the sentence is not smooth, the translator needs to add the omitted words “公司”.

### 5.2.4 Omission

Omission is a translation method which omits some repetitive words or some covered meanings in order to make the writing concise and more in line with the habit of the target language, while the meaning of the original text is not affected.

e. g. 1

ST: Start by searching online for your own name. Look at what potential employers will see and ask yourself whether your online personal brand is what you want to display. If it isn’ t, start to change it.

TT: 首先在线搜索您自己的名字。看看潜在的雇主会看到什么, 并问自己您的在线个人品牌是否是自己想要展示的。如果不是, 请开始进行更改。

Analysis: Every sentence in English usually has a subject, and personal pronouns as the subject often appear many times. In order to avoid repetition, Chinese translation is often omitted. At the same time, Chinese seeks the same meaning, and English pronouns are often untranslatable. In this sentence, the translator tried to avoid “it”

repetition and make the sentence concise, so "it" is omitted.

e. g. 2

ST: Student résumés are made available to representatives of business, government, and industry, who arrange on-campus interviews. Students who do well in the campus interviews are then invited by the representatives to visit the organization for a tour and another interview.

TT: 他们提供学生简历给企业, 政府和行业代表, 并安排在校内进行面试。表现出色的学生会被代表们邀请参观该机构并进行复试。

Analysis: In the original, the first sentence already has "campus interviews ", followed by the second sentence also has "campus interviews ". In order to avoid redundancy in Chinese, what has appeared before is often omitted later.

#### 5.2.5 Division

The division is aimed at the long sentences or sentences with complex sentence patterns in translation. These sentences usually have strong logicity and compactness, and the translation is very difficult. In this case, translator can divide the long sentence into several broken sentences for translation, and then integrate and understand the meaning of each paragraph on the basis of translation (Ding, 2019:80).

e. g. 1

ST: ①One way to show you are a professional ②who would generously and appropriately share information and work well in a team ③is to display those characteristics online.

TT: 要展示您是专业人士的一个方式是, 慷慨大方地分享信息并在团队中表现良好, 也就是说您要在网上展示这些特征。

Analysis: The original sentence contains an attributive clause and an adverbial clause, forming a long and difficult sentence. But Chinese often consists of many simple sentences. The translator divided the attributive clause "who would generously and appropriately share information and work well in a team" into an independent clause. Similarly, the adverbial clause "to display those characteristics online" was divided into a separate clause. The original sentence was divided into three simple sentences from a long sentence, which was more in line with the reading habits of Chinese readers.

e. g. 2

ST: Many LinkedIn users have endorsed his skills, ①not only affirming Joseph' s abilities ②but also suggesting that he is an active LinkedIn user ③who probably endorses his colleagues, as is appropriate, in return.

TT: 许多领英用户都认可了他的技能, 不仅肯定了约瑟夫的能力, 还暗示了他是一个活跃的领英用户。作为回报, 他可能会在适当的时候支持他的同事。

Analysis: Example 2 is a complex coincidence sentence. The translator divides it into four clauses. "But..." and "who..." are split into separate clauses. Put "in return " in front of "who...". In this way, the translation would be smooth.

#### 5.2.6 Inversion

Inversion refers to the method of recombining sentences without following the original word order and sentence form on the basis of clarifying the structure of long English sentences and understanding the original English in order to comply with Chinese expression habits when translating English to Chinese (Lei, 2018:104).

e. g. 1

ST: Make connections and endorse people who you know have good qualifications.

TT: 参加论坛讨论, 与那些您认为有资格的人建立联系并关注他们。

Analysis: Chinese expression habit is to put attribute and adverbial modifier in front of the modified terms, while English is the opposite. It can be seen from this sentence that the translator put the attributive clause “who you know have good qualifications” in front of “people” to make it more authentic and easier to read.

e. g. 2

ST: This format, which enables you to create a fuller description of each position, is effective if you are trying to show that each position is distinct and you wish to describe the more-recent positions more fully.

TT: 如果你想要表明每个职位都是不同的, 并且能够更全面地描述最近的职位, 则这种格式可以帮助你。

Analysis: In Chinese, it is customary to put the cause first and the result second. So the translator put “this format…” after “is effective…”, so the sentence is fluent. And “fully” appears in the preceding sentence, so “fully” is omitted in the latter sentence.

#### Conclusion

The source text is a scientific article on technical communication. The translator completed the translation under the guidance of Nida's functional equivalence theory. This report introduces the background and completion of the project in detail, and analyzes the translation techniques and methods of such scientific and technological texts. This paper analyzes translation methods from the lexical level: zero translation, literal translation and transliteration. In addition, it analyzes the translation techniques from the syntactic level: conversion, negation and division. Each translation method and skill is supported by translation examples. The translator hopes that it can provide a reference for future translation studies.

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