<table>
<thead>
<tr>
<th>Week</th>
<th>Class content</th>
<th>Tools/Means</th>
<th>Assignments</th>
</tr>
</thead>
</table>
| 1    | • Introduction to the translation workshop  
      • Current trends in the translation business  
      • Requirements for becoming a professional translator  
      • Code of ethics of a professional translator | • Lectures  
      • PowerPoint presentation | • Questionnaire |
| 2–4  | • Introduction to translation procedure  
      • Definition of Translation, editing, proofreading, review and revision, desktop publishing, layout  
      • Challenges and pitfalls of translator | • Group discussion and exercise | • Practice/exercise of translation, editing, proofreading, review and revision  
      • Group analysis  
      • Preparation for group project |
| 5    | • Introduction to stylistic differences between China, Hong Kong, Taiwan and the pan-Chinese market and how to help your clients understand those differences | • Samples of differences  
      • Samples of translation | • Group discussion/research |
| 6–9  | • In-class group or self-practice on the following areas:  
      o General topics  
      o Medical  
      o Legal  
      o Technical/Business | • Group discussion and exercise | • Take home assignments  
      • Group project/ mid-term assessment (week 7) |
10  •  Glossaries
    •  Dictionaries
    •  Translation memory tools

11  •  How to set up a translation business
    •  Quoting and invoicing
    •  Record keeping
    •  Resume writing
    •  PowerPoint presentation
    •  Samples

12  •  How to succeed in the industry
    •  Job options and opportunities
    •  Q & A
    •  Program Evaluation