

**HAI PHONG PRIVATE UNIVERSITY  
DEPARTMENT OF FOREIGN LANGUAGES**

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**GRADUATION PAPER**

**A STUDY ON TRANSLATION OF PROCUREMENT  
TERMS FROM ENGLISH INTO VIETNAMESE**

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## ABBREVIATIONS

Adj	Adjective
EAP	English for Academic Purposes
EBE	English for Business and Economics
Eg	Example
EGBP	English for General Business Purpose
ELT	English Language Teaching
EOP	English for Occupational Purposes
ESBP	English for Specific Business Purpose
ESP	English for Specific Purposes
ESS	English for Social Studies
EST	English for Science and Technology
HPU	Hai Phong private university
JBIC	Japan Bank for International Cooperation
N	Noun
SL	Source language
ST	Source text
TG	Target language
TT	Target text
V	Verb

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## **PART I – INTRODUCTION**

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

In the recent decays, English is more and more widely used as well as gradually proves itself in all fields in society. Vietnam, in the process of integration and development, especially after joining in WTO, English is considered as the golden key make us access to the world's civilization. Thanks to translation texts, we can quickly update technical and scientific achievements, the international laws, daily news, works of art, literatures, films and conversely, exchange information, culture and trade to other countries in the world. Hence, it is affirmed that the work of translation also acts as a bridge not only to connect people all over the world but also to convey knowledge between cultures and civilizations in the world.

Translation is a specialist subject for students of foreign language major who begin studying from the third year with the theoretical background of translation before translating English for specific purposes. However, the students 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 the more and more appearance of new terms in human activities, especially terms related to Business English such as security, marketing, real estate, etc. Now, there is a field also related to Business English is facing to new challenges in translation of large number new terms. It is called procurement terms which until now English in this field has not been learned and taught. Mean while procurement activity gradually becomes popular because our country has been attracting foreign investors and many international stature works or equipments under foreign loan or assistance of international loan. We often meet these terminologies on the advertisement articles of construction, notices of procurement in article or internet, and procurement laws.

From the awareness of the important role of Business English in the age, and with the knowledge after four years in university, especially after graduation training period, the researcher determines to choose this field as the graduation paper to study more on translation skill in English specific purposes and to improve knowledge about procurement field.

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

A linguist Larson said that: “Good theory is based on information gained from practice. Good practice is based on carefully worked-out theory...” (Larson, 1991, p.1). Therefore, the aim of this study is firstly to understand thoroughly theoretical translation and practice flexibly, creatively and exactly on specific English.

Secondly, to enrich the knowledge as well as the vocabulary of procurement terms is also the main purpose of this study. There are many terms with multi-lexical meaning, used like communication language but have completely new concepts require translators have knowledge about it.

Thirdly, by personal experience, the researcher gives out some suggested solutions to readers who pay attention to translation skill and this field.

These mentioned above are main aims of this study.

## **3. Scopes of the study**

In general, procurement is one of the economic activities, includes of many periods and types and relates to other fields like financial and banking, technique. Thus, procurement terms are also various and complex. However, all this terms cannot be presented here because of limited time and knowledge, the graduation paper focus on words or phrases which are often used in bidding documents, procurement guidelines under international standard in detail as follows:

- A general view of translation and translation of procurement terms.

- Translation of usual terminologies in procurement guidelines and bidding document.
- Difficulties in translating procurement terms and some suggested solutions.

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

In the process of completing this graduation paper, the researcher used some helpful sources. All notions and definitions of English terms are collected and analyzed from procurement law or internet. Add more, the researcher found lots of useful information in some guideline books for procurement. And all the illustrated examples are quoted from dictionaries, the guidelines book for procurement, and from internet. Some teachers and friends as consultants helped me understand deeply about this area.

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

The study includes three parts in which the second is the most important part, as hereinafter:

Part one: INTRODUCTION states rationale, aims, scope, methods and design of the study.

Part two: DEVELOPMENT, consisting of three chapters:

- ❖ The first chapter is theoretical background with overview of translation subject, ESP translation and procurement terms.
- ❖ The second chapter is the study on some strategies applied to translate procurement terms with detail examples.
- ❖ The last one is some problems and suggested solutions in translating procurement terms.

Part three: CONCLUSION summarizes the study mentioned above and gives some suggestions for further study.

## PART II – DEVELOPMENT

### CHAPTER 1

#### THEORETICAL BACKGROUND

##### I. Translation theory

Basing on foundation of understanding of how languages work, translation theory recognizes that different languages encode meaning in differing forms, yet guides translators to find appropriate ways of preserving meaning, while using the most appropriate forms of each language.

Hence, this issue will be referred as hereinafter

##### I.1 Definition of translation

Etymologically, “translation is, a “carrying across” or “bringing across”: the Latin *translatio* derives from *transferre* (trans, “across”+ *ferre*, “to carry” or “to bring”)” (*Translation*, 2005:1). The modern European languages, Romance, Germanic and Slavic, have generally formed their own equivalent terms for this concept after the Latin model: after *transferre* or after the kindred *traducere* (“to lead across” or “to bring across”). Additionally, the Greek term for “translation,” *metaphrasis* (a “speaking across”), has supplied English with “metaphrase,” meaning a literal, or word-for-word, translation, as contrasted with “paraphrase” (a “saying in other words,” from the Greek *paraphrasis*).

According to Larson, a famous linguist:

“Translation is a process based on the theory that it is possible to abstract the meaning of a text from its forms and reproduce that meaning with the very different forms of a second language. Translation, then, consists of studying the lexicon, grammatical structure, communication situation, and cultural context of the source language text, analyzing it in order to determine its meaning, and then

reconstructing this same meaning using the lexicon and grammatical structure which are appropriate in the receptor language and its cultural context.” (Larson, 1998, p.3)

Through times, there are varieties of translation definition but there is hardly any agreement on the definition of it which is still a big question in linguistic area. The following are some typical definitions:

Eugene. A. Nida (1959) pointed out: “Translation consists of producing in the target language the closest natural equivalent of the source language message, firstly with respect to meaning and secondly with respect to style”.

According to Catford’ s view (1965:20): “Translation is the replacement of textual material in one language (source language-SL) by equivalent textual material in another language (Target language –TL)”

Wilss in Noss (1982:3) said that: “Translation is a transfer process, which aims at the transformation of a written SL text into an optimally equivalent TL text, and which requires the syntactic, the semantic and the pragmatic understanding and analytical processing of the SL.”

Definition of translation which “is the replacement of a text in one language (Source language-SL) by an equivalent text in another language (Target language-TL)” is quoted in The Encyclopedia of Language and Linguistics (1992:4739).

In spite of slight differences in the expression way, these definitions state common features that they all emphasize the importance of finding the closest equivalent in meaning. Hence, basically, we can express the definition of translation which is the process in which a written communication or a text in the first language is reproduced to the second language in the same meaning. The text to be translated is called the “source text” (SL) and the language that it

is to be translated into is called the “target language” (TL); the final product is sometimes called the “target text” (TT).

From many overviews, it has been argued whether translation is an “art” or a “craft” or “science”. Literary translators, such as Gregory Rabassa in *If This Be Treason*, considered translation as an art. Chukovskii (1984:93) affirmed that “translation is not an art, but a high art”. Mean while other translators, mostly professionals working on technical, business, and legal regard translation as a craft that can not only be taught but also is subject of linguistic analysis from academic study. Even in the definition of translation, Newmark said that: “Translation is a craft consisting in the attempt to replace a written message and/or statement in one language by the same message and/or statement in another language” (Newmark, 1988b, p7). However, a newspaper editorial, text of a speech by a politician, or book on almost any subject will require not only the craft of good language skills and research technique but also the art of good writing, cultural sensitivity, and communication. And a completely different point of view, Toury (1982:7) considered translation as a science, in particular, Gabr (2001:2) assumed translation to be not only a craft but also a science : “translation being a craft on the one hand, requires training, i.e, practice under supervision, and being a science on the other hand, has to be based on language theories”.

From these opinions, we can realize that translation has currently been played important role especially in the age of information, even there are no standard definitions of translation and whether it is regard as an art or a craft or a science. And the best translation text is either to express as exactly as possible the meaning of text or to produce a result that does not read like a translation at all, but rather moves in its new dress with the same ease as in its native rendering by the choice of appropriate target language’s lexical and grammatical structures, communication situation and culture context.

## **I.2 Translation equivalents**

A key concept in translation is equivalent and this helps establish our approach to translation. Equivalent centers around the processes of interacting between the original source text and translated text. In other word, translation equivalent is a corresponding word or expression in other language. The scope of equivalents covers linguistic units such as morphemes, words, phrases, clauses, idioms and proverbs. So finding equivalents is the most problematic stage of translation. And it is necessary to ensure that the linguistic form is in another language (TL) for the same meaning to be coded after finding out the meaning of an SL linguistic form. However, it does not mean that the translator always find one-to-one categorically or structurally equivalent units in the two languages, that is, sometimes two different linguistic units in different languages carry the same function.

Example of equivalents in Vietnamese and English:

- Coal in English may equal “than/ củi” in Vietnamese. Newcastle in English may equal Mountainous area in Vietnam, therefore:

Taking coal to Newcastle = Chở củi về rừng

- Thread in English may equal “chỉ/ tóc” in Vietnamese.

His life hangs by a thread = Sinh mạng của anh ta treo trên sợi tóc.

(HPU translation text book)

## **I.3 Types of equivalent**

Based on Nida’s theory, equivalent was divided into two kinds: formal equivalent and dynamic equivalent.

Formal equivalent focuses attention on the message in form. The message in the receptor language should match as closely as possible the different element in the source language.

Dynamic equivalent, or function equivalent follows the principle of equivalent effect, that is, the relationship between the receptor and the message should aim at being the same as that between the original receptor and the source language message. It attempts to render receptor words from one language to another, and caters to the receptor's linguistic competence and cultural needs

Koller (1979) considered five types of equivalent:

(1) Denotative equivalent: the SL and the TL words refer to the same thing in the real world. It is an equivalent of the extra linguistic content of a text.

2) Connotative equivalent: This type of equivalent provides additional value and is achieved by the translator's choice of synonymous words or expression.

(3) Text-normative equivalent: the SL and the TL words are used in the same or similar context in their respective languages.

(4) Pragmatic equivalent: With readership orientation, the SL and TL words have the same effect on their respective readers.

(5) Formal equivalent: This type of equivalent produces an analogy of form in the translation by either exploiting formal possibilities of TL, or creating new forms in TL

An equivalent text is therefore more than just one isolated feature and is rather a whole host of inter-related aspects.



## **I.4 Translation methods**

Different ways of rendering a text or a message have been introduced by some authors. Types of translation method stated below were generalized by Peter Newmark (1988).

### **I.4.1 Word- for- word translation**

In this method, the source language word is translated into another language by their most common meanings, which can also be out of context at times, especially in idioms and proverbs. The source language word order is preserved and cultural words are translated literally. The main use of this method is either to understand the mechanics of the source language or to construe a difficult text as pre-translation process, which sometimes makes readers of target language involve in confusion.

This kind of translation is concerned with the transfer of words, so it is rarely applied in the translation from English into Vietnamese or vice versa.

For example:

- Khi xa nhà người ta cảm thấy nhớ nhà ...  
When far home one feel homesick...
- George Washington was the first president of the United State. (Special English 61:13)  
George Washington là tổng thống đầu tiên của Hợp Chúng Quốc Hoa Kỳ.

### **I.4.2 Literal translation**

Literal translation is a broader form of translation, each SL word has a corresponding TL word, but their primary meaning may differ. The source language grammatical constructions are translated to their nearest target language. However the lexical words are translated singly, out of content. Literal translation is considered the basic translation step, both in communicative and semantic translation.

E.g: “For years, companies have used stock options as a form of pay. At first, only top officers in companies got them. The value of a stock option rises or falls with the price of a company stock.” (Special English 73: 9)

(Trong nhiều năm qua, các công ty đã sử dụng cổ phần như một hình thức chi trả. Đầu tiên, chỉ có những nhân viên cao cấp mới có thể mua. Giá trị của cổ phần tăng hay giảm là tùy giá cổ phiếu của công ty.)

### **I.4.3 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-realisation of the SL writer.

For example:

- Sông Hương

Fairful translation: The Perfume River

- Tôi cho rằng anh ta sẽ không đến

Fairful translation: I think that he won't come

(It should be “I don't think he will come”)

### **I.4.4 Semantic translation**

“Semantic translating where translator attempts, within the base syntactic and semantic constraints of the SL, to reproduce the precise contextual meaning of the author” (Newmark). This way refers to one type of translation which takes into account the aesthetic value of the source language text, compromising on meaning where appreciate so that no assonance, word play or repetition jars in the finished version. It does not rely on culture equivalent and makes very small concessions to the readership. While “faithful” translation is dogmatic, semantic translation is more flexible and communicative with readers of target language.

E.g: “I never hear or read the name of Yarmouth but I am reminded of a certain Saturday on the beach...” (extracted from *David Copperfield* by Charles Dickens)

“Tôi không bao giờ nghe hoặc đọc đến tên 'Yarmouth' (tên một thị trấn) mà tôi lại không nhớ đến một sáng thứ bảy nào đó trên bãi biển...” (...không bao giờ...mà lại không...)

#### **I.4.5 Free translation**

This method produces the translated text without the style, form, or content of the original text, but the translator just transmit meanings of the SL in others expression. Usually it is a paraphrase much longer than the original. Therefore, the text in TL sounds more natural, but understands casually.

E.g: “Dipping my hands into the cold blue water that flows sluggishly through the Truong Son mountain range, it’s hard to imagine this river when its waters were sliced by the interminable thunder of wartime bombs.” (Heritage July/August, 2004:10)

(Dòng nước xanh biếc lặng lẽ chảy dưới chân rặng núi Trường Sơn khiến chẳng ai hình dung được những ngày xa xưa, khi dòng sông này cuộn sóng vì những đợt bom triều miên.)

#### **I.4.6 Idiomatic translation**

A translation that conveys the meaning of the original, or source text, by using equivalent language and the forms and structures of the target language, in order to produce a translation that reads likes an original. The goal of an idiomatic translation or function equivalent is to achieve the closest natural equivalent in modern language to match the ideas of the original text. Idiomatic translations have little or no concern for maintaining the grammatical forms, sentence structure, and consistency of word usage of the source language.

E.g: “The peasant's hard life” (English proverb)

(Đời sống chân lấm tay bùn.)

#### **I.4.7 Communicative translation**

This method is freer, and gives priority to the effectiveness of the message to be communicated. Its focus on factors such as readability and naturalness, and is appreciate to translations of “pragmatic” texts where the actual form of the original is not closely bound to its intended meaning. These are texts like advertisement, tourist brochures, product descriptions and instructions, manuals. E.g: “It is no use criting famous and honoured women, to claim how much important and strong women have been across time and space.”

(Special English 72: 52)

(Không cần thiết phải trích dẫn ra những người phụ nữ tiếng tăm và danh giá để khẳng định phụ nữ quan trọng và mạnh mẽ đến mức nào qua thời gian và cả không gian.)

## **II. Translation of English for specific purposes (ESP)**

“Tell me what you need English for and I will tell you the English that you need”. (Tom Hutchinson and Alan Waters)

As English became the accepted international language of technology and commerce, it created a new generation of learners who knew specifically why they were learning a language and now became subject to the wishes, needs and demands of people other than language teachers. The new studies shifted attention away from defining the formal features of language usage to discovering the ways in which language is actually used in real communication.

“The growth of ESP was brought about by a combination of three important factors: the expansion of demand for English to suit particular needs and developments in the fields of linguistics and educational psychology. All three factors seemed to point towards the need for increased specialisation in language learning.” (Tom Hutchinson and Alan Waters).

## II.1 Definitions of ESP

ESP began in the 1960s, but some of famous linguisticians build on earlier definitions.

According to Hutchinson and Waters (1987:19), “ESP must be seen as an approach not as a product, ESP is not a particular kind of language, or methodology, nor does it consist of a particular type of teaching material. Understood properly, it is an approach to language learning, which is based on learner need”.

Stevens<sup>7</sup>(1988) definition of ESP makes a distinction between four absolute characteristics and two variable characteristics. The absolute characteristics are that ESP consists of English Language Teaching which is:

- Designed to meet specified needs of the learner;
- Related in content (that is in its themes and topics) to particular disciplines, occupations and activities;
- Centered on language appropriate to those activities in syntax, lexis, discourse, semantics and so on, and analysis of the discourse;
- In contrast with “General English”.
- The variable characteristics are that ESP
- May be restricted as to the learning skills to be learned (for example reading only);
- May not be taught according to any pre-ordained methodology.

Robinson (1991) also accepted the primacy of needs analysis in defining ESP. Her definition is based on two key definition criteria and a number of characteristics that are generally found to be true of ESP. Her key criteria are that ESP is “normally goal-directed”, and that ESP course develop from a needs analysis, which “aims to specify as closely as possible what exactly it is that students have to do through the medium of English” (Robinson, 1991:30).

From looking at three definitions of ESP found in the literature, finally, Tony Dudley-Evans and Maggie Jo St John defined ESP by using absolute and variable characteristics that is:

- Absolute characteristics:

ESP is designed to meet specific needs of the learner;

ESP makes use of the underlying methodology and activities of the disciplines it serves;

ESP is centred on the language (grammar, lexis, and register), skills, discourse and genres appropriate to these activities.

- Variable characteristics:

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 learner, either at a tertiary level institution or in a professional work situation. It could, however, be used for learners at secondary school level;

ESP is generally designed for intermediate or advanced students. Most ESP courses basic knowledge of the language system, but it can be used with beginners.

## **II.2 Types of ESP**

Types of ESP are identified three types by David Cater (1983). These are English as a restricted language, English for Academic and Occupational purpose and 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 controllers is strictly limited and can be accurately determined situationally, 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 texts outside the vocational environment” (pp, 4-5).

The second type of ESP identified by Cater (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), and c) English for Social Studies (ESS). Each of these subject areas is further divided into two branches: English for Academic Purposes (EAP) and English for Occupational Purposes (EOP).

Hutchinson and Waters (1987) do note that there is not a clear – cut distinction between EAP and EOP: “people can work and study simultaneously; it is also likely that in many cases the language learn for immediate use in a study environment will be used later when the student takes up, or returns to, a job” (p.16). Perhaps this explains Carter’s rationale for categorizing EAP and EOP under the same type of ESP. it appears that Cater is implying that the end purpose of both EAP and EOP are one in the same: employment. However, despite the end purpose being identical, the means taken to achieve the end is very different indeed. I contend that EAP and EOP are different in terms of focus on Cummins’ (1979) notions of cognitive academic proficiency versus basic interpersonal skills. This is examined in further detail below.

The final type of ESP identified by Cater (1983) is English with specific topics. Cater 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. However, I argue that this is not a separate type of ESP. rather it is an integral component of ESP courses or programs which focus on situational language. This situational language has

been determined based on the interpretation of results from needs analysis of authentic language used in target workplace settings.

### **II.3 Definition of English business**

Business English is difficult to define and limit in linguistic terms. Pickett highlighted the fact that there is more than one face to business communication with some of it being a lot near the everyday language spoken by the general public than many other segments of ESP' (1986:16). And he gave out two particular aspects to business communication: communication with the public and communication within (intra) a company or between (inter) companies. For many businesses, communication with the public is most likely to be in the general English. The Business English that the non-native speakers require is mainly for inter-company and, in international conglomerates, intra-company dealings (Nickerson, 1998).

The distinction Pickett makes is useful but probably not fine enough for today's wide-ranging business activities. Even within a particular business, the language requirements for special purpose may be very different. The purpose of the interactions, the topics covered and the professional relationships will all affect the choice of language.

Tony Dudley - Evans Maggie Jo St John's view, EBP classified into English for General Business Purpose (EGBP) and English for Specific Business Purpose (ESBP)

English for General Business Purpose courses are usually for pre-experience learners or those at the very early stages of their career. In contrast, English for Specific Business Purpose courses are run for job-experienced learners who bring business knowledge and skills to the language-learning situation.



## **II.4 Terms of procurement.**

A term, or a terminology unit, is the name of a concept in a particular subject field. “Terminology is the technical used in a particular subject or words used with particular specific meanings”, (Oxford advanced learner’s dictionary). It may be a word, an expression, a symbol, a chemical or mathematical formula, an acronym and so on. A term in a specialized language is distinguished from a word in general language by its single-meaning relationship (call monosemy) with the specialized concept that it designates by the stability of the relationship between form and content in texts solving this concept (call lexicalization). Other indications that you are dealing with a term are its frequency of use and its relatively fixed contextual surroundings (its co-occurents).

According to structure, procurement terms consist of following types;

- ❖ Single terms are those that consist of just one word (compound or derived).

Example: acceptance, agreement, bidder, contract, proposal, project

- ❖ Compound terms are terms consisting of two or more words, most of them are compound nouns, compound adjectives.

Example: Contract finalization, fixed-price contract, bid invitation letter, bidding documents, procuring entity, force majeure, payment terms, punch- list, etc.

- ❖ Phrases: Most of them are noun phrases, used usually in titles of section in guidelines or documents.

Example: Fees for review of bidding results, conversion to a single currency, estimated prize for each package, audited financial statements, etc.

- ❖ Abbreviation: ITC (Instructions to Consultants), LCS (Least-cost selection), SSS (Single-source selection), FBS (Selection under a fixed budget), etc.

All types of terms will be presented in detail in the next chapter.

## **II.5 The characteristics of procurement terms**

“Terms, like words in the general language lexicon, are distinctive and meaningful signs which occur in special language discourse.”

(M. Teresa Crabé, 1999:80)

According to the studying aspects such as in lexical level, syntactic level, approach methods and so on, terms may have rather lots of characteristics. Basing on lexical meaning of word, terms like words have some typical following characteristics:

- Terms are quoted from the existing sources due to linguistic meaning of English.
- A term has single meaning with a specialized concept.
- Many terms are formed by terminologizing.

These characteristics will be basis for analysing procurement terms in the next chapter.

To summary, the issues of translation theory including definition, types of translation, definition of ESP and overview of translation procurement terms are presented in this chapter. We can affirm that the first chapter is useful theoretical background for the studying in the next chapter.

## CHAPTER 2

### SOME STRATEGIES APPLIED TO TRANSLATE PROCUREMENT TERMS FROM ENGLISH INTO VIETNAMESE

As said in previous sections, procurement terms include single words, compound words, phrases and abbreviations. 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 procurement terms as well as help readers clearly understand about new concepts of this field.

#### **I. The strategy applied in the 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**.

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. “*Procurement*” is an illustration of this strategy. It is a noun means like “purchasing” in general text, but in ESP, according to procurement law, this term is defined as “the process of selecting a bidder who is responsive to the Procuring Entity’s requirements to implement packages of the projects on the basis of competition, fairness, transparency, efficiency and economy. It combined functions of purchasing, inventory control, receiving, inspection, store keeping, and salvage and disposal operations”.

This word means “*đấu thầu*” in Vietnamese equivalent.

E.g: “These Guidelines govern the relationship between the BANK and the Borrower, who is responsible for the *procurement* of goods and services”. (Guidelines for procurement under JBIC ODA Loans: 2).

(Các hướng dẫn này quy định mối quan hệ giữa Ngân hàng và bên vay có trách nhiệm *đấu thầu* hàng hóa và dịch vụ.)

We realize that there is slight change of meaning when translating this term in specific English with new definition. This measure is called recognized strategy. We continuously analyze single terms which are often used in this area by this method.

## **I.1 General terms**

### **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).

### **Project:**

It is a noun that means “a set of proposals for implementing part or the whole of work to achieve a particular objective or requirement in a pre-defined period of time, based on specified sources of fund” (Procurement law), and means “*dự án*” in Vietnamese equivalent. Translators had better to use original meaning of word rather than attempting to find other equivalent because it will lead to confusion in translation process.

E.g: “In order to ensure the efficient and proper execution of the *project* as specifically required by the Loan Agreement, it is essential that consultant

employed on *projects* financed by ODA Loans of the BANK clearly possess the necessary competence.” (Guidelines for the Employment of Consultants under JBIC ODA Loans: 5)

(Để đảm bảo thực hiện *dự án* một cách hiệu quả và hợp lý như yêu cầu cụ thể trong Hiệp định vay vốn, điều chủ yếu là các công ty tư vấn được tuyển dụng cho các *dự án* do Ngân hàng tài trợ phải có đủ khả năng chuyên môn cần thiết).

### **Bid:**

The SL “*bid*” is multi-lexical meaning of word in both general English and specific English. In this field, it carries three meanings which one is understood as same as the term “procurement” (*đấu thầu*), other one is “the action of joining in procurement process” (*dự thầu*) and the last is understood with totally new concept as “the set of documents prepared by a bidder in accordance with requirements of the bidding documents and submitted to Procuring Entity in accordance with provisions of the bidding documents” and in Vietnamese TL, it is “*hồ sơ dự thầu*”.

E.g: “If *bids* based on alternative designs, materials, completion schedules, payment terms, etc, are permitted, conditions for their acceptability and the method of their evaluation shall be expressly stated.” (Guidelines for procurement under JBIC ODA Loans: 11).

(Nếu các *hồ sơ dự thầu* dựa trên cơ sở các thiết kế, nguyên vật liệu, tiến độ hoàn thành, các điều khoản thanh toán theo phương án phụ...được cho phép, thì các điều kiện có thể chấp nhận hồ sơ dự thầu này và những phương pháp đánh giá chúng sẽ phải được nêu rõ).

### **Termination:**

The term “*termination*” carries the meaning “finishing” or “completing” in communication language but carries the meaning “complete to contract” in this field. “*Việc chấm dứt hợp đồng*” is the closest equivalent in TL. The word “contract” does not present in the SL but is still translated in TL and that is a

change in the meaning of this term which is often understood in Business English. *Terminate* is form of verb.

For example: “The contract shall include a clause specifying in detail on what conditions either party may *terminate* the contract and a clause stipulating procedures to be followed by the party wishing to *terminate* the contract.” (Guidelines for the Employment of Consultants under JBIC ODA Loans: 20)

(Hợp đồng phải bao gồm điều khoản quy định chi tiết ở điều kiện nào thì một bên có thể *chấm dứt hợp đồng* và điều khoản quy định các thủ tục cho bên muốn *chấm dứt hợp đồng* phải tuân theo.)

### **Negotiation:**

Negotiation refers to the bargaining process between a buyer and tenderer, each advancing his arguments in trying to get the best contract terms from his viewpoint. It is allowed for only in specific forms of procurement. The meaning of word is similar to “bargain” or “discussion” in English and “*thương lượng*” or “*đàm phán*” in Vietnamese. And “*thương thảo*” is the most appropriate equivalent in this case.

E.g: “After evaluation of the proposals has been completed, the Borrower shall invite the highest-ranked consultant to enter on *negotiations* on the conditions (including costs and financial terms) of a contract between them.” (Guidelines for Employment of Consultants under JBIC ODA Loans: 14)

(Sau khi hoàn thành việc đánh giá các đề xuất, Bên vay sẽ mời công ty tư vấn được xếp hạng cao nhất vào *thương thảo* về các điều kiện của hợp đồng (bao gồm các điều khoản về chi phí và tài chính) giữa hai bên.)

So it is not difficult to translate of these terms by using dictionary. Even the meaning of terms has slight change, translators can easily guess for the best result. The below attached table are examples by using this method.

English	Việt Nameese
Agreement	Hiệp định

Award	Trao (thầu)
Category	Hạng mục
Ceiling	Giá trần
Copyright	Bản quyền
Deviation	Sai lệch
Disbursement	Giải ngân
Expenditure	Chi phí, phí tổn
Expert	Chuyên gia
Fraud	Gian lận
Hindrance	Trở ngại
Immunity	Quyền miễn trừ
Preference	Ưu đãi
Privilege	Đặc quyền
Proposal	Đề xuất
Reimbursable	Có thể hoàn trả
Rejection	Hủy bỏ
Stipulate	Quy định
Tender	Mở thầu

Table 1: General single terms

## I.2 Terms with suffixes “or”, “er”, “ee”, “ant”

In general English, single words with suffixes “or”, “er”, “ee”, “ant” often refer to person, individual. Procurement terms, of course, also indicate the parts (individuals, organizations) who take part in this activity, when at the end of words plus those suffixes.

### **Bidder:**

Bidder is an organization or individual has eligibility in accordance with requirement of the Employer and participate in procurement activities. “*Nhà thầu*” is closest Vietnamese equivalent.

E.g: “If there has been no prequalification of *bidders*, the Borrower shall determine whether the *bidder* whose bid has been evaluated the lowest has the capability and resources to carry out the contract concerned effectively.”

(Guidelines for procurement under JBIC ODA Loans: 19)

(Nếu không có sơ tuyển *nhà thầu* thì Bên vay phải xác định xem *nhà thầu* có hồ sơ dự thầu được đánh giá là thấp nhất có khả năng và năng lực để thực hiện hợp đồng một cách hiệu quả.)

### **Contractor:**

“Contract” means “hợp đồng” in Vietnamese equivalent. But when adding affix “or”, the TL indicates the person who signs contract as well as who attends on procurement activity, and carries the meaning as “nhà thầu”. This term is translated basing on metaphor meaning.

E.g: “The bidding documents shall require the *Contractor* to use only such goods and services for the contract...” (Guidelines for the Employment of Consultants under JBIC ODA Loans: 12)

(Hồ sơ mời thầu sẽ yêu cầu *nhà thầu* chỉ sử dụng hàng hóa và dịch vụ trong hợp đồng...)

### **Consultant:**

According to the procurement law, this term often refer to individual or organization who participates in the procurement of supply of consulting services that meet the knowledge and professional experience requirements. And in this case, translators should keep the original meaning of word: “bên tư vấn” or “nhà thầu tư vấn”.

E.g: “In most cases, the need to employ a consultant will be established jointly by the Borrower and the Bank.” (Guidelines for the Employment of Consultants under JBIC ODA Loans: 2)

(Trong hầu hết các trường hợp, Bên vay và Ngân hàng sẽ cùng đưa ra nhu cầu tuyển dụng tư vấn).



Similarly, we have some other terms refer to parts who participate in procurement process.

English	Vietnamese
Assessor	Người định giá tài sản
Borrower	Bên vay
Broker	Người môi giới
Consignee	Người nhận hàng hóa
Dealer, Jobber	Nhà buôn bán
Distributor	Nhà phân phối
Engineer	Kỹ sư
Manufacturer	Nhà sản xuất
Offeree	Bên mời thầu
Offeror	Nhà cung cấp
stakeholder	Bên tham gia góp vốn
Supplier	Bên cung cấp
Surveyor	Người kiểm tra, khảo tra
Tenderer	Người bỏ thầu

Table 2: Single terms with suffixes “or”, “er”, “ee”, “ant”

### I.3 Terms with prefixes:

#### ❖ Prefixes “*non*” and “*in*”

When considering the term “*ineligibility*”, it is easy to see that the term in SL does not contain the word “no”, or “not”; however, in the TL, the meaning of word “no” is created by prefix “in”. The word “eligibility” means “tính hợp lệ” and has opposite meaning when adding prefix “in” which replaces for the word “no”. So readers can understand it with the meaning “tính không hợp lệ”. Its adjective is “ineligible”. For example: “*ineligible country*” (nước không hợp lệ), “*ineligible contract*” (hợp đồng không hợp lệ).

The prefix “*non*” also has the same meaning like the prefix “in” and it is translated “*không*” in Vietnamese equivalent like following examples:

English	Vietnamese version	Example
Inadmissible	Không thể thừa nhận, không thể chấp nhận	An inadmissible proposal: một đề xuất không thể chấp nhận được
inappropriate	Không thích hợp, không thích đáng	
Incomplete	Không đầy đủ	Incomplete information on prequalification: thông tin không đầy đủ trong quá trình sơ tuyển
Insufficient	Không đủ, thiếu	Insufficient amount of security: bảo đảm dự thầu không đủ giá trị
Non-responsive	Không phù hợp	Non-responsive bid: Hồ sơ dự thầu không hợp lệ
Non-recourse	Không hoàn trả	
Non-discrimination	Không phân biệt	
Non-eligible	Không hợp lệ	Non-eligible bidder: nhà thầu không hợp lệ

Table 3: Single terms with prefixes “in”, “non”

The next affixes are continuously mentioned here to analyze this procedure.

❖ Prefix “*pre*”

The words with the affix “pre” often bring themselves meaning of “before”, “prior” or “tiền”, “trước” in Vietnamese. So this term “pre-bid” is translated as “trước đấu thầu”. And “pre-bid meeting” means “hội nghị tiền đấu thầu”.

English	Vietnamese
Preinvestment	Tiền đầu tư
Preliminary	Mở đầu, sơ bộ
Prequalification	Sơ tuyển

Prepay	Trả trước
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Table 4: Single terms with prefix “pre”

For example:

Prequalification of bidders: sơ tuyển nhà thầu

Prequalification proceedings: quá trình sơ tuyển

Prequalification procedure: thủ tục sơ tuyển.

❖ The words adding affix “*post*” have the opposite meaning with the affix “pre”: “sau”, “hậu” as following:

English	Vietnamese
Post-evaluation	đánh giá sau cùng, đánh giá hậu kì
Postqualification	Hậu tuyển

Table 5: Single terms with prefix “post”

E.g: “Other services necessary for the project, including: assistance in implementation of recommendations, *post-evaluation* and impact studies of the project...” (Guidelines for the Employment of Consultants under JBIC ODA Loans: 4).

(Các dịch vụ cần thiết cho dự án bao gồm: Hỗ trợ thực hiện các đề xuất, *đánh giá hậu kì* và các nghiên cứu các tác động tới dự án...)

❖ Apart from, other terms adding affixes “*sub*” (means “addition”), “*mis*” (means “wrongly”, “mistake”) and “*re*” (means “again”) are also referred as hereinafter:

English	Vietnamese
Rebidding	Đấu thầu lại
Re-evaluation	Đánh giá lại
Subcontracting	Hợp đồng phụ
Subcontractor	Nhà thầu phụ
Subcriteria	Các tiêu chuẩn phụ

Sub- Borrower	Người vay lại
Misprocurement	Đấu thầu sai quy định

Table 6: Single terms with other prefixes

E.g: “The Bank will declare *misprocurement*, and it is the Bank’s policy to cancel that portion of the loan allocated to the services that have been misprocured.” (Guidelines: Selection and Employment of Consultants by World Bank Borrowers: 7).

(Ngân hàng sẽ tuyên bố bỏ *đấu thầu sai qui định* và hủy bỏ phần vốn cấp cho các dịch vụ đã cung cấp sai qui định.)

These above-mentioned terms, often meet in procurement field, are also typical illustrations for this strategy and are listed according to three classifications of single terms.

## II. Strategies applied in the translation of compound terms

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 subclassification: automatic translation and rank-shift translation.

### II.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 “*Alternative bid*” is formed by an adjective and a noun. “Alternative” means “thay thế” and “bid” means “hồ sơ dự thầu” in Vietnamese equivalent. And “*alternative bid*” is translated as “*hồ sơ dự thầu thay thế*”. It is clear that the position between two words has changed in TL. In English, the word “alternative” stands before the noun “bid”; however this order

of these words has changed conversely in Vietnamese TT. 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. A number of compound nouns are also translated according to this strategy.

(a) Compound nouns formed by Adjective and Noun

English	Vietnamese
Applicable law	Luật áp dụng
Competent person	Người có thẩm quyền
Domestic preference	Ưu đãi trong nước
Eligible bidder	Nhà thầu hợp lệ
Financial data	Số liệu tài chính
International preference	Ưu đãi quốc tế
Negotiable instrument	Công cụ chuyển đổi
National procurement network	Hệ thống mạng đấu thầu quốc gia
Turnkey contract	Hợp đồng chìa khóa trao tay

Table 7: Compound nouns (Adj+N)

(b) Compound nouns formed by Noun and Noun

English	Vietnamese
After-sales service	Dịch vụ sau bán hàng
Adjustment contract	Hợp đồng điều chỉnh
Advance payment	Tạm ứng thanh toán
Bid form	Mẫu dự thầu
Bid invitation letter	Thư mời thầu
Bid evaluation	Đánh giá hồ sơ dự thầu
Bid security	Bảo đảm dự thầu
Bid capacity	Khả năng dự thầu
Bid closing	Đóng thầu
Bid opening	Mở thầu

Bid submission	Nộp thầu
Bid currency	Đồng tiền dự thầu
Contract standard	Quy chuẩn hợp đồng
Contract negotiation	Thương thảo hợp đồng
Off – take agreement	Hợp đồng bao tiêu
Opportunity cost	Chi phí cơ hội
Payment terms	Điều khoản thanh toán
Prequalification application	Hồ sơ dự sơ tuyển
Prequalification documents	Hồ sơ mời sơ tuyển
Procurement appraisal	Thẩm định đấu thầu
Procurement procedure	Thủ tục mua sắm
Procurement system	Hệ thống mua sắm
State fund	Vốn nhà nước

Table 8: Compound nouns (N+N)

(c) Compound nouns formed by Verb and Noun

Review mission	Đoàn thẩm định, kiểm tra
Supply contract	Hợp đồng cung cấp
Export credit	Tín dụng xuất khẩu
Install contract	Hợp đồng lắp đặt hàng hóa
Open tender	Đấu thầu rộng rãi

Table 9: Compound nouns (V+N)

(d) Compound nouns formed by Participle and Noun

Bidding documents	Hồ sơ mời thầu
Bidding process	Trình tự đấu thầu
Consulting service	Dịch vụ tư vấn
Evaluated price	Giá dự tính
Funding source	Nguồn vốn
Procuring Agency	Chủ đầu tư
Procuring Entity	Bên mời thầu

Purchasing power	Sức mua
Time-based contract	Hợp đồng tính theo thời gian

Table 10: Compound nouns (Participle+N)

(e) Compound nouns formed by Adjective and Participle.

Competitive bidding	Đấu thầu cạnh tranh
Domestic bidding	Đấu thầu trong nước
International bidding	Đấu thầu quốc tế
Limited bidding	Đấu thầu hạn chế
National bidding	Đấu thầu trong nước

Table 11: Compound nouns (Adj+Participle)

Similarly, we have other examples of compound adjectives, applied this procedure:

English	Vietnamese
Mezzanine Financing	Tài trợ tổng hợp
Retroactive Financing	Tài trợ hồi tố
Prebid meeting	Hội nghị tiền đấu thầu
Public advertising	Quảng cáo công khai
Single-envelope bidding	Phương thức đấu thầu 1 túi hồ sơ
Two-envelope bidding	Phương thức đấu thầu 2 túi hồ sơ
Two-Stage Bidding	Phương thức đấu thầu 2 giai đoạn
Tax-free	Miễn thuế

Table 12: Compound adjectives

Thank for automatic shift strategy, translators can feel simpler and unconfused during the translation process of these terms.

## II.2 Rank-shift translation

The other case of “shift translation” called “Rank-shift translation”, also involves the change in the grammar from SL to TL; however, the TL is added or omitted word comparing with SL.

For instance, “*evaluation criteria*” is translated as “*Tiêu chuẩn đánh giá hồ sơ dự thầu*”. Adding word “*hồ sơ dự thầu*” in translation text which readers can not find the word “*bid*” in SL, makes information in SL clearly.

“*Performance security form*” is translated as “*mẫu bảo đảm thực hiện hợp đồng*”. Clearly, the word “*contract*” does not appear in SL but it is still translated in TL.

English	Vietnamese
Bid validity	Hiệu lực của hồ sơ dự thầu
Experience record	Hồ sơ kinh nghiệm của nhà thầu
Evaluation report	Báo cáo đánh giá thầu
International Shopping	Chào hàng cạnh tranh quốc tế
Multiplier effect	Tác động theo mô hình số nhân
Manning Schedule	Biểu đồ bố trí nhân lực
Performance bond	Trái phiếu thực hiện hợp đồng
Punch- list	Danh mục các công việc cần hoàn tất
Qualification Pay	Sự trả lương theo sản phẩm

Table 13: Examples about Rank-shift translation strategy

It is sure that rank-shift is a good way to translate procurement terms.

### III Strategies applied in the translation of phrases

#### III.1 Reduction translation

This procedure is often used to translate phrases by omitting word in order to avoid redundancy in translation text.

SL “prohibition of negotiations with suppliers or contractors” is an example. The appearance of nouns “prohibition”, “negotiation” and “supplier”, “contractor”, means in turn “sự ngăn cấm”, “thương lượng”, “nhà thầu cung cấp” and “nhà thầu xây dựng”. Of course, we can get the Vietnamese translation text by word-for-word method as “sự ngăn cấm của những cuộc thương lượng với nhà thầu cung cấp hoặc nhà thầu xây dựng”. That is the way to understand this phrase, but we should translate by omitting word “of” to avoid the



boringness in the translation text: “cấm thương lượng với nhà thầu cung cấp hoặc nhà thầu xây dựng”. Or the preposition “of” is also reduced in phrase “settlement of disputes” which means “giải quyết tranh chấp”.

With this strategy, the content of ST is not changed, and translators can gain a better and more natural Vietnamese TT. Furthermore, this strategy gives out a simpler understanding and avoids confusion during translation of complex compound words or complex phrases. The cases of reduction are mostly reduced the prepositions as the following examples:

English	Vietnamese
Bill <i>of</i> quantities	Bản tiên lượng
Breakdown <i>of</i> proposed rate of remuneration	Chi tiết phân bổ thu nhập của chuyên gia tư vấn
Expense <i>for</i> bidding participation	Chi phí dự thầu
Handbook <i>for</i> Users <i>of</i> Consulting services	Sổ tay hướng dẫn sử dụng tư vấn
Handling <i>of</i> violations	Xử lý vi phạm.
Late submission <i>of</i> requests <i>for</i> prequalification	Nộp hồ sơ sơ tuyển muộn
Notice <i>of</i> solicitation of proposals	Thông báo mời thầu
Ownership and disposal <i>of</i> equipments	Quyền sở hữu và xử lý các thiết bị
Privileges and immunities <i>of</i> the Consultant	Những đặc quyền và quyền miễn trừ đối với nhà tư vấn
Regulation <i>on</i> procurement	Quy chế đấu thầu
The conditions <i>for</i> determining the “Responsiveness” of bids	Các điều kiện quy định sự phù hợp của hồ sơ dự thầu
The condition <i>for</i> release <i>of</i> bid securities	Điều kiện hoàn trả đảm bảo dự thầu

Table 14: Examples about reduction translation strategy

We can realize that translating complex phrases become easier by this way.

### III.2 Expansion translation

This strategy is performed by explaining more about terms which are difficult to focus on a word or phrase in TL. “Final statement” is an example. When this compound stands alone, it can be translated as “lời phát biểu cuối cùng” or “bản báo cáo cuối cùng” by using Automatic shift method. But it is translated “Tờ khai hoàn thành công việc của nhà thầu” as being in this field. “Split awards”, other example, means “tách gói thầu ra nhiều hợp đồng để trao hợp đồng”. All below examples are also translated by this strategy.

English	Vietnamese
Insufficient amount of security	Bảo đảm dự thầu không đủ giá trị theo yêu cầu của hồ sơ mời thầu
Incomplete reading of bids received	Đọc không đầy đủ các thông tin và số liệu của các hồ sơ dự thầu tại buổi mở thầu
No domestic preference	Không ưu tiên cho nhà sản xuất trong nước
No formal bidding document	Không cần có hồ sơ mời thầu chính thức
No public opening of quotation	Không mở thầu công khai đối với các bản chào hàng
Tax return	Bản khai thu nhập cá nhân dùng để tính tiền thuế phải đóng
Tax-deductible	Có thể được trừ vào thu nhập trước khi tính thuế phải đóng
Uncertainly about requirements	Tình trạng không rõ ràng về các yêu cầu được nêu trong hồ sơ mời thầu
Updating prequalification	Cập nhật thông tin sơ tuyển trong quá trình đánh giá hồ sơ dự thầu

Table 15: Examples about expansion translation strategy

It is necessary to apply this method to get the best translation if there is no way to find the exactness equivalent in TL.

#### **IV Translation of abbreviations by using a loan word**

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 and initialisms.

##### **IV.1 Acronyms**

Acronym is a *word* formed from the initial parts (letters or syllables or arbitrary parts) of a name. For instance, *TOR* is a new word created by abbreviating the initial letter of three words “*Terms of Reference*” which means “*Điều khoản tham chiếu*”. This term is often met in the documents or guidelines of procurement.

E.g: “The first step in the engagement of a consultant is for the Bank and the Borrower to agree on the need to use a consultant, on the *TOR* for its services, on the type of consultant to be employed and on the approximate amount of funds required for the consulting services.” (Guidelines for the Employment of Consultants under JBIC ODA Loans: 11)

(Bước đầu tiên trong việc tuyển dụng tư vấn là Bên vay và Ngân hàng phải thống nhất về nhu cầu sử dụng tư vấn, thống nhất về *Điều khoản tham chiếu* về dịch vụ tư vấn, về loại hình công ty tư vấn cần tuyển dụng và dự kiến chi phí cần thiết cho dịch vụ tư vấn.)

The below table is usual acronyms of this field.

BOO	Build, own, operate	Xây dựng, sở hữu, vận hành
BOT	Build, operate, transfer	Xây dựng, vận hành, chuyển giao
BOOT	Build, own, operate, transfer	Xây dựng, sở hữu, vận hành, chuyển giao
LOI	Letter of invitation	Thư mời thầu
MOS	Monthly Operational Summary	Bản tổng kết hoạt động hàng tháng
PAD	Project Appraisal Document	Văn bản đánh giá dự án
PAs	Procurement Agents	Đơn vị thực hiện đấu thầu
QA	Qualification assurance	Bảo đảm chất lượng sản phẩm

Table 16: Acronyms

## IV.2 Initialisms

Initialism is a group of initial letters used as an abbreviation for a name or expression, each letter being pronounced separately.

For example: “RFP” (Request for Proposal), “QCE” (Quality-Control Engineering).

Obviously, that is a useful way to simplify terms or make them to be shortened and avoid the redundancy.

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

English	Vietnamese
CIF (Cost, insurance and freight)	Giá nhập khẩu
CQS (Selection Based on Consultants’	Tuyển chọn dựa trên năng lực của

Qualifications)	nhà tư vấn
EPC (Engineering Procuring Construction)	Thiết kế, cung cấp vật tư thiết bị và xây lắp
GCC (General conditions of contract)	Điều kiện chung của hợp đồng
FBS (Selection under a Fixed Budget)	Tuyển chọn tư vấn theo một ngân sách cố định
ICB (International Competitive Bidding)	Đấu thầu cạnh tranh quốc tế
IDA (International Development Association)	Hội liên hiệp phát triển quốc tế
ITA (Instructions to applicants)	Hướng dẫn nộp hồ sơ dự thầu
ITB (Instructions to Bidders)	Hướng dẫn dành cho Nhà thầu
ITC (Instructions to Consultants)	Hướng dẫn dành cho nhà tư vấn
LCB (Local Competitive Bidding)	Đấu thầu cạnh tranh trong nước
LCS (Least-cost section)	Tuyển chọn tư vấn có chi phí thấp nhất
LIB (Limited International Bidding)	Đấu thầu quốc tế hạn chế
NCB (National Competitive Bidding)	Đấu thầu cạnh tranh trong nước
NGO (Nongovernment Organization)	Tổ chức phi chính phủ
OEM (Official equipment Manufacturer)	Nhà sản xuất thiết bị chính thức
O&M (Operation and Maintenance Contract)	Hợp đồng vận hành và bảo trì
PDS (Prequalification Data Sheet)	Bảng số liệu sơ tuyển
PMU (Project management Unit)	Ban quản lý dự án
QP(Qualification Pay)	Trả lương theo sản phẩm
QBS (Quality-Based Selection)	Tuyển chọn tư vấn trên cơ sở chất lượng

QCE (Quality-Control Engineering)	Kĩ thuật kiểm tra chất lượng
QADS (Quality-Assurance Data System)	Hệ thống dữ liệu bảo đảm chất lượng
QCBS (Quality and Cost Based System)	Tuyển chọn tư vấn trên cơ sở chất lượng và chi phí
QBS (Quality - Based Selection)	Tuyển chọn tư vấn trên cơ sở chất lượng
SBDs (Standard Bidding Documents)	Tài liệu đấu thầu chuẩn
SCC (Special Conditions of Contract)	Điều kiện cụ thể của hợp đồng
SSS (Single-Source Selection)	Tuyển chọn tư vấn theo một nguồn duy nhất

Table 17: Initialisms

Most abbreviations that are used world-wide still remain in Vietnamese even they were translated into Vietnamese.

E.g: “The Bank requires that consultants, as well as Borrowers, under contracts funded with *ODA* Loans of the Bank and other Japanese *ODA*, observe the highest standard of ethics during the procurement and execution of such contracts.” (Guidelines for the Employment of Consultants under JBIC ODA Loans: 28)

(Ngân hàng yêu cầu bên tư vấn, cũng như Bên vay theo các hợp đồng được Ngân hàng tài trợ vốn *ODA* hoặc các vốn *ODA* khác của Nhật Bản, phải tuân thủ chuẩn mực tối đa các nguyên tắc về đạo đức trong quá trình đấu thầu và thực hiện hợp đồng.)

In the above example, “*ODA*” is abbreviated in both ST and TT. If a repetitive term is in a text, using initialism of this term will more convenient and faster for translators. However, it is not easy to distinguish what it is or what it means if the readers have not any knowledge of specific field. In this case, *ODA* is the group of initial letter of compound word “Official Development Assistant” which is translated into Vietnamese as “*hỗ trợ phát triển chính thức*”.

So, we realize that there are many abbreviations in this area. However, due to the limited time, the researcher only focused on two main types of abbreviation with detail examples in the Table 16 and Table 17.

To conclusion, within a frame of this paper, the researcher indicated some popular strategies applied to translate English procurement terms according to types of terms; including recognized translation, shift or transposition, reduction, expansion and using loan word. The translators can gain the best result by using these methods flexibly and effectively.

## CHAPTER 3

### IMPLICATION

#### I. Some problems in translating procurement terms

##### 1. Misunderstandings

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 lead to misunderstandings in translation process.

Firstly, the translators often *misunderstand the meaning of word between general English and specific English or among fields*. That is proved by following examples:

- The term *Package* is an example, means “*gói hàng*”, “*kiện hàng*” in communication language or “*bao bì*” in economic area and often presents in compound word “*holiday package*” which means “*tua du lịch*” in tourism field. However in procurement field, it refers to “a part of a project, or in special cases the entire project; it may include procurement of similar items for different projects or one-time procurement quantity of items using recurrent expenditures.” (Procurement law). “*Gói thầu*” is closest equivalent in Vietnamese.

E.g: “The detail and complexity of these documents will vary with the size and nature of the proposed *package* and contract.” (Guidelines for procurement under JBIC ODA Loans:9)

(Mức độ chi tiết và phức tạp của những tài liệu này sẽ thay đổi theo quy mô và đặc điểm của *gói thầu* và hợp đồng đưa ra)

- *Preference* which is multi-meaning of word often refers to hobby, or like something rather than something in communication language. For example:

There is milk and cream. Do you have a *preference*?

Có sữa và kem - anh *thích* thứ nào không?

(Lac Viet dictionary)



However, this word is also understood as the favoring of one person or something and means “*ưu tiên*”, “*ưu đãi*” in Vietnamese. In procurement field, “*domestic preference*” is translated as “*ưu đãi trong nước*” or “*international preference*” means “*ưu đãi quốc tế*”.

- In general text, *disbursement* means “spend”, and convert into Vietnamese as “sự chi tiêu”, “sự dốc túi”. But in Business English, it means “*giải ngân*” like below case:

“The final payment shall be made within the *disbursement* period stipulated in the Loan Agreement.” (Guidelines for the Employment of Consultants under JBIC ODA Loans: 18)

(Việc thanh toán cuối cùng sẽ được tiến hành trong thời gian *giải ngân* được quy định ở Hiệp định vốn vay).

Secondly, in a certain field, a word can carry two or more than two meanings, thus it is a reason why translators often ***misunderstand the meanings of word even in a field***. For instance, the term “*bid*”, mentioned in chapter two, has three meanings “*đấu thầu*”, “*dự thầu*” or “*hồ sơ dự thầu*” in Vietnamese equivalent. Using incorrect equivalent leads to misunderstanding in TL.

E.g: “Payment of the contract price shall be made in the currency or currencies in which the *bid price* is expressed in the *bid* of the successful bidder” (Guidelines for the Employment of Consultants under JBIC ODA Loans: 13)

(Việc thanh toán hợp đồng sẽ được thực hiện bằng tiền tệ hoặc các loại tiền tệ mà nhà thầu trúng thầu đã nêu *giá dự thầu* trong *hồ sơ dự thầu*).

Surely, translators will have confusion how to use exactly and flexibly Vietnamese equivalent to avoid misunderstanding. Which case will the term “*bid*” in this field, be translated as “*hồ sơ mời thầu*”? Which case does it mean like “procurement” or “the action of taking place to procurement activity”? The above example is a clear illustration. Or the term “*procurement*”, besides the meaning “*đấu thầu*”, sometimes carries meaning “*purchasing*” (mua sắm). For example:

Procurement aspects: Khía cạnh mua sắm

Procurement plan: Kế hoạch mua sắm

Procurement method: Phương thức mua sắm

## **2. The difficulties in translating some of terms**

Due to the limitation of knowledge about the specific field and the variety of both SL and TL, the translators surely have difficulties in the process of translating terms.

Many new terms with the completely new concepts which are produced during the working process such as off-take agreement (hợp đồng bao tiêu), single-envelope bidding (phương thức đấu thầu một túi hồ sơ), two-stage bidding (phương thức đấu thầu hai giai đoạn), etc. Some of terms have not listed in dictionary yet. The cases adding affixes are examples: Misprocurement (đấu thầu sai quy định), prequalification (sơ tuyển), postqualification (hậu tuyển) and so on.

Many compound terms and phrases mentioned in the chapter two are easily translated and guessed the meanings basing on the meaning of each word and shift translation procedure. For example, the term “consulting service” is understood “dịch vụ tư vấn” by analyzing the meaning of the words “consulting” and “service”, or the term “turnkey contract” (hợp đồng chìa khóa trao tay) formed the words “turnkey” and “contract”, we can easily translate it by looking up the new words in dictionary. On the contrary, there are a lot of compound terms or phrases of which we can translate individual words; however it is difficult to guess the meaning of whole term or focus on a word or compound word in Vietnamese equivalent. Applying word-for-word procedure can be a reason of misunderstanding and obstruction. The below examples are evidences: “*Regulation on procurement*” (quy chế đấu thầu), “*restrictive specifications*” (các đặc tính kỹ thuật làm hạn chế sự tham dự thầu của các nhà thầu), “*insufficient amount of security*” (bảo đảm dự thầu không đủ giá trị theo yêu cầu của hồ sơ mời thầu).

Abbreviation is also a difficulty for translators to understand what it stands for or what it symbolizes for. If the translator has no knowledge about the matter, understanding the meaning of the term “EPC package”, for example, is not completely simple. Moreover, they fail to find the correct meaning of word in dictionary if they are not equipped themselves about their experience and knowledge about the translation matter.

## **II. Some suggestions in translating procurement terms**

### **1. Some steps to translate procurement terms**

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

Firstly, *the translators should try to understand the new term in the whole content and intention of the text which he is translating.* The principal way to reach it is reading all the sentences or the text completely to give the idea that we want to say in the target language because the most important characteristic of this technique is translating the message as clearly and naturally as possible. By this way, translators can guess the meaning of word in the detail content. Moreover, it is necessary to look up new word by dictionary. Most of terms are created from original word in general English.

E.g: “The contract is to be awarded to the *bidder* whose *bid* has been determined to be the lowest *evaluated bid* and who meets the appropriate standards of capability and financial resources.” (Guidelines for procurement under JBIC ODA Loans: 20). The content of SL is converted into Vietnamese with the message: “Hợp đồng sẽ được trao cho *người dự thầu có hồ sơ dự thầu* được xác định là có *giá dự thầu thấp nhất* và đáp ứng được những tiêu chuẩn thích hợp về khả năng và năng lực tài chính.”

Secondly, *the translators should search the knowledge about the translation matter* in order to, at least, understand the concept of the terms and use them correctly, and decrease all the difficulties stated above. By doing this, translators can choose the best equivalent from English into Vietnamese and avoid the misunderstanding

E.g: “*Subcontractors’* experience and resources may be considered, however, when they perform essential work under the supervision of the main contractors.” (Guidelines for procurement under JBIC ODA Loans: 21).

(Kinh nghiệm và năng lực của *Nhà thầu phụ* có thể được xem xét, tuy nhiên, khi nhà thầu phụ thực hiện công việc dưới sự giám sát của nhà thầu chính).

In this example, *Subcontractor* is understood as “a bidder who performs part of a procurement package under an agreement or contract signed with a principal bidder. A subcontractor is not responsible for participating in the procurement.” (Quoted in Procurement Law). After understanding about term in SL, translators find a right equivalent in TL. “*Nhà thầu phụ*” is the most appropriate equivalent in this case. So, at this requirement, the translators must have a deep knowledge of both languages which he/she is translating for getting the equivalent in the target language, because the deficiency of the knowledge of both languages will result in a translation without logic and sense.

Thirdly, *the translators should avoid the tendency to translate word by word*, because that will destroy the meaning of the original word and ruin the beauty of the expression. Basically, most of 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 readers understand. For instance, “*tax return*” (bản khai thu nhập cá nhân dùng để tính tiền thuế phải đóng), “*arbitration*” (giải quyết tranh chấp giữa hai bên bằng một trọng tài do hai bên lựa chọn). Or the term “*Joint venture*” in the sentence:

“The formation of a *joint venture* after prequalification, and any change in a *prequalified joint venture*, will be subject to the written approval of the

Borrower prior to the deadline for submission of bids.” (Guidelines for procurement under JBIC ODA Loans: 24).

(Việc hình thành *liên doanh nhà thầu* sau khi sơ tuyển và bất cứ thay đổi nào trong một *liên doanh đạt sơ tuyển* cần được phê duyệt bằng văn bản của Bên vay trước hạn nộp hồ sơ dự thầu).

The term should be translated by expansion strategy as “*liên doanh nhà thầu*”.

On the contrary, translators should apply the reduction procedure to translate complex phrases in order to avoid redundancy like examples: “*Provision of solicitation documents*” (điều khoản hồ sơ mời thầu) or “*Application for Prequalification*” (đơn xin sơ tuyển), the prepositions “of”, “for” were reduced. Normally, prepositions are often reduced in complex phrases.

In the case of words with affixes, the most important step is to understand the meaning of those affixes, and then we can easily get the meaning of whole words. For instance, the prefix “*mis*” has the meaning of “*wrongly*”, thus “*misprocurement*” means “*đấu thầu sai quy định*”. The term “*borrower*” means “*bên vay*”, and “*subborrower*” means “*người vay phụ*” as adding the prefix “*sub*”.

## 2. Suggestion in translating abbreviations

There are many typical abbreviations in this field as presented in the previous chapter. In order to translate them in an easier way, the researcher suggests two main steps as following:

First of all, translators have to ***find the right full form of abbreviation***. Hence, reading the guideline books for procurement or advertisement articles of procurement is a good way to gain the common knowledge about translation matter and familiarise with abbreviations in this area. That is basic to attempting to guess the full form of abbreviation because normally, the case of abbreviations in this field is initialisms. For instance, a person who has knowledge about this theme immediately understands “EPC package” means the package related to engineering, procuring and construction. Or the full form of

“ICB” (International competitive bidding) is other example. However, translators can search abbreviations in some popular websites such as acronymfinder.com to find full form of them. That is a fastest, convenient and effective way.

Secondly, most of abbreviations are translated by automatic shift method. So after finding the full form of them, it is necessary to ***apply this strategy to translate them.***

E.g: “The BANK deems it appropriate that such procurement be affected through *Local Competitive Bidding (LCB)*...” (Guidelines for procurement under JBIC ODA Loans: 2).

(Ngân hàng cho rằng điều này là thích hợp vì đấu thầu sẽ ảnh hưởng đến việc *đấu thầu cạnh tranh trong nước*...)

By the personal experience, the researcher points out some suggestions to help translators deal with difficulties in the translation process of procurement terms in a simple way.

## PART III – CONCLUSION

Nowadays, using English fluently has become a common situation and gradually obligate in offices. 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, especially Business English.

This graduation paper which is divided into three parts is presented from overview about translation theory to practice in detail. The theoretical background stated from broad to narrow in the chapter one provides the basic knowledge of translation, ESP and procurement terms. The most important chapter of this study presents some popular strategies in order to translate procurement terms as mentioned in the chapter two. Some difficulties rose in the translation process and some suggestions for readers to translate in the easy way are mentioned in chapter three. The final part is conclusion which states overview of the whole study.

Due to the limitation of time and knowledge, there are certainly weaknesses in this graduation paper. The researcher hopes that all the weaknesses would receive thoughtful consideration and generous view.

English in procurement field has not been received much attention of readers. This study gained from the personal experience is not adequate and rather simple so the researcher hopes that further studies on this field are done. Besides this, the researcher hopes that more studies on other economic terms and more translation procedures will be presented to enrich variable materials in Business English.

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