

**Specification of Competency Standards**  
**for the Printing and Publishing Industry**  
**Unit of Competency**

1. Title	Know English-Chinese translation skills
2. Code	PPPUED307A
3. Level	3
4. Credit	9
5. Competency	<p style="text-align: right;"><u>Performance Requirements</u></p> <p>5.1 Know standard and procedures for translation and requirements on translator</p> <ul style="list-style-type: none"> <li>◆ Know standards for translation</li> <li>◆ Know translation process</li> <li>◆ Know requirements on the translator</li> </ul> <p>5.2 Know basic principles for English-Chinese translation</p> <ul style="list-style-type: none"> <li>◆ Know method of conversion</li> <li>◆ Know method of addition</li> <li>◆ Know method of repetition</li> <li>◆ Know method of omission</li> <li>◆ Know method of inversion</li> <li>◆ Know method of negation</li> </ul> <p>5.3 Execute publication of English-Chinese translation work</p> <ul style="list-style-type: none"> <li>◆ Assist in publication of English-Chinese translation works by making use of professional English part of speech conversion and skills for translating idioms</li> </ul>
6. Range	Assist in the publication of English-Chinese translation works by making use of professional English part of speech conversion and skills for translating idioms and perform related tasks in editorial department.

7. Assessment Criteria	The integrated outcome requirements of this unit of competency are:  (i) Able to assist in the publication of English-Chinese translation works by applying professional English translation skills and perform related tasks.
8. Remarks	The credit value of this unit of competency is based on the assumption that the learner has tertiary-level English and Chinese proficiency.