**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——Understanding Ethical and Legal Considerations | | | **开题日期** | 2019.12.07 |
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| **Background of the translation**  *Technical Communication* is a book about technical communication and technical writing skills written by Mike Markel. It will be published by Xiaoxiao Publishing House. The style of original text is unpretentious, flat and straightforward, with more layout content. Translators are required to translation according to the original style. The source language is English and target language is Chinese. The target readers are mainly technology fans, business workers, students. The project schedule is from 9 September 2019 to 21 October 2019. The translation project requires a project manager, multiple reviewers, and multiple translators. Each person translates more than 7,000 words. During this period, Under the guidance of the project manager, the translator of the report acted as translator, reviser and typesetter.  Implementation:  2019.09.09-2019.09.11 Organize a project team  2019.09.12-2019.09.14 Assign translation tasks  2019.09.15-2019.09.18 Establish project term base  2019.09.19-2019.10.03 Complete the first draft  2019.10.04-2019.10.09 Complete the reviewing draft  2019.10.10-2019.10.15 Complete final draft  2019.10.16-2019.10.21 Typesetting, finish product  The author of the book, Mike Markel, is a 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 six books about technical communication, including Ethics and Technical Communication: A Critique and Synthesis. Interactive cases provide engaging scenarios for writing practice. The new edition incorporates the latest workplace and technology trends, offering new advice for how and why to use social media effectively in technical communication.  Through clear advice and an accessible visual design, Mike Markel’s *Technical Communication* models the principles it teaches, offering practical strategies that students can put to use right away. There are 21 chapters in the book, which is divided into four parts. The first part is chapters 1-4, which focuses on incorporating the latest workplace and technology trends to help readers understand the technical communication environment, offering new advice for how and why to use social media effectively in technical communication. The second part is chapters 5-7, which focuses on analyzing the audience and purpose of technical writing content, determining the research topic, and collecting and organizing useful information. The third part is chapters 8-13, which focuses on developing and testing language and visual information, such as instructing how to capture important information, how to write correct, effective and persuasive sentences, how to create graphics, typesetting, how to design printed and online documents, and more. The fourth part is chapters 14-21, which focus on showing writers how to tackle the major types of documents and writing situations they will encounter in their professional lives. Excellent and always fresh sample documents and examples demonstrate effective techniques and offer plenty of opportunities for analysis, while interactive cases provide engaging scenarios for writing practice.  The second chapter, *Understanding Ethical and Legal Considerations*, is the part translated by the translator of this report. The text type of this chapter is legal text. It mainly includes three parts: one is to analyze a person's obligations to the employer, the public and the environment from a moral perspective. The second is to analyze a person's obligations in four aspects: copyright law, trademark law, contract law, and liability law from a legal perspective. The third is an analysis of the role of corporate culture in ethical and legal behavior, as well as examples of how bicycle manufacturers, Texas Instruments, and Zipcar Car Rental Inc. handle ethical and legal issues at work. It concludes and presents guidelines in the workplace.  The translator hopes that this translation will help readers understand the current status of technical communication and technical writing industry, and stimulate readers' interest in technical writing and technology communication. At the same time, the translator hopes that this translation will help readers use the guidelines in the text to solve ethical and legal issues at work.  In this translation, the translator also benefited a lot. The translator has not only enriched the translation experience, knowing how to translate legal text, but also understand the current state of the industry in technical communication and technical writing, as well as knowing the knowledge about ethical and legal common sense and social media-related guidelines. At the same time, the translator uses Functional Equivalent translation theory to translate the text, which can be used for reference by others. It provides a reference for other translators to translate using the translation strategy of Domestication, the translation method of Literal Translation and the translation techniques of, Inversion, Zero Translation, Transliteration and Amplification. The reorganizing and translating proper nouns for the text can be viewed and applied to translation practice by others. | | | | | |
| **Contents of the translation report**  1. Introduction: Program Background  The source text belongs to legal text. The language style of the source text is unpretentious, flat and straightforward, with more layout content. There are many regulations and guidelines in the source text, and the tenses are mostly the present tense. Because of the legal issues and some cases involved in the text, there are more long complex sentences. The sentence contains many proper nouns such as company name, software, legal term and person name.  2. Translation Preparation:  (1) Pre-translation Preparation:  a. Preparation of translation materials:  The translator translates 7000 words in the second chapter of the book. The translator first uses the Adobe Acrobat DC software to convert the original file from PDF format into Word format. The terminology is then extracted through Tmxmall web page, combined with manual review to form a glossary. The translator also looked for parallel text through British National Corpus and American Contemporary English Corpus but did not find relevant material. Finally, the translator import Word files and pre-made glossaries into memoQ for translation.  b. Literature review:  This translation refers to a lot of literature. Before the translation, the translator read the Handbook of Technical Writing. Concise Course on Translation Theory and Practice (《翻译理论与实践简明教程》), Translation Theory: A Coursebook (《中外翻译理论教程》) and Translation Skills (《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》) serve as the main support of translation theory.  (2) During -translation:  The translator performs a preliminary pre-translation, and then assists the translator with the translation assistant. When encountering obscure and inaccurate words and sentences, the translator turned to Google Translate, Youdao, and Bing for translation. After the translation is almost completed, the translator finalizes the final translation through the steps of self-modification, peer modification, and teacher feedback.  (3) Post-translation:  After the translation is completed, the translator exports the translated Chinese translation file, English-Chinese bilingual file, and translation memory file from memoQ. The translator typeset the exported file according to the original layout format, and finally used Adobe Acrobat DC to convert all Word format files to PDF format files. After the project is completed, upload the project file to gitub. First, the translator needs to register on Github and add Suntarliarzn as a friend. Secondly, after the application for adding friends is approved, the translator accepts the invitation to join the CQUE Translation Reoport 2016 project team. Finally, upload the project file in the TC translation project folder, and add your own folder in the CQUE-Translation-Reoport 2016 project team for later material submission.  3. Analysis of the Translation:  The text introduces the ethical and legal obligations of individuals and companies. It cites examples of companies dealing with ethical and legal issues at work, and summarizes and proposes guidelines in the workplace. The original text is a legal text, which determines that the purpose of translation is to convey objective information of the original text. At the vocabulary level, legal texts emphasize the use of accurate words, simple and concise, rigorous and standardized, with strong generality and tolerance, in line with legal context and legal norms. At the sentence level, legal texts make heavy use of declarative and imperative sentences without emotion. At the level of discourse strategy, legal texts focus on persuasion by reason, and mainly adopt the way of narrative, explanation and argument. The legal structure must be thorough, rigorous, scientific and reasonable. At the level of style, both English and Chinese legal styles are solemn.  4. Translation strategies, methods and techniques:  Therefore, the translator uses Functional Equivalence theory to guide translation. Nida proposed that the translation "the relationship between the recipient and the translated information should be basically the same as the relationship between the original recipient and the original information. The purpose of legal term translation is to require the recipient of the target language of the translation to master the legal knowledge and content of the source language, so as to increase the legal knowledge and convey the information. When translating legal style, faithful original text is given first place, and the smoothness and elegance of the translation should be given secondary importance, which is determined by the stylistic characteristics of the original language. The translator tries to make the translation easy to understand, reproduce the true connotation of the original text to the greatest extent, and strive to convey the originality of the original text. The translation is based on a full understanding of the original text and is centered on the response of Chinese readers. The original text is a textbook and has many typographic requirements. "Functional equivalence" emphasizes that on the basis of pursuing the consistent transmission of the original and translated information content, it is possible to achieve formal equivalence. In the translation process, translators adhere to the principle of syntactic equivalence and lexical equivalence. The translation accurately reproduces the language and culture of the original text and eliminates cultural differences. Translators prioritize translation accuracy and functional equivalence. Translation strategies determine translation methods and techniques.  Consequently, the translation methods and techniques used by the translator of the translation process are: Literal Translation, Amplification and division. The use of translation methods and techniques are the primary translation at the syntactic level and the lexical level.  5. Summary and Conclusion | | | | | |
| **Methodology of the translation**  At the vocabulary level, translators mainly analyze terms, personal names, and company names, and mainly study the translation methods of social software names. The translators mainly use literal translation, zero translation.  1. Literal Translation:  The translation method is to maintain the content of the original text in the translation, while maintaining the original text, especially the metaphor, image and national and local colors of the original text. It should be pointed out that under the condition that the original thought content can be accurately expressed and the translation language norm is not violated, literal translation has its merits. On the one hand, it helps to preserve the style of the original works, on the other hand, it can enter a new expression method.  2. Zero Translation:  The translation method is to translate the words in the source language without using the words in the target language. There are two levels of meaning here: the first level means that the vocabulary in the source language is intentionally untranslated; the second level means that the words in the source language are not translated into words in the target language.  *Eg：*  *ST：Why doesn’t the Zipcar employee who writes the information for Zipcar own the copyright to that information?*  *TT：为什么作为为Zipcar撰写信息的Zipcar员工不能拥有该信息的版权？*  Zipcar is an American online car rental company based on the concept of "car sharing", but the translator has never found any relevant Chinese name online. As a foreign company, in order to retain its foreign characteristics and recognition, the translator believes that in this translation, vocabulary should be intentionally not translated.  At the syntactic level, in order to ensure that the original meaning can be accurately conveyed and the translation is smooth and easy to understand, the translators use Amplification, inversion.  1. Inversion:  Word order refers to the arrangement of each component or word in a sentence. Word order processing refers to the adjustment of word order when translating between English and Chinese. Because English and Chinese have very different expression habits, it is necessary to implement this kind of processing, and it is essential to make the translation standard and fluency. Word order processing belongs to the category of grammar and is also one of the important means of rhetoric. English, like Chinese, has its own relatively fixed word order, which should be adjusted when translating.  *Eg：*  *ST：ETHICAL AND LEGAL ISSUES are all around you in your work and life.*  *TT：在您的工作和生活中，道德和法律问题无处不在。*  In this example, the original translation should be "道德和法律问题是无处不在你的工作和生活中。". But the translator used an inversion to change the order of sentence. So this translation is more in line with Chinese reading habits and thinking.  2. Amplification:  The translation method is to add the necessary words, phrases, clauses or complete sentences on the basis of the original text, so that the translation conforms to the Chinese habits in grammar and language form and makes the translation consistent with the original text in terms of cultural background and word association. In order to achieve the purpose of the translation and the original text in terms of content, form and spirit. The increase here is not a random increase in nothing, but an increase in some parts of the original text that have no meaning but have their meaning.  *Eg：*  *ST：For these reasons, ethicists have described a general set of principles that can help people organize their thinking about the role of ethics within an organizational context.*  *TT：针对这些原因，伦理学家制定了一套通用的原则，这些原则可以帮助人们在组织环境中组织对伦理道德角色的思考。*  In this example, the translation of "这些原则" makes the sentence more reasonable in structure and grammar, and clearer in meaning. | | | | | |
| **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. Alred, G. J., Brusaw, C.T., OliuBoston, W.E.. Handbook of Technical Writing [M]. Boston: Bedford/St. Martin's, 2011. 2. Anderson, P.V.Technical Communication*: A Reader-Centered Approach* [M]. Belmont: Wadsworth, 2010. 3. 陈维维.法律文本的语言特征及功能对等翻译原则[J].海外英语,2012(21):213-214. 4. 冯键.奈达的功能对等理论在文本中的应用[J].现代交际,2018(12):74-75. 5. 胡道华. 法律文本翻译标准——以文本类型论为视角[J]. 理论月刊,2011,(03):115-117. 6. 蓝杨.法律文本的语言特征及其功能对等翻译的必要性[J].武汉公安干部学院学报,2013,27(04):46-49. 7. 黎昌抱，邵斌主编.中外翻译理论教程[M].浙江:浙江大学出版社, 2013. 8. 任文利.基于功能对等视域的法律翻译[J].兰州文理学院学报(社会科学版),2014,30(01):89-94. 9. 谢天言.从法律英语的语言特点看法律英语的翻译——功能对等理论在法律英语翻译中的应用[J].海外英语,2019(10):13-14+16. 10. 谢云兰.英语长句翻译策略与技巧[J].长沙大学学报,2014,28(04):111-112. 11. 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,2014,35(03):82-88. 12. 张万防,黄宇洁主编.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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