

**BỘ GIÁO DỤC VÀ ĐÀO TẠO**  
**TRƯỜNG ĐẠI HỌC DÂN LẬP HẢI PHÒNG**

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**HẢI PHÒNG - 2012**

**HAIPHONG PRIVATE UNIVERSITY  
FOREIGN LANGUAGES DEPARTMENT**

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**GRADUATION PAPER**

**A STUDY ON TERMINOLOGY IN TRANSLATING  
TRAVEL CONTRACTS FROM ENGLISH INTO  
VIETNAMESE**

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**Class:**

**NA1202**

**Supervisor:**

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**HAI PHONG - 2012**

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**TRƯỜNG ĐẠI HỌC DÂN LẬP HẢI PHÒNG**

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**Nhiệm vụ đề tài tốt nghiệp**

Sinh viên: .....Mã số:.....

Lớp: .....Ngành:.....

Tên đề tài: .....

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# Nhiệm vụ đề tài

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

( về lý luận, thực tiễn, các số liệu cần tính toán và các bản vẽ).

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2. Các số liệu cần thiết để thiết kế, tính toán.

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3. Địa điểm thực tập tốt nghiệp.

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## CÁN BỘ HƯỚNG DẪN ĐỀ TÀI

### **Người hướng dẫn thứ nhất:**

Họ và tên:.....

Học hàm, học vị:.....

Cơ quan công tác:.....

Nội dung hướng dẫn:.....

### **Người hướng dẫn thứ hai:**

Họ và tên:.....

Học hàm, học vị:.....

Cơ quan công tác:.....

Nội dung hướng dẫn:.....

Đề tài tốt nghiệp được giao ngày 12 tháng 04 năm 2010

Yêu cầu phải hoàn thành xong trước ngày 10 tháng 07 năm 2010

Đã nhận nhiệm vụ ĐTTN

Đã giao nhiệm vụ ĐTTN

*Sinh viên*

*Người hướng dẫn*

*Hải Phòng, ngày tháng năm 2010*

**HIỆU TRƯỞNG**

**GS.TS.NGŨT Trần Hữu Nghị**

## PHẦN NHẬN XÉT TÓM TẮT CỦA CÁN BỘ HƯỚNG DẪN

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

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**2. Đánh giá chất lượng của 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. Cho điểm của cán bộ hướng dẫn (ghi bằng cả số và chữ):**

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.....

*Hải Phòng, ngày ..... tháng ..... năm 2010*

**Cán bộ hướng dẫn**

*(họ tên và chữ ký)*

## **NHẬN XÉT ĐÁNH GIÁ**

### **CỦA NGƯỜI CHĂM PHẢN BIỆN ĐỀ TÀI TỐT NGHIỆP**

1. Đánh giá chất lượng đề tài tốt nghiệp về các mặt thu thập và phân tích tài liệu, số liệu ban đầu, giá trị lí luận và thực tiễn của đề tài.

2. Cho điểm của người chấm phản biện :

*(Điểm ghi bằng số và chữ)*

Ngày..... tháng..... năm

**Người chấm phản biện**

# TABLE OF CONTENTS

## ACKNOWLEDGEMENT

PART I: INTRODUCTION .....	1
1. Rationale of the study .....	2
2. Aims of the study .....	2
3. Scope of the study .....	2
4. Method of the study .....	2
5. Design of the study .....	3
PART II: DEVELOPMENT .....	4
CHAPTER I: THEORETICAL BACKGROUND OF TRANSLATION ...	4
I. Definition of translation .....	4
II. Types of translation .....	6
II.1 Word to word .....	6
II.2 Literal translation .....	7
II.3 Faithful translation .....	7
II.4 Semantic translation .....	7
II.5 Free translation .....	8
II.6 Adaption .....	8
II.7 Idiomatic translation .....	8
II.8 Communicative translation .....	9
III. Equivalence in translation .....	9
IV. ESP in translation .....	10
IV.1 Concept .....	10
IV.2 Types of ESP .....	11
IV.3 Definition of technical translation .....	13
V. Terminology and Travel contract terms .....	13
1. Definition of English terms .....	13
2.Characteristics of terms .....	15
2.1. Accurateness .....	15



2.2. Systematism .....	15
2.3. Internationalism .....	16
2.4. Nationalism .....	16
2.5. Popularity .....	16
3. The creation of terminology .....	17
4. The distinction terms & words .....	18
5. Terms in travel contract field .....	18
5.1. Definition .....	18
5.2. Classification of travel contract terms .....	19
5.2.1. Single terms .....	19
5.2.2. Compound terms .....	20
CHAPTER II: SOME STRATEGIES APPLIED IN TRANSLATION OF SOME COMMON TRAVEL CONTRACT TERMS .....	22
I. The strategy applied in translation of single terms .....	22
1. General single terms .....	23
2. Single terms with suffixes “er”, “or”, “tion” .....	24
II. The strategies applied in translation of compound terms .....	25
II.1 Shift or transposition translation .....	25
II.1.1 Automatic translation .....	25
II.1.2 Rank-shift translation .....	30
II.2 Translation by omission .....	31
II.3 Translation by addition .....	32
II.4 Translation by paraphrase using related words .....	33
II.5 Translation by using a loan word .....	34
CHAPTER III. IMPLICATION .....	37
I. Some problems in translation process .....	37
I.1. Misunderstanding .....	37
I.2. Difficulties .....	38
II. Some suggestions to solve the problems .....	39
PART III. CONCLUSION .....	40

REFERENCES .....	41
APPENDIX .....	43

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*Hai Phong, 2012*

*Student*

*Le Thu Trang*

# **PART I: INTRODUCTION**

## **1. Rationale of the study**

No one denies the importance of English language in the present time as a global language. It is maybe the only language that truly links the whole world together. English appears in all fields of life such as: business, education, healthcare, culture, so on. There is no doubt that, the English is language of communication between the people with different cultures. Also one of the reasons that contributed to the spread of English is that, it is the language of the modern era. Where the people use it in various fields of life such as, economy, e-commerce, medicine and aviation. In addition, it is the language which is used in the tourism and travel. Together with the dramatical development of international tourism, Viet Nam has many remarkable achievements these years. According to Viet Nam General Department of Tourism, in 2011, the number of tourists visiting Viet Nam was over 9 million tourists, a rise of 1.012% compared with 2010. With rich and attractive natural resources, typical culture and stable economy, Viet Nam has a lot of potential to develop tourism and attract domestic and foreign tourists. A number of Vietnamese learners get trouble in translating terminology in travel contracts; certainly face difficulties in the translation process due to not only the variety of Vietnamese and English words, the differences of using specific English words but also more and more appearances of new terms in human activities. That is the main reason inspiring me to carry out this study. Importantly, I hope that to some extent my study can offer a thorough understanding about terminology in travel contracts as well as help Vietnamese in translation of this field terms.

## **2. Aims of the study**

My study aims at:

- Introducing theoretical background of translation, terminology, translation methods.
- Giving some strategies applied in translation of terminology in travel contracts.
- Pointing out some difficulties, common mistakes possibly in the translation process made by Vietnamese learners and suggesting some solutions to avoid misunderstanding when translating it.

## **3. Scope of the study**

Travel contracts terms are extremely large of the study. Due to the limitation of time, knowledge and experiences, I am not ambitious to study all masters of this theme but only focus on translation theory and give some strategies to apply to translate terminology in travel contracts terms.

## **4. Methods of the study**

In order to achieve the mentioned aims, in my study process, the following methods are employed:

- Data collection: Reading books and reference books about translation, terminology and English travel contracts to establish the theoretical background for my study, searching books on the internet and collecting information from foreign websites.
- Data analysis: Selecting related document and classifying information in terms of the aims of the study.
- Comparative and contrastive analysis: Analyzing the above classified information, arranging the information into the parts of the study.

## **5. Design of the study**

My study is divided into three main parts of which the second one is the most important.

- Part I: Introduction – gives out rationale, aims, scope, methods and design of the study.
- Part II: Development: mentions the main contents of the study and it is further divided into three chapters as below:
  - Chapter I: Theoretical background \_ introduces definition of translation, translation methods.
  - Chapter II: Terminology, some analysis, comparison, contrast-points out some strategies applied in the translation of terminology in travel contract terms.
  - Chapter III: Implication-points out some problems in translation process and gives some suggestions to solve the problems.
- Part III: Conclusion-gives main ideas mentioned in previous parts and some suggestions for further study.

# PART II: DEVELOPMENT

## CHAPTER I: THEORETICAL BACKGROUND

### I. Definition of translation

Translation has existed in every corner of our life. It is considered as an indispensable part in the field of not only literature, culture and religion but also commercial advertisement, popular entertainment, public administration, and education ....Some of the translation scholars defined their theories as source-oriented theories, others regarded them as the target-oriented theories. Thus, definitions of translation are numerous and a large numbers of writers have written about this subject .In this paper, some various concepts of translation have been collected as follows:

- **Translation** is the comprehension of the meaning of a text and the subsequent production of an equivalent text, likewise called a “translation” that communicates the same message in another language. The text that is translated is called the “source text”, and the language that it is translated into is called the “target language”. The product is sometimes called the “target text”.

<http://en.wikipedia.org/wiki/Translation>

- **Translation** is the process of changing something that is written or spoken into another language.

\_ Advanced Oxford Dictionary\_

- **Translation** as the expression in another language (target language) of what has been expressed in one language (source language), preserving semantic and stylistic equivalencies, **Translation** is the replacement of a

representation of a text in one language by a representation of an equivalent text in a second language.

\_Roger T.Bell, 1991\_

- **Translation** is rendering a written text into another language in a way that the author intended the text.

\_Bui Tien Bao\_Ha Noi National University\_

- **Translation** is the replacement of text material of this language (source language) with text material of another (target language).

\_Cartford, 1965: 20\_

- **Translation** is the interpretation of the meaning of a text in one language (the source text) and the production, in another language of a equivalent text (the target text) that communicates the same message

\_E.A. Nida, 1959\_

- **Translation** is the process of communication in which the translator is interposed between a transmitter and a receiver who use different languages to carry out code of conversation between them.

\_Tanke, 1975\_

- **Translation** will be understood as the final product of problem solving and sign production of a receptor-text (RT) functionally equivalent to a source text (ST) by a human being in a given language for a given group of text receivers.

\_Diaz-Diacaretz, 1985\_

- **Translation** is a text with qualities of equivalence to a prior text in another language, such that the new text is taken as a substitute for the original.

\_David Frank (Wordpress.com)\_



- **Translation** is a process of communication whose objective is to import the knowledge of the original to the foreign reader.

\_Levy (1967:148) \_

- **Translation** is the transformation of a text originally in one language into an equivalent in the content of the message and the formal features and the roles of the original

\_Bell, 1991\_

- **Translation** is made possible by an equivalent of thought that lies behind its different verbal expressions

\_Savory, 1968\_

- **Translation** is to be understood as the process whereby a message expressed in a specific source language is linguistically transformed in order to be understood by readers of the target language"

\_Houbert (1998:1) \_

- **Translation** is an act of communication which attempts to relay, across cultural and linguistic boundaries, another act of communication.

\_Hatim and Mason (1997:1) \_

## **II.Types of translation**

### **II.1 Word to word**

This is often demonstrated as interlinear translation, with the TL immediately below the SL words. The SL word-order is preserved and the words translated singly by their most common meaning, out of context.

Source language : I am a student at Hai Phong Private University.

Target language : Tôi là sinh viên trường đại học Dân Lập Hải Phòng.

## **II.2 Literal translation**

The SL grammatical construction is converted to the nearest TL equivalents but the lexical words are again translated singly, out of context.

Source language : The project was implemented thank to the assistance of the United States.

Target language : Dự án này được thực hiện nhờ sự giúp đỡ của Mỹ.

## **II.3 Faithful translation:**

The translation reproduces the exact contextual meaning of the original within the constraints of the grammatical structures of the target language. It transfers cultural words and preserves the degree of grammatical and lexical deviation from SL norms. It attempts to be completely faithful to the intentions and the text-reality of the SL writer.

Source language: Today the Vietnamese are, almost no exception, extremely friendly to Western visitors.

Target language: Ngày nay, người Việt Nam, gần như không có ngoại lệ, đều rất thân thiện với du khách phương Tây.

(Text book for Translation 1\_Hai Phong Private University)

## **II.4 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.

Source language: Today the Vietnamese are, almost no exception, extremely friendly to Western visitors.

Target language: Ngày nay người Việt Nam đều rất thân thiện với các khách du lịch nước ngoài.

(Text book for Translation 1\_Hai Phong Private University)

## II.5 Free translation

Free translation reproduces the matter without the manner, or the content without the form of the original. 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.

Source language: She stood by the window and looked out dully at a gray cat walking a gray fence in a gray backyard.

Target language: Cô ấy đứng bên cửa sổ, nhìn u sầu con mèo mướp bên ngoài đang đi trên hàng rào cũ trong cái sân ẩm mốc.

## II.6 Adaption

This seems to be the freest way of translation. It's used mainly for plays, poetry in which the themes, characters and plots are usually preserved, the SL culture is converted to the TL culture and text rewritten.

Source language: It would rather the victorious brightness

In an only moment the centenary twinkle

Target language: Thà một phút huy hoàng rồi vụt tắt

Còn hơn buồn lẻ loi suốt trăm năm

\_( Xuân Diệu)\_

## II.7 Idiomatic translation

Idiomatic translation reproduces the “message” of the original but tends to distort nuances of meaning by preferring colloquialisms and the idiom where these do not exist in the original.

Source language: When in Rome, do as Romans do

Target language: Nhập gia tùy tục

## II.8 Communicative translation

Communicative translation attempts to render the exact contextual meaning of the original in such a way that both content and language are readily acceptable and comprehensible to the readership.

Source language: Good morning

Target language: Bác đi đâu đấy ạ?

## III. Equivalence in translation

Baker explores the notion of equivalence at different levels, in relation to the translation process, including all different aspects of translation and hence putting together the linguistic and the communicative approach. She distinguishes:

- **Equivalence that can appear at word level and above word level**, when translating from one language into another. Baker acknowledges that, in a bottom-up approach to translation, equivalence at word level is the first element to be taken into consideration by the translator. In fact, when the translator starts analyzing the ST she looks at the words as single units in order to find a direct 'equivalent' term in the TL. Baker gives a definition of the term *word* since it should be remembered that a single word can sometimes be assigned different meanings in different languages and might be regarded as being a more complex unit or *morpheme*. This means that the translator should pay attention to a number of factors when considering a single word, such as number, gender and tense.
- **Grammatical equivalence**, when referring to the diversity of grammatical categories across languages. She notes that grammatical rules may vary across languages and this may pose some problems in terms of finding a direct correspondence in the TL. In fact, she claims that different grammatical structures in the SL and TL may cause remarkable changes in the

way the information or message is carried across. These changes may induce the translator either to add or to omit information in the TT because of the lack of particular grammatical devices in the TL itself. Amongst these grammatical devices which might cause problems in translation Baker focuses on number, tense and aspects, voice, person and gender.

- **Textual equivalence**, when referring to the equivalence between a SL text and a TL text in terms of information and cohesion. Texture is a very important feature in translation since it provides useful guidelines for the comprehension and analysis of the ST which can help the translator in his or her attempt to produce a cohesive and coherent text for the TC audience in a specific context. It is up to the translator to decide whether or not to maintain the cohesive ties as well as the coherence of the SL text. His or her decision will be guided by three main factors, that is, the target audience, the purpose of the translation and the text type.
- **Pragmatic equivalence**, when referring to implicatures and strategies of avoidance during the translation process. Implicature is not about what is explicitly said but what is implied. Therefore, the translator needs to work out implied meanings in translation in order to get the ST message across. The role of the translator is to recreate the author's intention in another culture in such a way that enables the TC reader to understand it clearly.

## **IV.ESP in translation**

### **IV.1 Concept**

- ESP is the abbreviation for English for Specific Purpose. It is defined in the other ways. Some people described ESP as simply being the teaching of English for any purpose that could be specified. Others, however, were more precise, describing it as the teaching of English used in academic studies or the teaching of English for vocational or professional purposes.

- Tony Dudley-Evans, co-editor of the ESP Journal gives an extended definition of ESP in terms of 'absolute' and 'variable' characteristics

*\_Definition of ESP (Dudley-Evans, 1997)\_*

❖ Absolute:

- ESP is defined to meet specific needs of the learners
- ESP makes use of underlying methodology and activities of the discipline it serves.
- ESP is centered on the language appropriate to these activities in terms of grammar, lexis, register, study skills, discourse and genre.

❖ Variable:

- ESP may be related to or designed for specific disciplines
- ESP may use, in specific teaching situations, a different methodology from that of General English
- ESP is likely to be designed for adult learners, either at a tertiary level institution or in a professional work situation. It could, however, be for learners at secondary school level
- ESP is generally designed for intermediate or advanced students.
- Most ESP courses assume some basic knowledge of the language systems

## **IV.2 Types of ESP**

David Carter (1983) identifies three types of ESP:

- English as a restricted language
  - English for Academic and Occupational Purposes
  - English with specific topics.
- The language used by air traffic controllers or by waiters are examples of English as a restricted language. Mackay and Mountford (1978) clearly illustrate the difference between restricted language and language with this

statement: "... the language of international air-traffic control could be regarded as 'special', in the sense that the repertoire required by the controller is strictly limited and can be accurately determined situation, as might be the linguistic needs of a dining-room waiter or air-hostess. However, such restricted repertoires are not languages, just as a tourist phrase book is not grammar. Knowing a restricted 'language' would not allow the speaker to communicate effectively in novel situation, or in contexts outside the vocational environment (pp. 4-5).

➤ The second type of ESP identified by Carter (1983) is English for Academic and Occupational Purposes. In the 'Tree of ELT' (Hutchinson & Waters, 1987), ESP is broken down into three branches:

- a) English for Science and Technology (EST)
- b) English for Business and Economics (EBE)
- c) English for Social Studies (ESS)

Each of these subject areas is further divided into two branches:

- ❖ English for Academic Purposes (EAP)
- ❖ English for Occupational Purposes(EOP).

An example of EOP for the EST branch is 'English for Technicians' whereas an example of EAP for the EST branch is 'English for Medical Studies'.

- The third and final type of ESP identified by Carter (1983) is English with specific topics. Carter notes that it is only here where emphasis shifts from purpose to topic. This type of ESP is uniquely concerned with anticipated future English needs of, for example, scientists requiring English for postgraduate reading studies, attending conferences or working in foreign institutions.

### **IV.3 Definition of technical translation**

According to Wikipedia, *Technical translation* is a type of specialized translation involving the translation of documents produced by technical writers (owner's manuals, user guides, etc.), or more specifically, texts which relate to technological subject areas or texts which deal with the practical application of scientific and technological information.

In “Approaches to translation” (1981), Newmark differently distinguishes technical translation from institutional translation: “Technical translation is one of the part of specialized translation; institutional translation, the areas of politics, commerce, finance, government etc... is the other.” He goes on to suggest that technical translation is potentially non-cultural and universal because the benefits of technology are not confined to one speech community. The terms in technical translation, therefore should be translated. On the contrary, institutional translation is cultural, so, in principle, the terms are transferred unless they are connected with international organization. Though having different approaches to technical translation, two authors view it as specialized translation with its essential element – “special terms”.

## **V. Terminology and Travel contracts**

### **1. Definition of English terms**

Up to now there are various definitions of terminology by many linguists.

- *Terminology* is the study of terms and their use. **Terms** are words and compound words that in specific contexts are given specific meanings, meanings that may deviate from the meaning the same words have in other contexts and in everyday language. The discipline Terminology studies among other things how such terms of art come to be



and their interrelationships within a culture. Terminology differs from lexicography in studying concepts, conceptual systems, and their labels (*terms*), whereas lexicography study words and their meanings.

<http://en.wikipedia.org/wiki/Terminology>

- **Terminology** is the set of technical words or expressions used in a particular subject

\_ Advanced Oxford Dictionary

- **Terminology** is the study of and the field of activity concerned with the collection, description, processing and presentations of terms, i.e. lexical items belonging to specialized areas of usage of one or more languages.

\_ Dafydd Gibbon, MET DST 1998

- **Terminology** is defined as “a word or a combination of words that denotes the concept precisely and its relationship with other concepts in specific area. Terminology is a specialized and restricted expression on things, phenomena, characteristics, and the relationship in a specific profession”.

\_Russian Encyclopedia, 1976\_

- **Terminology** is a word or combination of words that is used in science, technology, politics, art...and it has specific meaning, denotes precise concepts and names of the above-mentioned scientific areas.

\_Nguyen Van Tu, 1960:176\_

- **Terminology** is a section of special lexis of a language. It consists of fixed words and groups of words which are accurate names of concepts and subjects belonging to different specialized fields of human being.

\_Nguyen Thien Giap, 1981\_

## **2. Characteristics**

As a special unit in the lexical system of language, terminology has its own distinctive features. According to many linguists, terminology should have the following qualities: accurateness, systematism, internationalism, nationalism, popularity.

### **2.1 Accurateness**

The first quality of terminology is accurateness, that is, it expresses a specific concept or definition concretely and precisely so that it can help to avoid the misunderstanding one concept for another. It is necessary for each term in a typical professional scale, denotes only one concept in that system. The meaning of a term is normally the combination of linguistic signals not only the sum of its component's meaning. Luu Van Lang ( 1977) claimed that each linguistic signal poses one basic nuclear meaning and vice versa a concept also has a typical linguistic signal in a concrete situation. New Mark (1998) also said that concept-words are notorious for their different meanings in various technologies. Therefore, when a term is created in a specific field, it is necessary to take into account its homophone or synonymy which is often seen in linguistic.

### **2.2 Systematism**

It is the second criterion of a scientific term. As a part of language, each term has its own position in the system of concepts and belongs to a terminological system. Each term requires its meaning in the relationship with other terms in its system. Once separated from its system, its meaning is vague. Therefore, systematism is seen as one of the most important features of terminology. There is the difference in the viewpoints about the characteristics of terminology among terminologists. Some say the typical characteristic of terminology is the systematic formation, whilst others claim

that it is the feature of content. However, it is the combination of both content and expression form. It is impossible to separate a concept from the system to make a term but it determines its position in the system.

### **2.3 Internationalism**

As mentioned above, terms are special words expressing common scientific concepts together with the development, cooperation and scientific, technological exchanges among countries throughout the world, terms are internationalized. The globalization enables terminology to be used more popularity in different languages so as to make the international science develop faster. As a result of this process, there are exits a number of terms being internationalized in different languages namely medicine ( names of illness, medicine, physic, telecom...). Based on the criteria of terminology, each language may require other principles in accordance with its culture. Accordingly, terminology in Vietnamese is not an exception, it has its typical characteristics including nationalism and popularity.

### **2.4 Nationalism**

It is undeniable that term is special linguistic unit of a language used in specific profession; it clearly belongs to national language. As a result, terminology in Vietnam should be imbued with Vietnamese culture, and characteristics of Vietnamese language. They should be appropriate to Vietnamese people from the lexicology to grammatical composition.

### **2.5 Popularity**

It is characteristics of terminology which can bring scientific and technological progress to all people. As a component of linguistics, terminology plays an important role in pushing up the development of

science, hence it should be comprehensible to all people in its way of reading, writing, speaking and memorizing.

### **3. The creation of terminology**

According to the International Standardization Organization ( ISO, 1988), the following factors are of essential consideration in the creation of terminology are:

Firstly, terms must persistently show typical features of the concept they denote so as to bring about the exact reference. In addition, they need to be economical to avoid giving rise to homonymy. Besides, terms should be lexically systematic and conform to the phonological and morphological rules of the language. Furthermore, terms should follow the common rules of word-formation of the language, that is, they should allow composition and derivation where are necessary. Lastly, the meaning of term should be context-free. Term creation including primary and secondary, is under various influences and subject to different motivation. When a new concept appears, primary term formation is created meanwhile secondary term formation appears to name monolingual revision of given terminology or the term in the TL after a process of transferring knowledge from one linguistic community to another.

It is common knowledge that technical terminology is volatile due to the changes and continual development of science and technology. Both primary and secondary term formation in technology is affected by a proliferation of variants and synonyms which occur to satisfy the need for popular version of scientific term and product differentiation.

#### **4. The distinction between terms and words.**

It is necessary to distinguish between terminology and ordinary words. Baker (1998) claims that “ terms differ from words in that they are endowed a word with a special form of reference, namely that they refer to discrete conceptual entities, properties, activities or relations which constitute the knowledge space of a particular subject field”

In addition, meanwhile words function in general reference or a variety of subject fields, terms have special reference within a particular discipline and they keep their lives and meaning is only when they serve the system of knowledge that creation them.

Despite the distinction between term and word mentioned above, the boundary between them is not a clear cut, as many terms become ordinary words when they are closed to daily life and used with high frequency and many words become terms when they are used in specialized field.

#### **5. Terms in Travel contract field**

##### **5.1 Definition**

##### **Contract:**

We can easily get “*hợp đồng*” in Vietnamese equivalent by dictionary and in this area; the meaning of word has no change in TL. Contract is any written instrument or electronic document that referred to agreement between two parties to perform work or provide goods, including agreement or order for the procurement of supplies or services.

For example:

“The *contract* shall state clearly the total amount, or “ceiling”, of fees to be paid to the consultant”. (Guidelines for the Employment of Consultants under JBIC ODA Loans: 17)

(*Hợp đồng* sẽ công bố rõ tổng giá trị hợp đồng hoặc “giá trần”, chi phí phải trả cho bên tư vấn).

## **5.2. Classification of travel contract terms**

### ***5.2.1 Single terms***

The single term in travel contracts field can be single word or can be formed by the help of prefixes and suffixes

For example:

#### ***1. General single terms***

Suite	Ferry
Passport	Visa
Occupancy	Supply
Amenities	Commissionable
Tariff	

#### ***2. Single terms with suffixes***

Noun-forming by suffixes: “er”, “tion”, “or”

Supervisor	Commissions
Joiner	Reception
Confirmation	Ventilator
Registration	

### *5.2.2 Compound terms*

#### *Compound noun formed by N + N*

Leisure travel	Adventure travel
Mice tour	Buffet breakfast
First class	Business class
Group passport	Emergency passport
Conference room	Light baggage
Room attendant	Room transfer
Bell captain	City guide
City tour	Companion fare
Companion rate	Cancellation penalty
Combination destination	Conference center
Group arrangements	Group operator
Hotel package	Hotel register
Impulse travel	Incentive fare
Advance deposit	Arrival date
Arrival list	Arrival time
Conference business	Shift leader
Support center	Departure list
Day rate	

***Compound noun formed by adj + N***

Double room	Double locker
Executive housekeeper	Continental breakfast
Soft drinks	Extra bed
Normal passport	Official passport
Diplomatic passport	Commercial agency
Concrete jungle	Double rate
Domestic itinerary	Early departure
Continental plan	Extra charge

***Compound noun formed by participle + N***

Expected arrival	Expected departure
Changing room	Diving tour
Connecting room	Repeating guest



# **CHAPTER II: SOME STRATEGIES APPLIED IN TRANSLATION OF SOME COMMON TRAVEL CONTRACT TERMS**

As said in previous sections, travel contract terms include single words, compound words. Thus, basing on the theoretical background in the previous chapter, this chapter will analyze in detail some of the most popular strategies used in translation of travel contract terms as well as help readers clearly understand about new concepts of this field.

## **I. The strategy applied in translation of single terms.**

There are many strategies applied to translate single terms. However, due to the limited time and knowledge, this paper just concentrates on one of the most popular strategies. That is **recognized translation**. Recognized translation is applied in translating single terms because terms can be formed by different ways. Therefore the most important things the translators have to do is recognizing how terms are formed, as a result, translators can translate these terms easily.

A large number of words can be translated basing on original words in general text. Due to the multi-lexical meaning of word and types of translation field, word still carries the original meaning or has slight change in meaning which translators can easily realize this characteristic and find the closest meaning of word in TL. For example, “broker” can be translated as “ người môi giới” basing on original meaning in general text but “agreement” means “hiệp định” when it is used in ESP.

### *1. General single terms*

<b>Source Language</b>	<b>Target Language</b>
Suite	Loại phòng nghỉ cao cấp ở khách sạn
Passport	Hộ chiếu
Ferry	Tàu du lịch vận chuyển dài ngày
Occupancy	Mức độ chiếm phòng (phòng đã đặt)
Amentities	Tiện nghi ( đồ mà khách sạn cung cấp)
Commissionable	Dịch vụ, chỗ ngồi trong khách sạn
Supply	Đồ khách sạn cung cấp
Visa	Thị thực
Tariff	Bảng giá

### *1.2 Single terms with suffixes “er”. “or”, “tion”*

<b>Source Language</b>	<b>Target Language</b>
Joiner	Khách cùng đi du lịch
Ventilator	Quạt thông gió
Reception	Dịch vụ đón tiếp
Confirmation	Xác nhận đặt phòng
Supervisor	Giám sát viên
Registration	Đăng kí
Commissions	Tiền hoa hồng

## **I. Strategies applied in translation of compound terms.**

### **II.1 Shift or transposition translation**

The most popular strategy applied to translate compound terms is **Shift or transposition translation**. A “shift” (in Catford’ term) or “transposition” (Vinay & Darbelnet) is a translation procedure involving a change in the grammar from SL to TL, including two sub classification: automatic translation and rank-shift translation.

#### **II.1.1 Automatic translation**

That is one type of transposition which has change in the word order, and offers translator no choice.

The following examples will provide readers the features of automatic shift strategy. The compound word “ Double room” is formed by an adjective and a noun. “Double” means “ đôi ” and “room” means “phòng” in Vietnamese equivalent. And “ double room” is translated as “ phòng đôi”. It is clear that the position between two words has changed in TL. In English the adjective “ double” stands before the noun “ room” but this order has changed conversely in Vietnamese TL. The other term, “Conference room” is known as “Phòng hội nghị” in Vietnamese equivalent. There is also change in the order of these words, in English the noun “Conference” stands before the noun “room” however, when it is translated into Vietnamese, the noun “ conference ” comes after the noun ”room”. The automatic shift is flexibly applied in translation, and all words in the term are naturally converted from English into Vietnamese without adding any expression

*Compound nouns formed by noun + noun*

<b>Source Language</b>	<b>Target Language</b>
Leisure travel	Du lịch nghỉ dưỡng, tham quan thông thường
Mice tour	Tour hội thảo, hội chợ
First class	Vé máy bay hạng sang nhất
Adventure travel	Loại hình du lịch khám phá mang tính mạo hiểm
Buffet breakfast	Ăn sáng tự chọn ở khách sạn
Business class	Vé hạng thương gia trên máy bay
Group passport	Hộ chiếu cấp cho một nhóm công dân đi du lịch một lần
Emergency passport	Hộ chiếu khẩn cấp ( không có giá trị đi du lịch)
Conference room	Phòng hội nghị
Light baggage	Phòng có hành lý nhẹ
Room attendant	Nhân viên phục vụ phòng
Room transfer	Khách chuyển phòng
Bell captain	Đội trưởng khuân vác ở khách sạn
City guide	Sách hướng dẫn du lịch
City tour	Tour du lịch trong thành phố
Companion fare	Giá cước cho người đi theo
Companion rate	Suất giá cho người cùng thuê

Cancellation penalty	Khoản phạt hủy bỏ
Combination destination	Điểm du lịch hấp dẫn
Conference center	Trung tâm hội nghị
Group arrangements	Dịch vụ cung cấp cho khách tại điểm đến nằm trong lộ trình du lịch
Group operator	Cơ sở kinh doanh dịch vụ du lịch tại chỗ
Hotel package	Suất bao khách sạn
Hotel register	Sổ đăng kí theo dõi
Impulse travel	Du lịch ngẫu hứng
Advance deposit	Tiền đặt cọc
Arrival list	Danh sách khách đến
Arrival date	Ngày khách đến
Arrival time	Giờ khách đến
Conference business	Dịch vụ hội nghị
Incentive fare	Giá cước du lịch thưởng
Day rate	Giá thuê trong ngày
Departure list	Danh sách khách trả phòng
Shift leader	Trưởng ca
Support center	Bộ phận hỗ trợ

*Compound nouns formed by adj + noun*

<b>Source Language</b>	<b>Target Language</b>
Double room	Phòng đôi
Double locker	Phòng khóa kép
Executive housekeeper	Trưởng bộ phận phòng
Continental breakfast	Bữa ăn sáng kiểu lục địa
Soft drinks	Đồ uống không cồn
Extra bed	Giường kê thêm
Normal passport	Hộ chiếu thông thường
Official passport	Hộ chiếu quan chức đi công vụ
Diplomatic passport	Hộ chiếu người làm công tác ngoại giao
Concrete jungle	Khu du lịch vô tổ chức
Double rate	Mức giá phòng đôi
Domestic itinerary	Hành trình du lịch trong nước
Continental plan	Giá phòng bao gồm tiền phòng và một bữa ăn sáng
Early departure	Khách trả phòng sớm

*Compound nouns formed by participle + N*

<b>Source Language</b>	<b>Target Language</b>
Expected arrival	Phòng khách đặt sắp đến
Expected departure	Phòng khách sắp trả
Changing room	Phòng thay đồ của nhân viên
Diving tour	Tour du lịch tham gia lặn biển
Connecting rooms	Phòng thông nhau
Repeating guest	Khách lưu trú nhiều lần ở khách sạn





## II.2. Translation by omission

This strategy is often used to translate phrases by omitting words that are not essential to the meaning or impact of the text in order to avoid redundancy in translation text.

For instance, SL “Back of the house”, the word “back” means “phía sau” in Vietnamese equivalent. And we can easily get the translation text by word to word strategy as “phía sau của khách sạn”. However, we should translate by omitting the word “of” to avoid the boringness in the translation text and it is after translated as “hậu sảnh”. Another example, after omitting the preposition “of” in “free of charge”, it means “miễn phí”.

With this strategy, the content of SL is not changed, and translators can gain a better and more natural Vietnamese TL.

<b>Source Language</b>	<b>Target Language</b>
Back of the house	Hậu sảnh
Front of the house	Tiền sảnh
Free of charge	Miễn phí
Letter of confirmation	Thư xác nhận
Method of payment	Phương thức thanh toán
Kinds of room	Hạng, loại phòng
Method of selling rooms	Phương thức thanh toán phòng

### II.3 Translation by addition

This strategy often adds information, explains more about terms which are difficult to focus on a word or phrase in TL so that readers can understand the terms exactly.

For example, the term “soft drinks” can be translated into Vietnamese by word to word method as “ đồ uống nhẹ”, however, it is translated as “đồ uống không cồn”, The term “sleep out”, it can be known as “ ngủ ngoài” in Vietnamese equivalent but it is used in travel, which means “khách ngủ ngoài, không ngủ ở khách sạn”.

*Some examples are also translated by applying this strategy:*

<b>Source Language</b>	<b>Target Language</b>
Diving tour	Tour du lịch mà khách tham gia lặn biển để ngắm các rặng san hô
Soft drinks	Các loại đồ uống không cồn
Extra bed	Giường kê thêm để tạo thành phòng triple từ phòng Twin hoặc phòng Double
No baggage	Phòng khách không có hành lý
Occupied clean	Phòng đang có khách lưu trú đã được làm vệ sinh
Occupied dirty	Phòng đang có khách lưu trú chưa được làm vệ sinh
Stay over	Khách kéo dài thời gian lưu trú, không trả phòng như dự định
Walk –in – guest	Khách vắng lai tự đến, không đặt phòng trước

## II.4 Translation by paraphrase using related words

This strategy can be used when we translate an English word or concept that all meanings conveyed by the English term for the same concept. For example, the term “concrete jungle” is known as “rừng rậm”, but when we translated in travel term, it means that “khu du lịch đông đúc, vô tổ chức”. If this term is transferred word by word from English into Vietnamese, translation result may become more redundant. In order to avoid improper translation version, paraphrase is the best strategy.

*Some examples for this strategy:*

<b>Source Language</b>	<b>Target Language</b>
Concrete jungle	Khu du lịch đông đúc, vô tổ chức
Make up	Bảng yêu cầu làm phòng
Black market	Chúc may mắn ( trước những chuyến đi quan trọng)
High roller	Khách chơi bạc hào phóng, phung phí
Invisible export/import	Số tiền mà công dân nước nào đó đã chi tiêu du lịch trên nước khác
Front desk	Quầy lễ tân
Desk agent	Lễ tân
Ghost town	Thành phố trước đông người ở, giờ trống trơn, trở thành điểm du lịch

## **II.5 Translation of abbreviation by using loan words**

Loan words have increased in the process of human working and studying and occupied a large amount of vocabulary to enrich the human language. In the recent decades, Vietnamese language has added more new loan words originating from English such as chat (nói chuyện), copy (sao chép), marketing (tiếp thị), menu (danh sách), list (danh sách), ect. And in the procurement field, loan words are mainly the cases of abbreviation.

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. For example, the word *abbreviation* can itself be represented by the abbreviation “*abbr*” or “*abbrev*”. Normally, name of organizations are written in form of abbreviations such as ATC Bank, WTO, ATECH, ASEAN, AMT, IT. Abbreviations of this field are also classified into the most common types: acronyms

Acronyms are the words built from the initial of several words. An acronym 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.

Almost acronyms are formed by the initialism that is group of initial letters used for a name or expression, each letter being pronounced separately, such as ABF( American breakfast) or VOA(Visa on arrival). With an acronym, translators can make terms to be shortened to avoid the redundancy while the readers still get them

*The following attached reference table is illustrations in order that readers can closely approach with this strategy:*

<b>Abbreviation</b>	<b>Full of form</b>	<b>Vietnamese</b>
ABF	American breakfast	ABF ( Bữa ăn sáng kiểu Mỹ)
SGL	Single bed room	SGL ( Phòng 1 giường, 1 người ở)
TWN	Twin bed room	TWN (Phòng 2 giường, 2 người ở)
DBL	Double bed room	DBL ( Phòng 1 giường lớn, 2 người ở)
TRPL	Triple bed room	TRPL (Phòng 3 người ở)
OW	One way	OW ( Vé máy bay 1 chiều)
STA	Scheduled time arrival	STA (Giờ đến theo kế hoạch)
ETA	Estimated time arrival	ETA (Giờ đến theo dự kiến)
STD	Scheduled time departure	STD (Giờ khởi hành theo kế hoạch)
ETD	Estimated time departure	ETD (Giờ khởi hành theo dự kiến)
VOA	Visa on arrival	VOA (Thị thực cấp trực tiếp cho khách tại cửa khẩu)
MU	Make up	MU (Bảng yêu cầu làm phòng)

OC	Occupied clean	OC (Phòng đang có khách lưu trú đã được làm vệ sinh)
OD	Occupied dirty	OD (Phòng đang có khách lưu trú chưa được làm vệ sinh)
RS	Refuse service	RS (Khách từ chối phục vụ)
SO	Slept out	SO (Khách ngủ ngoài, không ngủ trong khách sạn)
VC	Vacant clean	VC (Phòng trống sạch)
VD	Vacant dirty	VD (Phòng trống bẩn)
VR	Vacant ready	VR (Phòng trống sẵn sàng đón khách)
VIP	Very important person	VIP (Khách quan trọng)
FIT	Free independent travelers	FIT (Khách du lịch tự do)
BB	Bed and breakfast	BB (Phòng ngủ và ăn sáng)

# CHAPTER III: IMPLICATION

## I. Some problems in translation process

### 1.1 Misunderstanding

This is common situation in translation. Words in general English can carry different meanings and express new concepts in specific English. It is a cause leading to misunderstanding in translation process.

The translators often misunderstand the meaning of word between general English and specific English or among fields. In specific cases, each word express different meaning.

For example, the word “skips” in general English means “ông bầu”, but in specific English, like “skips” in sport is known as “đội trưởng, thủ quân”, but in tourism field it means “khách quy, không thanh toán tiền phòng”

Another example, “operator” in general English has meaning “người thợ máy, người coi tổng đài”, but in specific English tourism field, “ground operator” we understand that it means “cơ sở kinh doanh dịch vụ du lịch tại chỗ”.

Surely, translators will have conclusion how to use exactly and flexibly Vietnamese equivalent to avoid misunderstanding.



## 1.2 Difficulties

In each specific field, there are a lot of terms, especially terms are formed by many ways. Due to limitation of knowledge about the specific field, translators certainly meet difficulties in translating terms.

Some terms express new concept or new ideas which are formed in the working process of each field or formed by using habits or slang...such as “back-to-back” ( liên tục), “ walk-in-guest” ( khách vắng lai, tự đến).

In fact, there are a lot of terms which the meaning are easily guessed basing on the meaning of each word or via shift translation. For instance, the term “double room”, we can easily get its meaning through the word “double” and “room”. Or the term “ buffet breakfast”, we can easily translate it as “ bữa sáng tự chọn” by looking up the word “ buffet” and “ breakfast” in dictionary. On the contrary, there are a lot of terms or phrase which can translate individual words but it is difficult to guess the meaning of whole term or focus on a word or expression in Vietnamese equivalent. In this case, if we apply word to word strategy in translation , it is possible to cause a misunderstanding or restriction. For example, “desk agent” means “ lễ tân”, or “ check-in” is known as “ thủ tục nhận phòng khách sạn” and “check-out” means “ thủ tục trả phòng khách sạn”

Sometimes, translators also meet difficulties in translating of abbreviation because abbreviation is formed by a variety of methods, if translator have limitation of knowledge about what they stand for, they can fail to find convert meaning of word in dictionary

## **II. Some suggestions for translation**

The most difficult to translate ESP is terminology which is often translated practically and exactly in requirement. Generally, the best translation should be performed according to some following steps:

- ✓ The translators should try to understand new terms in the whole content and intention of the text which they are translating. The principal way to reach it is reading all sentences or the text completed to give the idea that we want to say in the TL because the most important characteristic of this technique is translating the message as clearly and naturally as possible. By this way, translators can get the meaning of word in the detailed content. Most of terms are created from original word in general English.
- ✓ Secondly, the translators should search the knowledge about the translation matter in order to, at least understand the concept of terms and use them correctly and decrease all the difficulties stated above. By doing this, translators can choose the best equivalence in Vietnamese and avoid the misunderstanding.
- ✓ Thirdly, the translators should avoid the tendency to translate word by word because that will destroy the meaning of original word and ruin the beauty of the expression. Basically, most of the terms are translated by using general word. However, sometimes, it is necessary to translate an English word by a long phrase or even a whole sentence to help reader under.

## **PART III : CONCLUSION**

Nowadays, English is considered an international language, therefore, it becomes an obligatory subject in schools and universities. The important role of English is illustrated in every field of human life such as: economy, science, and politics, medical, etc. Therefore, translation of English terms for specific purposes plays a crucial role.

My graduation paper is divided into three parts: the rationale, aims, methods, scope and design of the study are mentioned in part one with the aim that the readers could have an overview of my study. Part II is the most important in this study including three chapters. Based on the theoretical background of translation and translation methods in chapter I, chapter II gives some strategies applied in translation of some common travel contract terms such as recognized translation, shift translation, translation by omission, translation by addition, translation by paraphrase using related words, translation by using a loan word. Then, some difficulties in translation process and some suggestions are given in chapter III. Part III summarizes main ideas mentioned in previous parts and gives some suggestions for further study

Hopefully, my study will be really helpful for all caring about travel contract term knowledge, especially English terms relating to tourism field. It can suggest the useful ideas for the further studies to readers.

Surely, mistakes and shortcomings in this graduation paper are unavoidable due to my limitation of time and knowledge. Therefore, I am always willing to receive the contributions, advices and sympathies from teachers and readers to make my graduation paper much better.

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# APPENDIX

<b>No</b>	<b>English</b>	<b>Vietnamese</b>
1	Block booking	Đặt phòng cho một nhóm người
2	Check-in-hour	Giờ nhận phòng
3	Check-in-date	Ngày nhận phòng
4	Check-out-hour	Giờ trả phòng
5	Check-out-date	Ngày trả phòng
6	European plan	Giá chỉ bao gồm tiền phòng
7	F.O cashier	Nhân viên thu ngân lễ tân
8	F. O equipment	Thiết bị tại quầy lễ tân
9	Other requirements	Các yêu cầu khác
10	Pre-assignment	Sắp xếp phòng trước
11	Pre-payment	Thanh toán tiền trước
12	Pre-registration	Chuẩn bị đăng kí trước
13	Revenue center	Bộ phận kinh doanh trực tiếp
14	Out of order	Phòng hỏng/ đồ vật hỏng không sửa được
15	Out of service	Phòng tạm thời chưa đưa vào

		phục vụ do sửa chữa
16	Pantry	Kho tàng chứa đồ để chuẩn bị cho việc phục vụ khách
17	Hotel representative	Đại diện khách sạn
18	Houseman/woman	Nhân viên tạp dịch nam/nữ
19	Low season	Mùa thấp điểm
20	High season	Mùa cao điểm
21	Lounge	Phòng đợi
22	Manual	Sách dành tham khảo trong du lịch
23	Inbound	Khách du lịch quốc tế, người Việt tại hải ngoại đến du lịch Việt Nam
24	Outbound	Người Việt Nam, người nước ngoài tại VN đi thăm quan các nước khác
25	Trekking	Tour du lịch khám phá, mạo hiểm
26	Kayaking	Tour du lịch mà khách tham gia trực tiếp chèo thuyền vượt qua t ghềnh thác
27	Homestay	Tour du lịch mà khách sẽ ở tại nhà người dân bản xứ

28	Full board package	Tour trọn gói gồm tất cả các bữa ăn sáng, trưa, tối
29	Half board package	Tour trọn gói nhưng chỉ gồm ăn sáng, ăn trưa hoặc ăn tối
30	Free & Easy package	Tour du lịch cơ bản chỉ gồm phương tiện vận chuyển, phòng nghỉ và các bữa sáng tại khách sạn.
31	Junior suite	Phòng khách sạn rộng, có chỗ làm việc, nơi ngủ và nơi tiếp khách được ngăn riêng bằng vách ngăn
32	Jitney	Xe khách bình dân, xa thả
33	Off-line	Hoạt động ngoài, không theo tuyến
34	Group plan rate	Giá phòng cho khách đoàn
35	Guaranteed booking	Đặt phòng có đảm bảo
36	Guest folio account	Sổ theo dõi các chi tiêu của khách



37	Guest history file	Hồ sơ lưu của khách
38	Guest service	Dịch vụ khách hàng
39	Handicapper room	Phòng dành cho người khuyết tật
40	House count	Thống kê khách
41	Housekeeping	Bộ phận phục vụ phòng
42	Housekeeping status	Tình trạng phòng
43	In-house guests	Khách đang lưu trú tại khách sạn
44	Late check out	Phòng trả trễ
45	No show	Khách không đến
46	Non- guaranteed reservation	Đặt phòng không đảm bảo
47	Occupancy level	Công suất phòng

48	Overbooking	Đặt phòng quá tải (vượt trội)
49	Overnightaccommodation	Ở lưu trú qua đêm
50	Overstay	Lưu trú quá thời hạn.
51	Registration card	Thẻ, phiếu đăng ký
52	Registration process	Quy trình đăng ký
54	Registration form	Phiếu đặt phòng
55	Room availability	Khả năng cung cấp phòng
56	Room cancellation	Việc hủy phòng
57	Room count sheet	Kiểm tra tình trạng phòng
58	Room counts	Kiểm kê phòng
58	Under stay	Thời gian lưu trú ngắn hơn
60	Sleeper	Phòng khách đã trả nhưng lễ tân

		quên
61	Room off	Phòng không sử dụng