

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



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**HAIPHONG PRIVATE UNIVERSITY
FOREIGN LANGUAGES DEPARTMENT**

GRADUATION PAPER

**A STUDY ON HOW TO TRANSLATE RELATED
TERMS IN BUSINESS ADMINISTRATION FROM
ENGLISH INTO VIETNAMESE**

By:

Class:

Supervisor:

HAI PHONG - 2010

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

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

Sinh viên

Đã giao nhiệm vụ ĐTTN

Người hướng dẫn

Hải Phòng, ngày tháng năm 2010

HIỆU TRƯỞNG

GS.TS. NGUYỄN 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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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 2010

Người chấm phản biện

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PART I: INTRODUCTION

1. Reasons of the study:

In the development history of human beings, the economic development has been considered the most important factor. It shows power and status of a country over the world. Therefore, economic development is the central concern in all countries including Vietnam. To achieve a strong and stable economy, it is very necessary to get good leaders of business in each country. Apart from their own experiences in business, the leaders also need to equip themselves with the knowledge of management. The translating Business Administration terms from English into Vietnamese helps learners and researchers easily approach the useful foreign documents of the Business Administration in particular as well as the economics in general.

The study on translating Business Administration terms helps learners of economics major easily approach the useful foreign economics documents. Business Administration is not a quite new field in Vietnam; nowadays, it becomes a main major in many universities. However, in comparison to the developed countries such as English, America, ect; in Vietnam, Business Administration is at younger age in both skills and experience of management. Therefore, it is essential to research and learn Business Administration. Many people encounter troubles in researching documents related to Business Administration because all the useful documents are written in foreign language (mainly English). In the integration with global economy, English is used broadly in companies to serve for activities of business such as transaction, marketing, ect. Therefore, study of translating Business Administration terms is more important. Besides, it also helps me get the basic knowledge of Business Administration in particular as well as

economics in general and makes me more confident and helps me have more chance to choose and find a good job in the future.

In conclusion, study on translating of BA terms from English into Vietnamese is very important. Moreover, I could have more thorough knowledge and understanding about English for Business and Economic translation in general and translation of Business Administration in particular.

2. Scope of the study:

BA terms lie in a system of English for specific purposes (ESP) of English for Business and economic. To translate and study these terms, it requires the learners to have to invest a great volume of time. However, due to the limitation of time and knowledge of BA, I could not cover all aspects of this theme. I only focus on studying on translating of BA terms by referring terms related to BA, its concepts and its equivalence meaning in Vietnamese. I hope that this study partly provides readers with overall comprehension about translating terms related to BA and helps the students as well as researchers of BA major translate it effectively.

3. Aim of the study:

This graduation paper is studied to help learners widen their knowledge of vocabulary in Business Administration, especially in deeply understanding the concept of Business Administration terms. From that, the learners could have general understanding about translating these terms.

4. Methods of the study:

During the research process I did some works to serve for writing this theme such as:

- Collecting and presenting the Basic English terms in Business Administration.
- Analyzing and classifying these terms into groups.
- Finding the concepts of these terms and their equivalence meaning in Vietnamese.

- Giving some exercises to apply for translating these terms.

To get the exactly information, I also used the reference books, internet, and Oxford business English dictionary.

I hope that this study partly helps learners deal with the problem of translating BA terms.

5. Design of the study:

My graduation paper is divided into three parts, of which the second part is the most important.

➤ **Part I is the introduction.** This part includes reasons of the study, aim of the study, scope of the study, methods of the study, design of the study.

➤ **Part II is the development.** This part includes three chapters:

Chapter one is the theoretical background which focuses on definitions, methods, procedures of translation in general and ESP translation in particular, EBE (English for Business and economic) terms translation.

Chapter two is the investigation on business administration terms and their Vietnamese equivalences and exercises are given to apply for translating BA terms.

Chapter three: Main findings

➤ **Part three:** Conclusion.

PART II: DEVELOPMENT

CHAPTER ONE: THEORETICAL BACKGROUND

I. TRANSLATION THEORY.

I.1 Definitions of translation:

First of all, we can realize that translation has an important role in the developing process of each country. Through translating, people could selectively learn and absorb the quintessences of other countries in all cultural, economic, scientific, technological fields. Therefore, translation has great contribution to human civilization. Awareness of translation importance, many writers has written about the definitions of translation. In this paper, the concepts of translation have been collected as follows:

- “Translation is the expression in another language (target language) of what has been expressed in one language (source language), preserving semantic and stylistic equivalencies.” (By Bell R.T. ,1991).
- “Translation is the replacement of a representation of a text in one language by a representation of an equivalent text in a second language.” (By Bell, R.T. ,1991).
- “Translation is rending a written text into another language in a way that the author intended the text.” (By Bui Tien Bao-Hanoi National University).

All above definitions also show that translation consists of transferring the meaning of the source language into the receptor language. Translation consists of studying the lexicon, grammar structure, communication situation, and cultural context of a source language text, analyzing it to determine its meaning, then reconstructing this same meaning using the lexicon, grammar structure which is appropriate in the receptor language and its cultural context.

I.2. Types of translation:

A. Word-for-word translation: in which the SL word order is preserved and the words translated singly by their most common meanings. Cultural words are translated literally. The main use of this method is to understand the mechanic of source language.

For example:

The students like to study translation

(In Vietnamese: các sinh viên thích học dịch).

B. Literal translation: This is a broader form of translation, each source language word has a corresponding TL word, but their primary meaning may differ. The SL grammatical forms are converted to their nearest target language equivalents. However, the lexical words are again translated out of context. Literal translation is considered the basic translation step, both in communication and semantic translation.

For example:

John found the book on mathematics.

(In Vietnamese: John tìm thấy cuốn sách viết về môn toán)

C. Faithful translation: This method tries to reproduce the precise contextual meaning of original within constrain of the TL grammatical structure. It transfers cultural words and preserves the degree of grammatical and lexical derivation from the SL norms. It attempts to be completely faithful to the intentions of the SL writer.

For example:

a) Equal pay for equal work

(In Vietnamese: Tiền lương phải tương xứng với công việc).

b) As light as feather

(In Vietnamese: Nhẹ như lông hồng)

D. Semantic translation: It differed 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 is appropriate so that no assonance, word play, or repetition jars in the finished version.

For example:

Love me, love my dog

(In Vietnamese: Làm dâu trăm họ)

E. Adaptation translation: This method is freest form of translation. It is frequently used for plays and poetries, SL culture is converted to TL culture and text is rewritten.

For example:

“Ahmed and Ahmee, two little boys, were returning home and should have been back long ago.”

(In Vietnamese: Ahmed và Ahmee hai cậu bé đang trở về nhà và lẽ ra hai cậu đã phải trở về nhà từ lâu lắm rồi).

(Quách Thu Nguyệt, 2002: 28)

F. Free translation: Free translation is the translation which is not close to the original, but the translator transmits meaning of the SL in her/his own words. It reproduces the matter without the manner, or the content without the form of the original. Although translation by this way makes the text in TL sounds more natural, translating is too casual to understand the original because of its freedom.

For example:

“Phía trên ngọn cây có một ngôi sao toả ra vô số những tia sáng kỳ ảo giống như ngôi sao đã từng toả sáng ở bethlehem trư ớc đây”.

(In English: On the top, looking down on the tree with its myriads of tiny fairy lights is a Christmas star-shining and silvery as the star in Bethlehem shone so long ago

(Quách Thu Nguyệt. 2001: 12).

G. Idiomatic translation: Idiomatic translation reproduces the “message“ of the original but tends to distort nuance of meaning by preferring colloquialisms and the idioms where the idioms do not exist in the original.

For example:

Still water runs deep.

(In Vietnamese: *tâm ngậm tâm ngậm mà đá chết voi*)

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

For example: Hey, where are you going?

(In Vietnamese: *chào anh/chị*)

I.3. Translation equivalence:

I.3.1. Definitions of equivalence in translation:

The problem of equivalence is one of the most important issues in the field of translating. It is a question of finding suitable counterparts in target language for expressions in the SL. Here are some definitions of equivalence in translation:

– According to the Merriam-Webster dictionary (1984), equivalence is the same, similar or interchangeable with something else. In translation terms, equivalence is a term used to refer to the nature and extent of the relationships between SL and TL texts or smaller linguistic units.

– According to Leonardo, V. (2000), translation equivalence is the similarity between a word in one language and its translation in another. This similarity results from overlapping ranges of reference.

I.3.2. Types of equivalence in translation:

In the second edition by Nida and Taber (1982), Nida argues that there are two different types of equivalence, namely formal equivalence and dynamic equivalence. She distinguishes that:

- The formal equivalence (or formal correspondence): focuses attention on the message itself in both form and content”
- The dynamic equivalence: based upon “the principle of equivalent effect”.

According to Koller, W. (1979), equivalence translation is considered five types:

- Denotative equivalence: The SL and the TL words refer to the same thing in the real world. It is an equivalence of the extra linguistic content of a text.
- Connotative equivalence: This type of equivalence provides additional value and is achieved by the translator’s choice of synonymous words or expressions
- Text-normative equivalence: The SL and the TL words are used in the same or the similar context in their respective languages.
- Pragmatic equivalence: With the readership orientation, the SL and the TL words have the same effect on their respective readers.
- Formal equivalence: This type of equivalence produces an analogy of form in the translation by either exploiting formal possibilities of TL, or creating new forms in TL.

In conclusion, definitions and types of equivalence translation are referred by theorists in different ways, but it is the same effective equivalence between SL and TL.

II. TRANSLATION OF BUSINESS ADMINISTRATION TERMS.

II.1. ESP in translation

II.1.1. Definition of ESP

ESP (English for Specific Purposes) nowadays becomes popular in all fields. Since post world war, the economic power of United States has distributed to

global economy, thank to applying the achievement of unprecedented expression in scientific, technical and economic. Therefore, English has become the international language, and the demand of learning English is more essential. Some people described ESP as simply being the teaching of English for any purpose that could be specified. Other, however, described it as the teaching of English for vocational or professional purposes.

According to Huchinson and Waters (1987), ESP is an approach to language teaching in which all decisions as to content and method are based on the learner's reason for learning".

II.1.2.Types of ESP

According to Carver, D. (1983), English for Specific Purpose is identified into three types of ESP:

- English as a restricted language
- English for Academic and Occupational Purposes
- English with specific topics.

a. English as a restricted language:

According to Mackay and Mountford (1978), this type of ESP is only used in the vocational environment, and would not allow the speaker to communicate effectively in novel situation, or in contexts outside the vocational environment (pp.4-5). We can realize that this type of ESP is used by traffic controllers or by waiters.

b. English for Academic and Occupational Purposes:

In the "Tree of ELT" (Hutchinson & Water, 1987), ESP is broken 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 ESP branch is “English for Technicians” whereas an example of EAP for the EST branch is “English for Medical Studies”.

c. English with specific topics:

According to Carver, D. (1983), he 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 the foreign institutions.

During the research process of definition and types of ESP, it shows that Business Administration terms belong to EBE (English for Business and Economics).

II.2. TERM

II.2.1. Definitions of term

Linguists have proposed up to hundred definitions of terminology. In “Dictionary of Linguistic Terminology” (1997), there are different definitions of terminology.

In the word of Nguyen Van Tu (1960:176), “Terminology is a word or combination of words that is used in particular activity, job, profession... It has specific meaning, denotes precise concepts and name of the above-mentioned scientific areas”.

In “Russian encyclopedia” (1976:473-474), “Terminology is a word or combination of words that denotes the concept precisely and its relationship with other concept in a specific area. Terminology is a specialized and restricted expression on things, phenomena, characteristic and the relationships in a specific profession”.

According to Nguyen Thien Giap (1985:309-309), he claimed that terminology, which is understood as a specific linguistic unit of a language,

consists of word and fixed phrases that provide precise definitions and objectives that belong to a particular scientific area.

Term is the variation of language in a specific condition (Peter Newmark) and he stated that the central difficulty in translation is usually the new terminology. Even then, the main problem is likely to be that of some terms in source text which is relatively context-free, appear only once. If they are context-bound, you are more likely to understand them by gradually eliminating the less likely versions.

II.2.2. The characteristics of term

Terminology in general and scientific terminology is a word or phrase used in a particular scientific field to denote a concept or object concretely and precisely. Thus, terminology is to express concepts in a specific science, depends on concept system of that science. Terminology, as a result, is difference from normal vocabulary in a narrow scale of use. It is claimed in linguistics journal (1977. Vol. 1) by Luu Van Lang that scientific terminology should have at least three following qualities: accurateness, systematism, and internationalism.

a) Accurateness

Accurateness is the first criterion of a scientific term. It means that a term should express a scientific concept or definition concretely and precisely in order to avoid misunderstanding concept for another. In a small system of a narrow professional scale it is, therefore, necessary that each concept have a typical term and a term also denotes a concept in the system. It is noted that a term meaning is not always sum of components' meaning. It is, however, the combination of linguistic signals that produce new nuances of meaning which are considered sub and non-basic meaning.

b) Systematism

Terminology is a part of a language, which is system of a linguistic signs. Each language consist of a specific system, thus terminology in each language also poses its own system. Systematism in terminology, therefore, is considered one of the most important features of terminology.

Some Russian terminologist such as Reformaskit (1961:51) believed that the characteristics of terminology are the systematic formation, while a number of Vietnamese terminologists claim that this is the characteristic of content. In fact, it is noticeable to pay attention to both: The system of conception (content) and the system of signs (expression form). The reason is that “Language is a system of signs organized in difference levels with nuclear and conversion in expressing and expressed form, surface structure or content”. (Luu,V.L, 1977). In order to build a system of terminology it is very necessary to determine the system of conception (content) before setting the system of signs (form).

c) Internationalism

There must be no misunderstanding of the conception (content) of a particular science in all languages. It is identity of science that enables the process of updating global technological and scientific achievement faster and effective. To meet the demand of scientific and technological exchange, terminology of many sciences has been being internationalized namely telecom (English), business and commerce (English), art (French, English) and others, which has proved to be accurate, systematic, precise, understandable and popular.

II.2.2.1. Business Administration EBE translation:

Nowadays, economics plays an important role in all countries. When the international economy is booming, it enquires the greater exchange of commodities among countries. Therefore, many people study in this field, especially in Business Administration (BA) field. However, BA documents are written in English which need to be understood deeply. And it is impossible to contrast a complete translation that captures the universal

meaning of the SL in the BA text without thoroughly understanding BA terms which are an issue relevant to English for Business and Economics translation. Thus, this part of the study bases on the theoretical background of English for Business and Economics translation. According to the Oxford Business Administration, terms of Business Administration are terms that express the study or practice of planning, organizing, and running a business.

CHAPTER TWO: AN INVESTIGATION ON BUSINESS ADMINISTRATION TERMS AND THEIR VIETNAMESE EQUIVALENCES

I. Typical Terms related to company and types of business:

I.1 Company:

❖ **Company** (in Vietnamese: Công ty):

“A business organization sells goods or services, especially one that has been officially created (registered) in a particular country and is owned by shareholders” (The Oxford business English dictionary, 2005, p.103).

❖ **Business** (in Vietnamese: Doanh nghiệp):

“Business is used especially to mean a business that is owned by an individual or family.” (The Oxford Business English Dictionary, 2005, p.67).

❖ **Firm** (in Vietnamese: Công ty):

“A business or company, especially one that provides a professional service: An accounting/engineering/investment firm a law firm.” (The Oxford Business English Dictionary, 2005, p.220).

I.2 Types of a business:

The types of a business are Sole Proprietorship, Partnership, Limited Liability Company, Joint Stock Company, Co-operative, state-owned company, private enterprise, wholly foreign-owned Company, Joint-venture Company, Parent Company, Subsidiary.

❖ **Sole proprietorship** (in Vietnamese: Doanh nghiệp có một chủ đầu tư duy nhất):

“A business is owned and run by one person. The person starting the business is responsible for its debts.” (The Oxford Business English Dictionary, 2005, p.517).

❖ **State-owned company** (in Vietnamese: Doanh nghiệp nhà nước):

“A legal entity is invested, established and run by government.” such as Vietnamese Agribank (The definition of state-own company, the web:

<http://en.wikipedia.org/wiki/state-own>).

❖ **Private enterprise** (in Vietnamese: Doanh nghiệp tư nhân):

“A company which is owned, managed, or provided by an individual person or an independent company, rather than by state.” (The Oxford Business English Dictionary, 2005, p. 425)

❖ **Limited liability company** (in Vietnamese: Công ty trách nhiệm hữu hạn):

“A business owned by two or more people who are responsible for the money they have given if the company can not pay its debts.” (The Oxford Business English Dictionary, 2005, p. 319).

❖ **Joint-stock company (JSC)** (in Vietnamese: Công ty cổ phần):

“A business organization that is owned by a group of people (shareholders) who provide its funds, appoint its managers and share its profits and debts.” Such as FPT joint stock company (The Oxford Business English Dictionary, 2005, p. 301).



❖ **Partnership or co-partnership** (in Vietnamese: Công ty hợp doanh):

“A relationship between people who own a business together and share the profits and risks.” (The Oxford Business English Dictionary, 2005, p. 395).

❖ **Wholly foreign-owned company** (in Vietnamese: Công ty có 100% vốn đầu tư nước ngoài):



“A company that is invested by 100 % foreign capital that people of one country invest in another by buying property, building factories, buying businesses.” such as Vietnam international assurance company (The Oxford Business English Dictionary, 2005, p. 229).

❖ **Co-operative** (in Vietnamese: Hợp tác xã):

“A business or other organization that is owned and run by the people involved who work together and share profits.” (The Oxford Business English Dictionary, 2005, p. 119).

❖ **Joint-venture company** (in Vietnamese: Công ty liên doanh):

“A new business that is started by two or more companies, often in the form of an independent Company whose shares; the product or service that the business sells or provides.” (The Oxford Business English Dictionary, 2005, p. 301). *Russia union*



company has a joint venture with Vietnamese petrol company Vietnamese.

❖ **Corporation** (in Vietnamese: Tập đoàn kinh tế):

“A business organization that has been officially created (incorporated) and is owned by shareholders.” (The Oxford Business English Dictionary, 2005, p. 122). Such as the Samsung Corporation



❖ **Parent company** (in Vietnamese: Công ty mẹ):

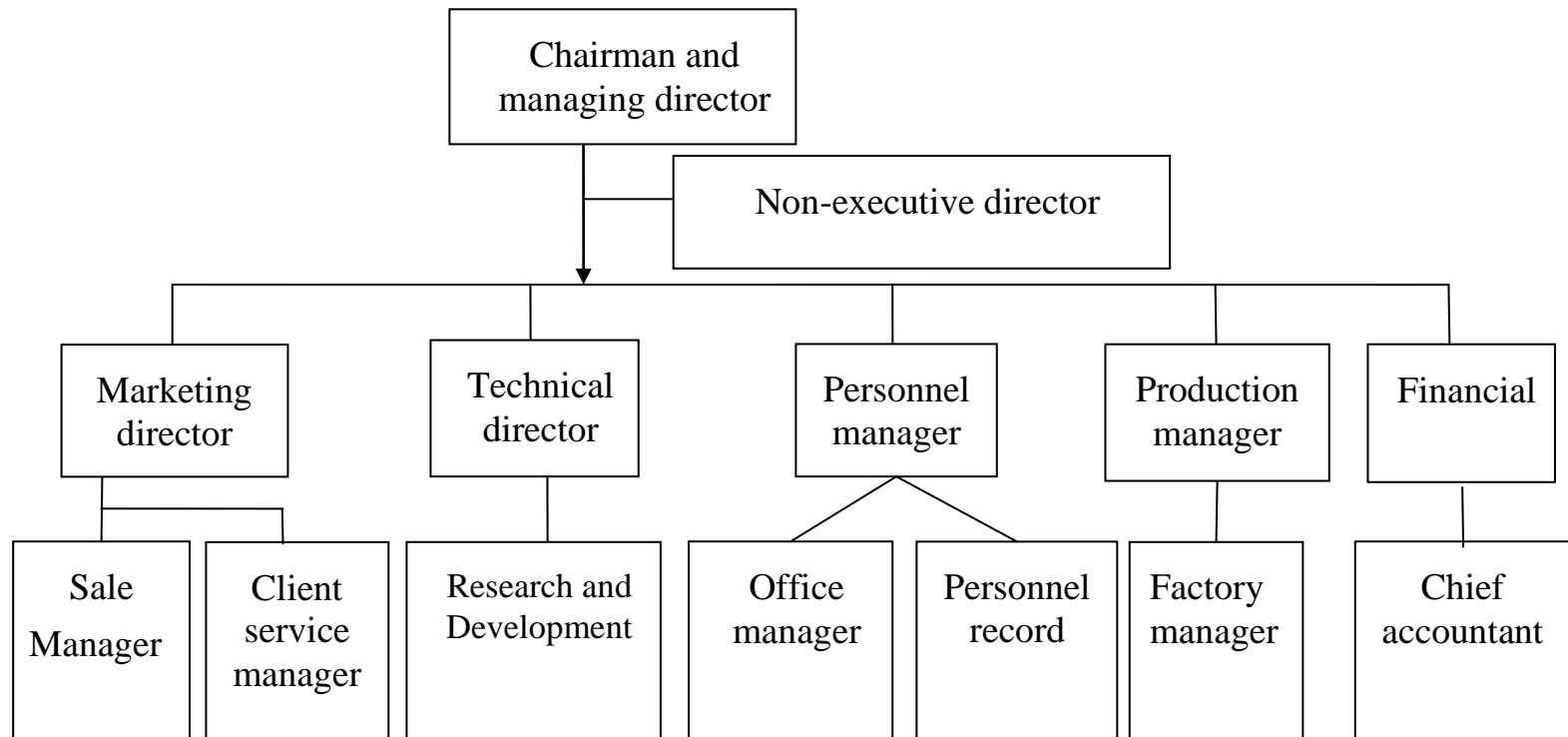
“An organization that owns and controls the other companies.” (The Oxford Business English Dictionary, 2005, p. 393).

❖ **Subsidiary** (in Vietnamese: Công ty con):

“A company that is owned or controlled by another company.” (The Oxford Business English Dictionary, 2005, p. 539).

II. Typical terms related to personnel management

II.1. People and position



The map of organization structure of a company

❖ **The board** (in Vietnamese: Hội đồng quản trị):

“The group of director of a company; also called the board of director.”
(The Complete of book business, 1992, p. 18).

❖ **Chairman or chairwoman of board** (in Vietnamese: Chủ tịch hội đồng quản trị):

“The person who leads a company’s BOARD OF DIRECTORS. He was the founder, chairman, and chief executive operation of company.” (The Oxford Business English Dictionary, 2005, p. 122).

❖ **Administrator** (in Vietnamese: Quản trị viên)

“Administrator is a person whose job is to manage and organize the public or business affairs of a company or an institution.” (The Oxford Business English Dictionary, 2005, p. 10).

❖ **Company President** (in Vietnamese: Chủ tịch công ty)

“The person who leads a company and is responsible for deciding on policy, especially one who leads a group of people: she was name president and CEO of the company last week.” (The Oxford Business English Dictionary, 2005, pp. 420-421).



❖ **Vice president** (in Vietnamese: Phó chủ tịch công ty) :

“The person manages different part of it, usually under the authority of a CHIEF EXECUTIVE OFFICER.” (The Oxford Business English Dictionary, 2005, p. 421).

❖ **Non-executive directors or outside director** (in Vietnamese: Những uỷ viên quản trị không trị sự) :

“A member of company’s BOARD OF DIRECTOR who is not employed by the company but takes part in meeting of the board and provide independent advice.” (The Oxford Business English Dictionary, 2005, p. 365).

❖ **General manager** (in Vietnamese: Tổng giám đốc):

“A person who is responsible for running a business, or part of it, on a daily basis.” (The Oxford Business English Dictionary, 2005, p.242).

❖ **Managing director** (in Vietnamese: Giám đốc điều hành):

“A person who is in charge of company’s board of directors who is responsible for running the business on a daily basic.” The Oxford Business English Dictionary, 2005, p. 333).

❖ **Director** (in Vietnamese: Giám đốc):

“One of a group of people who are chosen by shareholders to run a company and decide its policies.” (The Oxford Business English Dictionary, 2005, p. 160).

❖ **Deputy(director/chairman/chief executive)** (in Vietnamese: Phó giám đốc, phó chủ tịch):

“A person who is immediately below the head of an organization, a department, in rank and officially in charge when that person is not there.” (The Oxford business English dictionary, 2005, p. 154).

❖ **Marketing director** (in Vietnamese: Trưởng phòng tiếp thị):

“Marketing director is the person who oversees the company’s marketing strategies,” according to the website: [http://Wikipedia.org /wiki/marketing_director](http://Wikipedia.org/wiki/marketing_director).

❖ **The technical director (TD) or technical manager (TM)** (in Vietnamese: Trưởng phòng kỹ thuật):

“A person, who is usually a senior technical person, possesses the highest level of competence in a specific technical field and may be recognized as an expert in that industry,” according to the web: [http://dictionary.babylon.com/encyclopedia /wikipedia-english/](http://dictionary.babylon.com/encyclopedia/wikipedia-english/).

❖ **The Personnel Manager** (in Vietnamese: Trưởng phòng nhân sự):

“A professional manager is responsible for advising on, formulating and implementing personal or human resource strategy and personnel policies,” according to the Website: <http://www.lausd.k12.ca.us/lauds/offices/personnel>.

❖ **Company secretary** (in Vietnamese: Thư kí công ty):

“a person in a company, usually chosen by the directors, who has various legal duties, such as looking after the company’s official documents and arranging company meetings.” (The Oxford Business English Dictionary, 2005, p. 104).

❖ **Account manager** (in Vietnamese: Giám đốc nghiệp vụ quảng cáo):

“Account manager is an employee of a company, especially one working in advertising, who is responsible for dealing with one of company’s regular customers.” (The Oxford Business English Dictionary, 2005, p. 4).

❖ **Chief Finance officer** (in Vietnamese: Trưởng phòng tài chính):

“The person in charge of the financial department of a company.” (The Oxford Business English Dictionary, 2005, p. 88).

❖ **Chief accountant** (in Vietnamese: Kế toán trưởng):

“A person directs the day-to-day activities of the General Accounting Sections and is responsible for the central accounting records and controls over all financial transactions of the company,” according to the Web: http://en.wikipedia.org/wiki/chief_accountant.

❖ **Foreman** (in Vietnamese: Đốc công phân xưởng):

“A worker who is in charge of a group of other factory or building workers.” (The Oxford Business English Dictionary, 2005, p. 229).

❖ **Chief Information director** (in Vietnamese: Trưởng phòng thông tin):

“The person in an organization who is responsible for the computer systems and technology.” (The Oxford Business English Dictionary, 2005, p. 90).

❖ **Staff** (in Vietnamese: Đội ngũ nhân viên):

“All the people who work for a company or an organization.” (The Oxford Business English Dictionary, 2005, p. 523).

❖ **Office junior** (in Vietnamese: Nhân viên văn phòng cấp dưới):

“A person has low rank or status in an office.” (The Oxford Business English Dictionary, 2005, p. 372).

❖ **Bookkeeper** (in Vietnamese: Nhân viên lưu giữ sổ sách kế toán):

“The person keeps the accounts.” (The Complete book of business English, 1992).

❖ **Accountant** (in Vietnamese: Kế toán viên):

“A person whose job is to keep or check financial records of a person, a company or organization and give financial advice.” (The Oxford Business English Dictionary, 2005, p. 4).

❖ **Policymaker** (in Vietnamese: Người hoạch định chính sách):

“A person who is responsible for or involved in creating and preparing plans of action,” (The Oxford Business English Dictionary, 2005, p. 412).

❖ **Inspector** (in Vietnamese: Giám sát viên):

“A person whose job is to visit factories, restaurants, etc. to check that laws are being obeyed and those standards are acceptable.” (The Oxford Business English Dictionary, 2005, p.285).

A cross-section (in Vietnamese: Mẫu tiêu biểu dân số):

“A number of people from different parts and levels of company.” according to the Complete book of business English (1992).

II.2. Power in Business Administration

❖ **Decentralize** (in Vietnamese: Phân quyền):

“To give some of power of a central organization to smaller organizations in different area or country; to divide the responsibility of running an organization

between many different people, department.” (The Oxford Business English Dictionary, 2005, p. 144).

❖ **Concession** (in Vietnamese: Sự nhượng quyền):

“Things that you allow a company to do in special circumstance.” according to the Complete book of business English (1992).

❖ **Delegation** (in Vietnamese: Sự uỷ quyền):

“The process gives somebody work or responsibilities that would usually be yours.” (The Oxford Business English Dictionary, 2005, p. 148).

❖ **Decision tree** (in Vietnamese: Cây quyết định):

“A diagram that is used to help decide the best action to take part in particular situation. Possible action and their results are represented using lines, boxes and circles.” (The Oxford Business English Dictionary, 2005, p.144)

❖ **Classify** (in Vietnamese: Phân cấp):

“To put somebody or something into a group with other people.” (The Oxford Business English Dictionary, 2005, p. 92).

❖ **Power** (in Vietnamese: Quyền hạn):

“The ability to control or influence people, things, events.” (The Oxford Business English Dictionary, 2005, p. 416).

❖ **Authority** (in Vietnamese: quyền lực):

“The official power to give order to people, makes decision.” (The Oxford Business English Dictionary, 2005, p. 30).

❖ **Responsibility** (in Vietnamese: Trách nhiệm):

“The duty of being charge of a particular activity, area department.” (The Oxford business English dictionary, 2005, p. 468).

❖ **Decision-maker** (in Vietnamese: Người ra quyết định):

“A person in organization has authority to make important decision.” (The Oxford Business English Dictionary, 2005, p. 144).

❖ **Principle** (in Vietnamese: Nguyên tắc):

“A law, rule or theory that something is based on.” (The Oxford Business English Dictionary, 2005, p. 424).

❖ **A key strategy** (in Vietnamese: Chiến lược chính) :

“Something has been thought about and is important to the longer-term interests of company.” according to the Complete book of business English (1992).

❖ **Tactical response** (in Vietnamese: Phản ứng chiến thuật):

“Something has been suggested as a short term solution to a particular problem,” according to the Complete book of business English (1992).

II.3 Personnel advertisement and recruiting

❖ **External labor market** (in Vietnamese: Thị trường lao động bên ngoài):

“The people who are available for working in the area outside an organization that an employer is likely to get new worker from.” (The Oxford Business English Dictionary, 2005, p. 206).

❖ **Internal labor market** (in Vietnamese: Thị trường lao động bên trong):

“Employer finds people for senior positions from employees in an organization, rather than looking outside.” (The Oxford Business English Dictionary, 2005, p. 290).

❖ **A company profile** (in Vietnamese: Tiểu sử công ty) :

“A company profile is a group of characteristics or descriptions of the company,” according to the Complete of book business English (1992).

❖ **Curriculum vitae** (in Vietnamese: Sơ yếu lý lịch):

“A written record of your education and employment that you sent when you are applying for a job: Applicants should send a full CV and covering letter.” (The Oxford Business English Dictionary, 2005, p. 290).

❖ **Selection** (in Vietnamese: Quá trình tuyển chọn nhân sự):

“The process of choosing somebody from a group of people, usually according to a system.” (The Oxford Business English Dictionary, 2005, p. 290).

❖ **Advertisement** (in Vietnamese: Thông báo tuyển dụng):

“A notice telling people about a job that is available: an advertisement for a job/post/position.” (The Oxford Business English Dictionary, 2005, p. 12).



❖ **Assign** (in vietnamese: Giao việc):

“To give money, equipment, staff, etc. to something or somebody for a particular purpose.” (The Oxford Business English Dictionary, 2005, p.28).

❖ **Application form** (in Vietnamese: Đơn xin việc):

“A document with space for writing in personal information, use for making a formal request for a job.” (The Oxford Business English Dictionary, 2005, p.22).

❖ **Recipient** (in Vietnamese: Người nhận đơn):

“The person who the letter is sent to, this is a formal word,” according to the Complete book of business English (1992).

❖ **Referee** (in Vietnamese: Người bảo lãnh):

“Someone who write a letter about some one else, describing their work or personal qualities,” according to the Complete book of business English (1992).

❖ **Postgraduate qualification** (in Vietnamese: Trình độ sau đại học):

“A qualification you work for after you already have a degree,” according to the Complete book of business English (1992).

❖ **Screening process** (in Vietnamese: Quá trình nghiên cứu thẩm tra lý lịch):

“The process examines a person or group to determine suitable for a task,” according to the Complete book of business English (1992).

❖ **Terms in contract** in Vietnamese (Các điều khoản trong hợp đồng):

“The stipulations or conditions written in contract,” according to the Complete book of business English (1992).

❖ **Track record** (in Vietnamese: Lý lịch chuyên môn):

“Track record is a list of achievements or failure of a person or business,” according to the Complete book of business English (1992).

II.4. Training and developing personnel

❖ **A management trainee** (in Vietnamese: Học viên quản lý):

“The person who is learning to be a manager,” according to the Complete book of business English (1992).

❖ **Familiarization** (in Vietnamese: Khoá đào tạo):

“A training course helps you to start to understand something,” according to the Complete book of business English (1992).

❖ **Course manual** (in Vietnamese: Sách huấn luyện):

“The book that contains the information, used in the training course; the delegate will take it away with them when they get back to their own office,” according to the Complete book of business English (1992).

❖ **Mentor** (in Vietnamese: Người cố vấn nhiều kinh nghiệm):

“An experienced person who advises and helps somebody with less experience over a period of time,” according to the Oxford Business English Dictionary, 2005, p. 346).

❖ **Probationary period** (in Vietnamese: Thời gian tập sự):

“During the time which you are assessed to see if you can do a job, before you are allowed to continue; at the end of probationary period you may be dismissed,” according to the Complete book of business English (1992)

❖ **Eligible** (in Vietnamese: Có năng lực):

“To be able to participate in something; have enough the qualification to take over that position, job,” according to the Complete book of business English (1992).

❖ **Loyalty** (in Vietnamese: Sự trung thành):

“The quality of being faithful to a particular product, company, etc.” (The Oxford Business English Dictionary, 2005, p. 327).

❖ **Merit** (in Vietnamese: Sự suất sắc):

“The quality of being good, true deserving reward.” (The Oxford Business English Dictionary, 2005, p. 346).

❖ **Negotiate** (in Vietnamese: Đàm phán):

“To try to reach agreement by a formal discussion.” (The Oxford Business English Dictionary, 2005, p. 361).



II.5. Salary and benefit policies

❖ **Salaries** (in Vietnamese: Tiền lương theo tháng):

“Money that employees receive for doing job, especially professional employees or people working in an office.” (The Oxford Business English Dictionary, 2005, p. 598).



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❖ **Compensate** (in Vietnamese: Bồi thường):

“To pay somebody money because they suffer damage, loss, injury.” (The Oxford Business English Dictionary, 2005, p. 598).

❖ **Basic salary** (in Vietnamese: Lương căn bản):

“The normal amount that salary is paid in a year, without any extra payment.” (The Oxford business English dictionary, 2005, p. 42).

❖ **Retirement pension** (in Vietnamese: Lương hưu):

“Amount of money paid regularly by a government or company to somebody who is considered to be too old or too ill/sick to work,” (The Oxford Business English Dictionary, 2005, p. 598).

❖ **Promote** (in Vietnamese: Sự thăng chức):

“To move somebody to a more senior job in an organization.” (The Oxford Business English Dictionary, 2005, p. 598).

❖ **Incentive** (in Vietnamese: sự khuyến khích):

“Something that encourages people to do something, especially to work harder, and spend more money, etc.” (The Oxford Business English Dictionary, 2005, p. 274).

❖ **Protective cloth** (in Vietnamese: Đồ bảo hộ lao động):

“The things that labors are decorated to prevent from possible dangers in production process,” according to the complete book of business English (1992).



❖ **Wage** (in Vietnamese: Tiền lương theo giờ):

“A regular amount of money that you earn, usually every week, for work or services.” (The Oxford Business English Dictionary, 2005, p. 104).

❖ **Preference shares** (in Vietnamese: Cổ phiếu ưu đãi):

“A type of share in company that give the owner the right to receive regular fixed payment (dividends) but does not usually give them the right to vote at the meeting of shareholders.” (The Oxford Business English Dictionary, 2005, p. 416).

❖ **Subsidy** (in Vietnamese: Phụ cấp):

“Money that is paid by government or an organization to reduce the costs of services or of producing goods so that their price can be kept low: a subsidy on petrol for transports company.” (The Oxford Business English Dictionary, 2005, p. 22).

❖ **Flexi-time** (in Vietnamese: Giờ làm việc linh hoạt):

“A system in which employees work the particular number of hours each week or month but can choose when they start and finish work each day.” (The Oxford Business English Dictionary, 2005, p. 224).

❖ **Critical path analysis diagram** (in Vietnamese: Biểu đồ phân tích đường lối chiến lược):

“A diagram shows the sequence of actions and most important factor for a job to be successfully completed,” according to the Complete book of business English, (1992).

❖ **Appointment** (in Vietnamese: Bổ nhiệm một chức vụ):

“The act of choosing a person for a job or a position of responsibility: The appointment of a new administrative assistant.” (The Oxford business English dictionary, 2005, pp. 22-23).

III .Typical terms related to production

III.1. Production

❖ **Assembly line** (in Vietnamese: Dây chuyền lắp ráp):

“An arrangement in a factory where each worker makes only apart of a product before it is passed in the next worker,” according to the complete book of business English (1992).



❖ **Site** (in Vietnamese: Công trường):

“A place where a particular type of work takes place” (The Oxford Business English Dictionary (2005, p. 511).

❖ **Input** (in Vietnamese: Nhập lượng):

“Any person or thing is involved in producing goods or providing services,” according to the Complete book of business English (1992).

❖ **Throughput** (in Vietnamese: Xuất lượng):

“The amount of work is done, or the number of people that are dealt with, in a particular period of time,” according to the Complete book of business English (1992).

❖ **Output** (in Vietnamese: Sản lượng):

“The amount of something that a person, a machine, an organization or an industry produces.” (The Oxford Business English Dictionary (2005, p. 383).

❖ **Mass produce** (in Vietnamese: Sản xuất đại trà):

“To produce goods in large quantities, using machinery.” (The Oxford Business English Dictionary (2005, p. 341).

❖ **Capacity** (in Vietnamese: Năng suất):

“The quantity of goods that a factory, machine can produce; the number of people that a company can provide a service to.” (The Oxford Business English Dictionary, 2005, p. 74).

❖ **Quality control** (in Vietnamese: Kiểm soát chất lượng):

“A system of keeping high standards in manufactured products by planning carefully, checking and making necessary improvements.” (The Oxford Business English Dictionary, 2005, p. 443).

III.2. Cost of product

❖ **Break-even point** (in Vietnamese: Điểm hòa vốn):

“The level of sales at which a company or a piece of business earns just enough money to pay for its costs and does not make profit or a loss: we estimate it will take a year to reach break-event point.” (The Oxford Business English Dictionary, 2005, p. 60).

❖ **Unit free** (in Vietnamese: Đại lượng đo lường không đơn vị):

“Commodities are measured in difference units,” according to the Economic book (1987).

❖ **Final goods** (in Vietnamese: Hàng hoá cuối cùng):

“To be good purchased by the ultimate user. They are either consumer goods purchased by households or capital goods such as machinery which are purchased by firms,” according Economic book (1987).

❖ **Intermediate goods** (in Vietnamese: Hàng hoá chung gian):

“Partly finished goods which form inputs to another firm’s production process and are used up in that process,” according to the Economic book (1987).

❖ **Variable costs** (in Vietnamese: Chi phí khả biến):

“An amount of money used to produce goods according to the quantity made.” (The Oxford Business English Dictionary, 2005, p. 339).

❖ **Fixed costs** (in Vietnamese: Chi phí bất biến):

“An amount of money used to run a business that remains the same whatever quantity of goods is produced.” (The Oxford Business English Dictionary, 2005, p. 222).

❖ **Raw material** (in Vietnamese: Nguyên vật liệu):

“A natural or basic substance that is used to make something in an industrial process.” (The Oxford Business English Dictionary, 2005, p. 341).

❖ **Maintenance** (in Vietnamese: Bảo trì):

“The act of keeping something in good condition by checking or repairing it regularly.” (The Oxford Business English Dictionary, 2005, p. 331).

❖ **Direct labor** (in Vietnamese: Chi phí lao động trực tiếp):

“The people who work to produce a particular product or supply a particular service; the money that is spent on their wages.” (The Oxford Business English Dictionary, 2005, p. 341).

❖ **Direct cost** (in Vietnamese: Giá thành trực tiếp):

“The cost of raw materials and workers involves in making a particular product or providing a particular service,” according to the Oxford Business English Dictionary, (2005, p. 160).

❖ **Lease** (in Vietnamese: Tiền thuê trang thiết bị):

“The money is used to pay rent for the use of something over a fixed period of time (like equipment),” according to the Complete book of business English (1992).

❖ **Hire** (in Vietnamese: Tiền thuê lao động):

“The money is used to obtain the service of somebody in exchange of payment,” according to the Complete book of business English (1992).

IV .Typical terms related to business finance policy:

IV.1 asset and capital

❖ **Asset** (in Vietnamese: Tài sản):

“A things of value that a person or a company owns, such as money or property or the right to receive payment of a debt.” (The Oxford Business English Dictionary, 2005, p. 27).

❖ **Current asset** (in Vietnamese: Tài sản lưu động):

“An asset that a company holds for a short period of time, including cash or something that easily provide cash, such as products to be sold.” (The Oxford Business English Dictionary, 2005, 135).



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❖ **Fixed assets** (in Vietnamese: Tài sản cố định)

“Fixed assets are building, machines, vehicles and other items which may be used many years,” according to the complete book business English (1992).



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❖ **Capital** (in Vietnamese: Vốn):

“The total value of the land, buildings, machinery, shares in other companies, etc. (Assets) that a company owns, minus its debts.” (The Oxford Business English Dictionary, 2005, p. 74).

❖ **Depreciation fund** (in Vietnamese: Quỹ khấu hao):

“An amount of money made available by a company to buy new assets.” (The Oxford Business English Dictionary, 2005, p. 60).

❖ **Retained earnings** (in Vietnamese: (Lợi nhuận tái đầu tư)

“The part of the profit made by a company after tax has been paid that is invested in the company rather than being paid to shareholders as dividends.” (The Oxford Business English Dictionary, 2005, p. 470).

❖ **Physical capital** (in Vietnamese: *Vốn vật chất*):

“Items such as land, factories, machinery and materials that are used to produce goods and provide services.” (The Oxford Business English Dictionary, 2005, p. 470).

❖ **Working capital** (in Vietnamese: *Vốn lưu động*):

“The money, stocks of goods, etc. that are used to run a business, pay employees and produce and sell more goods,” according to the Oxford Business English Dictionary (2005, p. 609).

IV.2. Income and expenditure:

❖ **Profit** (in Vietnamese: *Lợi nhuận*):

“The money that you make in business or by selling things, especially after paying the costs involve,” according to the Oxford Business English Dictionary (2005, p. 430).

❖ **Revenue of firm** (in Vietnamese: *Doanh thu của công ty*):

“The amount it earns by selling goods or services in a given period such as a year,” according to the Complete book of business English (1992).

❖ **Overheads** (in Vietnamese: *Chi phí gián tiếp*):

“The general costs are used to run a business or an organization, for example paying for rent or electricity.” (The Oxford Business English Dictionary, 2005, p. 470).

❖ **Overdraft** (in Vietnamese: *Bội chi*):

“Overdraft is the amount of money that you owe to a bank when you have spent more money than is in your bank account.” (The Oxford Business English Dictionary, 2005, p. 384).

❖ **Opportunity cost** (in Vietnamese: Chi phí cơ hội):

“The value of something that could be done, made, chosen, etc., that will be lost when a decision is made to do a particular thing.” (The Oxford Business English Dictionary, 2005, p. 377).

❖ **Liability** (in Vietnamese: Khoản nợ):

“The amount of money that a company or a person owes,” (The Oxford Business English Dictionary, 2005, p. 316).

❖ **Accounts payable** (in Vietnamese: Nợ phải trả):

“The amounts of money that a business owes to its suppliers or to people who have made loans (its **creditors**), shown as a liability on its balance sheet.” (The Oxford Business English Dictionary, 2005, p. 5).

❖ **Transfer payment** (in Vietnamese: Tiền chuyển giao chi trả):

“Money that is received from a government in the form of pensions, unemployment benefit, subsidies, ect., which is not a payment for goods or services but comes from taxes,” according to the Economic book (1992).

❖ **Active portfolio strategy** (in Vietnamese: Chiến lược đầu tư năng động):

“The strategy uses available information and forecasting technique to seek a better performance than a portfolio that is simply diversified broadly,” according to the complete book of business English (1992).

❖ **Interest rate** in Vietnamese (Tỷ lệ lãi suất cho vay):

“The cost of borrowing money, usually expressed as a percentage of the amount borrowed.” (The Oxford Business English Dictionary, 2005, p. 289).

❖ **Internal rate of return** (in Vietnamese: tỷ suất thu hồi vốn nội bộ):

“A way of comparing the value of different investments based on the income they will produce and the amount spent on them. A rate of interest is

calculated for which the value of the income from each investment equals the amount spent on it,” according to the Oxford Business English Dictionary (2005, p. 291).

❖ **To cut back** (in Vietnamese: Cắt giảm):

“Reduce the amount of money we have to spend,” according to the Complete book of business English (1992).

❖ **Royalties** (in Vietnamese: Tiền bản quyền):

“Money paid to a company on the basis of sale or profit,” according to the Complete book of business English (1992).

❖ **Bond** (in Vietnamese: Trái phiếu):

“An agreement by a government or an organization to pay back the money an investor has lent plus a fixed amount of interest on a particular date” (The Oxford Business English Dictionary, 2005, p. 53).

❖ **To draw down the money** (in Vietnamese: Rút tiền):

“The activity takes the money from the bank and start using it,” according to the Complete book of business English, (1992).

V. ABBREVIATIONS

Abbreviations are words or phrases that have been abbreviated. They are used in written and spoken communication in Business Administration (BA) to save time and space. The abbreviations sometimes represent the first letter of several words or the first letters of just one word. This study will provide you with some of the most common accepted abbreviations using in BA.

Abbreviations	Full form	Vietnamese
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BIP	Business Intelligence Program	Chương trình quản trị kinh doanh thông minh
ENP	Expected Net Profit	Lợi nhuận dòng dự tính
FIS	Free-in-Store	Kho ngoại quan
GNP	Gross National Production	Tổng sản phẩm quốc dân
MBO	Management by Objectives	Quản lý theo mục tiêu
PDM	Physical Distribution Management	Quản lý phân phối hàng hoá
PR	Public Relations	Quan hệ công chúng
GDP	Gross Domestic Production	Tổng sản phẩm quốc nội
ACK	Acknowledge	Ký nhận
SBU	Strategy Business Unit	Đơn vị kinh doanh chiến lược
B/S	Balance Sheet	Bảng tổng kết tài sản
B/D	Bank Draft	Chi phiếu rút tiền ở một ngân hàng
B.O	Branch Office	Văn phòng chi nhánh
B.B	Bill-Book	Sổ ghi kỳ hạn các thương phiếu
A/A	Article of association	Điều lệ của xí nghiệp
R.O.A	Return on total assets	Tỷ số lợi nhuận dòng trên tài sản
R.O.I	Return on Investment.	Lợi nhuận trên vốn đầu tư
R &D	Research and development	Nghiên cứu và phát triển

ASAP	As soon as possible	Càng sớm càng tốt
C.I.F	Cost Insurance Freight	Phí bảo hiểm, cước vận chuyển, giá CIF.
C.B	Cash Book	Sổ thu chi
T.P.G	Technology Policy for Growth	Chính sách công nghệ cho tăng
C.H	Customs House	Cục hải quan
CPA	Certified Public Accountant	Giám định kế toán viên
CBA	Cost Benefit Analysis	Phân tích phí tổn lợi nhuận
D/P	Document Against Payment	Chứng từ giao khi chấp nhận thanh toán
ECOSOC	Economic Social Council	Hội đồng Kinh tế-Xã hội
IR	Inland Revenue	Sở thuế vụ
I/O	Inspecting Order	Lệnh kiểm tra
IFC	International Finance Corporation	Công ty tài chính quốc tế
IOU	I Owe You	Giấy nợ
CV	Curriculum vitae	Sơ yếu lý lịch
E&OE	Errors and omissions excepted	Loại trừ các sai sót
CEO	chief executive officer	Tổng giám đốc điều hành
JIT	Just-in –time	Tồn kho đúng thời hạn

NPV	Net present value	Giá trị hiện tại dòng
ACAS	Advisory Conciliation and Arbitration Service	Hội đồng tư vấn và dịch vụ trọng tài
Appt	Appointment	Bổ nhiệm
Comm.	Commission	Tiền hoa hồng
Exp	Experience	Kinh nghiệm
FT	Full-time	Giờ hành chính
P. W	Per week	Mỗi tuần
Qual	Qualified	Trình độ
Reqd	Required	Yêu cầu

VI . Exercises for applying the translation of terms related to BA from English into Vietnamese:

Exercise 1: Fill in the miss words in the definitions below. Choose from the following:

Chairman	Non-executive director	Marketing manager	Chief accountant office
Director	Personnel manager	Company secretary	Foreman
Managing director	Chief finance director	Deputy	Office junior
Chief information director	Accountant	General director	Bookkeeper

1.....One of a group of people who are chosen by shareholders to run a company and decide its policies.

2.....A person whose job is to keep or check the financial records of a person, a company or an organization and give financial advice.

3.....The person in charge of the financial department of a company.

4.....A company director who is responsible for calling the board meeting, and who may be secretary of one of directors.

5.....A person who has low rank or status in an office.

6.....A worker who is in charge of a group of other factory or building workers.

7.....A person who is immediately below the head of an organization, a department, in rank and who is officially in charge when that person is not there.

8.....The person who leads a company's BOARD OF DIRECTORS.

9.....Directs the day-to-day activities of the General Accounting Sections and is responsible for the central accounting records and controls over all financial transactions of the company.

10.....A member of company's BOARD OF DIRECTOR who is not employed by the company but takes part in meeting of the board and provide independent advice.

11.....A person who is responsible for running a business, or part of it, on a daily basis.

12..... The person who oversees the company's marketing strategies.

13.....The person in an organization who is responsible for the computer systems and technology.

14.....A professional specialist and manager responsible for advising on, formulating and implementing personal or human resource strategy and personnel policies.

15.....The person who keep the accounts.

16.....A person who is in charge of company's board of directors who is responsible for running the business on a daily basic.

Exercise 2: Match the words in column A with their definitions in column B to make the complete sentence.

Column A	Column B
1. Decentralization	A. Have enough the qualification to take over that position, job.
2. Concession	B. Employer finds people for senior positions from employees in an organization, rather than looking outside.

3. Power	C. Something that has been suggested as a short term solution to a particular problem.
4. Decision-maker	D. Money that employees receive for doing the job
5. Tactical response	E. To divide the responsibility of running an organization between many different people, department.
6 Internal labor market	F. The ability to control or influence people, things, events.
7 Terms	G. Things that you allow a company to do in special circumstance.
8. Appointment	H. The act of choosing a person for a job or a position of responsibility.
9.Probationary period	I. The stipulations or conditions written in contract.
10. Salaries	J. A training course that help you to start to understand something
11. Familiarization	K. The time during which you are assessed to see if you can do a job, before you are allowed to continue.
12. Eligible	L. A person in organization who has authority to make important decision.

Exercise 3: Translate the following sentences from English into Vietnamese:

1. The monthly salary at which I should desire to commence in the trial time in your company is 2.5 million VND.

.....

2. Unfortunately I have to leave my position, as our company is forced to lay off some workers due to a shortage of raw materials.

.....

3. I have been in the business for the last eight years, and worked as the manager in personnel department of a joint venture company.

.....

4. For the past four years, I have been an assistant to the general manager at Le Minh textiles import and Export Company.

.....

5. Would you let me know if your company needs an experienced public relations girl?

.....

6. My curriculum vitae and letters of referee are enclosed.

.....

7. We may have to reduce our working capital in order to pay off some of the debts.

.....

8. We need to make sure we have enough money set aside to meet future liabilities.

.....

9. The larger workforce will increase the plant's annual output from 1.1 to 1.8 million tones.

.....

10. She delegated responsibility for the project to the marketing department.

.....

11. We have enough administrators so we don't need to recruit any more administrators.

.....

.....

Suggested answers:

Exercise 1:

1. Accountant	7. Chairman	13. Chief information officer
2. Chief finance official	8. Director	14. Personnel manager
3. Company secretary	9. Chief accountant office	15. Bookkeeper
4. Junior officer	10. Non-executive director	16. Managing director
5. Foreman	11. General director	
6. Deputy	12. Marketing director	

Exercise 2:

1-E 2-G 3-F 4-L 5-C 6-B
7-I 8-H 9-K 10-D 11-K 12-A

Exercise 3:

1. Mức lương khởi điểm hàng tháng mà tôi muốn nhận trong thời gian thử việc tại công ty các anh là 2.5 triệu đồng.
2. Thật đáng tiếc tôi phải từ bỏ vị trí của mình , bởi công ty tôi buộc phải cắt giảm một số nhân viên do thiếu nguyên liệu.
3. Tôi đã đi làm được 8 năm, đã từng là trưởng phòng nhân sự của một công ty liên doanh.
4. Trong suốt 4 năm qua tôi đã làm trợ lý tổng giám đốc công ty xuất nhập khẩu may dệt Mê Linh
5. Tôi muốn biết liệu có phải công ty anh đang cần tuyển một nữ nhân viên có kinh nghiệm làm việc tại phòng quan hệ công chúng hay không?
6. Tôi có gửi kèm bản sơ yếu lý lịch và thư bảo đảm.

7. Chúng tôi phải giảm vốn lưu động để thanh toán các khoản nợ.
8. Chúng tôi cần đảm bảo rằng có đủ tiền để chi trả các khoản nợ sắp tới
9. Lực lượng lao động đông đảo sẽ làm tăng sản lượng hàng năm của công ty từ 1.1 triệu tấn lên 1.8 triệu tấn
10. Cô ấy đã ủy quyền dự án đó cho phòng thị trường.
11. Chúng tôi đã có đủ quản trị viên rồi nên chúng tôi không tuyển thêm quản trị viên nữa.

CHAPTER III: MAIN FINDINGS

I. Difficulties in translation of BA term.

During the time researching, I realized the problems of translating the terms related to BA from English into Vietnamese.

The terms related to BA are very difficult to understand, especially their concept. Almost these terms are very new and strange, and are only used in English for Business and Economics. Therefore, these terms often make researchers and learners of business administration in particular as well as economics major in common confused.

Business administration is a difficult major which covers many fields of a business or company such as the practice or study of planning, organizing, and running a business. This enquires the learners to spend more time reading and researching a lot of BA documents to keep up with the change orientations of time. To my knowledge, BA is not a new department in Vietnam. Although BA has been taught in many universities and colleges throughout the country, the terms used in BA are still very difficult for Vietnamese students to name comprehensively and exactly. That is also the main reason why I decide to choose this topic. My thesis provides the basic knowledge for people who have hobbies and ambition of business, concerning BA terms.

II .Suggestions for better translation:

During translating BA documents from English into Vietnamese, we often meet the words or terms that have no equivalence in TL. Therefore, apart from translating these terms on the base of the equivalence at word-level between English and Vietnamese, we should have basic knowledge of BA terms' concept to deeply understand and more effectively translate these terms in EBE (English for Business and Economics) in common and in Business Administration in particular.

– For the people who work in BA, Each of BA terms is always attached to its concept; and to name these term comprehensively and exactly; we should base on its concept obviously, it involves the knowledge of English.

– For translators, they should have knowledge of BA and read a lot of documents related to business field such as Vietnamese news. Along with reading business documents, translators should practise frequently to translate documents related to those terms. This will help them become good translators. Sometimes translators can use dictionaries, but it is better to use Business Dictionary.

In conclusion, to be good at translation in BA it enquires translators to have a lot of factors in which experience is one of the most important. The experiences must be collected from the fact. The translators are truly good when they know what they are translating. Therefore, in order to achieve the aim of having good translation of BA terms in business, translators are required to have deep studies on those terms.

PART III: CONCLUSION.

The research is realized with three main chapters in the development part. Chapter one is the theoretical background which focuses on definitions, methods, procedures of translation in general and ESP translation in particular, EBE (English for Business and economic) terms translation. Chapter two is the investigation on business administration terms and their Vietnamese equivalences and exercises are given to apply for translating BA terms. In chapter three, main findings refer to difficulties in translation of BA term and suggestions for better translation.

In this research paper, with my knowledge that I have learnt during the past four years in Hai Phong Private University; I tried the best to complete this graduation paper. I hope that the method of collecting terms related BA, analyzing and classifying these terms into groups, and referring its concept and corresponding meaning in Vietnamese will help readers understand exactly these BA terms.

I have difficulties in lack of BA documents and knowledge, and limitation of research time. However, the great help and enthusiasm of my supervisor, Dao Thi Lan Huong and the BA specialized friends support me to overcome the difficulties to complete this thesis. I hope that this research will help readers widen their knowledge of BA vocabulary and more effectively translate documents related to BA from English into Vietnamese. I would like to contribute to the study as the basic knowledge of English-Vietnamese translation. This study can be considered some useful ideas for further study of BA terms as well as the vocational orientation.

I would like to complete and cover this study better. However, the time and her knowledge of Business Administration are limited, the mistakes and shortages

are unavoidable. I hope that readers could give me their useful suggestions to make this graduation paper more perfectly.

Lastly, I would like to send the sincere thanks to all teachers in Hai Phong Private University who inspire me to the best knowledge of English. That basic knowledge will help me continue my career in the future.

APPENDIX

- ❖ Transactions motive for holding money: Động cơ giữ tiền để giao dịch
- ❖ Circular flow: Vòng luân chuyển
- ❖ Demand for money: Cầu tiền tệ
- ❖ Quantity demanded: Lượng cầu
- ❖ Quantity supplied: Lượng cung
- ❖ Demand curve: Đường cong của cung
- ❖ Supplied curve: Đường cong của cầu
- ❖ Marginal rate of substitution: Tỷ lệ thay thế biên
- ❖ Surplus: Thặng dư
- ❖ Bond: Trái phiếu
- ❖ Account paid : Tài khoản đã thanh toán
- ❖ Residual component: Phần dư còn lại sau khi đánh thuế
- ❖ Debt interest: Lãi suất cho vay
- ❖ Barter economy : Nền kinh tế hàng đổi hàng
- ❖ Store of value: Sự tích trữ giá trị
- ❖ Unit of account: Đơn vị tính
- ❖ The scale of government activities: Mức độ can thiệp của chính phủ vào kinh tế

- ❖ A scarce resource : Nguồn nguyên liệu khan hiếm
- ❖ Reduction in input prices: Sự giảm giá chi phí đầu vào
- ❖ The production possibility frontier : Đường giới hạn khả năng sản xuất
- ❖ Incentive: Sự động viên.
- ❖ Recognition: Sự tán thưởng:
- ❖ Vested: Có quyền
- ❖ Confidence: Sự tự tin
- ❖ Dedication : Sự tận tụy
- ❖ Decision-makers: Người đưa ra quyết định
- ❖ Interview: Phỏng vấn
- ❖ Interviewer: Người phỏng vấn
- ❖ Personnel records: Hồ sơ cá nhân.
- ❖ Qualification: Trình độ chuyên môn
- ❖ Production methods: Phương thức sản xuất
- ❖ Technological advance: Sự tiến bộ về kỹ thuật
- ❖ Conduct: Hành vi đạo đức
- ❖ Stringent safety regulation: Luật bảo hộ khẩn khe
- ❖ Anti-pollution devices: Thiết bị chống ô nhiễm
- ❖ Redundancy: Sự giảm biên chế
- ❖ Budgeting: Bản dự thảo ngân sách
- ❖ Account payable: Nợ phải trả

- ❖ Damage cost: Chi phí bồi thường thiệt hại do ô nhiễm
- ❖ Credit: Tín dụng
- ❖ Portfolio analysis: Sự phân tích tổ hợp đầu tư.
- ❖ management prerogatives: Đặc quyền của công ty quản lý
- ❖ Unemployment benefits : Trợ cấp thất nghiệp
- ❖ Productive force: Lực lượng sản xuất
- ❖ Productive land: Đất đai sản xuất
- ❖ Productive life of an assets: Đời sống hữu ích của một tài sản
- ❖ Productive potential: Tiềm lực sản xuất
- ❖ Productive structure: Cơ cấu sản xuất
- ❖ Productive-output method of depreciation: Phương pháp khấu hao theo sản lượng
- ❖ Productivity gains: Tiền công năng suất
- ❖ Productive campaign: Cuộc vận động gia tăng năng suất
- ❖ Flexible break-even pricing: Sự định giá hòa vốn linh hoạt
- ❖ Flexible budget: Ngân sách cơ động
- ❖ Labor contract: Hợp đồng lao động
- ❖ Labor cost: Chi phí nhân công
- ❖ Labor union: Tổ chức công đoàn
- ❖ Skill labor: Lao động lành nghề
- ❖ Long term labor contract: Hợp đồng lao động dài hạn

- ❖ Management representations: Sự giải trình của ban điều hành
- ❖ Senior management: Ban điều hành cấp cao.
- ❖ Management development: Bồi dưỡng nhân viên quản lý
- ❖ Management prerogatives: Đặc quyền của nhân viên quản lý
- ❖ Management chart: Kế hoạch quản lý
- ❖ Long-range plan: Kế hoạch dài hạn
- ❖ Hard facts: Thực tế khắc nghiệt
- ❖ Administratrix: Nữ quản trị viên.
- ❖ Rotation of directors: Luân phiên uỷ viên quản trị
- ❖ Staggered board of directors: Hội đồng quản trị xen kẽ
- ❖ Interlocking directorates: Hội đồng quản trị kiêm nhiệm
- ❖ Present income: Thu nhập trước mắt
- ❖ Market share of business: Phần thị trường chiếm được của doanh nghiệp
- ❖ Growing point: Điểm tăng trưởng
- ❖ Growth sector: Lĩnh vực tăng trưởng
- ❖ Upper management: Nhân viên quản lý cấp cao
- ❖ The decentralization of authority: Sự phân quyền
- ❖ Special power: Sự uỷ quyền đặc biệt
- ❖ Hazardous allowances: Phụ cấp độc hại
- ❖ Weighting: Phụ cấp khu vực
- ❖ Shareholder: Cổ đông

- ❖ Supernormal profit: Siêu lợi nhuận
- ❖ Macroeconomics: Kinh tế học vĩ mô
- ❖ Opportunity cost: Chi phí cơ hội
- ❖ Accounting costs: Chi phí kế toán
- ❖ Microeconomics: Kinh tế học vi mô

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