

# 英汉翻译手册

## A Handbook of Translation

(增订版)

钟述孔著



商务印书馆

# A HANDBOOK OF TRANSLATION

*Revised and Enlarged Edition*

With 25 Drills, involving some 300 sentences, on Sentence Translation and 60 Exercises of Passage Translation on a wide variety of themes

## 英 汉 翻 译 手 册

(增订版)

钟 述 孔 著

~~The Commercial Press~~

Beijing. 1983

**英汉翻译手册**

(增订版)

钟述孔著

---

商务印书馆出版

(北京王府井大街36号)

新华书店北京发行所发行

六〇三厂印刷

统一书号：9017·894

---

1983年11月第2版 开本 787×1092 1/32

1983年11月北京第2次印刷 字数 490千

印数 54,000册 印张 19 7/8

定价：2.05元

## 增订版说明

本书于一九八〇年三月出版后,从同年六月开始,作者陆续收到一些读者的来信;到年底以后收到的来信更有所增加。来信者不少是在职的年轻干部和科技人员、研究生,也有一些是大学高年级的英语专业学生。总的反应是,他们觉得此书对他们有帮助;特别是书中所体现的理论联系实际和“重实践”的路子、书中所选编的几十篇不同题材的翻译练习和所提供的参考译文,以及所介绍的基本翻译方法和翻译技巧,对他们有帮助。有些住在祖国边远地方的读者在来信中还说,他们难以看到外国的原著及外报外刊,所以他们还利用此书,作为阅读材料或“对照阅读材料”,也感到颇有收获。有些读者的刻苦精神,尤其值得钦佩;他们说,用了大半年业余时间,自己动手做完了书中的大部分练习,(有的读者还说,用一年的业余时间,基本上做完了书中的全部练习,并对照参考译文进行了检查);他们还强调:“实践出真知”的确是一条真理。

与此同时,不少读者在来信中建议,此书再版时似可增加一些较难的文章(类似书中英译汉及汉译英的最后十来个练习的难度);有些读者建议适当增加一点文学作品的翻译练习;还有的科技战线的读者就书中“Miniature Electronic Calculator: Operational Manual”译文中的个别术语,提出了改进的建议(已采纳)。对于这些热心的年轻读者和其他来信者,谨在此表示衷心的感谢。参照读者们所提建议的精神,作

者利用业余时间对本书重新作了修订和较大的扩增，以飨读者。

**作 者**

一九八一年八月十九日于北京

## 作者的话

翻译,作为“革命机器中的齿轮”,是一项重要工作,在我们的革命和建设事业中起着积极的、重要的作用。

建国以来,我国的翻译工作做出了突出的成绩。以汉译英为例,《毛泽东选集》的一卷至五卷英译本,就是高水平的代表作。同时,在英译汉方面,各条战线上的翻译工作同志也积累了很多宝贵的经验。

本书作者从事过二十多年的翻译实践,积累了一些经验和体会。我们的一个比较突出的体会是,翻译的过程,应当是运用唯物论辩证法分析矛盾、解决矛盾的过程。首先,需要通过分析的方法,认真抓好对原文的正确“理解”;这是翻译工作中的唯物论。译文究竟是正确的,还是犯了“机械主义”或“自由主义”的毛病,首先取决于是否对原著有正确的“理解”。就翻译的具体过程而言,矛盾确实不少,但我们觉得主要矛盾是译者(个人或集体)的“理解”与“表达”之间的矛盾。在从事翻译时,首先遇到的主要矛盾的主要方面,是译者对原著的“理解”是否确切。这就要求我们“钻进去”,采取分析的方法,把原文“吃透”。第二步,在求得准确理解之后,主要矛盾的主要方面常常就转化为“充分表达”这个环节了;这就要求我们“跳出来”,用另一种语言把原著的精神实质表达出来,使译文既忠于原义、又符合所译语言的习惯用法,力求达到内容与形式的统一。同时,在分析和探索“充分表达”的过程中,往往反过来又可以加深对原著的“理解”。所有这些,都反映了翻译中

的辩证法。

我们还切身体会到,要产生出高质量的译文,决不是轻而易举的事;相反,这是很复杂、很困难的一项任务。好的翻译工作者,如同其它战线的同志一样,也需要坚持“实践出真知”的根本观点,努力用辩证唯物论指导自己的实践。还必须下苦功在实践中遵循周总理的指示,“打好三个基本功”,即政治基本功、语言(汉语和有关外语)基本功,及知识基本功。

本书就是试图就英汉、汉英翻译中的“理解”与“表达”如何求得辩证的统一,就抓好“理解”与“表达”的基本方法问题和基本翻译技巧,进行了一些典型分析,并且为此设计和汇编了三百来个典型翻译例句,以及五十多篇涉及不同题材的“篇章”翻译练习。中心的意思,是希望读者通过阅读和分析本书各章节的典型例句,特别是通过亲自动手翻译上述几十个练习,自己体会和掌握翻译中的一些基本规律和基本技巧,为今后在实践中不断提高翻译的质量,打下一个相当扎实的基础。

根据周总理生前关于抓好“三个基本功”的指示,我们还深深体会到,除了打好“政治基本功”、把心扑在工作上之外,打好“知识基本功”,不断扩大知识面,也很重要。否则,如果知识面太窄,是难以适应新时期的总任务、难以真正做好翻译工作的。最后一个十分重要之点,是打好“外语基本功”。以汉语与英语为例,这是两种完全不同的语言;作为中国同志,我们只有通过经常不断地、用心地阅读、分析和钻研各种有关体裁的原著,经常勤于动笔,不断提高英语水平,才能在翻译中较好地发挥我们汉语方面的长处,在翻译中更好地实现“理解”与“表达”的辩证的统一。同时,我们还认为,如果对英语没有一定的掌握,是不能真正产生出质量较高的译文的,特别

是汉译英的译文。这也就是说,一定要努力提高外语水平,要扎扎实实地打“三个基本功”。只有这样,才能从根本上提高翻译质量。从这个意义上说,目前我国的大专院校最好是到了高年级才进行系统的翻译训练;否则,往往会产生“中文式的英文”或“欧化汉语”,或养成把一个英文词汇与一个中文词汇机械地“划等号”等等坏习惯。因此,本书是用英文编写的;服务对象是我国涉外部门、科技战线年轻的在职翻译工作人员,教育战线年轻的英语教员和业余的年轻翻译爱好者,以及大专院校高年级的学生。

本书在编写过程中曾得到不少同志的帮助,谨在此表示诚挚的谢意。由于作者的实践有很大的局限性、知识水平也很有限,敬希广大读者多提意见,多予指正。

作者

一九七八年九月于北京



# TABLE OF CONTENTS

	(Page)
<b>Chapter I. Prerequisites for Translation</b> .....	1
<i>Section I.</i> Importance of Translation.....	2
<i>Section II.</i> Striving to be “Both Red & Expert”.....	3
*Be Dedicated to Work & Good at Learning... 3	3
*Language Proficiency: A Prerequisite .....	4
*Exposure to a Variety of Linguistic Experiences... 4	4
*Vital Importance of General Knowledge .....	5
*Basic Training in “3 Essential Aspects” .....	8
<b>Chapter II. Dialectical-Materialism in Translation</b> .....	10
<i>Section I.</i> The Correct Approach to Translation.....	10
*On Daching Oil-Workers’ Experience .....	10
*On Yen Fu’s “3-Character Guide” .....	11
*Errors Resulting from a Liberal or a Mechanical Approach .....	15
<i>Section II.</i> Unity of Content & Form.....	17
*Translation: A Very Complex Process .....	17
*Accurate Comprehension: Foremost Concern	
Adequate Representation: Crucial, too .....	18
*Views of Western Experts .....	20
*Our Point of View .....	21
<b>Chapter III. Set Our Mind to the Task</b> .....	22
The Gap can be Closed .....	22
<i>Section I</i> Analysis & Handling of Some Familiar	
Words .....	23
*A Chinese word can be used in many	
<i>different</i> senses.....	23

*An English word can be used in many <i>different</i> senses .....	27
* <i>Unity of Accurate Comprehension and         Adequate Representation</i> .....	29
<b>Section II. Analysis &amp; Handling of Proper         Nouns &amp; Articles</b> .....	30
*3 Rules on Translation of <i>Proper Names</i> .....	30
*Cases Wherein <i>the Article</i> is Omitted in E-C Translation .....	34
*Cases Wherein <i>the Article</i> Has to Be Translated .....	35
<b>Section III. Analysis &amp; Handling of Some Idioms</b> ...	38
*Examples Showing the Rendition of Some Chinese Idioms .....	38
* <i>Differentiation</i> of the “ <i>Commendatory</i> ” Term from the “ <i>Derogatory</i> ”.....	41
*An Earnest Warning.....	42
*Analysis & Handling of Some English Idioms .....	43
*Translation of Colloquial Expressions.....	47
*Absorption of New Expressions.....	49
<b>Chapter IV. An Analysis of “Translation Techniques”</b> .....	53
*We Beg to Differ from Two Groups of People .....	53
*What is a Good Piece of Translation?.....	53
* <i>Translation Techniques</i> do Play a Helpful Role .....	54
*List of 8 Basic “Translation Techniques”.....	55
*50-odd Sentences Showing the Usefulness of Translation Techniques .....	55

<i>Section I. Analysis of “Subordination” (“分清主从”)</i> ...	59
*5 different Cases in which “Subordination” is called for .....	59
* <i>Drill</i> on “Subordination” .....	65
<i>Section II. Analysis of “Diction” (“选词用字”)</i> .....	66
*In Dealing with <i>Important</i> Expressions .....	66
*In Dealing with <i>Idiomatic Chinese</i> Expressions...	74
*In Dealing with <i>Structural</i> Words .....	78
* <i>Wording or Rewording</i> of a Text.....	82
* <i>Drill</i> on “Diction” .....	82
<i>Section III. Analysis of “Amplification” (“增益”)</i> ...	83
*By Supplying Necessary Words to convey Real Meaning (of the Original).....	85
*By Supplying Pronouns, etc. ....	88
*By Supplying Necessary Connectives.....	89
*By Supplying the Required Article in C-E.....	90
* <i>Drill</i> on “Amplification” .....	91
<i>Section IV. Analysis of “Omission” (“省略法”)</i> in C-E .....	92
*Omission of “the recurring Object”.....	92
*Omission of “the recurring Verb”, or Replacement of it by an Auxiliary v. ....	93
*Omission for Better “Economy in Words”.....	94
*“Repetition” as a Stylistic Device Can- not be Dispensed with.....	95
* <i>Drill</i> on “Omission” .....	96
<i>Section V. Analysis of “Conversion” (“转换”)</i> .....	97
*Vv. Converted into nn. (in C-E).....	98
*Adj. or Adv. Converted into nn. (in C-E).....	101
*Adverbials Converted into Adj. Clauses	

in C-E .....	102
*The <i>Active</i> Converted into the <i>Passive</i> .....	103
*The <i>Wide Use</i> of the <i>Passive</i> in English .....	104
* <i>Drill</i> on “Conversion” .....	105
<i>Section VI. Analysis of “Inversion” (“词序调整”)</i> in C-E .....	107
*Natural Order in Address, Designation, etc. (in English) .....	107
*Natural Order of Adverbials (in C-E) .....	108
*Negative Inversion .....	109
*Order Inverted to Avoid Anti-Climax .....	110
*Order Inverted to Ensure Clarity .....	112
* <i>Wrong “Word Order” Creates Confusion</i> .....	112
* <i>Drill</i> on “Inversion” .....	114
<i>Section VII. Analysis of “Negation” (“正说反译,反说正译”)</i> .....	115
*“Peculiarities in Negation” .....	115
*The “ <i>Affirmative</i> ” vs. the “ <i>Negative</i> ” .....	116
*The Use of English Words with Negative Implication .....	119
*The Use of “Double Negative” for Emphasis ...	124
* <i>Drill</i> on “Negation” .....	125
<i>Section VIII. Analysis of “Division” (“长句拆译”)</i> in C-E .....	126
*5 Cases Wherein “Division” (in C-E) is usu. necessary and desirable .....	127
* <i>Drill</i> on “Division” .....	132
<i>Section IX. Question of “Translatability” or     “Untranslatability”</i> .....	134
<b>Chapter V. Applicability of C-E “Translation Tech-</b>	

<b>niques” to E-C .....</b>	<b>140</b>
<b>Section I. C-E Translation Techniques Appli-</b>	
<b>cable to E-C .....</b>	<b>140</b>
<b>*“Omission” in C-E vs. “Amplification” in</b>	
<b>E-C .....</b>	<b>141</b>
<b>1. “Subordination” in E-C .....</b>	<b>143</b>
<b>*“Subordination” not to be Employed in</b>	
<b>Isolation .....</b>	<b>145</b>
<b>2. “Diction” in E-C .....</b>	<b>146</b>
<b>*Be Mindful of “Collocation” in Chinese .....</b>	<b>146</b>
<b>*Absorption of New English Expressions .....</b>	<b>148</b>
<b>*Vital Importance of TERMINOLOGY .....</b>	<b>149</b>
<b>3. “Amplification” in E-C .....</b>	<b>152</b>
<b>*5 Cases in which “Amplification” is usu.</b>	
<b>called for .....</b>	<b>152</b>
<b>4. “Omission” in E-C .....</b>	<b>156</b>
<b>*6 Cases in which “Omission” is usu.</b>	
<b>called for .....</b>	<b>157</b>
<b>5. “Conversion” in E-C .....</b>	<b>160</b>
<b>*Nouns in Eng. Converted into Verbs in</b>	
<b>Chinese .....</b>	<b>161</b>
<b>*Adj., Prepp., or Prepositional Phrases</b>	
<b>usu. Converted into Vv. in Chinese .....</b>	<b>161</b>
<b>*The Passive Converted into the Active .....</b>	<b>163</b>
<b>6. “Inversion” in E-C .....</b>	<b>163</b>
<b>*Subordinate Clauses usu. Placed Before</b>	
<b>the Principal Clause .....</b>	<b>164</b>
<b>*Cases involving an “Adverbial” which in</b>	
<b>effect means a “clause” .....</b>	<b>164</b>
<b>*Cases involving a “that-” Clause which</b>	

is too long .....	165
7. "Negation" in E-C .....	167
*Grasp the Real Meaning from the Context .....	168
*"Implied Double Negative" .....	169
8. "Division" in E-C .....	171
*A Careful Analysis from 3 different angles .....	173
*A few <i>Rules</i> to go by .....	173
* <i>Drill</i> on E-C Translation Techniques .....	180
* <i>Drill</i> on "Over-Worked" Expressions .....	183
<i>Section II. Analysis &amp; Handling of "News-</i>	
<i>Items" from Western Press .....</i>	185
* <i>Features</i> of Western Press Reports .....	185
*A typical "content-packed" sentence .....	187
*There are Better types of "Newspaper	
English" .....	189
* <i>Usefulness</i> of reading Western newspapers	
and periodicals .....	189
*On "Sources" quoted by Western reporters .....	190
*Component Parts of a News-Item .....	192
*The "Label" lead; the "Summary" lead; the	
"Main Fact" lead; the "Combined" lead .....	193
*On Translation of News-Items from	
Western press .....	195
* <i>Drills</i> on Translation of Western News-Items ...	198
<i>Section III. Methods of Analysis in the Handl-</i>	
<i>ing of "Difficult Sentences" in E-C .....</i>	200
* <i>Accurate Comprehension: the Basis .....</i>	200
*The Useful Steps to Take in E-C: A	
"3-fold Analysis" .....	201
*Analysis of 3 difficult Paragraphs .....	202

*Analysis of an Article to be translated .....	207
*Language Phenomena — “Organically connected with, dependent on and determined by, each other”, too .....	214
<b>Chapter VI. Genuine Knowledge Comes from Practice ...</b>	<b>215</b>
<b>Section I. Analysis of E-C Passage Trans-</b>	
<b>lation &amp; 30 E-C Exx. ....</b>	<b>215</b>
*Translation of a piece of <i>Prose</i> .....	216
*Translation of <i>Press Commentaries</i> .....	219
*Translation of <i>Very Formal English</i> (in Documents) .....	226
*Translation of texts on <i>Legal Matters</i> .....	239
* <i>Scientific “Register”</i> .....	244
*Translation of texts on <i>Scientific &amp;</i> <i>Technological Matters</i> .....	245
*On Translation of <i>Classical English</i> .....	258
*“ <i>Of Studies</i> ” by F. Bacon .....	259
*A Chinese version in classical style .....	261
* <i>3 Points</i> for Reference .....	262
* <i>E-C Translation: A Brief Summary</i> .....	263
* <i>30 E-C Exx.</i> for Independent Work .....	264
<b>Section II. Analysis of C-E Passage Translation</b>	
<b>&amp; 30 C-E Exx. ....</b>	<b>322</b>
*“Foreigners are Not Chinese.” .....	322
*“ <i>Discourse Analysis</i> ”, Essential .....	323
*“Form” be appropriate to <i>the Occasion</i> .....	325
*2 different versions to suit a <i>formal &amp;</i> <i>an informal</i> occasion respectively .....	325
*Examples of <i>Application</i> of “translation techniques” to passage-translation .....	328

*Analysis of an Article in C-E .....	331
*Translation of texts on Political and Economic Matters respectively .....	336
*More on a Translator's Continuing Process of Learning .....	345
* <i>On Translation of Classical Chinese</i> .....	348
* <i>Comprehension: One Cannot be Too Careful</i> ...	349
* <i>Representation: A Multi-Dimensional Affair</i> ...	353
* <i>Summary of C-E Passage Translation</i> .....	362
*30 C-E Exx. for Independent Work .....	364
<b>Chapter VII. KEY to Drills &amp; Exercises</b> .....	409
* <i>List of KEY to Translation Exx.</i> .....	409
(I) KEY to the 25 <i>Drills</i> on Sentence Trans- lation .....	412
(II) <i>KEY to 30 E-C Translation Exx.</i> .....	439
(III) <i>KEY to 30 C-E Translation Exx.</i> .....	485
*A BRIEF SUMMARY .....	547
 <i>Appendix 1: Table on E-C Transliteration</i> .....	552
<i>Appendix 2: Models for Notices, Invitations,         Letters, Diplomatic Notes, etc.</i> .....	554
*Practical Writing .....	554
*On the Form of <i>Diplomatic Notes</i> .....	572
*Samples of " <i>Personal Note</i> " .....	574
*Samples of " <i>Note Verbale</i> " .....	577
*Additional Exx. On Practical Writing .....	582
*Additional Exx. On Diplomatic Notes .....	584
<i>Appendix 3: Terms Relating to Conferences &amp;         Documents</i> .....	590
<i>Appendix 4: Romanization of Chinese Names</i>	



	of Persons and Places .....	598
<i><b>Index:</b></i>	References are to Chapters, Sections and Subsections.	