

商业翻译技能证书

Certificate in Business Chinese Translation Skills

Introduction

This course aims to equip learners with the necessary skills to translate various types of business documents into Chinese. This activity-based and business-focused course places an emphasis on the ability to "re-write" the English original into customer-centered Chinese, taking cultural sensitivity and customer focus into consideration.

Course Objectives

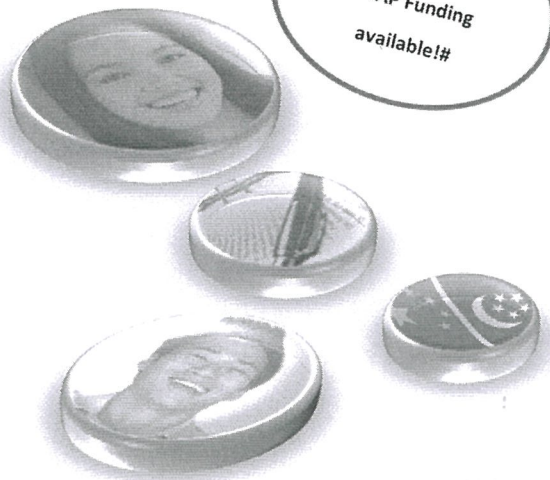
After completion of the programme, participants should be able to:

Written Translation

- Translation of business correspondences
 - Relationship-establishing letters
 - Sales letter
 - Follow-up letters
 - Hard-to-write letters
- Translation of business documents
 - Corporate profile
 - Product/service write-up (with a focus on financial products)
 - A&P materials (brand names, tagline, brochures etc)
 - Contracts
 - Newspaper articles
 - Business proposals

Oral Translation

- Business presentation
- Welcome/farewell speeches
- Business meetings
- Business negotiation



Who Should Attend

This course is ideal for:

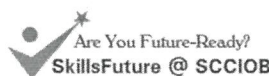
Working adults who need to translate English business documents into Chinese and/or communicate in Chinese. This course is especially useful for those who work with Chinese clients/ counterparts, and those working in the PR, A&P or corporate communications line.

Assessment & Certificate

Participants who fulfill at least 75% of attendance for the whole course and pass the end-of-course assessment will be awarded Certificate of Proficiency. Participants who met the minimum attendance but do not pass the assessment will be issued with Certificate of Attendance.

Entry Requirements

Minimum C6 pass in 'O' level Chinese or equivalent.



TA -TA Hub Campus
PP -City Campus

Course Code: LPBCT1702

SCHEDULE

Date:

19th Aug to 28th Oct 2017

PP

Every Saturday

10.00am - 1.00pm

No class: 2 September 2017

Closing Date for Registration:

7 days before class

Commencement

Total Training Hours: 30 hours

Course Fees

\$560+GST (Member)

\$610+GST (Non-member)

SCCIOB reserves the right to cancel or postpone the course, change the trainer and venue due to unforeseen circumstances.

Please refer to our website

www.scciob.edu.sg on refund policy.

Up to \$250 Union Training Assistance Programme (UTAP) benefits for NTUC Union Members. For more details visit: <http://skillsupgrade.ntuc.org.sg>

For registration and enquiries,

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