**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 *Technical Communication --* (*Writing Technical Documents*) | | | **开题日期** | 2019.12.07 |
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| **Background of the translation**   1. Background of the Source Text   *Technical Communication* is written by Mike Markel. It is organized into five parts, highlighting the importance of the writing process in technical communication and giving equal weight to the development of text and graphics in documents and websites. Part 1 provides a basic understanding of important topics in technical communication, including ethical and legal considerations, the role of the writing process in planning and developing technical documents, and the practice of collaborating on documents. Part 2 focuses on rhetorical concerns, such as considering audience and purpose, gathering information through primary and secondary research, and planning the organization of documents. Part 3 describes communicating persuasively; writing coherent documents; writing effective sentences and designing documents and websites. Part 4 covers a wide range of types of technical communication. Appendix offers additional help with skimming sources and taking notes and editing and proofreading documents.  This article is taken from the third chapter of Part 1, *Writing Technical Documents*, which mainly describing how to write technical documents. Throughout the full text, it has five secondary chapters named *Planning*, *Drafting*, *Revising*, *Editing*, and *Proofreading*. The chapter of *Planning* focuses on what writers need to do before writing a document. Such as analyzing audience and purpose, choosing writing tools, and researching additional information. The chapter of *Drafting* guides readers about using templates and styles. The chapter of *Revising* mainly tells readers how to look again at drafts to see whether it works. The chapter of *Editing* introduces that editing is the process of checking the draft to improve its grammar, punctuation, style, usage, diction, and mechanics. The P*roofreading* chapter lists WRITER ’S CHECKLIST for readers and provides related exercise. These five chapters constitute a writing process. They enable technical writers to write documents efficiently.   1. Background of the Project   This article is a translation project report on the book *Technical Communication.* The project is an introductory textbook for technical communication published by Xiaoxiao Publishing House. The book contains a lot of layout content, and the language style is simple and straightforward. By reading this book, readers can learn a lot about document design and production, and gain experience in project management.  According to the project requirements, the project manager needs to assign tasks first. The translated content is the first chapter to the sixth chapter, and the six members translate one chapter separately. The finished products include Chinese translation of Word version, Chinese translation of PDF version, bilingual version of Word version, glossary of Excel version, translation memory of memoQ version. After the translation project is completed, it needs to be uploaded to github. The deadline is October 21, 2019.  Implementation:  2019.09.05-2019.09.06 Assign translation project  2019.09.07-2019.09.08 Preview translation project  2019.09.09-2019.09.15 Convert PDF to Word and revise converted source text  2019.09.16-2019.10.15 Import source text into memoQ and complete translation  2019.10.16-2019.10.21 Proofread, typeset, and organize finished projects   1. Significance of the Translation   In this era of economic globalization, 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. In China, technical writing is still in the development stage. Chinese scholars have much less research on "technical writing" and "technology communication". This translation introduces the importance of the writing process in technical communication and giving equal weight to the development of text and graphics in documents and websites. Learn from the knowledge of technical communication in Western countries is of great significance for developing China's technical writing education and improving the level of localized service.  As a member of the translation project, this translation work has also given a lot of help and gains. Every translation is an opportunity for learning. At the source text level, translators are able to learn about technical communication, especially the translation of the chapter on *Writing Technical Documents*. For example, consider the audience first in the planning phase of writing technical documents because writers need to understand whom they are writing to before they can figure out what they need to say about subject. In addition, at this time, it is necessary to determine the purpose of writing, chose writing tools, and generate ideas about the subject. At the translation level, the translator has improved the translation skills of such practical texts in this practice after referring to the literature of many translation strategies and methods, such as Skopos theory, domestication and free translation. | | | | | |
| **Contents of the translation report**   1. Translation Procedure   First, use WPS to convert the PDF format of the source text to Word format and intercept *Writing Technical Documents*. Second, correct the sentences and words that have gone wrong after the conversion. Then import the Word text into memoQ for translation. After the translation is complete, export the translation memory and termbase from memoQ. Finally, typeset the translation with reference to the source text.   1. Preparation before Translation   The source text is a textbook, belonging to Scientific and technological text, which is formal in mode of speech, objective and accurate in statement, unadorned in stylistics and concentrated in technical terms. The source text has many long sentences and composite structures, and the full-text person form is mostly Second Person. The sentence also contains many abbreviations and proper nouns.   * 1. Literature review   The translation refers to a lot of literature. Before the translation, the translator read *Concise Course on Translation Theory and Practice* (《翻译理论与实践简明教程》)、*An Elementary Coursebook on Chinese-English Translation*(《汉英翻译基础教程》) as a support for translation theory. And read *Technical Writing For Dummies*(《初级写作技巧》)as parallel texts.   * 1. Preparation of Translation Materials   2.2.1 Translation Tools:  Wikipedia, Google Translate, Youdao Translate, memoQ, Microsoft Word, WPS, Sci-hub  2.2.2 Translation Strategies, Methods and Techniques:  Functional equivalence theory was proposed by the American linguist Eugene Nida. In this theory, he points out that "translation is the reproduction of the source language from semantics to stylistics in the most appropriate, natural and equivalent language." Functional equivalence consists of four aspects: lexical equivalence, syntactic equivalence, chapter equivalence, and stylistic equivalence. This requires the translator to pay attention to the function of the source text as a textbook in the translation process, and to maintain the scientific and accuracy consistent with the source text, and enhance the readability of the translation, so as to help students learn the book.  The translator mainly uses the domestication translation strategy in the translation process. The target audience of the translation is Chinese students, so the translator should move closer to the target language readers, which will help students understand the translation.  The translator uses the Division, zero translation, and free translation methods to translate long sentences and proper nouns of the source text in the translation process. | | | | | |
| **Methodology of the translation**   1. Zero translation   In the *Translatability and Zero Translation*(《可译性与零翻译》), "Zero translation" is without any translation, directly introduces certain components of the source language into the target language. Zero translations include Ellipsis, Transference, Transliteration, and Literal Translation with Notes. In terms of vocabulary, translators mainly use zero-translation methods to process proper nouns and abbreviations. For example, "Microsoft Word", the translator directly put it into the translation, because Microsoft Word as a professional term, is the office software that everyone knows. Another example is "SME". SME is the abbreviation of "Subject-matter experts", but the word is not well known, so the translator keeps the abbreviation and adds a comment later: "SME (Subject-matter expert的缩写，即业内专家)".   1. Free translation   Free translation refers to the translation method that is only faithful to the original content, but not the original structure and rhetoric. The transfer of information comes first. Free translation requires that on the basis of maintaining the content of the original text, it strives to make the translation in accordance with the reading habits and aesthetic psychology of the target language readers as possible as possible in terms of word selection, syntax structure, image metaphor, and style characteristics.  For example:  ST: Although the statement of purpose might not appear in this form in the final document, you want to state it clearly nowto help you stay on track as you carry out the remaining steps.  TT: 尽管目的声明可能不会在最终文档中出现，但您需要在此处阐明，以帮助您在执行其余步骤时保持正确无误。  The original meaning of "stay on track" is "保持在轨道上". Here the translator uses the method of free translation to translate it into "保持正确无误" based on the meaning of the original text. It makes the translation more fluent and accurate for readers to read and understand.   1. Division   Division refers to splitting a sentence with a long sentence or a complicated structure into several clauses. English source language has long and complex sentences, while Chinese is more accustomed to using short sentences. Therefore, when translating long sentences of source text, translators often use the translation method of Division.  For example:  ST: One technology that enables people at different locations to work together is a wiki, a website that lets authorized readers edit a document and archives all the previous versions of the document.  TT:维基(Wiki)是一项使不同地点的人们能够协同工作的技术。作为一个网站，维基允许授权的读者编辑文档，并对文档的所有先前版本进行存档。  In this example, the source text uses a nominal clause, which is long and complex, so the translator divides it into two sentences when translating. It makes the translation conform to the Chinese language convention. | | | | | |
| **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. Roberts, S.L. Technical Writing For Dummies[M]. John Wiley&Sons Inc, 2001  3.Nida, E.A. Language, Culture and Translating[M]. Shanghai Foreign Language Education Press, 1993  4.Sheehan, R.J.Technical Communication Today[M].Longman, 2005  5.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  6. 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  7. 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  8. 邱懋如.可译性及零翻译[J].中国翻译,2001(1)  9. 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  10. 张万防.翻译理论与实践简明教程[M]. 武汉: 华中科技大学出版社，2015. 4. | | | | | |
| **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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