**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** | Translation Report of *Writing Technical Documents* | | | **开题日期** | 2019.12.07 |
| **学 号** | 1610403139 | **姓 名** | 陈妍伊 | **指导教师** | 李亚星 |
| **Background of the translation**  Technical writing is the writing of technical communication content that can be applied to a variety of technologies and areas of expertise such as computer hardware and software, engineering, chemistry, aerospace engineering, robotics, finance, medicine, consumer electronics, and biotechnology. Technical writing is done by technical writers (or technical writers) and is a process of writing and sharing information in a professional setting. The first task of a technical writer is to convey information (usually complex information) to another person or to the other party in the most clear and effective way. Analyzing information and presenting information in a format that is easy to read and understand is one of their main tasks. This article is taken from the third part of *Technical Communication,* mainly describing how to write technical documents. Throughout the full text, it has five chapters, which are "Planning", "Drafting", "Revising", "Editing", and "Proofreading". These five chapters constitute a writing process. They enable technical writers to write documents efficiently.  In this era of economic globalization, science and technology continue to advance, trade, culture, and technology exchanges between countries are becoming more frequent. Technical writing is one of the indispensable skills of today's society, and it is also an important part of localized services. It has been obtained in developed countries in Europe and America. After years of development, even India and Japan have developed quite maturely, and many universities have established relevant courses. In China, technical writing is still in the development stage. Chinese scholars have much less research on "technical writing" and "technology communication". Technology communication and technical writing are also in the initial stage of the discipline construction of Chinese universities. The importance has not been properly recognized. This paper introduces the writing process of technical writing in detail. If we can learn from the knowledge of technical writing in Western countries, it is of great significance for developing China's technical writing education and improving the level of localized service. | | | | | |
| **Contents of the translation report**  Translation Tools: Wikipedia, Google Translate, Youdao Translation, memoQ  Literatures: Find and collect relevant literature on technical writing, technical communication, and translation skills from the Internet.  Translation strategies: Functional equivalence, Transference, and domesticating translation.  Translation process: Translation process: First, the translation project manager assigns translation projects. Second, convert the allocated part from pdf to word and import it into memoQ. Then, translate the project with software such as Google Translate and Youdao Translation. Finally, type the text. | | | | | |
| **Methodology of the translation**   1. Transference   Transference refers to the direct "transplantation" of vocabulary in the source language into the target language, that is, the words in the source language are not translated by the ready-made words in the target language. The translation of special nouns conforms to the advancement of the times, the development of society and the further globalization of the economy. It also conforms to the trend of more extensive and frequent exchanges between East and West, and also reflects the changes brought about by cultural exchanges and mutual influence.  In this article, I use the method of transition for many proper nouns, for example, "Microsoft Word", “VTBCJMJUZ UFTUJOH”, “SME”, and “Open Office”.   1. Functional equivalence   As a technical text, this article should focus on scientific and accuracy. Therefore, the translation should maintain a concise style consistent with the original text.   1. Use transliteration to translate foreign names. | | | | | |
| **Schedule of the translation report**  Semester 7: Before week 12, to finish checking topic  Week 12, to decide the topic  Week 13, to assign the task of thesis writing  Week 14 to week 17, to finish the first and second draft  Semester 8: Week 1- week 4, to finish the second draft  Week 5- week 8, to finish the third draft  Week 9-week 10, to finish the final draft  Week 11- week 12, the first thesis defense  Week 13- week 14, the second thesis defense | | | | | |
| **References**  1. Huckin, T.N. Technical Writing and Community Service[J]. Research Article,1997  2. 张正瑶.文化翻译中的归化和异化[D].哈尔滨:哈尔滨理工大学,2010:4-9  3. 王传英.技术写作与职业翻译人才培养[J].解放军外国语学院学报,2011(2):26-31  4. 王佳. 技术传播中的翻译——技术写作在专业汉英笔译实践中的应用初探[D].上海:上海外国语大学,2010  5. 邱懋如.可译性及零翻译[J].中国翻译,2001(1)  6. 许飞.技术写作原则在应用文本翻译中实际运用[D].上海:上海外国语大学,2011:10-17 | | | | | |
| **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** | | | | | |

注：开题报告应在教师指导下由学生独立撰写，开题报告通过后方可进行毕业创作。