SJQU-QR-JW-013（A0）

**上 海 建 桥 学 院**

\_《英语翻译理论与实践》\_课程教案

周次 1 第 1 次课 学时 2 教案撰写人 刘晓霓

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| 课程单元名称 | Difficulties in English comprehension and translation strategies | |
| 本次授课目的与要求：  To help the students  1.to know the importance of understanding the text;  2.to analyze British and American way of thinking and logical reasoning habits. | | |
| 教学设计思路：  First，lead the students to know the intercultural factors influencing translation; then remind them the focal points and difficult points; next, exercise some translation examples followed by the group discussion to improve their translation skills step by step. | | |
| 本次教学重点与难点：  To grasp the potential meaning expressed in English through various modifiers. | | |
| 教学内容提要及时间分配 | | 教学方法与手段设计 |
| Flexible arrangements according to the teaching situation, roughly as follows:  1.Understand the cross-cultural factors influencing translation (20m)；  2.Analyze and synthesize the spiritual essence of the text and its implied meanings in the context (15m)；  3.Practice on sentence translation and discourse translation (25m);  4.Analyze and evaluate the translation exercises (20m). | | 1.teacher’s teaching and group discussion;  2.Questions and Answers in class;  3. translation practices. |
| 课外复习、预习要求及作业布置  1. Review what they have learned and organize the notes in the translation classes;  2. Do the after-class exercises on Pros and cons;  3. Preview more translation techniques in the next chapter. | | |
| 课后反思 | 1.After these two translation classes, the teacher reflected on the teaching methods and the teaching arrangements to see that the goal designed has been realized.  2.The teacher summarized the students’ feedback that to analyze and synthesize the cultural transformation in translation is quite difficult for them because they don’t have accumulation in this area. They need to work more on the cultural elements. | |

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周次 2 第 2 次课 学时 2 教案撰写人 刘晓霓

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| 课程单元名称 | Translation of three major clauses in English | |
| 本次授课目的与要求：  To help the students   1. to know and analyze the functions and linguistic features of three major clauses in English(noun/ adjective/adverb clauses); 2. to know how to use these three major clauses in translation. | | |
| 教学设计思路：  First，lead the students to get to know some translation theories according to the goal of these two classes; then remind them the focal points and difficult points; next, exercise some translation examples followed by the group discussion to improve their translation skills step by step. | | |
| 本次教学重点与难点：  To analyze and apply 7 common translations of adjective clauses. | | |
| 教学内容提要及时间分配 | | 教学方法与手段设计 |
| Flexible arrangements according to the teaching situation, roughly as follows:   1. Know and analyze the functions and linguistic features of three major clauses in English (15m)； 2. Know the principles of translation on these clauses(10m);   3. Practice on three major clauses in translation (30m)；  4. Interpret and evaluate the translation practices (25m). | | 1.teacher’s teaching and group discussion;  2.Questions and Answers in class;  3. translation practices. |
| 课外复习、预习要求及作业布置  1. Review what they have learned and organize the notes in the translation classes;  2. Collect more clauses and translate them into Chinese or English, then display them next class;  3. Design their own clauses in both languages and explain them to all the students next time. (Randomly choose several students to do the presentation) | | |
| 课后反思 | 1.After these two translation classes, the teacher reflected on the teaching methods and the teaching arrangements to see that the goal designed has been realized.  2.The students’ feedback: it is quite interesting and useful to design their own translation examples, so they like the homework.  3.The teacher needs more means to attract students’ interests in studying. | |

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周次 3 第 3 次课 学时 2 教案撰写人 刘晓霓

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| 课程单元名称 | Translation of special sentence patterns in English | |
| 本次授课目的与要求:  to guide the students to have a clear understanding of  1. the sentence pattern translation of “it” as antecedent subject and antecedent object;  2. A variety of comparative and superlative sentence patterns. | | |
| 教学设计思路：  First，lead the students to get to know some translation theories according to the goal of these two classes; then remind them the focal points and difficult points; next, exercise some translation examples followed by the group discussion to improve their translation skills step by step. | | |
| 本次教学重点与难点：  Translation of special sentence patterns including modal verbs. | | |
| 教学内容提要及时间分配 | | 教学方法与手段设计 |
| Flexible arrangements according to the teaching situation, roughly as follows:   1. Understand the sentence pattern translation of “it” as antecedent subject and antecedent object (20m)； 2. Group discussion on different translation versions (15m);   3. Practice on translation of comparative and superlative sentence patterns (25m)；  4. Analyze and evaluate the translation exercises (20m). | | 1.teacher’s teaching and group discussion;  2.Questions and Answers in class;  3.translation practices. |
| 课外复习、预习要求及作业布置  1. Review what they have learned and organize the notes in the translation classes;  2. Do the after-class exercises on translation of some special sentence patterns;  3. Preview the next chapter in the textbook. | | |
| 课后反思 | 1.After these two translation classes, the teacher reflected on the teaching methods and the teaching arrangements to see that the goal designed has been realized.  2.The students’ feedback: it is hard to analyze the sentence pattern translation of “it” as antecedent subject and antecedent object. It is harder to avoid making mistakes in translation.  3.The teacher will guide the students to do more translation exercises. | |

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周次 4 第 4 次课 学时 2 教案撰写人 刘晓霓

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| 课程单元名称 | Translation of long English sentences | |
| 本次授课目的与要求：  To help the students:  1. to understand, analyze and use the dissociation method in translation;  2. to analyze and master the change of order method in translation. | | |
| 教学设计思路：  First，lead the students to get to know some translation theories according to the goal of these two classes; then remind them the focal points and difficult points; next, exercise some translation examples followed by the group discussion to improve their translation skills step by step. | | |
| 本次教学重点与难点：  To synthesize and practice different translation skills in translation. | | |
| 教学内容提要及时间分配 | | 教学方法与手段设计 |
| Flexible arrangements according to the teaching situation, roughly as follows:  1. Understand the dissociation method in translation (20m)；  2. Analyze and master the change of order method in translation (15m)；  3. Group discussion and practice on insertion and recombination methods in translation (25m);  4. Supplementary translation exercises and analysis (20m). | | 1.teacher’s teaching and group discussion;  2.Questions and Answers in class;  3. translation practices. |
| 课外复习、预习要求及作业布置：  1.Review what they have learned and organize the notes in the translation classes;  2. Collect relevant translation examples both in English and Chinese as many as possible after class.  3. Prepare for the spot check for long sentence translation next class. | | |
| 课后反思 | 1.After these two translation classes, the teacher reflected on the teaching methods and the teaching arrangements to see that the goal designed has been realized.  2.The students’ feedback: There are so many skills in translating long sentences. How to digest them is a problem.  3.The teacher needs to figure out better ways to help the students to practice more. | |

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\_《英语翻译理论与实践》\_课程教案

周次 5 第 5 次课 学时 2 教案撰写人 刘晓霓

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| 课程单元名称 | Quiz 1 and the analysis | |
| 本次授课目的与要求:  to guide the students to have a clear understanding of:   1. the evaluation on the first quiz; 2. the details of the score loss. | | |
| 教学设计思路：  First，give them the keys and analyze the whole test paper; next, put the emphasis on the score loss; then remind them the focal points and difficult points in order not to fail next time. | | |
| 本次教学重点与难点：  To synthesize the quiz results to improve the translation awareness and skills of the students | | |
| 教学内容提要及时间分配 | | 教学方法与手段设计 |
| 1. Quiz (30m)；  2. Analysis on the test (20m)；  3. Group discussion and feedback on the test (10m);  4. Supplementary translation exercises (20m). | | 1.Quiz first;  2.Then analysis;  3.feedback of the students. |
| 课外复习、预习要求及作业布置  1. Review what they have learned and organize the notes of the first four weeks in translation classes;  2. Summarize the failure experience of this quiz and strive for the next progress;  3. Do the after-class exercises presented on the PPT. | | |
| 课后反思 | 1. The students’ feedback: Part I for the Quiz, which is *Blank Filling*, is the easiest. Part IV, which is *Paragraph Translation*, is the most difficult.  2. The teacher summarized the most common loss points in the quiz and planned to do the targeted exercises next class. | |

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周次 6 第 6 次课 学时 2 教案撰写人 刘晓霓

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| 课程单元名称 | Outline of business translation | |
| 本次授课目的与要求：  To help the students:  1. to understand the goals and standards of business translation;  2. to get to know the scope of business translation. | | |
| 教学设计思路：  First，lead the students to get to know some basic information about business translation according to the goal of these two classes; then remind them the focal points and difficult points; next, exercise some translation examples followed by the group discussion to improve their translation skills step by step. | | |
| 本次教学重点与难点：  To know the basic steps of business translation is the focal as well as the difficult point. | | |
| 教学内容提要及时间分配 | | 教学方法与手段设计 |
| Flexible arrangements according to the teaching situation, roughly as follows:   1. Introduce basic information about business translation (10m)； 2. Understand the goals and standards of business translation (10m)   3. Practice on some business words translation (25m)；  4. Group discussion on the scope of business translation (15m);  5. Supplementary translation exercises (20m). | | 1.teacher’s teaching and group discussion;  2.Questions and Answers in class;  3. translation practices. |
| 课外复习、预习要求及作业布置：  1.Review what they have learned and organize the notes in the translation classes;  2. Collect and read the materials on business translation in the library or online after class;  3. Analyze the role and quality of business translators. | | |
| 课后反思 | After these two translation classes, the teacher reflected on the teaching methods and the teaching arrangements on business translation, to see if the goal designed has been realized and to summarize the students’ feedback to make improvements in the next classes. | |

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\_《英语翻译理论与实践》\_课程教案

周次 7 第 7 次课 学时 2 教案撰写人 刘晓霓

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| 课程单元名称 | the syntactical phenomenon and its transformation in business translation | |
| 本次授课目的与要求：  To help the students   1. to know the sentence features of business translation; 2. to analyze the translation methods on business sentences; 3. to analyze and evaluate the dealing of clauses. | | |
| 教学设计思路：  First，lead the students to get to know some translation theories according to the goal of these two classes; then remind them the focal points and difficult points; next, exercise some translation examples followed by the group discussion to improve their translation skills step by step. | | |
| 本次教学重点与难点：  Dealing with passive voice. | | |
| 教学内容提要及时间分配 | | 教学方法与手段设计 |
| Flexible arrangements according to the teaching situation, roughly as follows:  1. Know the sentence features of business translation (15m)；  2. Practice on sentence translation in business English (25m)；  3. Group discussion and evaluation of the practice (20m);  4. Supplementary translation exercises (20m). | | 1.teacher’s teaching and group discussion;  2.Questions and Answers in class;  3. translation practices. |
| 课外复习、预习要求及作业布置  1. Review what they have learned and organize the notes in the translation classes;  2. Search more examples on sentence features of business translation and display them next class;  3. Do more exercises on passive voice on their grammar book. | | |
| 课后反思 | 1.After these two translation classes, the teacher reflected on the teaching methods and the teaching arrangements to see that the goal designed has been realized.  2.The students’ feedback: Temporal, voice, modality, and subjunctive mood are the most disturbing grammatical problem for most of the students.  3.The teacher needs to discuss with their grammar teacher, trying to solve this problem together. | |

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周次 8 第 8 次课 学时 2 教案撰写人 刘晓霓

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| 课程单元名称 | The translation on commercial advertising 1 | |
| 本次授课目的与要求：  To help the students   1. to know and analyze the purpose and functions of commercial advertisements; 2. to analyze the stylistic features and translation of commercial advertisements; | | |
| 教学设计思路：  First，lead the students to get to know some translation theories according to the goal of these two classes; then remind them the focal points and difficult points; next, exercise some translation examples followed by the group discussion to improve their translation skills step by step. | | |
| 本次教学重点与难点：  Use the basic strategies of commercial advertisement translation to carry out the translation of brand names in advertisements. | | |
| 教学内容提要及时间分配 | | 教学方法与手段设计 |
| Flexible arrangements according to the teaching situation, roughly as follows:   1. Know and analyze the purpose and functions of commercial advertisements (15m)； 2. Analyze the stylistic features and translation of commercial advertisements (15m)；   3. Practice on some simple translation in Chinese and English advertising (30m)；  4. Interpret and evaluate the translation practices (20m). | | 1.teacher’s teaching and group discussion;  2.Questions and Answers in class;  3. translation practices. |
| 课外复习、预习要求及作业布置  1. Review what they have learned and organize the notes in the translation classes;  2. Find more business advertisements in both English and Chinese;  3. Finish the after-class translation on business advertisements provided by the teacher. | | |
| 课后反思 | 1.After these two translation classes, the teacher reflected on the teaching methods and the teaching arrangements to see that the goal designed has been realized.  2.The students’ feedback: They want to watch more video clips on business advertisements which are more vivid and impressive.  3.The teacher’s first task is to maximize class participation in any class in any subject. | |

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\_《英语翻译理论与实践》\_课程教案

周次 9 第 9 次课 学时 2 教案撰写人 刘晓霓

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| 课程单元名称 | The translation on commercial advertising 2 | |
| 本次授课目的与要求：  To help the students   1. to continue analyzing the purpose and functions of commercial advertisements; 2. to continue analyzing the stylistic features and translation of commercial advertisements; 3. to give more examples. | | |
| 教学设计思路：  First，lead the students to get to know some translation theories according to the goal of these two classes; then remind them the focal points and difficult points; next, exercise some translation examples followed by the group discussion to improve their translation skills step by step. | | |
| 本次教学重点与难点：  Use the basic strategies of commercial advertisement translation to carry out the translation of brand names in advertisements. | | |
| 教学内容提要及时间分配 | | 教学方法与手段设计 |
| Flexible arrangements according to the teaching situation, roughly as follows:  1.Continue analyzing the functions of commercial advertisements translation (15m)；  2.Continue analyzing the translation of commercial advertisements (15m)；  3. Practice on some difficult translation in Chinese and English advertising (30m)；  4. Interpret and evaluate the translation practices (20m). | | 1.teacher’s teaching and group discussion;  2.Questions and Answers in class;  3. translation practices. |
| 课外复习、预习要求及作业布置  1. Review what they have learned and organize the notes in the translation classes;  2. Do the after-class exercises on Pros and Cons in textbook;  3. Think over beforehand if they could apply advertising translation to their dissertation topic in their senior year. | | |
| 课后反思 | 1.After these two translation classes, the teacher reflected on the teaching methods and the teaching arrangements to see that the goal designed has been realized.  2.The students’ feedback: it is hard to analyze the rhetorical devices in business advertising. It is even harder to translate them.  3.The teacher will guide the students to do more translation exercises. | |

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\_《英语翻译理论与实践》\_课程教案

周次 10 第 10 次课 学时 2 教案撰写人 刘晓霓

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| 课程单元名称 | Quiz 2 and the analysis | |
| 本次授课目的与要求:  to guide the students to have a clear understanding of:   1. the evaluation on the second quiz; 2. the details of the score loss. | | |
| 教学设计思路：  First，let the students translate an article in groups before class, which should focus on the different translation techniques learned so far. Late work will be penalized or not accepted. Then, analyze the translation in class. | | |
| 本次教学重点与难点：  To synthesize the quiz results to improve the translation awareness and skills of the students | | |
| 教学内容提要及时间分配 | | 教学方法与手段设计 |
| 1. Translate an article in groups before class (for several days)；  2. Analyze typical problems in students’ translation(60 m)；  3. Summarize the quiz (20 m). | | 1.Quiz before class;  2.Then analysis in class;  3.feedback of the students. |
| 课外复习、预习要求及作业布置  1. Review what they have learned and organize the notes of the 6th-to-9th weeks in translation classes;  2. Summarize the failure experience of this quiz and strive for the next progress;  3. Preview the next chapter in the textbook. | | |
| 课后反思 | 1. The students’ feedback: The whole article is a little bit beyond their abilities.(the exam material is extracted from *The 30th Han Suyin National Translation Contest*, and there is no keys at all)  2. The teacher summarized the most common loss points in the quiz and planned to do the targeted exercises later. | |

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\_《英语翻译理论与实践》\_课程教案

周次 11 第 11 次课 学时 2 教案撰写人 刘晓霓

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| 课程单元名称 | Business correspondence translation 1 | |
| 本次授课目的与要求：  To help the students   1. to understand and analyze the structure and characteristics of business correspondence; 2. to analyze the writing and translation principles of business correspondence. | | |
| 教学设计思路：  First，lead the students to get to know some translation theories according to the goal of these two classes; then remind them the focal points and difficult points; next, exercise some translation examples followed by the group discussion to improve their translation skills step by step. | | |
| 本次教学重点与难点：  Comprehensive use of usual expressions in business correspondence translation. | | |
| 教学内容提要及时间分配 | | 教学方法与手段设计 |
| Flexible arrangements according to the teaching situation, roughly as follows:   1. Understand and analyze the structure and characteristics of business correspondence (20m)； 2. Analyze the writing and translation principles of business correspondence (20m);   3. Practice on business correspondence translation (25m)；  4. Interpret and evaluate the translation practices (20m). | | 1.teacher’s teaching and group discussion;  2.Questions and Answers in class;  3. translation practices. |
| 课外复习、预习要求及作业布置  1. Review what they have learned and organize the notes in the translation classes;  2. Do the after-class exercises on the textbook;  3. Analyze how many parts are needed in a complete English business letter and what are they. | | |
| 课后反思 | 1.After these two translation classes, the teacher reflected on the teaching methods and the teaching arrangements to see that the goal designed has been realized.  2.The students’ feedback: it is useful to master the features of business letters in both Chinese and English.  3.The teacher needs to clarify the importance of the regularity and norms of business letters. | |

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周次 12 第 12 次课 学时 2 教案撰写人 刘晓霓

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| 课程单元名称 | Business correspondence translation 2 | |
| 本次授课目的与要求：  To help the students   1. to continue analyzing the structure and characteristics of business correspondence; 2. to continue analyzing the writing and translation principles of business correspondence. 3. to give more examples. | | |
| 教学设计思路：  First，lead the students to get to know some translation theories according to the goal of these two classes; then remind them the focal points and difficult points; next, exercise some translation examples followed by the group discussion to improve their translation skills step by step. | | |
| 本次教学重点与难点：  To evaluate the translation skills and to analyze the examples of business correspondence. | | |
| 教学内容提要及时间分配 | | 教学方法与手段设计 |
| Flexible arrangements according to the teaching situation, roughly as follows:  1. Continue analyzing the writing and translation principles of business correspondence (15m)；  2. More practice on business correspondence translation (30m)；  3. Group discussion on different translation versions (15m);  4. Summary and supplementary translation exercises (20m). | | 1.teacher’s teaching and group discussion;  2.Questions and Answers in class;  3. translation practices. |
| 课外复习、预习要求及作业布置  1. Review what they have learned and organize the notes in the translation classes;  2. Finish the translation of business letters bilingually provided by the teacher;  3. Try to write an English business letter to one of your classmates under the given subject. | | |
| 课后反思 | 1.After these two translation classes, the teacher reflected on the teaching methods and the teaching arrangements to see that the goal designed has been realized.  2.The students’ feedback: some business letters are too professional to translate and some terminology is difficult to master.  3.The teacher can connect the translation class with the class of *Business English Correspondence* for this part. | |

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周次 13 第 13 次课 学时 2 教案撰写人 刘晓霓

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| 课程单元名称 | Textual translation from English to Chinese | |
| 本次授课目的与要求：  To help the students   1. to apply the translation skills learned in this semester to the text translation; 2. to analyze and evaluate the translation practice done in class. | | |
| 教学设计思路：  First，lead the students to get to know some translation theories according to the goal of these two classes; then remind them the focal points and difficult points; next, exercise some translation examples followed by the group discussion to improve their translation skills step by step. | | |
| 本次教学重点与难点：  Comprehensive use of translation skills in textual translation from English to Chinese. | | |
| 教学内容提要及时间分配 | | 教学方法与手段设计 |
| Flexible arrangements according to the teaching situation, roughly as follows:   1. Know and analyze the translation skills learned in this semester to do the text translation (20m)； 2. Analyze and evaluate the translation practice done in class (15m);   3. Practice on text translation from English to Chinese (25m)；  4. Interpret and evaluate the translation practices (20m). | | 1.teacher’s teaching and group discussion;  2.Questions and Answers in class;  3. translation practices. |
| 课外复习、预习要求及作业布置  1. Review what they have learned and organize the notes in the translation classes;  2. Do the after-class exercises on text translation from English to Chinese;  3. Collect some more examples for next class as the preview. | | |
| 课后反思 | 1.After these two translation classes, the teacher reflected on the teaching methods and the teaching arrangements to see that the goal designed has been realized.  2.The students’ feedback: there is a wide variety of translation skills which are useful and practical but difficult to distinguish and master.  3.The teacher needs to help the students to understand, analyze and apply these translation skills. | |

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\_《英语翻译理论与实践》\_课程教案

周次 14 第 14 次课 学时 2 教案撰写人 刘晓霓

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| 课程单元名称 | Textual translation from Chinese to English | |
| 本次授课目的与要求：  To help the students   1. to apply the translation skills learned in this semester to the text translation; 2. to analyze and evaluate the translation practice done in class. | | |
| 教学设计思路：  First，lead the students to get to know some translation theories according to the goal of these two classes; then remind them the focal points and difficult points; next, exercise some translation examples followed by the group discussion to improve their translation skills step by step. | | |
| 本次教学重点与难点：  Comprehensive use of translation skills in textual translation from Chinese to English. | | |
| 教学内容提要及时间分配 | | 教学方法与手段设计 |
| Flexible arrangements according to the teaching situation, roughly as follows:  1. Know and analyze the translation skills learned in this semester to do the text translation (20m)；  2. Analyze and evaluate the translation practice done in class (15m);  3. Practice on text translation from Chinese to English (25m)；  4. Interpret and evaluate the translation practices (20m). | | 1.teacher’s teaching and group discussion;  2.Questions and Answers in class;  3. translation practices. |
| 课外复习、预习要求及作业布置  1. Review what they have learned and organize the notes in the translation classes;  2. Do the after-class exercises on text translation from Chinese to English;  3. Collect some more examples for next class as the preview. | | |
| 课后反思 | 1.After these two translation classes, the teacher reflected on the teaching methods and the teaching arrangements to see that the goal designed has been realized.  2.The students’ feedback: there is a wide variety of translation skills which are useful and practical but difficult to distinguish and master.  3.The teacher needs to help the students to understand, analyze and apply these translation skills. | |

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周次 15 第 15 次课 学时 2 教案撰写人 刘晓霓

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| 课程单元名称 | Quiz 3 and the analysis | |
| 本次授课目的与要求:  to guide the students to have a clear understanding of:   1. the evaluation on the third quiz; 2. the details of the score loss. | | |
| 教学设计思路：  First，let the students translate an article personally before class, which should focus on the different translation techniques learned so far. Late work will be penalized or not accepted. Then, analyze the translation in class. | | |
| 本次教学重点与难点：  To synthesize the quiz results to improve the translation awareness and skills of the students. | | |
| 教学内容提要及时间分配 | | 教学方法与手段设计 |
| 1. Translate an article personally before class (for several days)；  2. Analyze typical problems in students’ translation(60 m)；  3. Summarize the quiz (20 m). | | 1.Quiz before class;  2.Then analysis in class;  3.feedback of the students. |
| 课外复习、预习要求及作业布置  1. Review what they have learned and organize the notes of week 11’s to week 14’s translation classes;  2. Summarize the failure experience of this quiz and strive for the next progress. | | |
| 课后反思 | 1. The students’ feedback: The selected article is professional and a little bit difficult but not completely beyond their abilities.(the exam material is extracted from a business magazine and there is no keys at all)  2. The teacher summarized the most common loss points in the quiz and planned to do the targeted exercises later. | |

**上 海 建 桥 学 院**

\_《英语翻译理论与实践》\_课程教案

周次 16 第 16 次课 学时 2 教案撰写人 刘晓霓

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| 课程单元名称 | General revision of translation classes | |
| 本次授课目的与要求：  To help the students to briefly generalize all the important contents of translation classes this semester. | | |
| 教学设计思路：  First，lead the students to review all the important contents of the translation classes this semester; then focus on the focal points and difficult points; last, inform the students the test types in the final exam. | | |
| 本次教学重点与难点：  1. How to translate flexibly and effectively in all translation types;  2. How to use different translation techniques to present relatively good translation. | | |
| 教学内容提要及时间分配 | | 教学方法与手段设计 |
| 1. Summarize all the important contents of the translation classes this semester (40m)；  2. Inform the students of the test types of the final exam (5m)；  3. Answer students’ questions (35m). | | 1.teacher’s teaching and group discussion;  2.Questions and Answers in class;  3. translation practices. |
| 课外复习、预习要求及作业布置  Review what they have learned in this semester and organize the notes of all the translation classes. | | |
| 课后反思 | After the whole semester’s classes, the teacher reflected on all of the teaching methods and the teaching arrangements periodically. Basically, the teaching goal designed has been realized and the students’ feedback has been summarized to make improvements next semester. | |