

BỘ GIÁO DỤC VÀ ĐÀO TẠO
TRƯỜNG ĐẠI HỌC QUẢN LÝ VÀ CÔNG NGHỆ HẢI PHÒNG



KHÓA LUẬN TỐT NGHIỆP

NGÀNH : NGÔN NGỮ ANH

Sinh viên : Bùi Hải Ninh

Mã sinh viên : 1912752002

HẢI PHÒNG – 2023

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**A STUDY ON THE TRANSLATION OF ENGLISH
TERMS IN SOME LOGISTICS DOCUMENTS**

**KHÓA LUẬN TỐT NGHIỆP ĐẠI HỌC HỆ CHÍNH QUY
NGÀNH: NGÔN NGỮ ANH**

**Sinh viên : Bùi Hải Ninh
Giảng viên hướng dẫn : TS. Trần Thị Ngọc Liên**

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NHIỆM VỤ ĐỀ TÀI TỐT NGHIỆP

Sinh viên: Bùi Hải Ninh

Mã SV: 1912752007

Lớp : NA2301T

Ngành : Ngôn ngữ Anh

Tên đề tài: A study on the translation of english terms in some logistics documents

NHIỆM VỤ ĐỀ TÀI

1. Nội dung và các yêu cầu cần giải quyết trong nhiệm vụ đề tài tốt nghiệp

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2. Các tài liệu, số liệu cần thiết

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3. Địa điểm thực tập tốt nghiệp

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GIẢNG VIÊN HƯỚNG DẪN ĐỀ TÀI TỐT NGHIỆP

Họ và tên : Th.S Trần Thị Ngọc Liên

Cơ quan công tác : Trường Đại học Quản lý và Công nghệ Hải Phòng

Nội dung hướng dẫn: A study on the translation of english terms in some logistics documents

Đề tài tốt nghiệp được giao ngày tháng năm 2023

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Sinh viên

Đã giao nhiệm vụ ĐTTN

Giảng viên hướng dẫn

Bùi Hải Ninh

Trần Thị Ngọc Liên

Hải Phòng, ngày... tháng... năm...

XÁC NHẬN CỦA KHOA

CỘNG HÒA XÃ HỘI CHỦ NGHĨA VIỆT NAM

Độc lập - Tự do - Hạnh phúc

PHIẾU NHẬN XÉT CỦA GIẢNG VIÊN HƯỚNG DẪN TỐT NGHIỆP

Họ và tên giảng viên: Th.S Trần Thị Ngọc Liên
Đơn vị công tác: Trường Đại Học Quản lý và Công nghệ Hải Phòng
Họ và tên sinh viên: Bùi Hải Ninh
Chuyên ngành: Ngôn ngữ Anh
Nội dung hướng dẫn: A study on the translation of English terms in some logistics documents

1. Tinh thần thái độ của sinh viên trong quá trình làm đề tài tốt nghiệp

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Đánh giá chất lượng của đề án/khóa luận (so với nội dung yêu cầu đã đề ra trong nhiệm vụ Đ.T. T.N trên các mặt lý luận, thực tiễn, tính toán số liệu...)

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3. Ý kiến của giảng viên hướng dẫn tốt nghiệp

Được bảo vệ Không được bảo vệ Điểm hướng dẫn

Hải Phòng, ngày tháng năm 2023

Giảng viên hướng dẫn

(Ký và ghi rõ họ tên)

Trần Thị Ngọc Liên

CỘNG HÒA XÃ HỘI CHỦ NGHĨA VIỆT NAM

Độc lập - Tự do - Hạnh phúc

PHIẾU NHẬN XÉT CỦA GIẢNG VIÊN CHẤM PHẢN BIỆN

Họ và tên giảng viên:

Đơn vị công tác: Trường Đại học Quản lý và Công nghệ Hải Phòng

Họ và tên sinh viên: Bùi An Ninh

Chuyên ngành: Ngôn ngữ Anh

Nội dung hướng dẫn: A study on the translation of English terms in some logistics documents

1. Phần nhận xét của giảng viên chấm phản biện

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2. Những mặt còn hạn chế

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3. Ý kiến của giảng viên chấm phản biện

Được bảo vệ Không được bảo vệ Điểm hướng dẫn

Hải Phòng, ngày thángnăm 2023

Giảng viên chấm phản biện

(Ký và ghi rõ tên)

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Hai Phong, June 2023

Bui Hai Ninh

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LIST OF ACRONYMS

SL	Source language
TL ADJ	Target language Adjective
ADV	Adverb
N	Noun
ESP	English for Specific Purpose
ST	Source Text
TT	Target Text
ELT	English Language Teaching
EAP	English for Academic Purpose
EBE	English for Business Economics
EOP	English for Occupational Purpose
ESBP	English for Specific Business Purpose
ESS	English for Social Study
EST	English for Science and Technology

PART I: INTROSUCTION

1. Rationale of the study:

In the fact that the process off globalization dictates higher request to a level of language knowledge and logistics has emerged as a solution to the needs of production and distribution of products to consumers convenience and speed. Therefore, Logistics has gradually affirmed its great role in the economy of many countries in the world, including Vietnam.

Logistics is the process of planning ans excuting the efficient transportation and storage of goods from the point of origin to the point of consumption. The goal of logisitcs to meet customer requirements in a timely, cost-effective manner. Logistics played the vital role of moving commercial goods within the supply chain. To compete effectively in this industry, companies must always improve and focus on the quantity, time and price of services. This motivates me – a student of Haiphong Management and Technology University who has approached the modern education and some new training programs of my university as well as lived in a major port city of Vietnam, therefore, I have carried out this research to further my knowledge in maritime logistics. I find it is a challenging field and should understand terms in Logistics. For these reasons, I have chosen “**A study on the translation of English terms in some logistics documents**” for my graduation paper.

2. Aims of the study

The study on translation of Englissh term ralating to logistics and document logistics aims to figure out an overview on translation solutions and procedures to have an effective understanding and communication in maritime logistics.

I would like to collect and present English terms in maritime logistics profession and provide some knowledge of knowledge of document logistics to students.

I hope that this study can provide readers with overall comprehension about the information from written text and from visual forms of presentation relating to Logistics terms, and ultimately to help them translate it effectively.

3. Scope of the study.

Logistics field is an extremely large field. Due to the limitation of time, knowledge and experience, I choose to focus on the types of terms relating logistics and some appropriate methods for the translation of these terms.

Also, we would like to do a research regarding the translation of English terms into Vietnamese.

4. Method of the study.

This thesis is carried out by using a mixed research approach. The quantitative method in which interviews, consultation are used to collect the quantitative data. The qualitative method is used to provide justifications for the linguistic phenomenon occurring in the selected documents and the choice of certain translation methods for the collected terms.

To collect terms for analysis, I had selected some logistics documents used for teaching and learning in from Maritime University, the Internet and dictionary.

5. Design of the study.

This Graduation paper is divided into three parts, in which the second one is the most important part.

Part I: The Introduction which consists of the rationale, aims, method, scope and design of the research

Part II: the Development in which there are three main chapters.

Chapter I: Theoretical background of translation.

Chapter II: A study on the translation of english terms in some logistics documents

Chapter III: Findings and Discussion

Part III: Conclusion.

PART 2: DEVELOPMENT

CHAPTER I: THEORETICAL BACKGROUND OF TRANSLATION

1. Translation theory.

1.1 Definition.

There have been many definitions of translation in use so far

According to Mc Guire, 1980, "Translation is the rendering of SL text into TL so as to ensure that the surface meaning of the two will be approximately similar and the structures of the SL will be preserved as closely as possible but not so closely that the TL structure will be seriously distorted

From <http://en.wikipedia.org/wiki/translation>, Translation is the interpreting of the meaning of a text and the subsequent production of an equivalent text, like wise called a "translation" that communicates the same message in another language. The text to be translated is called the "source text", and the language that it is to translate into is called the "target language"; the final product is sometimes called the "target text".

According to Catford (1995), translation is the replacement of textual material in one language (SL) by equivalent textual material in another language (TL)

Bell (1991: 8) defines Translation is an act of communication which attempts to relay, across cultural and linguistic boundaries, another act of communication. Translation involves the transfer of meaning from a text in one language into a text in another language.

Translation is a craft consisting in the attempt to replace a written message and/or statement in one language by the same message and/or statement in another language (Newmark, 1981,7)

There are many different definitions for translation as each translator, researcher, linguist, etc. defines their own idea to understand the concept of translation. Although the above definitions are different, they have some common features generally. To summarize, translation is a process of finding the most adequate equivalents to convey meanings from source language to target language.

1.2. Types of translation

A translator can use various types to express his or her opinion, recognition or to find out the most exact explanation for the main issue. It all depends on some factors such as the purpose of the translation, the nature of readership and the text types.

a) Literary translation

As the term Literary translation suggests, this kind of translation is concerned with the translation of literary works such as tales, poetry, plays, etc. This type of translation is often regarded as the most difficult or most complete since the translator must accurately convey the content of the words and the context, tone, and emotion conveyed by the words. By this, we also mean that you should be familiar with the cultures of both languages well enough to interpret any humour, emotions, or other such aspects in a piece of work accurately.

For example:

It does not do to dwell on dreams and forget to live.

Đừng bám lấy những giấc mơ mà quên mất cuộc sống hiện tại

(J.K. Rowling, Harry Potter and the Sorcerer's Stone)

b) Free translation.

Free translation is translating a text in such a way that it reproduces the general meaning of the original text. Unlike in literal translation, free translation does not involve rendering word to word meaning of a text. Moreover, this type of translation may or may not closely follow the structure or organization of the original text. In addition, it does not pay close attention to details and may involve adding or deleting content while keeping the general meaning intact. Translators usually make such alterations to keep the content and language fluent and natural.

Free translation is also known as creative translation, and it is mainly used in non-technical translations – for example, translations of literary work, marketing materials, etc. Moreover, translators should have a very good knowledge of both

the source language and target language and their cultures in order to do a free translation.

c) Semantic translation

According to wikipedia, semantic translation is the process of using semantic information to aid in the translation of data in one representation or data model to another representation or data model. Semantic translation takes advantage of semantics that associate meaning with individual data elements in one dictionary to create an equivalent meaning in a second system. Semantic translation is very difficult if the terms in a particular data model do not have direct one-to-one mappings to data elements in a foreign data model. In that situation, an alternative approach must be used to find mappings from the original data to the foreign data elements

For example:

Right in the Hanoi, Hoan Kiem is an enchanting body of water, a peace oasis away from the hustle and bustle of the city.

Nằm ngay giữa trái tim Hà Nội, hồ Hoàn Kiếm là một hồ nước đẹp mê hồn, một ốc đảo bình yên tách biệt với sự hối hả bận rộn của thành phố.

d) Word-for-word translation

This is often demonstrated as interline translation, with the TL immediately below the SL words. The source language word order is preserved and the words translated by their most common meaning. Cultural words are translated literally. The main use of this method is either to understand the mechanics of the source language or to construe a difficult text as pretranslation process.

For example:

Cristiano Ronaldo is a football player living and playing football in Italy.

Cristiano Ronaldo là một cầu thủ bóng đá đang sống và chơi bóng tại Italia.

e) Communicative translation

Attempts to render the exact contextual meaning of the original so that the readership finds it easier to understand. Communicative translation is often used for translating a difficult document, for example the original version of Sherlock Holmes for a child of 12. Many words and phrases should be changed or expressed in simpler expressions to avoid confusion for the target readers (Newmark, 1998: 45-7)

For example:

Keep off the grass

Không được giẫm lên cỏ.

f) Idiomatic translation

Idiomatic translation - translation in which the target text reflects the exact message of the source text in a manner that is naturally expressed in the target language. Moreover, it refers to a group of words that convey a different meaning from their perceived literal meaning. We want to follow the structure and grammar rules of the TL in order to express the message of the SL, without carrying SL forms into our final text. This will result in a translation that communicates the message of the ST most clearly and naturally into the TL so that the translation is easy to read and understand.

For example:

It is raining cats and dogs

Trời đang mưa rất lớn.

g) Faithful translation.

Faithful translation: attempts to reproduce the precise contextual meaning of the original within the constraints of the TL grammatical structures. Some cultural words are translated directly by copying from the source text to the target text.

For example: *He was as fast as a kangaroo.* -> *Anh ấy nhanh như một con kangaroo.*

The word “kangaroo” is a cultural word and it was picked directly with any translation

h) Adaptation translation

Adaptation is a translation technique that replaces elements of the source language with elements that are accepted and recognized in the target language. Adaptation technique is also defined as an adjustment or equivalence between SL and TL

Description is a technique that provides an explanation or description of the form and function of a term from the source language into the target language

While translation is simply about transferring content literally from the SL to the TL, adaptation is a creative translation method that makes the text culturally appropriate, accurate and understandable.

Example:

On a wagon bound for market

There's a calf with a mournful eye

High above him there's a swallow

Winging swiftly through the sky

How the winds are laughing

They laugh with all their might

Laugh and laugh the whole day through

And half the summer's night

The translation of adaptation can be as follows:

Trên chuyến xe bò hướng về chợ,

Chú bê con buồn phiền mắt ngó

Trên trời cao cánh én liệng chao,

Bay xa tấp qua bầu trời đỏ.

Đàn gió kia đang cười ngất,

Không mấy may lo nghĩ ưu phiền

Tiếng cười như vang vọng mãi

Suốt cả ngày dài, qua cả đêm hè sâu..

2. Overview of Logistics

2.1 Definition of logistics

There are many different definitions about logistics in the world. I would like to give you some ones as follows:

Logistics is a part of supply chain management that deals with the efficient forward and reverse flow of goods, services, and related information from the point of origin to the point of consumption according to the needs of customers. Logistics management is a component that holds the supply chain together. The resources managed in logistics may include tangible goods such as materials, equipment, and supplies, as well as food and other consumable items.

(wikipedia)

Logistics can be defined as the management of the flow of goods, information and other resources, energy and people between the point of origin and the point of consumption in order to meet the requirements of consumers. Logistics involves the integration of information, transportation, inventory, warehousing, material handling, packaging and security. Logistics may have an internal focus (inbound logistics), or external focus (outbound logistics).

Logistics management is part of supply chain management. Logistics management plans, implements, and controls the efficient flow and storage of goods, services and related information between the point of origin and the point of consumption in order to meet customers' requirements.

(Professional English for students of logistics)

In short, logistics describes the process of coordinating and moving resources people, materials, inventory, and equipment from one location to storage at the desired destination. The term logistics originated in the military, referring to the movement of equipment and supplies to troops in the field.

2.2. Overview document in logistics

2.2.1. What is document logistics?

Documentation in the context of logistics refers to the various papers attached or pertaining to goods requiring transportation and/or transfer of ownership. This includes, but is not limited to, documents such as bills of lading, commercial invoices, packing lists, and insurance certificates. The purpose of documentation is to provide information about the shipment, facilitate the smooth movement of goods through the supply chain, and protect the interests of all parties involved.

2.2.2. Types of documents

a) Bill of Lading

A bill of lading (B/L) is a legal document issued by a carrier (transportation company) to a shipper that details the type, quantity, and destination of the goods being carried. A bill of lading also serves as a shipment receipt when the carrier delivers the goods at a predetermined destination. This document must accompany the shipped products, no matter the form of transportation, and must be signed by an authorized representative from the carrier, shipper, and receiver.:

- **Air Waybill (AWB)** is issued when goods are sent by air. AWBs are non-negotiable, mainly because of the short amount of time that the goods are in transit.

- **Seaway Bill:** The Sea Waybill is another key document used in sea transport when the supplier (also referred to as 'shipper') decides to release ownership of the cargo to the buyer (also referred to as "consignee" on the Sea Waybill) immediately. This means that the cargo can be picked up by the party identified in the Sea Waybill without presenting a document of ownership. A Sea Waybill is proof of a contract of carriage and a transport goods receipt but does not give title to the goods.

- **Original Bill of Lading (OBL):** The Bill of Lading is the primary document used in sea transport. It functions as a contract of carriage, transport goods receipt and a document of title affording ownership. To receive the cargo, the buyer (also

referred to as “consignee” on the Bill of Lading) will need to present the Original Bill of Lading

What are the purposes of a bill of lading?

- It is a document of title to the goods described in the bill of lading.
- It is a receipt for the shipped products.
- It represents the agreed terms and conditions for the transportation of the goods.

b) Sale contract

These formal agreements are used to detail the services, goods, or property that is to be exchanged for payment or the promise of future payment. The result is a document that should be kept for legal and record-keeping purposes. In an effort to specify the conditions of the agreement, a sales contract identifies the: seller, buyer, goods or services, other important terms

c) Invoice

An invoice is a document that contains specific information regarding the goods shipped.

- Commercial invoice is the seller’s formal request for payment. It is prepared by the seller/exporter and addressed to the buyer/importer. The invoice identifies the buyer and seller, describes the goods sold and all terms of sale, including Incoterms, payment terms, relevant bank information, shipping details, etc.
- Pro-forma invoice is an invoice sent to the buyer before the actual shipment. It gives the buyer a chance to review the sale terms (quantity of goods, value, specifications) and get an import license if required. It also allows the buyer to work with their bank to arrange any financial process for payment. For example, to open a Documentary Credit (Letter of Credit), the buyer’s bank will use the pro-forma invoice as a source of information.
- Customs invoice is a special kind of invoice for the customs authorities of the importing country. It contains additional information such as domestic value and

export price of the goods.

- Consular invoice is the evidence that the goods, which are imported, are not over-priced.

d) Packing list

Packing list is a formal document that itemizes a number of details about the cargo such as seller, buyer, shipper, invoice number, date of shipment, mode of transport, carrier, description, the type of package (a box, crate, drum, or carton), the quantity of packages, total net and gross weight etc. The details on the P/L match exactly with what is specified on the commercial invoice and B/L. But pricing information is not required on the P/L

e) Certificate of Origin

Certificate of Origin (C/O) is a document that declares, in which country goods were manufactured. It is required by some countries for all or only certain products. Practically every country in the world considers the origin of imported goods, when determining what duty will be assessed on the goods or whether the goods may be legally imported at all. The number of required copies and language may vary from country to country.

C/O is a document widely used in international trade transactions which attests that the product listed therein has met certain criteria to be considered as originating in a particular country. A certificate of origin / declaration of origin is generally prepared and completed by the exporter or the manufacturer, and may be subject to official certification by an authorized third party. It is often submitted to a customs authority of the importing country to justify the product's eligibility for entry and/or its entitlement to preferential treatment. Guidelines for issuance of Certificates of Origin by chambers of commerce globally are issued by the International Chamber of Commerce.

There are some popular form of C/O:

- C/O form A: preferential for export goods

- C/O form B: no preferential for export goods
- C/O form D: for Asean countries.
- C/O form E: Asean countries - China
- C/O form EAV:
- C/O form AK : Asean - Korea
- C/O form AJ : Asean - Japan
- C/O form VJ: Vietnam - Japan
- C/O form AI : Asean - India
- C/O form AANZ: ASEAN - Australia - New Zealand
- C/O form VC: Vietnam - Chile
- C/O form S: Vietnam - Laos; Vietnam - Cambodia

f) Phytosanitary certificate

Phytosanitary certification is used to attest that consignments meet phytosanitary (regarding plants) import requirements and is undertaken by an NPPO (National Plant Protection Organisation). A phytosanitary certificate for export or for re-export can be issued only by a public officer who is technically qualified and duly authorised by an NPPO (ISPM 12). A phytosanitary certificate for export is usually issued by the NPPO of the country where the plants, plant products or regulated articles were grown or processed. Phytosanitary certificates are issued to indicate that consignments of plants, plant products or other regulated articles meet specified phytosanitary import requirements and are in conformity with the certifying statement of the appropriate model certificate. Phytosanitary certificates should only be issued for this purpose.

2.3. Terms of Logistics

According to structure, Logistics Terms consist of following types:

Single terms are those that consist of just one word, example: Export, Customer,

Import, Consignee, Shipper, etc...

Compound terms are terms consisting of two or more words, most of them are compound nouns

Phrases: Most of them are noun phrases: Commission based agent, Exclusive distributor, Export-import procedures, Container yard, Bill of lading, Certificate of Origin, Delivery Order, etc...

Abbreviations: NVOCC: Non-Vessel Operating Common Carrier , VAT: value added tax, FCL: full container load, LCL: less than container load,

CHAPTER II: A STUDY ON TRANSLATION OF TERMS IN SOME LOGISTICS DOCUMENTS.

1. The popular construction of terms

a. Single terms

Due to limited time and knowledge, this research only focus on some popular single terms, most of them are formed by the help of suffixes

English	Vietnamese
Consumption: the amount of something that someone uses, eats, or drinks	Tiêu thụ
Remittance: the act of sending payment to someone	Chuyển tiền
Advance: to pay someone some money before the regular time	Tiền trả trước thời hạn
Customer: a person who buys goods or a service	Khách hàng
Supplier: a company that sells something	Nhà cung cấp
Delivery: the act of taking goods, letters, parcels, etc. to people's houses or places of work	Giao hàng
Consignee: Consignee: the recipient of goods - is person/firm to whom they are consigned	Người mua

b. Compound terms

In Logistics as well as many other fields, most of terms are compound terms which are formed by joining two or more words together. Most of them are compound nouns, compound adjectives

Noun + Noun:

English	Vietnamese
Air freight: Fee of goods that are carried by plane, or the system of carrying goods by plane	Cước hàng không
Ocean Freight: Fee of goods that are carried by ship	Cước biển
Documentations fee: fee of proof (bill of lading)	Phí làm chứng từ
Shipment terms: term of delivery	Điều khoản giao hàng
Customs broker: a person or company that is paid to make sure that all necessary taxes are paid and rules are followed so that goods can be imported into a country	Đại lý hải quan
Customs declaration: an official document that lists and gives details of goods that are being imported or exported	Khai báo hải quan
Transit time: the movement of goods or people from one place to another	Thời gian trung chuyển

Verb + Noun:

English	Vietnamese
Export procedures: a set of actions that is the official or accepted way of doing something send goods to another country for sale	Thủ tục xuất khẩu

Import procedures: a set of actions that is the official or accepted way of doing something to buy or bring in products from another country	Thủ tục nhập khẩu
Cut-off time: The deadline for the exporter to complete the clearance of goods, liquidate the container to port loading and unloading goods on board	Giờ cắt máng

c. Phrases

Exchange rate: the rate at which the money of one country can be changed for the money of another country	Tỷ giá đổi tiền
Open-top container: An open-top container does not have a roof, or has a roof that you can fold back	Container mở nóc
National single window: allow customs declarants to send electronic information and vouchers for the customs procedures and procedures of state management agencies in charge of import and export goods. via an integrated information system	Hệ thống một cửa quốc gia
Agency Agreement: an agreement between the parties whereby one party (agent) is authorized by the other party (the principal) to perform one or more transactions on behalf of the principal. As authorized and for the benefit of the other party to receive a sum of money agreed upon by the parties in respect of the amount and term of payment.	Hợp đồng đại lý
Change of Destination: Additional fee to change destination	Phụ phí thay đổi nơi đến

d. Abbreviations

An abbreviation is a shortened form of a word or phrase. Usually, but not always, it consists of a letter or group of letters taken from the word or phrase. Abbreviations of this field are also classified into the most common types: acronyms. With an acronym, translators can make terms to be shortened to avoid the redundancy while the readers still get them

NVOCC	Non vessel operating common carrier	Nhà cung cấp dịch vụ vận tải không có tàu
CBM	Cubic meter	Thể tích
DG	Dangerous goods	Hàng nguy hiểm
FCL	Full Container Load	Hàng nguyên container
LCL	Less than Container Load	Hàng lẻ
DC	Dry container	Container khô
TEU	Twenty feet equivalent unit	20 feet
SOC	Shipper's Own Container	Chủ hàng
HC/HQ	High Cube container	Container thành cao
AWB	Air waybill	Giấy gửi hàng đường hàng không
POD	Port of discharge	Cảng đến/ cảng dỡ hàng
POL	Port of loading	Cảng đi/ cảng bốc hàng
ICD	Inland Clearance Depot	Cảng cạn/ cảng thông quan nội địa
CY	Container yard	Bãi container

CFS	Container freight station	Kho giao nhận hàng lẻ
ETD	Estimate Time of Departure	Thời gian cập cảng thực tế
ETA	Estimate time of arrival	Thời gian cập cảng dự kiến
ATD	Actual time of departure	Thời gian rời cảng thực tế
ATA	Actual time of arrival	Thời gian cập cảng thực tế
OBN	On Board Notations	Ghi chú lên tàu
CO	Certificate of origin	Giấy chứng nhận xuất xứ
OBL	Original bill of lading	Vận đơn gốc
CI	Commercial invoice	Hóa đơn thương mại
BL	Bill of lading	Vận đơn
SI	Shipping Instruction	Bản hướng dẫn vận chuyển
BAF	Bunker Adjustment Factor	Phụ phí biến động giá nhiên liệu
CAF	Currency Adjustment Factor	Phụ phí biến động tỷ giá ngoại tệ
EBS	Emergency Bunker Surcharge	phụ phí xăng dầu (cho tuyến Châu Á)
GRI	General Rate Increase	phụ phí cước vận chuyển (xảy ra vào mùa cao điểm)
PCS	Port Congestion Surcharge	phụ phí tắc nghẽn cảng

SCS	Suez Canal Surcharge	Phụ phí qua kênh đào Suez
CIF	Cost, Insurance and Freight	Tiền hàng, bảo hiểm và cước phí
CPT	Carriage Paid To	Cước phí trả tới
CIP	Carriage & Insurance Paid To	Cước phí, bảo hiểm trả tới
Ex	Ex work	Giao hàng tại xưởng
FAS	Free alongside ship	Giao hàng dọc mạn tàu
FOB	Free on board	Giao hàng trên tàu
DDP	Delivered duty paid	Giao hàng đã thông quan Nhập khẩu
DAT	Delivered At Terminal	Giao hàng tại bến
GSTP	Global system of Trade preferences	hệ thống ưu đãi thuế quan toàn cầu

2. The translation of terms in some logistic documents from english into Vietnamese.

As can be seen from the lists of English terms and its Vietnamese equivalents, it is clear that there are different methods that can be applied for the translation of these terms from English into Vietnamese. The translation methods can be provided as follows:

a) Word - for- word translation

This type of translation keeps the SL word order; words are translated out of context according to their most common meaning, which is often known as word-for-word translation

Example:

English	Vietnamese
Ocean Freight	Cước biển

As the above example, the terms “Ocean Freight” is translated as “Cước biển”. We pay attention to the words which create the terms in SL, the terms include two words that are “Ocean” and “Freight”. When translating into Vietnamese, the word “Ocean” means “biển” and the word “freight” means “cước”. It is easy for us to realize that the English terminology when being translated into Vietnamese, it keeps the two word’s meanings.

The following table shows the terms for using this type of translation:

English	Vietnamese
Delivery	Giao hàng
Air freight	Cước hàng không
Documentations fee	Phí chứng từ

b) Literal translation

Literal translation is a boarder form of translation, each SL word has a corresponding TL word, but their primary meaning may differ. The SL grammatical constructions are converted to nearest TL equivalent but the lexical items are again translated out of context. Literal translation is considered the basic translation step both in communication and semantic translation, in that translation starts from there. As pre-translation process, it indicates problem to be solved

Example:

ENGLISH	VIETNAMESE
Export license	giấy phép xuất khẩu

In the above example, we see that the terms “Export license” is translated as “giấy phép xuất khẩu”. Firstly, when we do not mention the translated terminology in Vietnamese, we pay attention to the words which create the terms in source language, the terms include two words that are “Export” and “license”. When translating into Vietnamese, the word “Export” means “xuất khẩu” and the word “license” means “giấy phép”. It is easy for us to realize that the English terminology when being translated into Vietnamese, it keeps the two word’s meanings. On the other hand, the target language links the meaning of two words.

The following table is an illustration for using this strategy:

ENGLISH	VIETNAMESE
Import license	giấy phép nhập khẩu
Shipping Lines	hãng tàu
Flight No	số chuyến bay
Delivery order	lệnh giao hàng

c) **Faithful translation**

This method tries to reproduce the precise contextual meaning of the original within the constraint of the TL grammatical structures. It transfer cultural words faithfully following the SL grammatical form.

Example:

Packing must comply with export standard.

=> Đóng gói phải tuân theo tiêu chuẩn xuất khẩu.

We see that the sentence includes 3 part: S + V +O. When translating into Vietnamese, the word “packing” means “đóng gói” which is subject in the sentence, “ comply” means “ tuân theo” is verb and the words “ with export standard” means “ tiêu chuẩn xuất khẩu”. It is easy for us to realize that the English terminology when being translated into Vietnamese , it tries to convey the meanings of words and context situation according to the grammar rules of the target language.

There are some illustrations for using this strategy.

- Certificate of Origin issued by the Chamber of Commerce or Industry in triplicate

=> Giấy chứng nhận xuất xứ do Phòng Thương mại hoặc Công nghiệp cấp làm ba bản

- This contract is the Subject to Incoterm 2000

=> Hợp đồng này theo như Incoterm năm 2000

-This contract is made in 04 copies in English with equal validity and each party keeps 02 copies

=> Hợp đồng này được tạo thành 4 bản tiếng Anh với giá trị như nhau và mỗi bên giữ 2 bản

d) Semantic translation

Semantic translation differs from faithful translation only in as far as it must take more account of the aesthetic value of the SL text, compromising on “meaning” where appropriate so that no assonance, word-play or repetition jars in finished version. It does not rely on cultural equivalent and makes very small concession to the readership. While “faithful” translation is dogmatic, semantic

translation more flexible

Example:

ENGLISH	VIETNAMESE
Volume	số lượng hàng mua

In the above example, “Volume” is normally translated as “dung tích, thể tích, khối lượng, số lượng”. However, when the word “Volume” converted into specialist terms Logistics sector, its meaning is “số lượng hàng mua”

This state indicates that the terminology “Volume” when translating into Vietnamese, in Logistics sector, as “số lượng hàng mua”, is a big change when translating from English into Vietnamese. When a word is used in special context, its meaning will be different from in normal conversation.

Some of logistics terminologies are translated between two languages, English and Vietnamese by using this strategy. The following is the list of Logistics terminologies which applied this strategy to translate:

e) Communicative translation

Communicative translation attempts to reader the exact contextual meaning of the original in such a way that both content and language are readily acceptable and comprehensible to the readership. The communicative translation is to reorganize syntax and uses more common collocations and vocabulary to make the translation fluent and authentic, concise, and easy to understand.

Example:

- Detailed Packing List in triplicate

=> Phiếu đóng gói hàng hóa chi tiết làm thành ba bản

- Signed Commercial Invoice in triplicate

=> Hóa đơn thương mại ký làm ba bản

- Insurance Policy/Certificate in triplicate

=> Chính sách bảo hiểm làm thành ba bản

f) Idiomatic translation

Idiomatic translation is a TT oriented method presented by Newmark. The results of this study showed that this method is a good device for translators to make their texts more natural as it uses natural components of the language and also more literary as idioms, proverb, etc. are the structures which make texts more literary. It was also found that the idiomatic translation can be used where there is a sentence in the ST for which there is a proper equivalent in the TT. The proper equivalent is the one which is as close as the original one semantically and functionally.

For example, you are familiar with the phrase, “it is raining cats and dogs”. We know this does not mean that it actually rained cats and dogs. It means that it is raining heavily or there is a heavy downpour. This idiom is well known among English speakers. And if we want to use this method to translate, we need to have deep cultural knowledge of English speakers.

Example:

- New one in, old one out

=> Mất bò mới lo làm chuồng

- Handsome is as handsome does

=> Tốt gỗ hơn tốt nước sơn

- All roads lead to Rome

=> Việc gì cũng có cách giải quyết.

g) Free translation

Free translation is the translation which is not close to the original but the translation just transmits meanings of the SL in her/his own words. It reproduces the matter without the manner, or the content with out of the form of the original. Usually, it is a paraphrase much longer than original. Therefore, the advantage

of this type of translation is that the text in TL sounds more natural. On the contrary, the disadvantage is that translating is too casual to understand the original because of its freedom.

Example:

Under no circumstances will the Seller be held liable to the Customer for any delay that may occur, non-delivery or an arising fault of this Agreement that may be due to any labour dispute, shortage in transportation, delay or shortage of materials to produce the Goods, fires, accidents, Acts of God, or any other causes outside Seller's control. The Seller will notify the Customer immediately upon realization that it will not be able to deliver the Goods as promised. Upon such notice, either Party may terminate this Agreement.

=>Trong mọi trường hợp, Người bán sẽ không chịu trách nhiệm pháp lý với Khách hàng về bất kỳ sự chậm trễ nào có thể xảy ra, không giao hàng hoặc lỗi phát sinh của Thỏa thuận này có thể là do bất kỳ tranh chấp lao động, thiếu hụt vận chuyển, chậm trễ hoặc thiếu nguyên liệu để sản xuất Hàng hóa, hỏa hoạn, tai nạn, Thiên tai hoặc bất kỳ nguyên nhân nào khác nằm ngoài tầm kiểm soát của Người bán. Bên bán sẽ thông báo ngay cho Khách hàng khi nhận thấy rằng Bên bán sẽ không thể giao Hàng hóa như đã cam kết. Khi có thông báo như vậy, một trong hai Bên có thể chấm dứt Thỏa thuận này.

CHAPTER III: FINDINGS AND DISCUSSION

3.1. Findings

The study found that there are common translation errors that occur during the translation of English terms in logistics documents. Inconsistent terminology is a common error where translators use different translations for the same English term, leading to confusion and inconsistency within the documents. Loss of specificity is another error, where certain nuances and precise meanings of English terms are lost in translation, resulting in less accurate and comprehensive understanding. Additionally, misinterpretation of context can occur, leading to incorrect translations that do not align with the original meaning.

These errors highlight the need for translators to carefully consider the specific context and purpose of the logistics documents to ensure accurate and meaningful translations.

The following are some problems:

Firstly, we should pay attention in translation by using loan word, which is used when translating the abbreviations because it is the most frequently used translation method in this field. This strategy is used the loan terminologies written and read in Vietnam way because it solves for finding the word in the target language to replace the English terminologies when translating accurately and helps readers be easier when reading and memorizing the terminologies.

Secondly, it even becomes more difficult because logistics is a very large area. It has giant content, carries different meanings. So that, translator may have problems when choosing the suitable and exact information to supply for readers.

Finally, another difficulty is the lack of knowledge about mother tongue language or lack of experience about translation. This is very critical background for translating effectively but it seems to be that nobody focuses on improving their mother tongue language knowledge or learning experience

about translation. It explains why most of translators find it easier for them to translate from English to Vietnamese smoothly because they can not find a suitable word in mother tongue language to apply in their translation document despite of their understanding that document very well.

3.2. Suggestions for translation of Logistics terms

3.2.1. *Translation Strategies*

The study identified several strategies that can help improve the translation of English terms in logistics documents. Terminology management is an important strategy, which involves establishing a comprehensive terminology database to ensure consistency and accuracy in translations. Contextual adaptation is another strategy, where translators consider the specific context and purpose of the documents to adapt translations appropriately. Collaboration and feedback are also essential, as engaging in discussions with subject matter experts and receiving feedback from end-users of the translated documents can enhance translation quality and address potential issues.

These strategies provide guidance for translators to enhance the accuracy and effectiveness of translations in logistics documents.

3.2.2. Implications for Logistics Communication:

The findings of the study have significant implications for logistics communication. Accurate translations of English terms in logistics documents are crucial for effective communication and understanding among global stakeholders. Inadequate translations can lead to misinterpretation, operational inefficiencies, and potential errors in logistics processes. Improved translation practices, as suggested by the study's findings, can enhance cross-cultural collaboration, reduce misunderstandings, and support smoother logistics operations.

The study emphasizes the importance of investing in professional translators with expertise in logistics terminology and target languages. It also highlights the need

for centralized glossaries and access to reliable reference materials for translators to ensure consistency and accuracy. Additionally, the study underscores the value of ongoing training and professional development opportunities to keep translators updated on industry trends and best practices.

PART III: CONCLUSION

1. Summary of the study

The study was conducted with an aim to find out the appropriate methods that can be used for the translation of English terms in some logistics documents. To fulfil the aim of the study, the mixed research approach has been used. While the quantitative helped the researcher to collect the qualitative data for analysis, the qualitative method enabled her to justify why each method of translation can be used. In order to analyze the translations methods in use, the framework for analysis was taken form Peter Newmark's suggestion for the popular translation methods.

The findings show that there are two main types of terms in the surveyed logistics documents: the single and the compound one. From the analysis, it is clear that the compound terms and phrases outnumbered the single terms. This means that terms in logistics documents are really complicatedly formed and used.

Turning to the translation methods, it is apparent that a range of methods have been used. They are both semantic oriented and communicative oriented. However, it is clear that terms are normally translated more literally than communicatively.

2.Limitations of the study

There are several reasons why limitations of research might exist. The two main categories of limitations are those that result from the methodology and those that result from issues with the researchers

Limitations of research due to methodological problems can be addressed by clearly and directly identifying the potential problem and suggesting ways in which this could have been addressed—and SHOULD be addressed in future studies. The following are some major potential methodological issues that can impact the conclusions researchers can draw from the research.

Sampling errors occur when a probability sampling method is used to select a

sample, but that sample does not reflect the general population or appropriate population concerned. This results in limitations of your study known as “sample bias” or “selection bias.”

3.Suggestions for further study

If we were to design this study again, there are a number of changes we would make. Most importantly we would go for a longer time period to be able to capture involvement through the whole research process from initial design through to dissemination. We would seek to recruit far more potential case studies in principle, so that we had greater choice of which to proceed with once our study began in earnest. We would include case studies from the application stage to capture the important early involvement of research partners in the initial design period. It might be preferable to research a smaller number of case studies, allowing a more in-depth ethnographic approach.

- Building upon findings of your research. These may relate to findings of your study that you did not anticipate. Moreover, you may suggest future research to address unanswered aspects of your research problem.
- Addressing limitations of your research. Your research will not be free from limitations and these may relate to formulation of research aim and objectives, application of data collection method, sample size, scope of discussions and analysis etc. You can propose future research suggestions that address the limitations of your study.
- Constructing the same research in a new context, location and/or culture. It is most likely that you have addressed your research problem within the settings of specific context, location and/or culture. Accordingly, you can propose future studies that can address the same research problem in a different settings, context, location and/or culture.
- Re-assessing and expanding theory, framework or model you have addressed in your research. Future studies can address the effects of specific event, emergence

of a new theory or evidence and/or other recent phenomenon on your research problem.

APPENDIX 1 (Vocabulary)

English	Vietnamese
Agency agreement	Hợp đồng đại lý
Air freight	Cước hàng không
Auction	Đấu giá
Bonded warehouse	Kho ngoại quan
Bunker adjustment factor	Phụ phí biến động giá nhiên liệu
Cargo outturn report	Biên bản hàng đồ vỡ hư hỏng
Carriage paid to	Cước phí trả tới
Cash against documents	Tiền mặt đổi lấy chứng từ
Cash against documents	Tiền mặt đổi lấy chứng từ
Certificate of shortlanded cargo	Giấy chứng nhận hàng thiếu
Change of destination	Phụ phí thay đổi nơi đến
Clean bill of lading	Vận đơn hoàn hảo
Clean on board	Đã bốc hàng lên tàu hoàn hảo
Consumption	Tiêu thụ
Cost and freight	Tiền hàng và cước phí
Cost, insurance and freight	Tiền hàng, bảo hiểm và cước phí

Currency adjustment factor	Phụ phí biến động tỷ giá ngoại tệ
Customer	Khách hàng
Customs broker	Đại lý hải quan
Customs declaration	Khai báo hải quan
Cut-off time	Giờ cắt máng
Dangerous goods	Hàng hoá nguy hiểm
Delivered at terminal	Giao hàng tại bến
Delivered duty paid	Giao hàng đã thông quan nhập khẩu
Delivered duty unpaid	Giao hàng chưa nộp thuế
Departure date	Ngày khởi hành
Documentations fee	Phí làm chứng từ (vận đơn)
Documents against acceptance	Nhờ thu trả chậm
Documents against payment	Nhờ thu trả ngay
Dried container	Container hàng khô
Estimated time of arrival	Thời gian dự kiến tàu đến
Exchange rate	Tỷ giá đổi tiền
Export procedures	Thủ tục xuất khẩu
Free despatch	Miễn thưởng bốc/dỡ nhanh
Freight forwarder	Hãng giao nhận vận tải
Fuel surcharges	Phụ phí nguyên liệu
Full truck load	Hàng thường (shipper tự book tàu)
Gearless ship	Tàu không có trang bị bốc/dỡ hàng

General cargo	Hàng bách hóa
General rate increase	Phụ phí cước vận chuyển (xảy ra vào mùa cao điểm)
Generalized system preferred	Hệ thống thuế quan ưu đãi phổ cập
Global system of trade preferences	Hệ thống ưu đãi thuế quan toàn cầu
Goods and service tax	Thuế giá trị gia tăng (bên nước ngoài)
Import procedures	Thủ tục nhập khẩu
Indicative seal	Dấu phong
International air transport association	Hiệp hội vận tải hàng không quốc tế
International ship and port security charges	Phụ phí an ninh cho tàu và cảng quốc tế
International standard banking practice for the examination of documents under documentary credits	Tập quán ngân hàng tiêu chuẩn quốc tế về kiểm tra chứng từ theo thư tín dụng
Non vessel operating common carrier	Nhà cung cấp dịch vụ vận tải không tàu
Ocean freight	Cước biển
Open-top container	Container mở nóc
Peak season surcharge	Phụ phí mùa cao điểm
Port congestion surcharge	Phụ phí tắc nghẽn cảng
Protest for non-payment	Kháng nghị không trả tiền

Quality assurance	Bộ phận quản lý chất lượng
Quality control	Bộ phận quản lý chất lượng
Remittance	Chuyển tiền
Report on receipt of cargo	Biên bản kết toán nhận hàng với tàu
Request for quotation	Yêu cầu hỏi giá/đơn hỏi hàng
Security surcharges	Phụ phí an ninh (hàng air)
Shipped in apparent good order	Hàng đã bốc lên tàu nhìn bề ngoài ở trong điều kiện tốt
Statement of fact	Biên bản làm hàng
Suez canal surcharge	Phụ phí qua kênh đào suez
Supplier	Nhà cung cấp
Terminal handling charge	Phí làm hàng tại cảng
The balance payment	Số tiền còn lại sau cọc
Transit time	Thời gian trung chuyển
Typing errors	Lỗi đánh máy
Unclean bill of lading	Vận đơn không hoàn hảo
Value added tax	Thuế giá trị gia tăng
War risk surcharge	Phụ phí chiến tranh
Weather working day	Ngày làm việc thời tiết tốt
World customs organization	Hội đồng hải quan thế giới

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