

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



ISO 9001:2008

KHÓA LUẬN TỐT NGHIỆP

NGÀNH: TIẾNG ANH

HẢI PHÒNG – 2010

**HAIPHONG PRIVATE UNIVERSITY
FOREIGN LANGUAGES DEPARTMENT**



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GRADUATION PAPER

**A STUDY ON TRANSLATION OF IMPORT-EXPORT
TRADE TERMS**

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Class : NA 1003

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HAIPHONG - JUNE 2010

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TRƯỜNG ĐẠI HỌC DÂN LẬP HẢI PHÒNG**



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NHIỆM VỤ ĐỀ TÀI TỐT NGHIỆP

Sinh viên:Mã số:

Lớp:Ngành:

Tên đề tài:

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NHIỆM VỤ ĐỀ TÀI

1. Nội dung và các yêu cầu cần giải quyết trong nhiệm vụ đề tài tốt nghiệp
(Về lý luận, thực tiễn, các số liệu cần tính toán và 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:

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CÁN BỘ HƯỚNG DẪN ĐỀ TÀI TỐT NGHIỆP

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 4 năm 2010

Yêu cầu phải hoàn thành trước ngày 10 tháng 7 năm 2010

Đã nhận nhiệm vụ Đ.T.T.N

Đã giao nhiệm vụ: Đ.T.T.N

Sinh viên

Người hướng dẫn

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

HIỆU TRƯỞNG

GS.TS.NGƯT. Trần Hữu Nghị

PHẦN NHẬN XÉT TÓM TẮT CỦA CÁN BỘ HƯỚNG DẪN

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

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2. Đánh giá chất lượng Đ.T.T.N (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 giá trị sử dụng, chất lượng các bản vẽ)

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3. Cho điểm của cán bộ hướng dẫn (Ghi bằng cả số và chữ)

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Hải Phòng, ngàytháng.....năm 2010

Cán bộ hướng dẫn

(Họ tên và chữ kí)

NHẬN XÉT ĐÁNH GIÁ CỦA CÁN BỘ CHẤM PHẢN BIỆN ĐỀ TÀI TỐT NGHIỆP

1. Đánh giá chất lượng đề tài tốt nghiệp về các mặt thu thập và phân tích số liệu ban đầu, cơ sở lý luận chọn phương án tối ưu, cách tính toán chất lượng thuyết minh và bản vẽ, giá trị lý luận và thực tiễn đề tài.

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2. Cho điểm của cán bộ phản biện
(Điểm ghi bằng số và chữ)

Ngày.....tháng.....năm 2010

Người chấm phản biện

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Student

Doan Thi Thu Huong

PART I: INTRODUCTION

I. Rationale of the study

Nowadays, English is one of the most important languages in the world simply because it is maybe the only language that truly links the whole world together. English appears in all fields of life such as: business, education, healthcare, culture, so on. Thus, learning and mastering English is quite essential to everybody, especially to people often use English in work, transaction, purchase. However, it is not true that anybody of us can use skillfully English in any field of life. Since Vietnam joined in WTO, import-export trade with foreign countries has become an important field of economy. Hence, it is very necessary to acquire a certain level of English terms in this field. A number of Vietnamese learners get trouble in translating import-export trade terms, 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. That is the main reason inspiring me to carry out this study. Importantly, I hope that to some extent my study can offer a thorough understanding about import- export trade field as well as help Vietnamese in translation of this field terms.

II. Aims of the study

My study aims at:

- Introducing theoretical background of translation, translation methods, terms in import-export trade field.
- Giving some strategies applied in translation of import-export trade terms.
- Pointing out some difficulties, common mistakes possibly in the translation process possibly made by Vietnamese learners and suggesting some solutions.

III. Methods of the study

In the process of studying, the following methods are employed:

- Data collection: Reading books and reference books, searching books on the internet and collecting information from foreign websites.
- Data analysis: Selecting related document and classifying information in terms of the aims of the study.
- Comparative and contrastive analysis: Analysing the above classified information, arranging the information into the parts of the study.

IV. Scope of the study

Import- export trade field is an extremely large field. Due to the limitation of time, knowledge and experience, I am not ambitious to study all matters of this theme but only focus on translation theory and translation strategies of some common import- export trade terms in English.

V. Design of the study

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

- **Part one : Introduction** - gives out rationale, aims, scope, methods and design of the study.
- **Part two : Development** - mentions the main content of the study and it is further divided into three chapters as below:

Chapter I: Theoretical background – introduces definition of translation, translation methods, terms in import- export trade field.

Chapter II : Some analysis, comparison, contrast – points out some strategies in translation of some common import- export trade terms.

Chapter III : Implication – points out some problems in translation process and gives some suggestions to solve the problems.

- **Part three: Conclusion** - gives a brief summary of the main points mentioned in the previous parts and some suggestions for further study.

PART II: DEVELOPMENT

CHAPTER ONE: THEORETICAL BACKGROUND

I. Definition of translation

Translation is differently defined by many scholars from their own points of view. Some of translation scholars defined their theories as source-oriented theories, others regarded them as the target-oriented theories. The following are some typical definitions that serve as basic theoretical background for this study:

According to Wikipedia, *Translation* is the comprehension of the meaning of a text and the subsequent production of an equivalent text, likewise called a "translation", that communicates the same message in another language.

Roger T. Bell (1991) defines *Translation* as the expression in another language (target language) of what has been expressed in one language (source language), preserving semantic and stylistic equivalencies, *Translation* is the replacement of a representation of a text in one language by a representation of an equivalent text in a second language.

The Merriam- Webster Dictionary (1974) states that *Translation* consists of changing from one state or form to another, to turn into one's own or another's language. Translation is basically a change of form. When we speak the form of a language, we are referring to the actual words, phrases, sentences, paragraphs, etc. The forms are referred to as the surface structure of a language. It is the structural part of language which is actually seen in print or heard in speech. In translation the form of the source language is replaced by the form of the receptor/ target language.

John Cunnison Catford (1965) argued that *Translation* is the replacement of textual material in one language (SL) by equivalent textual material in another (TL).

Diaz- Diocaretz (1985) presented that *Translation* will be understood as the final product of problem solving and sign production of a receptor- text (RT) functionally equivalent to a source text (ST) by a human being in a given language for a given group of text receivers.

Tanke (1975) defined *Translation* as the process of communication in which the translator is interposed between a transmitter and a receiver who use different languages to carry out code of conversation between them.

In 1976, Tanke provided a more complete definition of translation, he suggest that translation be viewed as the transfer of a text from a source language into a text in the target language, the objective being a perfect equivalent of meaning.

Peter Newmark (1988) defined *Translation* as rendering the meaning of a text into another language in the way that the author intended the text.

Whatever definitions we come across , almost all of them can be subsumed under two definitions. The first definition is translation is that the replacement of one written text from one language to another in which the main goal of the translator is meaning. The second way is that the transference of a message communicated from one text into a message communicated in another, with a high degree of attaining equivalence of context of the message components of the original text and the semiotic elements of the text. (Quoted in A text book of translation: theoretical and practical implications – Said M. Shiyab)

II. Translation methods

There are various methods by which the text may be translated. The central problem of translating is whether to translate literally or freely. It all depends on some factors such as the purpose of the translation, the nature of readership and the text types.

According to NewMark, there are eight methods of translation, namely word-for-word-translation, literal translation, faithful translation, semantic translation, communicative translation, idiomatic translation, free translation, translation as adaptation.

2.1. The methods which emphasize source language:

2.1.1. Word-for-word translation

This method of translation involves translating a word in the source language to a word in the target language. Although this seems very much like literal translation in fact it is not. The problem with this kind of translation is that the outcome may not be meaningful, it could be awkward and discomfited simply because meaning was not the center of translation.

Eg: She has two dimples when she smiles.

Cô ấy có hai núm đồng tiền khi cô ấy mỉm cười

I wanted to own a car when I was only 15 yearsold

Tôi muốn sở hữu một chiếc xe hơi khi tôi mới 15 tuổi

2.1.2. Literal translation

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

Eg: Could your company send me the electronic bill of lading text before 10 o'clock tonight?

Công ty ông có thể gửi cho tôi chứng từ vận đơn điện tử trước 10 giờ tối nay được không?

We would deliver goods after seeing settlement note.

Chúng tôi sẽ giao hàng sau khi nhận được hoá đơn thanh toán

2.1.3. Faithful translation

This method tries to reproduce the precise contextual meaning of the original within the constraint of the TL grammatical structures. 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-realization of the SL writer.

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

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

(Text book for Translation 1-Haiphong Private University)

2.1.4. Semantic translation:

Semantic translation differs from faithful translation only in as far as it must take more account of the aesthetic value of the SL text, compromising on meaning where appropriate so that no assonance, word play or repetition jars in the finished version. It does not rely on cultural equivalence and makes very small concessions to the readership. While faithful translation is dogmatic, semantic translation is more flexible. Newark (1982:22) says that "...semantic translating where the translator attempt, within the base syntactic and semantic constrains of the TL, to reproduce the precise contextual meaning of the author".

Eg: Today the Vietnamese are, almost no exception, extremely friendly to Western visitors

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

(Text book for Translation 1-Haiphong Private University)

2.2. The methods which emphasize target language:

2.2.1. Translation as adaptation:

This method is the freest form of translation. It is frequently used for plays (comedies) and poetry: themes, characters, plots preserved, SL culture converted to TL culture and text is rewritten.

Eg: “ Một đèo, một đèo, lại một đèo

Khen ai khéo tạc vách cheo leo”

(“Đèo ba đội”- Hồ Xuân Hương)

“A gap, a pass and still another pass

Praise to the sculptor this land of sweet suspense”

“Từ ngày chàng bước xuống ghe

Sóng bao nhiêu đợt bánh phu thê rầu bấy nhiêu”

“Since you took the voyage by ferry

How much wave trains slapped, the Conjugal cake felt sad like that”

2.2.2. Free translation:

Free translation is the translation which is not close to the original, but the translation just transmits meanings of the SL. It reproduces the matter without the manner, or the content without the form of the original. Usually it is a paraphrase much longer than the original. Therefore, the advantage is that the

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

Eg: “Children should be protected from abuse and neglect”.

Trẻ em cần được bảo vệ chống lại mọi hình thức bạo lực, gây tổn thương hay xúc phạm, bỏ mặc hoặc xao nhãng trong việc chăm sóc.

“She stood by the window and looked out dully at a gray cat walking a gray fence in a gray backyard”.

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

2.2.3. Idiomatic translation.

Idiomatic translation is used for colloquialism and idioms whose literalism is the translation, by which the translator does not transfer the literalism of the original, uses the translation of colloquialisms and idioms.

Eg: Half a load is better than no bread

Méo mó có hơn không

When in Rome, do as Romans do

Nhập gia tùy tục

Man propose, God dispose

Mưu sự tại nhân, hành sự tại thiên

It never rains but it pours

Họa vô đơn chí.

2.2.4. Communicative translation

It attempts to render the exact contextual meaning of the original in such a way that both language and content are readily acceptable and comprehensible to the readership. "...But even here the translator still has to respect and work on the form of the source language text as the only material basis for his work" (Peter Newmark, 1982:39).

Eg: How do you do?

Xin chào

Located on An Duong Vuong avenue, on the beautiful beach of Quy Nhon, the 3 stars Hoang Yen Hotel with 11 floors is really an ideal place to stay when you visit Binh Dinh province.

Khách sạn Hoàng Yến cao 11 tầng với tiêu chuẩn quốc tế 3 sao, tọa lạc trên đại lộ An Dương Vương, bên bờ biển Quy Nhơn xinh đẹp thật sự là nơi lý tưởng khi bạn tới Bình Định.

Beside above eight methods, there are some different translation methods which are listed as following:

2.3. Translation by using a loan word

This method is very useful when the translator deal with culture-specific items, modern concepts or ideals, proper names of diseases or medicines and buzz words. Using a loan word is dramatically strong method applied for the word which have foreign origin or have no equivalence in TL.

Eg: *HIV* and *AIDS* are two loan words that are frequently used in Vietnamese, as they are referred to by their English names in almost every part of the world. Because these words have been common used in Vietnam for a long time, they are often used without any accompanying explanation.

2.4. Shift or transposition translation:

This method is a translation procedure involving a change in the grammar from SL to TL, including two subclassification: automatic translation and rank-shift translation. “Automatic translation” has change in the word order and offers translators no choice. “Rank-shift translation”, also involves the change in the grammar from SL to TL, however, the TL add or omit word comparing with the SL.

Eg: Automatic translation: Cartoon film means “ *phim hoạt hình* ”

International airport means “ *sân bay quốc tế* ”

Rank-shift translation: Advice note means “ *giấy báo gửi hàng* ”

Joint venture means “ *xí nghiệp hợp doanh* ”

2.5. Translation by parraphrase

This method can be used when the translator translate a word or a concept that does not exist in TL or when the TL term for it does not include all the meanings conveyed by SL term for the same concept.

Eg: “Pregnant women should avoid alcohol” can be translated as “ *Phụ nữ mang thai không nên uống bia rượu* ”

2.6. Translation by omission

This method is often used when translator want to omit words or phrases that are not essential to the meaning or impact of the TL. This method is especially true for words that would require lengthy explanations, awkward paraphrase, or literal and unnatural translation, which would interrupt the flow of the text and could distract the reader from the overall meaning.

Eg: “Much can be done even without being physically present in the meeting” can be translated as “ *nhiều việc có thể làm ngay cả khi không có mặt tại cuộc họp* ”

Rate of loading means “ *mức bốc hàng* ”

Notification of debting means “ *giấy báo nợ*”

III. Equivalence in translation

Jakobson (1959) made a contribution to the theoretical analysis of translation. He introduced the concept of equivalence in difference. He suggested three kinds of equivalence known as:

- Intralingual (within one language, i.e. rewording or paraphrase)
- Interlingual (between two languages)
- Intersemiotic (between sign systems)

Nida (1964:159) suggests formal and dynamic or functional equivalence. Formal equivalence focuses attention on the message itself, in both form and content. It requires that the message in the target language should match as closely as possible the different elements in the source language. Dynamic equivalence is based on the principle of equivalent effect, where the relationship between the receptor and message should be substantially the same as that which existed between the original receptors and the message.

Munday (2001:47) describes these five different types of equivalence as follows:

- Denotative equivalence is related to equivalence of the extralinguistic content of a text.
- Connotative equivalence is related to the lexical choices, especially between near-synonyms.
- Text-normative equivalence is related to text types, with texts behaving in different ways
- Pragmatic equivalence, or 'communicative equivalence', is oriented towards the receiver of the text or message.

- Formal equivalence is related to the form and aesthetics of the text, includes word plays and the individual stylistic features of the source text .

Baker (1992) defined four kinds of equivalents as follows:

- Equivalence that can appear at word level and above word level, when translating from one language into another.
- Grammatical equivalence, when referring to the diversity of grammatical categories across languages.
- Textual equivalence when referring to the equivalence between a SL text and a TL text in terms of information and cohesion.
- Pragmatic equivalence, when referring to imprimaturs and strategies of avoidance during the translation process

According to Baker (1992):

If a specific linguistic unit in one language carries the same intended meaning encoded in a specific linguistic medium in another, then these two units are considered to be equivalent. The domain of equivalents covers linguistic units such as morphemes, words, phrases, clauses, idioms and proverbs. So, finding equivalents is the most problematic stage of translation. It is worth mentioning, however, it is not meant that the translator should 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. For example, the verb “ happen” in the English sentence “ he happens to be happy” equals the adverb “ bỗng nhiên” (by chance) in the Vietnamese sentence: “ Chàng bỗng cảm thấy mình hạnh phúc”. Translator, after finding out the meaning of an SL linguistic form, should ask himself/ herself what the linguistic form is in another language (TL) for the same meaning to be encoded.

For example:

1. The English “Owl” maybe equal to Vietnamese “Cú vọ” symbolically:

He is an owl = Hắ ta là tên cú vọ

2. Coal in English may equal “ than/ củi” in Vietnamese and Newcastle in English may equal Mountainous area in Vietnam, hence:

Taking coal to Newcastle = Chở củi về rừng

3. Shoulder in English may equal “vai” in Vietnamese:

The blame rests on my shoulder = Gánh nặng đè lên đôi vai tôi

4. Bedsheet in English may equal “ga giường” in Vietnamese:

As white as bedsheet = trắng như tuyết/ ga trải giường

5. Inch in English may equal “b ư ớc chân”(crawl, move slowly) in Vietnamese

They knew every inch of the field = Họ biết từng ly, từng tý trong lĩnh vực này.

6. Gold in English may equal “vàng”: heart of gold trái tim vàng.

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

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

8. The number 9 in English may equal the “Chín tầng mây” in Vietnamese:

She has dressed up to nines = Cô ta diện ngất trời.

9. The word “ăn” (to eat) in Vietnamese collocates with many other words, in the examples: làm ăn, ăn học, ăn chơi, ăn uống, ăn tham, ăn chặn, ăn bản, ăn nằm, ăn hàng.....

Its equivalents, however, as far as collocatability is concerned in English are: “to eat” [for food], “to drink” [for tea], “to work” [for business] and “to play” [for entertainment] respectively

10. “Do not” in English sometimes equal “ chẳng” in Vietnamese:

I do not agree with you. Tôi chẳng đồng ý với anh đâu.

11. Sometimes “ núi” in Vietnamese may equal “grass” in English:Đứng núi này trông núi nọ = The neighbour’s grass is greener.

Explanation: Sometimes, due to religious, cultural and literary factors, it is difficult to find a standard equivalents in one language for another. To render a satisfactory translation, the translator needs to be acquainted with phonological, morphological, syntactic, semantic, pragmatic, idiomatic, religious and cultural system of both SL &TL, either to find standard equivalents, give an explanation, or otherwise convey the author’s intended meaning to the TL audience.

IV. Translation of ESP

4.1. Definition of ESP

Tony Dudley-Evans and Maggie Jo St. John(1998) identify ESP’s absolute characteristics and variable characteristics. Absolute characteristics : ESP is defined to meet specific needs of the learners; ESP makes use of underlying methodology and activities of the discipline it serves; ESP is centered on the language appropriate to these activities in terms of grammar, lexis, register, study skills, discourse and genre. Regarding 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 learners, either at a tertiary level institution or in a professional work situation. It could, however, be for learners at secondary school level; ESP is generally designed for intermediate or advanced students; most ESP courses assume some basic knowledge of the language systems.

4.2. Types of ESP

David Carter (1983) identifies three types of ESP:

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

The language used by air traffic controllers or by waiters are examples of English as a restricted language. In “English for Specific Purposes: A case study approach” Mackay,R and Mountford,A (1978) clearly illustrate the difference between restricted language and language with this statement:

“... the language of international air-traffic control could be regarded as “special”, in the sense that the repertoire required by the controller is strictly limited and can be accurately determined 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 contexts outside the vocational environment”.

The second type of ESP identified by Carter (1983) is English for Academic and Occupational Purposes. In the “ Tree of ELT” (Hutchinson & Waters, 1987), ESP is broken down into three branches: English for Science and Technology (EST), English for Business and Economics (EBE), and 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). An example of EOP for the EST branch is “English for Technicians” whereas an example of EAP for the EST branch is “English for Medical Studies”.

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 learnt for immediate use in a study environment will be used later when the student takes up, or returns to, a job” . Perhaps this explains Carter’s rationale for categorizing EAP and EOP under the same type of ESP. It appears that Carter 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.

4.3. Definition of technical translation

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

In “ Approaches to translation” (1981) Newmark differently distinguishes technical translation from institutional translation: “***Technical translation*** is one of the part of specialized translation; institutional translation, the areas of politics, commerce, finance, government etc... is the other”. He goes on to suggest that technical translation is potentially non-cultural and universal because the benefits of technology are not confined to one speech community. The terms in technical translation, therefore, should be translated. On the contrary, institutional translation is cultural, so, in

principle, the terms are transferred unless they are connected with international organization. Though having different approaches to technical translation, two authors view it as specialized translation with its essential element – “special terms”.

V. Terms in import-export trade field

5.1. Definition

A term is a word or expression that has a particular meaning or is used in particular activity, job, profession, etc (Longman Dictionary of Contemporary English, 1991)

Terms, like words in the general language lexicon, are distinctive and meaningful signs which occur in special language discourse. (M. Teresa Crabé, 1999:80).

When writing technical (scientific, medical, legal, etc.) articles, it is usually the case that a number of technical terms specific to the subject matter will be presented. Technical terminology is the specialized vocabulary of any field, not just technical fields. Within one or more fields, these terms have one or more specific meanings that are not necessarily the same as those in common use (Wikipedia).

The global economy has given businesses broader access than ever before to markets all over the world. Goods are sold in more countries in larger quantities, and in greater variety. Import-export trade is main activity of firms especially in current economy recession and market opening condition. Viet Nam has become a member of WTO, import-export trade has been increasing sharply, thus, the demand of using English documents of import-export trade also increases remarkably. Import-export trade terms become important to businessmen, business experts, import-export officers, students and lectures... There are a lot of terms in import-export trade field, mainly related

to credit and international trade payment, customs, duty, incoterms, UCP....so on.

5.2. Classification of import-export trade terms

5.2.1. Single terms

The single term in import-export trade field can be single word or can be formed by the help of prefixes and suffixes.

For example:

1. General single terms

Demurrage	Clearance
Quotation	Checkpoints
Franchising	Barters
Preference	Warehouse
Offer	Cargo
Agent	Draft
Manifest	Package
Drawback	Invoice
Duty	Wharfage

2. Single terms with prefixes

Positive prefix “anti” means “chống” in Vietnamese equivalent:

Anti-dumping

Anti-monopoly

Negative prefixes “Non” means “không or phi” ; “de” means “giảm đi, mất đi” in Vietnamese equivalent.

Non-tariff	Non-government
Non-tax	Non-privileged
Devaluation	Non-cash
Depreciation	Non-monetary

3. Single terms with suffixes

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

Importer	Exporter
Purchaser	Seller
Forwarder	Drawer
Consignor	Immediator
Inspector	Distributor
Surveyor	Manufacturer
Consignee	Drawee
Declaration	Transaction

5.2.2. Compound terms

Compound noun formed by N + N

Document draft	Import certificate
Inspection certificate	Insurance policy
Import declaration	Import quota
Proforma invoice	Treasury bill
Delivery order	Cargo manifest

Export broker	Customs declaration
Customs clearance	Bank bill
Counterpart fund	Insurance certificate

Compound noun formed by adj + N

Commercial invoice	Detailed invoice
Provisional invoice	Consular invoice
General average	Particular average
Constructive loss	Quick dispatch
Nominal bill	Commercial bill

Compound noun formed by participle + N

Shipping date	Packing list
Shipping request	Touched bill of health
Drawing rights	Combined B/L
Antedated B/L	Confirmed L/C

CHAPTER TWO: SOME STRATEGIES APPLIED IN TRANSLATION OF SOME COMMON IMPORT- EXPORT TRADE TERMS

I. The strategy applied in translation of single terms.

There are many strategies applied in translation of single terms but one of the most popular strategies is **recognized translation**. A large number of words can be translated basing on original words in general text. However due to the multi-lexical meaning of word and ESP translation, word still carries the original meaning or adds new concept, new meaning which translators can easily realize and find the closest meaning of word in TL. For example, “broker” can be translated as “ người môi giới” basing on original meaning in general text but “agreement” means “ hiệp định” when it is used in ESP.

1.1.General single terms

Source Language	Target Language
Demurrage	Phạt tàu chậm
Franchising	Giao dịch nhượng quyền
Preference	Ưu đãi
Offer	Chào hàng
Quotation	Bảng yết giá
Agent	Đại lý
Barter	Hàng đổi hàng
Manifest	Bảng kê khai hàng hóa giao lên tàu
Drawback	Số tiền thuế quan được giảm

Clearance	Thông quan
Checkpoint	Cửa khẩu hải quan
Warehouse	Kho hàng
Draft	Hối phi ếu
Cargo	Hàng hoá
Package	Bao bì
Duty	Thuế
Invoice	Hoá đơn
Wharfage	Phí trữ hàng ở cầu cảng
Warrant	Chứng chỉ lưu kho

1.2. Single terms with prefixes: “non”, “anti”, “de”

Source Language	Target Language
Non- tariff	Phi thuế quan
Non-monetary	Phi tiền tệ
Non-government	Phi chính phủ
Non-cash	Phi tiền mặt
Non-tax	Không phải trả thuế
Non-privileged	Không có đặc quyền
Anti-dumping	Chống bán phá giá
Devaluation	Sự phá giá

Depreciation	Sự mất giá
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1.3. Single terms with suffixes: “tion”, “or”, “ee”, “er”

Source Language	Target Language
Consignor	Người gửi hàng
Consignee	Người nhận hàng
Importer	Nhà nhập khẩu
Exporter	Nhà xuất khẩu
Purchaser	Người mua
Seller	Người bán
Forwarder	Người giao nhận
Immediator	Trung gian
Distributor	Nhà phân phối
Drawer	Người ký phát hối phiếu
Drawee	Người trả tiền hối phiếu
Manufacturer	Nhà sản xuất
Declaration	Tờ khai
Inspector	Giám định viên
Transaction	Giao dịch

II. Strategies applied in translation of compound terms

2.1. One of the most popular strategies applied in translation of the compound terms is **shift or transposition translation**. A shift or transposition translation is a translation procedure involving a change in the grammar from SL to TL, including two subclassification: automatic translation and rank-shift translation.

2.1.1. Automatic translation has change in the word order and offers translators no choice.

For example: The compound term “Commercial invoice” is formed by an adjective and a noun. “Commercial” means “thương mại” and “invoice” means “hóa đơn” in Vietnamese equivalent. And “commercial invoice” is translated as “hoá đơn thương mại”. It is clear that the position between two words has changed in TL. In English the adjective “commercial” stands before the noun “invoice” but this order has changed conversely in Vietnamese TL. The other term, “Insurance policy” is known as “Hợp đồng bảo hiểm” in Vietnamese equivalent. There is also change in the order of these words, in English the noun “insurance” stands before the noun “policy” however, when it is translated into Vietnamese, the noun “insurance” comes after the noun “policy”. These examples stated that automatic shift is applied in translating flexibly, and all words in these terms are naturally converted from English into Vietnamese without adding any words or expressions.

Compound nouns formed by noun + noun

Source Language	Target Language
Document draft	Hối phiếu chứng từ
Import certificate	Chứng nhận nhập khẩu
Inspection certificate	Chứng nhận giám định

Insurance policy	Hợp đồng bảo hiểm
Import declaration	Tờ khai nhập khẩu
Import quota	Hạn ngạch nhập khẩu
Proforma invoice	Hoá đơn chiếu lệ
Treasury bill	Trái phiếu kho bạc
Delivery order	Lệnh giao hàng
Cargo manifest	Bảng kê khai hàng hoá
Export broker	Người môi giới xuất khẩu
Customs declaration	Tờ khai hải quan
Customs clearance	Thông quan hải quan
Bank bill	Hối phiếu ngân hàng
Counterpart fund	Vốn đối ứng
Insurance certificate	Giấy chứng nhận bảo hiểm
Courier receipt	Hóa đơn chuyên chở
Quality control	Kiểm soát chất lượng
Sight draft	Hối phiếu trả tiền ngay
Bearer bill	Hối phiếu vô danh
Order bill	Hối phiếu theo lệnh
Charter party	Hợp đồng thuê tàu
Trade bill	Hối phiếu thương mại

Compound nouns formed by adj + noun

Source Language	Target Language
Commercial invoice	Hoá đơn thương mại
Detailed invoice	Hoá đơn chi tiết
Provisional invoice	Hoá đơn tạm thời
General average	Tổn thất chung
Particular average	Tổn thất riêng
Constructive loss	Tổn thất kết cấu
Quick dispatch	Thương nóng
Commercial bill	Hối phiếu thương mại
Nominal bill	Hối phiếu đích danh
Consular invoice	Hóa đơn lãnh sự
Transferable L/C	Thư tín dụng chuyển nhượng
Applicable laws	Luật ứng dụng
Direct B/L	Vận đơn đi thẳng
Revolving credit	Tín dụng tuần hoàn
Irrevocable L/C	Thư tín dụng không thể huỷ ngang
Spot transaction	Giao dịch giao ngay

Compound nouns formed by participle + N

Source Language	Target Language
Touched bill of health	Giấy chứng nhận sức khoẻ nghi vấn
Drawing rights	Quyền rút vốn
Combined B/L	Vận đơn hỗn hợp
Antedated B/L	Vận đơn kí lùi ngày cấp
Confirmed L/C	Thư tín dụng xác nhận
Packing list	Bảng liệt kê hàng hóa trong kiện
Shipping request	Yêu cầu giao hàng
Shipping date	Ngày giao hàng

2.1.2. Rank-shift translation also involves the change in the grammar from SL to TL, however, the TL add or omit word comparing with the SL.

For instance, “Documentary against acceptance” is translated as “Chấp nhận thanh toán đổi chứng từ”. Adding word “ thanh toán” in translation text which readers can not find the word “payment” in SL, makes the information in SL clearly and helps the readers understand it as the way of payment.

“Standard international trade classification” is translated as “tiêu chuẩn phân loại hàng hoá quốc tế”. The word “ cargo” does not appear in SL but it is still translated in TL.

Some terms are translated by using this strategy:

Source Language	Target Language
Accomplished bill of lading	Vận đơn đã nhận hàng
Telegraphic transfer	Chuyển tiền bằng điện
Report of stowage	Giấy chứng nhận xếp hàng tốt
Floating exchange rate	Tỉ giá hối đoái thả nổi
Shipped on board B / L	Vận đơn đã xếp hàng
Special drawing rights	Quyền rút vốn đặc biệt
Uniform customs and practice for document credit	Quy tắc thống nhất về thực hành thư tín dụng chứng từ.

2.2. Translation by omission

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

For instance, SL “Auto-selection of cargo for checking”, the word “auto-selection” means “ tự động lựa chọn” in Vietnamese equivalent. And we can easily get the translation text by word-for-word strategy as “ tự động lựa chọn của hàng hoá để kiểm tra”. However, we should translate by omitting the word “of” to avoid the boringness in the translation text: “Tự động lựa chọn

hàng hoá để kiểm tra”. Another example, after omitting the preposition “of” in “letter of credit”, it means “thư tín dụng”.

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

Some cases of omission as following examples:

Source Language	Target Language
Bill <i>of</i> lading	Vận đơn
Certificate <i>of</i> quantity/ weight	Chứng nhận số lượng/ trọng lượng
Letter <i>of</i> authority	Thư ủy thác
Global system <i>of</i> trade preference among developing countries	Hệ thống ưu đãi thương mại toàn cầu giữa các nước đang phát triển
Economis commission <i>for</i> Asia and Far East	Ủy ban kinh tế Châu Á và Cận đông
UN Convention on contracts <i>for</i> the international Sale of goods	Công ước của Liên hợp quốc về hợp đồng mua bán quốc tế
Letter <i>of</i> guarantee	Chứng thư bảo lãnh
Letter <i>of</i> indemnity	Chứng thư bồi thường
Certificate <i>of</i> origin	Chứng nhận nguồn gốc
Certificate <i>of</i> insurance	Chứng nhận bảo hiểm
Free <i>from</i> particular average	Điều kiện bảo hiểm miễn tổn thất riêng

Irrespective <i>of</i> franchise	Nhượng quyền bất chấp
Irrespective <i>of</i> percentage	Theo tỷ lệ phần trăm không tính đến
Technical barrier <i>to</i> trade	Hàng rào kỹ thuật thương mại

2.3. Translation by addition

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

For example, the term “Sinking, standing, burning and collision” can be translated into Vietnamese by word-for-word method as “chìm, mắc cạn, cháy và đâm va vào nhau” however, if it is translated as “Tổn thất do tàu chìm, mắc cạn, cháy, đâm va vào nhau”, readers can understand it clearly. The term “Generalized system of preference” is another example, it can be known as “Hệ thống ưu đãi phổ cập” in Vietnamese equivalent but it is used in import-export field, means “Hệ thống thuế quan ưu đãi phổ cập”.

All below examples are also translated by applying this strategy:

Source Language	Target Language
Shortage bond	Biên bản thiếu hàng
Report of stowage	Giấy chứng nhận xếp hàng tốt
Report on receipt of cargo	Biên bản kết toán hàng với tàu
Survey report	Biên bản giám định tổn thất
Warrant	Chứng chỉ lưu kho

Cash against document	Thanh toán bằng tiền mặt đổi chứng từ
Cash on delivery	Trả tiền khi giao hàng
Bonded warehouse	Nhà kho giữ hàng nhập
Contract with oil and other cargo	Hợp đồng tàu chở dầu và hàng hóa khác
FOB airport	Giao hàng lên boong máy bay
FOB and commission	Giá FOB cộng thêm hoa hồng cho trung gian ở nước xuất khẩu
Delivered duty unpaid	Giao hàng ở địa điểm đích thuế quan chưa nộp

2.4. Translation by paraphrase using related words

This strategy can be used when we translate an English word or concept that does exist in Vietnamese or when the Vietnamese term for it does not include all the meanings conveyed by the English term for the same concept. For example, the term “Cutting making product” is known as “ sản phẩm may mặc gia công”.The words “ cut” means “cắt” and “make” means “làm, chế tạo”,when we see them- standing before the noun “ product”, we can get it as “the product is cut and made by hand” but we can not translate as “ sản phẩm được làm bằng tay”. If this term is transferred word by word from English into Vietnamese, translation result may become more redundant. In order to avoid bad translation versions, paraphrase is the best strategy.

Some examples for this strategy:

Source Language	Target Language
Bonded warehouse transaction	Mua hàng tại kho có kí quỹ
Lay days and cancelling date	Thời gian tàu nằm tại cảng để xếp/ dỡ hàng và ngày hết hạn xếp/ dỡ
Freight all kinds rate	Cước trọn container chứa nhiều mặt hàng
Cutting, making, trimming	Gia công theo phương thức mua nguyên liệu, bán thành phẩm dệt may
Non-cash item	Hạng mục phi tiền mặt
Non-monetary assets and liabilities	Tài sản và nợ phi tiền tệ
Out- of-the-money option	Quyền chọn ngoài giá
Back to back letter of credit	Thư tín dụng giáp lưng
Stand-by letter of credit	Thư tín dụng dự phòng
Semi knock-down	Linh kiện bán đồng bộ
London-Interbank-Offered Rate	Lãi suất cho vay trên thị trường liên ngân hàng London
London-Interbank-bid rate	Lãi suất đi vay trên thị trường liên ngân hàng London

2.5. Translation by using a loan word with or without explanation

This strategy is very useful when the translator deal with concepts or ideas that are new to Vietnamese readers while they are widely known in English

2.5.1. General terms

For instance, UPC (Universal Product Code) is a loan word that is frequently used in Vietnamese economy industries. Vietnamese use it as a Vietnamese word like “hệ thống UCP” and everybody can understand it.

In import-export transaction, Vietnamese often use “giá CIF”(Cost, insurance & freight) or “giá FOB”(Free on board). CIF and FOB have been commonly used in Vietnam for a long time, they are used without any accompanying explanation.

CIP(Carriage & Insurance paid to)	Giá CIP(cước phí và bảo hiểm trả tới đích)
CFR(Costs and Freight)	Giá CFR (Tiền hàng và cước phí)
CPT(Carriage paid to)	Giá CPT(Cước phí trả tới đích)
CIF.c (Cost, insurance, freight and commission)	Giá CIF và hoa hồng cho trung gian
CIF.e (Cost, insurance, freight and exchange)	Giá CIF và phí chuyển đổi tiền
CIF.i (Cost, insurance, freight and interest)	Giá CIF và lãi xuất chiết khấu hối phiếu
Incoterms(International commercial terms)	Các điều kiện Incoterms
Container yard	Bãi container

2.5.2. Acronyms

An acronym is a shortened form of a word or phrase. Usually, but not always, it consists of a letter or group of letters taken from the word or phrase.

Almost acronyms are formed by the initialism that is a group of initial letters used for a name or expression, each letter being pronounced separately, such as DDU (Delivered Duty Unpaid) or DEQ (Delivered Ex Quay). With an acronym, translators can make terms to be shortened to avoid the redundancy while the readers still get them.

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

Source Language	Target Language
CWO(Cash with order)	Tiền giao theo lệnh
DAF(Delivered at frontier)	Giao hàng tại biên giới
COD(Cash on delivery)	Trả tiền khi giao hàng
ID(Import declaration)	Tờ khai nhập khẩu
IQ(Import quota)	Hạn ngạch nhập khẩu
M.AWB(Master air way bill)	Vận đơn chủ (hàng không)
UCC(Uniform commercial code 195)	Luật thương mại quốc tế 195
D/P(Document against payment)	Trả tiền đổi chứng từ
D/A(Document against acceptance)	Chấp nhận thanh toán đổi chứng từ
CCC(The customs cooperation council)	Hội đồng hợp tác hải quan
B/L(Bill of lading)	Vận đơn

FAS(Free alongside ship)	Giao hàng dọc mạn tàu
GATT(General agreement on Tariff &Trade)	Hiệp ước chung về thuế quan và mậu dịch
L/C(Letter of credit)	Thư tín dụng
MTD(Multi-transport document)	Chứng từ vận tải đa phương thức
CFS(Container freight station)	Bãi để container đã nhận chuyên chở
MTO(Multi-transport operator)	Nghiệp vụ vận tải đa phương thức
FCL(Full container load)	Hàng xếp đầy container
S/O(Shipping order)	Lệnh giao hàng
SWIFT(Society world interbank financial telecommunication)	Mạng thanh toán liên ngân hàng toàn cầu
CIA(Cash in advance)	Tiền mặt trả trước
CAD(Cash against documents)	Trả tiền mặt đổi chứng từ
COR(Cargo outturn report)	Biên bản hàng hư hỏng

To conclude, within the above chapter, I indicated some popular strategies applied in translation of import-export trade terms such as recognized translation, transposition translation, translation by omission, translation by addition, translation by using loan word with or without explanation, translation by paraphrase using related words. To some extent, these strategies can help translators get the best TL in translation process.

CHAPTER THREE: IMPLICATION

I. Some problems in translation process

1.1. The difficulties in translation of some terms

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

Some terms express new concepts or new ideas which are formed in the working process of each field or formed by using habits or slang...such as revolving L/C (thư tín dụng tuần hoàn), over-the counter transactions(giao dịch trên thị trường phi tập trung), buy-back (nghiệp vụ mua lại), cost plus contract (gia công theo phương thức thực chi thực thanh), target price contract (gia công theo giá định mức), etc.

In fact, there are a lot of terms which are easily guessed the meanings basing on the meaning of each word or via shift translation. For instance, the term “bank bill” means “hối phiếu ngân hàng”, we can easily get its meaning through the meaning of the word “bank” and “bill”.Or the term “Import restrictions”, we can easily translate it as “giới hạn nhập khẩu” by looking up the word “import” and “restriction” in dictionary. On the contrary, there are a lot of terms or phrases which we can translate individual words but it is difficult to guess the meaning of whole term or focus on a word or expression in Vietnamese equivalent. In this case, if we apply word for word strategy in

translation, it is possible to cause a misunderstanding or restriction. For example, “Deferred L/C” means “ thư tín dụng thanh toán dần dần” or “bill of lading advice” is known as “ vận đơn đường biển cấp trước c”, “free in” means “điều kiện miễn xếp” and “ free out” means “điều kiện miễn dỡ”

Sometimes, translators also meet difficulties in translating of abbreviation because abbreviations are formed by so lots of methods, if translators have limitation of knowledge about what they stands for, they can fail to find the correct meaning of word in dictionary.

1.2. The difficulties related to the polysemy in English

Words in general English can carry different meanings and express new concepts in specific English.

The translators often misunderstand the meaning of words between general English and specific English. In specific cases, each word expresses each different meaning.

For example, the word “clean” in general English means “ sạch”, it can be used like “clean water”(nước sạch) but in specific English, like “clean draft” is known as “ hồi phiếu trơn” or “clean bill of lading” means “ vận đơn hoàn hảo”

In general text, “reciprocal” means “ mutual or each other”, its Vietnamese equivalent is known as “lẫn nhau” or in linguistics it means “ quan hệ tương hỗ”, in maths, it means “đảo, thuận nghịch” ,however,when it is used in import-export trade field like “ reciprocal L/C” means “thư tín dụng đối ứng”.

II. Some suggestions to solve the problems

In this part, I would like to suggest some ideas to solve the above problems and get more effective translation text.

Firstly, make sure that you always improve your English to limit new terms, before translating you need to read carefully the SL text thus you can guess the content of TL text. When you meet new terms, look at the way the terms are made up. Do the terms remind you of any terms you already know? Many terms are made up of common roots they share with other terms. You may be able to deduce the meaning of the new terms from the way prefixes, suffixes... are put together and the way they are used. You should consult a dictionary to be sure.

Secondly, when translating terms of import-export trade field, translators should avoid using word-for-word translation strategy. Although basically, most of terms are translated by using general word, sometimes it is necessary to translate an English term by a long phrase or even a whole sentence to help readers understand.

For example, “offset” means “đền bù” from dictionary, but we should use translation strategy by addition so it means “ giao dịch bồi hoàn”

Or “prime interest rate” we should use literal translation strategy, it is translated as “ lãi suất ưu đãi”

Thirdly, before translating terms of any field translators should pay attention to the knowledge of that field thus translators can get the best Vietnamese equivalent, avoid using incorrectly and decrease above difficulties.

Final is the suggestion when translating abbreviation, as said in above part, there are many ways to made up an abbreviation . Firstly, translators find the right full form of them by searching them in related books or on the internet then applying word for word or automatic translation to translating them.

For example, CIF stands for “ Cost, insurance and freight”, we apply word for word strategy, so it means “tiền hàng, bảo hiểm và cước phí”

Or INCOTERMS stands for “International Commercial Terms” means “Điều kiện thương mại quốc tế” (translating by automatic translation)

PART III: CONCLUSION

Nowadays, English is considered an international language; consequently, it becomes an obligatory subject in schools and universities. More importantly, using English skillfully becomes an indispensable condition of an import-export officers.

My graduation paper is divided into three parts, the rationale, aims, methods, scope and design of the study are mentioned in part one aiming at helping the readers could have an overview of my study. Part two is the most important in this study including three chapters. Based on the theoretical background of translation and translation methods in chapter one, chapter two gives some strategies applied in translation of some common import-export trade terms such as recognized translation, shift translation, translation by omission, translation by addition, translation by paraphrase using related words, translation by using loan word with or without explanation. Then, some problems in translation process and some suggestions are given in chapter three. Part three summarizes main ideas mentioned in previous parts and gives some suggestions for further study.

From this study, it can be concluded that terms in import-export trade field are very interesting, however; the field covers a very large area. Some suggestions drawn from this study for further research such as study on translation of terms in international payment contract or study on translation of terms related to documentary of import-export fields, etc.

At last, due to the limitation of time and knowledge, and the lack of experience, mistakes are unavoidable in this paper. All remarks and contributions are deeply welcome and highly appreciated.

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