**《商务口译》课程教学大纲**

1. 课程基本信息

课程代码：16156202

课程名称：商务口译

英文名称: Business Interpreting

课程类别：学科基础课

学　　时：32

学 分：2

适用对象：商务英语专业

考核方式：考查

先修课程：无

1. 课程简介

商务口译是一门专业要求很高的职业，要成为一名优秀的译员，就必须有扎实的两种语言的功底，语言功底包括对原语和译语的熟练掌握，即对双语既能被动理解又能主动表达；既掌握双语的基本知识，又具有灵活运用双语的能力；既了解双语背后的商务文化，又具有跨文化沟通的斡旋能力。本课程教学内容共涉及Introducing Interpreting，Protocol Routine，Banquet Remarks，Escort Visit，Enterprise Introduction，Products Promotion，Policy Presentation，Business Meeting，Business Negotiation，Profile Interview，Joint Venture，Trade Organization，Economic Forum 等专题。

Business interpreting is a highly demanding profession. To be a good interpreter, we must have a solid foundation in at least two languages. A good language foundation includes the mastery of source language and target language in terms of both language comprehension and language production. We also need to have a good knowledge of the two languages, the ability to use them flexibly, a good understanding of the business culture and the ability to mediate intercultural communication. The course contents include Introducing Interpreting, Protocol Routine, Banquet Remarks, Escort Visit, Enterprise Introduction, Products Promotion, Policy Presentation, Business Meeting, Business Negotiation, Profile Interview, Joint Venture, Trade Organization, Economic Forum.

三、课程性质与教学目的

**商务口译教学应主动融入学校课程思政教学体系，增加学生在社会、文化等多领域的知识储备，拓宽国际视野，提升综合文化素养。**本课程教学内容（Introducing Interpreting，Protocol Routine，Banquet Remarks，Escort Visit，Enterprise Introduction，Products Promotion，Policy Presentation，Business Meeting，Business Negotiation，Profile Interview，Joint Venture，Trade Organization，Economic Forum ，Review Final Test）中，Business Negotiation和Economic Forum专题各需4学（课）时，其余专题各需2学（课）时。

《商务口译》课程在课堂上进行简明的技巧与理论讲解和以口头输出为主、翻译商务题材的各种实践，使学生通过课堂训练，增加主动性商务表达，明显提高口语交际流利程度，掌握口译记忆、口译笔记、口头陈述、应变处理等基本技能，形成通用商务题材的基本传译能力，并对汉英的文化差异和因之形成的语言差异有所认识，**提高自主学习和商务交际的得体性和效率**。

使学生在口译综合能力上全面发展，**在政治与政策水平，外交能力方面同步发展，成为既有业务能力，又有文化底蕴，既有工作能力、政策水平，适应国际交流和现代化建设需要的涉外型、应用型的口译人才。**

四、教学内容及要求

Topic 1 Introducing Interpreting

（一）目的与要求（Course Objectives & Requirements）

1.Know the professionalism of interpreting

2.Know the coping tactics of interpreting

3.Know the role of interpreting

（二）教学内容 (Teaching Contents)

Part 1

Introduction of the professionalism of interpreting

Part 2

Introduction of the coping tactics of interpreting

Part 3

Introduction of the role of interpreting

（三）思考与实践（Theory and Practice）

课后复习所学内容。

**增加学生在社会、文化等多领域的知识储备，拓宽国际视野，提升综合文化素养。**

（四）教学方法与手段（Teaching Methods & Approaches）

多媒体语音室

Topic 2 Protocol Routine

（一）目的与要求（Course Objectives & Requirements）

##### Know the proper ways to receive foreign guests

##### Establish the glossary bank for protocol routine

##### 3.Master the basic sentence patterns about protocol routine

##### 4.Improve the interpreting skills for protocol routine

（二）教学内容 (Teaching Contents)

Part 1

Glossary bank for protocol routine:

##### time difference/jet lag

##### schedule/itinerary

##### distinguished guests

##### name card

##### great honor

##### come all the way

##### souvenir

##### delegation

##### parking lot

##### duty-free shop

##### heartfelt thanks

##### warmest regards

##### on behalf of

##### pay tribute to

##### pleasant flight

##### reception dinner

##### accommodations

##### hospitality

##### welcoming address

##### farewell speech

Part 2

Introduction of the proper ways to receive foreign guests

Part 3

##### Daniel Moore, Executive Director of the Marketing Department of GE Import and Export Company, goes to the airport to meet Mr. Wang, General Manager of Shanghai Fusheng Trading Company. Mr. Moore and Mr. Wang are talking about the flight, accommodation and itinerary. Students work as their interpreters. Train students to master the basic sentence patterns about protocol routine and improve the interpreting skills for protocol routine.

##### Part 4

##### Carl Smith, Sales representative from Willa Company, has just concluded his business visit to Shenzhen Zhong'an Technology Company. Zhu Hua, the representative from Zhong'an, goes to the airport to see him off. Smith and Zhu are talking about the visit. Students work as their interpreters. Train students to master the basic sentence patterns about protocol routine and improve the interpreting skills for protocol routine.

##### Part 5

##### An American delegation, headed by Daniel Moore, is going to conclude their business visit to Shanghai Fusheng Trading Company and leave for their next stop, Shenzhen. Mr. Wang, General Manager of the company, is making a farewell speech to express his thanks. Students work as their interpreters. Train students to master the basic sentence patterns about protocol routine and improve the interpreting skills for protocol routine.

（三）思考与实践（Theory and Practice）

背诵相关词汇。

**增加学生与本专题相关的知识储备，拓宽国际视野，提升综合文化素养。**

（四）教学方法与手段（Teaching Methods & Approaches）

课堂讲授、模拟练习、讨论、学生成果展示、教学视频

Topic 3 Banquet Remarks

（一）目的与要求（Course Objectives & Requirements）

##### 1. Know the proper table manners in different countries

##### 2. Establish the glossary bank for banquet remarks

##### 3. Master the basic sentence patterns of banquet remarks

##### 4. Improve the interpreting skills for banquet remarks

（二）教学内容 (Teaching Contents)

Part 1

##### Glossary bank for banquet remark:

##### table manners

##### soft drink

##### major cuisines continental breakfast

##### buffet

##### taboo

##### hot pot

##### French fries

##### toast

##### yogurt

##### delicacies

##### junk food

##### preservation-free

##### gourmet

##### chopsticks

##### knife and fork

##### dry red wine

##### cold dishes

##### sashimi

##### lobster

Part 2

#### Introduction of the proper table manners in different countries

Part 3

##### David Smith is the marketing manager of Company Avon and he is in the Chinese Q & Q Company for a 5-day meeting. Mr. Gao, president of Q & Q Company is holding a welcoming banquet and David is delivering a speech to express his thanks. Students work as the interpreters. Train students to master the basic sentence patterns about banquet remarks and improve the interpreting skills for banquet remarks.

##### Part 4

##### Mr. Gao, president pf Q&Q Company, is visiting Company Avon on New Year's Day. David Smith, marketing manager of Avon, is holding a welcoming banquet and New Year party in honor of Mr. Gao. Mr. Gao is making a speech at the party. Students work as the interpreters.Train students to master the basic sentence patterns about banquet remarks and improve the interpreting skills for banquet remarks.

##### Part 5

##### Mr. Huang is the chief executive officer of Huada Company. On behalf of the company, he is holding a dinner  to entertain Mr. Hampton from Legend Company Mr. Huang and Mr. Hampton are having a conversation at the table. Students work as the interpreters. Train students to master the basic sentence patterns about banquet remarks and improve the interpreting skills for banquet remarks.

（三）思考与实践（Theory and Practice）

课后复习所学内容。

**增加学生与本专题相关的知识储备，拓宽国际视野，提升综合文化素养。**

（四）教学方法与手段（Teaching Methods & Approaches）

课堂讲授、模拟练习、讨论、学生成果展示、教学视频

Topic 4 Escort Visit

（一）目的与要求（Course Objectives & Requirements）

##### 1. Know how to arrange a business trip

##### 2. Establish the glossary bank for escort visit

##### 3. Master the basic sentence patterns of escort visit

##### 4. Improve the interpreting skills for escort visit

（二）教学内容 (Teaching Contents)

Part 1

##### Glossary bank for escort visit:

##### peak season

##### travel agency

##### destination

##### formalities

##### group booking

##### health certificate

##### package tour

##### scenic spot

##### ticket office

##### tourism resource

##### terminal building

##### departure time

##### information desk

##### VIP room

##### visa passport

##### the Customs

##### luggage

##### credit card

##### application form

Part 2

#### Introduction of how to arrange a business trip

Part 3

##### Miss Li, a receptionist from Guangzhou Trade Fair is meeting a group of visitors from Australia. She is making a brief introduction to the Fair in Chinese. Students work as their interpreters. Train students to master the basic sentence patterns about escort visit and improve the interpreting skills for escort visit.

##### Part 4

##### Mr. Nelson, a businessman from Orleans, is paying a business visit to Eversuccess Trade Co., Ltd. Mr. Zhang, assistant general manager of Eversuccess, is talking with Mr. Nelson about his 3-day itinerary. Students work as their interpreters.Train students to master the basic sentence patterns about escort visit and improve the interpreting skills for escort visit.

##### Part 5

##### Kart Smith, assistant general manager of Eversuccess Trade Co., Ltd. Is addressing at a New Year's party, held by the company in honor of a group of Chinese visitors. Students work as their interpreters. Train students to master the basic sentence patterns about escort visit and improve the interpreting skills for escort visit.

（三）思考与实践（Theory and Practice）

复习所学内容，预习下节课词汇。

**增加学生与本专题相关的知识储备，拓宽国际视野，提升综合文化素养。**

（四）教学方法与手段（Teaching Methods & Approaches）

课堂讲授、模拟练习、讨论、学生成果展示、教学视频

Topic 5 Enterprise Introduction

（一）目的与要求（Course Objectives & Requirements）

##### 1. Know the proper ways to organize a company

##### 2. Establish the glossary bank for enterprise introduction

##### 3. Master the basic sentence patterns of enterprise introduction

##### 4. Improve the interpreting skills for enterprise introduction

（二）教学内容 (Teaching Contents)

Part 1

##### Glossary bank for enterprise introduction:

##### trademark

##### subsidiary

##### export-oriented

##### labor-intensive

##### industrial complex

##### profit-making enterprise

##### conglomerate

##### top priority

##### headquarter

##### assembly line

##### joint venture

##### multinational corporation

##### registered capital

##### marketing strategy

##### development objective

##### company image

##### patented technology

##### Special Economic Zone

##### market potential

##### state-owned enterprise

Part 2

#### Introduction of the proper ways to organize a company

Part 3

##### Mr. Zhang, CEO of the Haier Group, is at a trade fair, introducing Haier to a number of businessmen from Australia. Xiao Liu works as their interpreter. Students work as their interpreters. Train students to master the basic sentence patterns about enterprise introduction and improve the interpreting skills for enterprise introduction.

##### Part 4

##### Eason Smith, manager of the PR Department of Pepsi-Cola China, is introducing the history, products and objective of the company to a group of Chinese businessmen. Students work as their interpreters.Train students to master the basic sentence patterns about enterprise introduction and improve the interpreting skills for enterprise introduction.

##### Part 5

##### Miss Li is a secretary of a garment company, headquartered in Shenzhen. She is accompanying Mr. Smith, one of the company's clients from USA, to visit the factory. Li is introducing the factory and products to Smith. Students work as their interpreters. Train students to master the basic sentence patterns about enterprise introduction and improve the interpreting skills for enterprise introduction.

（三）思考与实践（Theory and Practice）

结合理论知识进行相关专题的口译练习。

**增加学生与本专题相关的知识储备，拓宽国际视野，提升综合文化素养。**

（四）教学方法与手段（Teaching Methods & Approaches）

课堂讲授、模拟练习、讨论、学生成果展示、教学视频

Topic 6 Products Promotion

（一）目的与要求（Course Objectives & Requirements）

##### 1. Know the proper ways to make products promotion

##### 2. Establish the glossary bank for products promotion

##### 3. Master the basic sentence patterns about products promotion

##### 4. Improve the interpreting skills for products promotion

（二）教学内容 (Teaching Contents)

Part 1

##### Glossary bank for products promotion:

##### elegant and graceful

##### rich and magnificent

##### customers first

##### line quality

##### after-sales service

##### listed company

##### salable goods

##### premium brands

##### 10% discount

##### dependable performance

##### easy to handle

##### quality brands

##### market demand

##### good and cheap

##### sell well all over the world

##### bright in colors

##### skillful design

##### numerous in variety

##### suitable for the old and young attractive and durable

Part 2

#### Introduction of the proper ways to make products promotion

Part 3

##### A speech made by Bill Gates, the founder of Microsoft, at Windows Vista London Launching Ceremony. Students work as their interpreters. Train students to master the basic sentence patterns about products promotion and improve the interpreting skills for products promotion.

##### Part 4

##### Mr. Hall, who is interested in a kind of leather bag exhibited by a company from Guangdong, comes to the export company and asks for more details about the product. Mr. Yang, sales manager of the company meets him. Students work as their interpreters. Train students to master the basic sentence patterns about products promotion and improve the interpreting skills for products promotion.

##### Part 5

##### Mr. Huang, general manager of a garment company, is introducing silk and homespun cloth to a group of foreigners, who are visiting his company. Students work as their interpreters. Train students to master the basic sentence patterns about products promotion and improve the interpreting skills for products promotion.

（三）思考与实践（Theory and Practice）

相关专题口译练习。

**增加学生与本专题相关的知识储备，拓宽国际视野，提升综合文化素养。**

（四）教学方法与手段（Teaching Methods & Approaches）

课堂讲授、模拟练习、讨论、学生成果展示、教学视频

Topic 7 Policy Presentation

（一）目的与要求（Course Objectives & Requirements）

##### 1. Know the policies of Special Economic Zones in China

##### 2. Establish the glossary bank for business policy presentation

##### 3. Master the basic sentence patterns about policy presentation

##### 4. Improve the interpreting skills for policy presentation

##### （二）教学内容 (Teaching Contents)

Part 1

##### Glossary bank for business policy presentation:

##### multilateral agreement

##### free trade zone

##### anti-dumping

##### globalization

##### Customs Union

##### market dominance

##### MFN treatment

##### import quota

##### economic arbitration

##### tariff autonomy

##### reform and opening-up

##### Special Economic Zones

##### tariff barrier

##### preferential treatment

##### taxation system

##### investment environment

##### intermediate service

##### economic structure

##### approval system

##### market mechanism

Part 2

#### Introduction of the policies of Special Economic Zones in China

Part 3

##### A Chinese government officer is addressing at opening ceremony of "2lst Century Forum". In his speech, he introduced some economic policies of China in the 21st century. Students work as their interpreters.Train students to master the basic sentence patterns about business policy presentation and improve the interpreting skills for business policy presentation.

##### Part 4

##### Carl Smith, an Australian businessman, who is now attending an exhibition in Shenzhen, wants to know something about China's policy of Special Economic Zone. Mr. Deng, general manager of Eversuccess International Logistics Company, receives Mr. Smith and has a conversation about the topic with him. Students work as their interpreters. Train students to master the basic sentence patterns about business policy presentation and improve the interpreting skills for business policy presentation.

##### Part 5

##### A US government officer is addressing at the Federal Reserve's semi-annual meeting. In his speech, he introduced the economic and monetary policy of Federal Reserve. Students work as their interpreters. Train students to master the basic sentence patterns about business policy presentation and improve the interpreting skills for business policy presentation.

（三）思考与实践（Theory and Practice）

准备课前讨论和口译；结合理论知识进行相关专题的口译练习。

**增加学生与本专题相关的知识储备，拓宽国际视野，提升综合文化素养。**

（四）教学方法与手段（Teaching Methods & Approaches）

课堂讲授、模拟练习、讨论、学生成果展示、教学视频

Topic 8 Business Meeting

（一）目的与要求（Course Objectives & Requirements）

##### 1. Know the proper ways to chair a business meeting

##### 2. Establish the glossary bank for business meeting

##### 3. Master the basic sentence patterns about business meeting

##### 4. Improve the interpreting skills for business meeting

（二）教学内容 (Teaching Contents)

Part 1

##### Glossary bank for business meeting:

##### seminar

##### consensus

##### annual meeting

##### host city

##### organizing committee

##### opening ceremony

##### abstain

##### theme

##### high-level talks

##### adjourn

##### to preside over the meeting

##### to deliver a speech

##### to raise an objection

##### to exchange views

##### to reach common ground

##### to enhance friendship

##### an ordinary meeting

##### agenda

##### summit meeting

##### economic forum

Part 2

#### Introduction of the proper ways to chair a business meeting

Part 3

##### A speech delivered by a business conference held in Shenzhen. Students work as interpreters. Train students to master the basic sentence patterns about business meeting and improve the interpreting skills for business meeting.

##### Part 4

##### Mark Smith, Jack Peterson, Tom Robbins, and Mr. Xu are at a meeting talking about how to improve sales in the rural areas. Smith is the chairperson, Peterson is the sales president of southwest areas, Robbins is Mark's assistant and Xu is the sales manager of northeast areas. Students work as interpreters.Train students to master the basic sentence patterns about business meeting and improve the interpreting skills for business meeting.

##### Part 5

##### A speech made by Timothy F. Geithner, U. S. Treasury Secretary at Peking University. Students work as interpreters. Train students to master the basic sentence patterns about business meeting and improve the interpreting skills for business meeting.

（三）思考与实践（Theory and Practice）

相关专题口译练习。

**增加学生与本专题相关的知识储备，拓宽国际视野，提升综合文化素养。**

（四）教学方法与手段（Teaching Methods & Approaches）

课堂讲授、模拟练习、讨论、学生成果展示、教学视频

Topic 9 Business Negotiation

（一）目的与要求（Course Objectives & Requirements）

##### 1. Know the basic strategies for business negotiation

##### 2. Establish the glossary bank for business negotiation

##### 3.Master the basic sentence patterns about business negotiation

##### 4. Improve the interpreting skills for business negotiation

（二）教学内容 (Teaching Contents)

Section One （2学时）

Part 1

##### Glossary bank for business negotiation:

##### inquiry offer

##### counter offer

##### firm offer

##### order

##### contract price

##### favorable price

##### selling price

##### total price

##### wholesale price

##### unit price

##### original sample

##### time of validity

##### cost price

##### retail price

##### FOB

##### CIF

##### purchase contract

##### sales contract

##### sole agency

Part 2

#### Introduction of the basic strategies for business negotiation

Part 3

##### Speaker B wants to become the sole agent of speaker A. Speaker A and Speaker B are having a talk on the terms and conditions. Students work as interpreters. Train students to master the basic sentence patterns about business negotiation and improve the interpreting skills for business negotiation.

##### Section Two （2学时）

##### Part 1

##### Glossary bank for business negotiation:

##### inquiry offer

##### counter offer

##### firm offer

##### order

##### contract price

##### favorable price

##### selling price

##### total price

##### wholesale price

##### unit price

##### original sample

##### time of validity

##### cost price

##### retail price

##### FOB

##### CIF

##### purchase contract

##### sales contract

##### sole agency

Part 2

#### More introduction of the basic strategies for business negotiation

#### Part 3

##### Mr. Qiao and Mr. White are having a negotiation about the price and payment of an order. Students work as interpreters.Train students to master the basic sentence patterns about business negotiation and improve the interpreting skills for business negotiation.

##### Part 4

##### Richard Smith and Mr. Zhang are negotiating on the  shipment of an order. Students work as interpreters. Train students to master the basic sentence patterns about business negotiation and improve the interpreting skills for business negotiation.

（三）思考与实践（Theory and Practice）

准备课前讨论和口译；结合理论知识进行相关专题的口译练习。

**增加学生与本专题相关的知识储备，拓宽国际视野，提升综合文化素养。**

（四）教学方法与手段（Teaching Methods & Approaches）

课堂讲授、模拟练习、讨论、学生成果展示、教学视频

Topic 10 Profile Interview

（一）目的与要求（Course Objectives & Requirements）

##### 1. Know the proper ways to prepare a profile interview

##### 2. Establish the glossary bank for profile interview

##### 3. Master the basic sentence patterns about profile interview

##### 4. Improve the interpreting skills for profile interview

（二）教学内容 (Teaching Contents)

Part 1

##### Glossary bank for profile interview：

##### columnist

##### resident correspondent

##### well-informed

##### authoritative source

##### top news

##### front-page news

##### exclusive news

##### reliable news

##### inside story

##### box news

##### current affairs

##### news agency

##### press card

##### interviewer

##### interviewee

##### no comment

##### live report

##### headline news

##### special report

##### news briefing

Part 2

#### Introduction of the proper ways to prepare a profile interview

Part 3

##### A Chinese journalist is having an American manager of a Sino-American joint venture on some of the differences in business communication style and work ethic between the Chinese and the American. Students work as interpreters. Train students to master the basic sentence patterns about profile interview and improve the interpreting skills for profile interview.

##### Part 4

##### A journalist from Shenzhen TV Station is interviewing Mr. Mcintyre of GE Co., on Mcintyre's working experience in GE. Students work as interpreters.Train students to master the basic sentence patterns about profile interview and improve the interpreting skills for profile interview.

##### Part 5

##### A journalist from Xiamen TV Station interviews Mark Hilton from London for his views on the rapid development of private car ownership in China. Students work as interpreters. Train students to master the basic sentence patterns about profile interview and improve the interpreting skills for profile interview.

（三）思考与实践（Theory and Practice）

相关专题口译练习。

**增加学生与本专题相关的知识储备，拓宽国际视野，提升综合文化素养。**

（四）教学方法与手段（Teaching Methods & Approaches）

课堂讲授、模拟练习、讨论、学生成果展示、教学视频

Topic 11 Joint Venture

（一）目的与要求（Course Objectives & Requirements）

##### 1. Know how to set up a joint venture in China

##### 2. Establish the glossary bank for joint venture

##### 3. Master the basic sentence patterns about joint venture

##### 4. Improve the interpreting skills for joint venture

（二）教学内容 (Teaching Contents)

Part 1

##### Glossary bank for joint venture：

##### credit risk

##### initial public offering

##### market capitalization

##### institutional shares

##### private company shares

##### risk management

##### major economic indicators calculate at constant price

##### calculate at comparable price engage in RMB business

##### Sino-foreign joint ventures

##### Sino-foreign cooperation

##### wholly foreign-funded enterprises state-owned enterprises

##### collectively-owned enterprises private businesses

##### privately-run businesses

##### small-and-medium-sized enterprises

##### secondary market

##### controlling shareholder

Part 2

##### Introduction of how to set up a joint venture in China

Part 3

##### A speech made by President of Lenovo Group. Students work as interpreters. Train students to master the basic sentence patterns about joint venture and improve the interpreting skills for joint venture.

##### Part 4

##### A speech entitled with "Wal-Mart Is to Open Three New Stores in Shanghai". Xiao Liu works as the interpreter. Students work as interpreters. Train students to master the basic sentence patterns about joint venture and improve the interpreting skills for joint venture.

##### Part 5

##### A Chinese media is interviewing Mr. Mansik on LG's GSM Market Share in China. Students work as interpreters. Train students to master the basic sentence patterns about joint venture and improve the interpreting skills for joint venture.

（三）思考与实践（Theory and Practice）

相关专题口译练习。

**增加学生与本专题相关的知识储备，拓宽国际视野，提升综合文化素养。**

（四）教学方法与手段（Teaching Methods & Approaches）

课堂讲授、模拟练习、讨论、学生成果展示、教学视频

Topic 12 Trade Organization

（一）目的与要求（Course Objectives & Requirements）

##### 1. Know the major international trade organization

##### 2. Establish the glossary bank for trade organizations

##### 3. Master the basic sentence patterns about trade organization

##### 4. Improve the interpreting skills for trade organizations

（二）教学内容 (Teaching Contents)

Part 1

##### Glossary bank for trade organizations：

##### APEC

##### ASEAN

##### OPEC

##### CEPA

##### OECD

##### ECFA

##### IMF

##### EU

##### NAFTA

##### WTO

##### Ministry of Commerce

##### China Council for the Promotion of International Trade

##### ICBC

##### Agricultural Bank of China

##### SAIC

##### National Development and Reform Commission

##### PICC

##### Foreign Trade and Economic Cooperation Bureau

##### ISO

##### Intellectual Property Organization

Part 2

#### Introduction of major international trade organization

Part 3

##### A speech delivered in the 7th WTO Ministerial Conference, 2009. Students work as interpreters. Train students to master the basic sentence patterns about trade organization and improve the interpreting skills for trade organization.

##### Part 4

##### An address delivered to the Canada-China Business Council. Students work as interpreters. Train students to master the basic sentence patterns about trade organization and improve the interpreting skills for trade organization.

##### Part 5

##### A speech delivered by APEC Secretariat to the conclusion of the 5th R&D Leader's Summit. Students work as interpreters. Train students to master the basic sentence patterns about trade organization and improve the interpreting skills for trade organization.

（三）思考与实践（Theory and Practice）

准备课前讨论和口译；结合理论知识进行相关专题的口译练习。

**增加学生与本专题相关的知识储备，拓宽国际视野，提升综合文化素养。**

（四）教学方法与手段（Teaching Methods & Approaches）

课堂讲授、模拟练习、讨论、学生成果展示、教学视频

Topic 13 Economic Forum

（一）目的与要求（Course Objectives & Requirements）

##### 1.Know the major international economic forums

##### 2.Establish the glossary bank for economic forums

##### 3.Master the basic sentence patterns about economic forums

#### 3.Improve the interpreting skills for economic forums

（二）教学内容 (Teaching Contents)

Section One（2学时）

Part 1

##### Glossary bank for economic forums：

##### panel discussion

##### annual conference

##### economic globalization

##### multilateral cooperation

##### peaceful coexistence

##### regional cooperation

##### common prosperity

##### external environment

##### market mechanism

##### financial order

##### summit forum

##### financial crisis

##### technology transfer

##### cooperative development

##### win-win situation

##### international aid

##### going global

##### attracting foreign investment

##### academic seminar

##### China-EU Summit

Part 2

#### Introduction of major international economic forums

Part 3

##### A speech delivered at the Opening of the Boao Forum for Asia Annual Conference 2009.Students work as interpreters. Train students to master the basic sentence patterns about economic forums and improve the interpreting skills for economic forums.

Section Two（2学时）

Part 1

##### Glossary bank for economic forums：

##### panel discussion

##### annual conference

##### economic globalization

##### multilateral cooperation

##### peaceful coexistence

##### regional cooperation

##### common prosperity

##### external environment

##### market mechanism

##### financial order

##### summit forum

##### financial crisis

##### technology transfer

##### cooperative development

##### win-win situation

##### international aid

##### going global

##### attracting foreign investment

##### academic seminar

##### China-EU Summit

Part 2

#### More introduction of major international economic forums

#### Part 3

#### A speech made at the Foreign Investor's Forum. Students work as interpreters. Train students to master the basic sentence patterns about economic forums and improve the interpreting skills for economic forums.

##### Part 4

##### A speech made at a Forum on China-Africa Trade and Investment Cooperation and Development. Students work as interpreters. Train students to master the basic sentence patterns about economic forums and improve the interpreting skills for economic forums.

（三）思考与实践（Theory and Practice）

准备课前讨论和口译；结合理论知识进行相关专题的口译练习。

相关专题口译练习。

**增加学生与本专题相关的知识储备，拓宽国际视野，提升综合文化素养。**

（四）教学方法与手段（Teaching Methods & Approaches）

课堂讲授、模拟练习、讨论、学生成果展示、教学视频、课堂小测

Topic 14 Review Final Test

（一）目的与要求（Course Objectives & Requirements）

##### 1. Review the glossary bank

##### 2. Review the basic sentence patterns

##### 3. Review the interpreting skills

（二）教学内容 (Teaching Contents)

Part 1

##### Go through the glossary bank related to business interpreting

Part 2

##### Go through the basic sentence patterns related to business interpreting

Part 3

##### Go through the interpreting skills related to business interpreting

（三）思考与实践（Theory and Practice）

（四）教学方法与手段（Teaching Methods & Approaches）

多媒体语音室，课堂复习，课堂小测

五、各教学环节学时分配

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | 讲课 | 习题课 | 讨论课 | 实验 | 其他教学环节 | 小计 |
| Topic 1 | 1.2 | 0.2 | 0.2 |  | 0.4 | 2 |
| Topic 2 | 1.2 | 0.2 | 0.2 |  | 0.4 | 2 |
| Topic 3 | 1.2 | 0.2 | 0.2 |  | 0.4 | 2 |
| Topic 4 | 1.2 | 0.2 | 0.2 |  | 0.4 | 2 |
| Topic 5 | 1.2 | 0.2 | 0.2 |  | 0.4 | 2 |
| Topic 6 | 1.2 | 0.2 | 0.2 |  | 0.4 | 2 |
| Topic 7 | 1.2 | 0.2 | 0.2 |  | 0.4 | 2 |
| Topic 8 | 1.1 | 0.2 | 0.3 |  | 0.4 | 2 |
| Topic 9 | 1.6 | 0.4 | 1.6 |  | 0.4 | 4 |
| Topic 10 | 1.1 | 0.2 | 0.3 |  | 0.4 | 2 |
| Topic 11 | 1.1 | 0.2 | 0.3 |  | 0.4 | 2 |
| Topic 12 | 1.1 | 0.2 | 0.3 |  | 0.4 | 2 |
| Topic 13 | 1.6 | 0.4 | 0.8 |  | 1.2 | 4 |
| Topic 14 |  |  |  |  | 2 | 2 |
| 总计 | 16 | 3 | 5 |  | 8 | 32 |

六、推荐教材和教学参考资源

（一）推荐教材：

刘建珠.《商务口译》. 武汉：武汉大学出版社，2010.

印晓红、杨瑛.《商务口译入门》. 上海：上海交通大学出版社，2010.

（二）教学参考资源：

1. 宁洪. 《英语初级口译教程》. 天津：南开大学出版社，2012.

2. 李芳琴 .《新世纪口译——理论、技巧与实践》. 成都：四川人民出版，2002.

3. 吴钟明.《英语口译笔记法实战指导》. 武汉: 武汉大学出版社，2017.

4. 刘和平.《口译技巧——思维科学与口译推理教学法》.北京：中国对外翻译出版公司，2001.

5. 刘和平.《口译理论与实践》.北京：中国对外翻译出版公司，2005.

6. 鲍刚.《口译理论概述》. 北京：旅游教育出版社，1998.

China Daily

1. 其他说明

授课老师可以根据各章节有侧重点进行授课，可根据实际情况调整授课学时分配。

大纲修订人：葛 丽 修订日期: 2022年12月

大纲审定者：陈 如 审定日期: 2022年12月