**重庆第二师范学院全日制本科生毕业论文**

**开题报告**

**外国语言文学 学院** 英语（非师范） **专业** 2016 **级**

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| **论文题目** | A Report on the Translation of *Technical communication—(*Writing Collaboratively) | | | **开题日期** | 2019.12.7 |
| **学 号** | 1610403136 | **姓 名** | 李玲 | **指导教师** | 李亚星 |
| **Background of the translation**  *Technical communication* is an introduction textbook of Technology Communication published by Xiaoxiao Publishing House. The original text is plain and straightforward. Besides, The layout design is one of the most important parts of the book. Readers can learn a lot of project management experience about document design and production. For eleven editions, it has been known for its thorough coverage, student-friendly tone, model interior design, and abundant samples of the techniques and guidelines discussed throughout the book. The Technical Communication offers comprehensive and accessible advice on planning, designing, and drafting documents for a broad range of situations and applications.  The author, Mike Markel is director of technical communication at Boise State University, where he teaches both undergraduate and graduate courses. He has revised this new edition of Technical Communication. The eleventh edition has been thoroughly revised to reframe the work of technical communicators in the context of today’s highly collaborative, rapidly evolving digital practices. Fresh, social-media driven sample documents and coverage of the latest tools and technologies ensure that students work with the kinds of processes and products they’ll encounter on the job. As always, Mike Markel keeps pace with current technologies and the realities of technical communication today.  The project requires that the original text be translated into Chinese from September 9 to October 21, to complete the task of reviewing and typesetting. The target readers of the translation are Chinese readers who are interested in technical writing, especially for students. The chapter 4 belongs to the first part, Understanding the Technical Communication Environment. It has about 7900 words. The ranslator needed to spend 43 days on completing the translation project, from September 9 to October 21, 2 days for task allocation and term extraction, 2 days for vocabulary production, 20 days for first draft, and 5 days for first draft review, 8 days for final draft and 6 days for typesetting and proofreading.  The chapter four is divided into six parts, firstly, talked about Advantages and Disadvantages of Collaboration. Secondly, how to manage projects .Thirdly, how to conduct meetings. In the collaboration, giving readers some experience, and there are many forms for readers to download and use, so as to facilitate your daily cooperation. Fourthly, using social media and other electronic tools in collaboration. And tutorials on scheduling and conducting meetings online, reviewing collaborative documents, incorporating tracked changes, using wikis for collaborative work, and using collaborative software. Micro blog posts, contributions to discussion boards, and wikis, and status updates to one's LinkedIn profile-once the raw materials of longer and more formal documents are now routinely used to communicate important messages mainly refers to how to use social media and other electronic tools in collaboration. Finally, the relationship between gender, culture and collaboration is mentioned.  Through the translation of this chapter, the translator hopes that the translation of this chapter can help Chinese readers better understand the writing collaboratively, improve the strategies of collaborating; provide them with the latest guiding ideology. This translation can provide a reference for other translators in translating similar texts, and also enrich the translation cases of technology texts. Of course, through the translation of this chapter, the translator also has a deeper understanding of technical collaboration. And a richer knowledge of interpersonal communication and the social media needed for collaboration. Such as IBM Sametime、Adobe Creative Cloud and Microsoft Lync. | | | | | |
| **Contents of the translation report**  The original article belongs to technical text and informative text, with rigorous words and objective terms. Science and technology texts mainly transmit information and attach importance to readers' mastery of information. Functional equivalence theory and domestication translation strategy have been used in translation for many times to improve the authenticity and enforceability of the original text. **At the lexical level,** there are many proper terms, such as Internet technology, software and people's names, as well as some software operation terms. **At the sentence level,** the author uses many imperative sentences to give readers more indicative language.  1. Preparation before translation:  (1) preparation of translation materials:  The first step is to convert the fourth chapter of the original file from PDF format to word format using the converter pdf-element, and adjust the original format. The second step is to pre-translate the original text through Google translation and Baidu translation to form the preliminary translated text. The third step is to use Abbyy Alinger for bilingual alignment to form a memory, extract terms through Tmxmall, extract the frequency of special nouns in the source text, and manually extract company name, person name, etc.  (2) literature review:  Before translation, the translator consulted the relevant technical software. Such as “Skype”, “LinkedIn”. Translator read the related materials named *Technical communication information*. Mentioned in the article, the style for good technical communication is literate rather than literary. Concise Course on Translation Theory and Practice 《翻译理论与实践简明教程》serve as the main basis of translation theory and this translation is also based on Nida's functional equivalence theory. Under the guidance of functional translation theory, translators choose the appropriate translation theory, Functional equivalence follows the principle of equivalence, that is, the relationship between the receiver and the information should aim at the same relationship between the original receiver and the information in the source language. It attempts to transform the vocabulary of the addressee from one language to another, and cater to the language ability and cultural needs of the addressee. Nida writes in *The Theory and Practice of Translation* that translation means communication, and the process depends on what people hear or read. It is important that the readers understand and appreciate degree of translation text. The target readers of this translation are Chinese readers, especially students, so it is necessary to give priority to them so that they can understand the contents and methods indicated in the original book better. Therefore, Under the guidance of this theory, the translator can flexibly deal with the choice of translation strategies. Put the translation emphasis on the target readers.  2. Translation process:  In the process of translation, the translator imports the relevant materials into MemoQ, uses MemoQ to pre-translate the article, and then modifies the translation content in the software word by word.  After the translation, the translation materials are exported from MemoQ, and the layout of various tables is adjusted according to the original version of the article. Because there are many tables in this chapter, the format needs to be processed manually, and PS is also used to modify the pictures in the article. | | | | | |
| **Methodology of the translation**  1.Free Translation  Free translation also called liberal translation, stresses on the meaning of the original text, while not closely follow the form, structure or rhetoric of the original text. But free translation cannot delete or add the content of the original text casually. Idiom translation belongs to free translation.  ST: Pulling Your Weight on Collaborative Projects.  TT:在协作项目中发挥作用。  “Pulling Your Weight on Collaborative Projects” translated as “在协作项目上发挥作用。” It is not translated according to the literal meaning of the original sentence "拉你的体重在协作项目中", but through the idiom of local people “发挥作用” 。 The translation of this sentence conforms to the domestication of translation strategies, making it easier for the target language readers to understand.  2.Conversion  English tends to use more nouns in a static state, while Chinese tends to use verbs in a dynamic state. The process of translating English into Chinese is the process of strengthening the dynamic color of the original text. It is often necessary to translate nouns into verbs.  ST: Using Social Media and Other Electronic Tools in Collaboration  TT: 协作使用社交媒体和其他电子工具。  “Using Social Media and Other Electronic Tools in Collaboration” translated as “协作使用社交媒体和其他电子工具” The translation of collaboration into verbs emphasis the point of this part, which is “协作”.  3.Transliteration  Transliteration refers to the translation of loanwords into Chinese characters with similar pronunciation. This kind of Chinese character for transliteration no longer has its original meaning, but only retains its pronunciation and writing form.  ***ST:***“Your project team: Sid, Larry, Paula, Randy, Ahmed”  ***TT:*** “你的项目组成员：希德，拉里，保拉，兰迪，艾哈迈德”.  The translation of these names doesn't make any sense. It's just the person who represents the name.  4.Zero translation  No Translation means directly uses certain components of the source language into the target language without any translation operation.  ***ST:*** software companies are bundling programs in commercial products such as IBM Sametime, Adobe Creative Cloud, and Microsoft Lync, which are suites of voice, data, and video services.  ***TT:*** 软件公司也在商业产品中捆绑程序（如IBM Sametime、Adobe Creative Cloud和Microsoft Lync），这些产品是语音、数据和视频服务的配套程序。  At the Lexical level, in order to make sure that the original meaning can be accurately expressed, and at the same time, there is no need to change the original use name of the software. the translation can be smooth and easy to understand | | | | | |
| **Schedule of the translation report**  Semester 7: 2019.08.29, to finish checking topic  2019.09.06, to decide the topic  2019.10.21, to complete the translation project  2019.11.12, to finish the first draft of Proposal  2019.11.24, to finish the second draft of Proposal  2019.12.01, to finalize the Proposal  2020.02.22, to finish the first draft of the report  Semester 8: 2020.03.22, to finish the second draft of the report  2020.04.03, to finish the third draft of the report  2020.04.19, to finish the fourth draft of the report  2020.04.26, to finish the fifth draft of the report  Week 11- week 12, the first thesis defense  Week 12- week 13, the second thesis defense | | | | | |
| **References**   1. Nida, Eugene Albert. The Theory and Practice of Translation[M]. Shanghai: Shanghai Foreign Language Education Press, 2004. 2. Watts, J. M. Communicating technical information [N]. Fire Technology, 1993(29). 3. 李占喜. 语用翻译探索[M]. 广州: 暨南大学出版社，2014. 10. 4. 梅阳春,汤金霞.中国科技翻译伦理研究述评[J].江苏科技大学学报(社会科学版),2018,18(04):53-59. 5. 潘尔艳. 论科技英语翻译的若干特点[J].哈尔滨商业大学学报，2005. 6. 王欣.浅论奈达的“功能对等”理论[J].青海师专学报.教育科学,2006(S2):104-105. 7. 熊兵.翻译研究中的概念混淆——以“翻译策略”、“翻译方法”和“翻译技巧”为例[J].《中国翻译》，2014,(3):82-88. 8. 杨婷玉. 从功能翻译理论角度看科技英语翻译[D]. 北京：北京邮电大学翻译硕士学位论文，2014：15-17 9. 张万防，黄宇洁. 翻译理论与实践简明教程[M]. 武汉: 华中科技大学出版社，2015：115-125 | | | | | |
| **指导教师意见：**      **指导教师（签名）：**  **年 月 日** | | | | | |
| **教学单位意见：**    **学院（盖章）**  **年 月 日** | | | | | |

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