附件 3

评审简表

申报单位（盖章）：　　申报人姓名：　翟朗维　　语种：英语　　拟评资格：　一级笔译　　审核人签字：

一、基本情况及主要经历

<table>
<tr><td>姓　名</td><td>翟朗维</td><td>性 别</td><td>男</td><td colspan="2">出生年月</td><td>1990 年 8 月</td><td>参加工作时间</td><td>2016 年 7 月</td><td colspan="2">现行政职务</td><td>/</td></tr>
<tr><td>最高学历</td><td>研究生</td><td>毕业学校</td><td colspan="3">广东外语外贸大学</td><td>所学专业</td><td>外国语言学及应用语言学</td><td>毕业时间</td><td>2016 年 6 月</td><td>学位</td><td>硕士</td></tr>
<tr><td colspan="2">现专业技术职务（资格）</td><td>二级笔译</td><td colspan="2">取得时间</td><td>2016 年 6 月</td><td colspan="2">同级专业技术职务取得时间</td><td>/</td><td colspan="2">从事本专业年限</td><td>9 年</td></tr>
<tr><td colspan="2">专业技术工作起止时间</td><td colspan="4">工　作　单　位</td><td colspan="2">从事何种专业技术工作</td><td colspan="2">取得何种专业技术职称</td><td colspan="2">取得职称时间</td></tr>
<tr><td colspan="2">2016 年 7 月~　2019 年 6 月</td><td colspan="4">广东新快报媒体发展有限公司</td><td colspan="2">翻译（编辑）</td><td colspan="2">二级翻译（中级职称）</td><td colspan="2">2018 年 6 月</td></tr>
<tr><td colspan="2">2019 年 7 月~　2020 年 3 月</td><td colspan="4">广州专译信息技术有限公司</td><td colspan="2">翻译（审校）</td><td colspan="2">/</td><td colspan="2">/</td></tr>
<tr><td colspan="2">2020 年 4 月~　今</td><td colspan="4">无（自由职业）</td><td colspan="2">翻译</td><td colspan="2">/</td><td colspan="2">/</td></tr>
<tr><td colspan="2">年　月~　年　月</td><td colspan="4"></td><td colspan="2"></td><td colspan="2"></td><td colspan="2"></td></tr>
<tr><td colspan="2">年　月~　年　月</td><td colspan="4"></td><td colspan="2"></td><td colspan="2"></td><td colspan="2"></td></tr>
<tr><td colspan="2">年　月~　年　月</td><td colspan="4"></td><td colspan="2"></td><td colspan="2"></td><td colspan="2"></td></tr>
</table>

注 1：审核人请在首行签字并在表首加盖公章。

注 2：“同级专业技术职务及取得时间”是指由其它专业技术职务转评为翻译专业技术职务人员，其原专业技术职务取得时间。

二、任现职（取得现资格）以来的工作业绩

1. 承担重点项目情况

序号	重点项目名称	本人负责部分	级　别			项目进行时间	出版单位及时间	完成情况及效果
			地市级	省部级	国家级			

2. 获奖情况（填地市级一等奖，省部级一、二等奖，国家级一、二、三等奖）

序号	获奖题目	奖项名称	获奖级别及等级	颁奖单位	获奖时间	本人承担内容

三、任现职（取得现资格）以来完成工作任务情况

审定稿字数（万字）	
2016 年 7 月—2019 年 6 月：翻译（编辑） 广东新快报媒体发展有限公司·澳洲新快报（广州办事处） 1. 翻译外媒时政、财经新闻（英译汉），月产出超 10 万字； 2. 参与整理相关术语，供整个翻译及编辑团队使用； 3. 对稿件进行编辑后，在网站、微博等平台上发布； 4. 指导新译员完成翻译工作，负责新译员稿件一审。 2019 年 7 月—2020 年 3 月：翻译（审校） 广州专译信息技术有限公司·笔译部 1. 审校译员提交或客户委托的译稿，月工作量最高超过 45 万字； 2. 承担部分英汉互译工作，以文宣、法律类为主，多为紧急任务； 3. 为系列项目整理术语表并定期维护； 4. 审核试译稿，决定是否与译员合作；以及指导新员工及实习生完成审校工作。 2020 年 4 月至今：自由职业译员 1. 与多家语言服务供应商合作，翻译图书、报告、外宣资料、活动材料、广告文案等内容，专注于可持续发展、社科和宣传领域； 2. 已有 2 部译著出版，若干译作待出，另每年为多家企业提供 ESG 报告翻译服务，年均报告翻译工作量超过 20 万字。	

四、任现职（取得现资格）以来发表、出版的译著（文）或论文

序号	译著（文）或论文题目	出版、发表在何处	作品字数（万）	发表时间	独（合）译	本人在合译中所承担部分及字数（万）
1	*Shenzhen: The Biography*	新星出版社	14.8 万字（原文）	2022 年 10 月	合译	前七章，共 8.5 万字
2	*Transforming China's Public Services: A Plan for 2030*	Palgrave Macmillan Ltd	18.9 万字（原文）	2023 年 7 月	独译	

五、出国进修情况

进修起止时间	国　家	内容及专业
年　月~　　　年　月		
年　月~　　　年　月		
年　月~　　　年　月		

六、国内进修情况

进修起止时间	进修内容及专业
年　月~　　　年　月	
年　月~　　　年　月	
年　月~　　　年　月	
年　月~　　　年　月	

七、出国工作情况

工作起止时间	任务
年　月~　　　年　月	
年　月~　　　年　月	
年　月~　　　年　月	
年　月~　　　年　月	

八、单位推荐意见（1000 字左右）

单位负责人签字： 单位：（盖章） 年 月 日

注 1：本页必须加盖单位公章。

注 2：“单位推荐意见”主要按照《翻译专业人员职称评价基本标准》中相应等级任职条件的要求对申报人的水平、业绩给予评价和推荐

3. 从业心得体会

The ART Strategy for Chinese-English Translation of Sustainability Reports

1. Introduction

In recent years, as China has further embraced sustainability, ESG (environmental, social, and corporate governance), and CSR (corporate social responsibility) reporting (collectively as "sustainability reporting"), an increasing number of companies have begun publishing English versions of their reports. This trend is particularly evident among those listed or operating overseas, or seeking foreign investment or financing, as they respond to regulatory requirements and stakeholder expectations. However, as a relatively new practice, Chinese-English (C-E) translation of sustainability reports still has considerable room for improvement in terms of quality.

Since 2020, I have been engaged in translating Chinese sustainability reports into English, averaging over 200,000 Chinese characters annually. In parallel, I have extensively studied international sustainability reporting standards and sustainability reports issued by multinational corporations

(MNCs). Drawing on these experiences and observations, I have developed the ART strategy for C-E translation of sustainability reports: A for Alignment, R for Readability, and T for Teamwork.

2. Element 1: Alignment

In C-E translation of sustainability reports, alignment is a core principle for ensuring that the final text is professional, accurate, and credible. Alignment covers three main dimensions: alignment with reporting standards and guidelines, alignment with the reporting company's official materials, and alignment with the temporal logic of the narrative.

Most sustainability reports are prepared with reference to one or more standards or guidelines. To achieve accuracy, the terminology in translation must align with the terminology prescribed by these frameworks. In addition, sustainability reports often cite corporate financial reports or other corporate publications, which makes it essential to maintain consistency with the company's official wording. Furthermore, since English expresses tense explicitly, translators must pay close attention to time references and convey the narrative's temporal logic.

2.1. Alignment with Standards and Guidelines

Sustainability reports are typically prepared in line with international or regional standards and frameworks, such as the GRI (Global Reporting Initiative) Standards, the Environmental, Social and Governance Reporting Guide of the Hong Kong Stock Exchange (HKEx), and IFRS (International Financial Reporting Standards) S1 and S2. These standards not only regulate the content of the reports but also serve as key references for terminology. For this reason, it is crucial during translation to ensure that terminology and wording remain consistent with the guiding standards.

Terminology. Some terms have established translations in the context of sustainability. A typical example is *重要性/重大性*. While English offers several possible renderings, such as *importance*, *significance*, or *substantiality*, the only accepted term in sustainability reporting is *materiality*, which should not be replaced by alternatives. Another example is *废气*. General C-E dictionaries may suggest *exhaust gas* (emissions from fuel combustion in engines) or *waste gas* (a broad category of polluted gases). However, in the GRI Standards, the corresponding term is *air pollutants*, as this standard measures air pollution in terms of specific pollutants.

Singular and plural forms. Beyond terminology, international standards can also guide translators on issues of grammar, such as singular versus plural usage. In English, the choice between singular and plural reflects how a concept is conceptualized. For example, according to TCFD (Task Force on Climate-related Financial Disclosures) recommendations, broad categories of climate-related risks, such as *transition risks* and *physical risks*, are expressed in the plural, while the subcategories, such as *market risk* and *technology risk*, are expressed in the singular. Such distinctions shape how professional readers interpret the hierarchy and scope of the information.

Word preferences across different guidelines. Another consideration is preferred vocabulary. For instance, the term *议题*, often found in sustainability reports, can be translated as either *issue* or *topic*. However, the HKEx guidelines consistently use *issue*. Therefore, for companies listed on the HKEx, using *issue* in the English translation helps ensure greater standardization and consistency with the exchange's expectations.

2.2. Alignment with Corporate Materials

Under China's current regulatory framework, sustainability reports fall under the oversight of financial regulators. Many of these reports cite content directly from financial reports. In practice, sustainability reports are often viewed as supplements and extensions of financial reports. Therefore, if a company publishes English versions of its financial reports, the corresponding expressions in its sustainability report must remain consistent with the financial reports of the same year (including annual, quarterly, and semi-annual reports), which hold the highest priority among corporate reference materials. Typical overlaps include organizational structures (e.g., committees under the board of directors), names of subsidiaries and affiliates, and ESG-related investments.

In addition to current-year financial reports, other resources can also serve as useful references for translators, such as the previous year's sustainability report and annual report, as well as the company's official website, press releases, and product brochures. For example, information about corporate culture can be drawn from the company's website, awards and recognition from English press releases, and employee development programs from the previous year's sustainability report.

However, corporate materials are not always updated in a timely manner, which can result in inconsistencies. A company slogan, for example, may appear in multiple versions across different documents. Newly launched products may only be listed in brochures but not yet added to the website. Project or policy names may also change from earlier translations following revisions. In such cases, translators should record the discrepancies and proactively consult the project manager or client to confirm the preferred version, ensuring consistency throughout the translation.

2.3. Alignment with Temporal Logic

While sustainability reports primarily focus on progress within the reporting period, they often extend to earlier or later periods to maintain what is commonly referred to as "continuity." This is unproblematic in Chinese, which does not rely heavily on explicit tense markers. In English, however, verb tense is critical for expressing temporal relationships. Therefore, in C-E translation, it is essential to choose the appropriate English tense to accurately reflect both the phase and continuity of a company's practices.

Specifically, relatively stable structures or practices, such as a company’s organizational structure or established employment policies, should be expressed in the simple present tense. Actions or initiatives that began during the reporting period and remain in effect, such as the introduction of a system still in use, should be rendered in the present perfect tense. By contrast, one-off events that clearly took place and ended within the reporting period, such as a fire drill held at a specified time, or actions that are clearly concluded as can be inferred from the context (e.g., an operation improved due to the introduction of a new policy), should be expressed in the simple past tense.

By assessing the temporal attributes of information and applying the appropriate tense, translators can more accurately convey the actual state of a company’s sustainability practices, thereby enhancing the credibility and professionalism of the translation.

3. Element 2: Readability

In C-E translation of sustainability reports, readability is critical to ensuring that information is communicated clearly and aligns with the reading habits of the target audience. Given the systematic differences in linguistic structure and stylistic conventions between Chinese and English, good readability in translation requires adaptation in three aspects: the formality of wording, the choice of subject, and sentence structure.

Furthermore, as most reports note, a company's stakeholders include not only governments and regulators but also communities and the media. Many reports even invite readers to comment on readability through feedback forms, highlighting that readability is one of the objectives of report writing. Considering the stylistic norms of English-language reports and the characteristics of their readership, translators should make readability a priority throughout the C-E translation process.

3.1. Substituting Formal Expressions

At present, the main driver behind sustainability reporting in China is policy guidance and regulatory requirements. As a result, corporate reports often adopt a highly formal tone. By contrast, in countries where sustainability reporting is more established, such reports, while still compliant with regulatory requirements, tend to use a less formal tone, roughly comparable to press releases but less formal than corporate financial reports.

Translating highly formal Chinese expressions literally into

English can produce awkward or stilted phrasing, which reduces readability. In many cases, a more concise rendering is preferable, as shown in the following examples.

Example 3.1-1: 推动/促进…发展

Source Text (ST) 1: *推动绿色低碳产业发展*

Translation (TR) 1: *advance green and low-carbon industries*

ST 2: *推动垃圾焚烧、工业废弃物处理、资源能源回收利用等相关领域发展*

TR 2: *drives growth in waste incineration, industrial waste treatment, and resource and energy recovery industries*

In such expressions, verbs like *advance* and *drive* already convey the notion of “development” or “progress,” making the explicit addition of *development* unnecessary.

Example 3.1-2: Words Ending with “化”

ST: *向系统化、多样化、价值化、双碳化发展转型*

TR: *driving a transformation toward systematic and diversified development for value creation as well as* *carbon peaking and carbon neutrality*

In Chinese, words ending with "化" often denote a change in the nature of something. A common translation strategy is to convert these into noun forms derived from verbs. However, this can lead to awkward or uncommon phrasing, and excessive use of abstract nouns can make the text cumbersome. A more effective approach is to translate flexibly based on the intended meaning, using adjectives, verb-object structures, or other constructions to achieve both semantic equivalence and natural flow.

3.2. Converting Subjects

In Chinese ESG reports, corporate names or the term "the company" are often used as subjects to convey formality and rigor. However, in English, repeatedly referring to the company in the third person when describing its own practices can feel distant, which weakens the sense of connection with readers, especially non-specialist groups such as communities and employees. To address this, many MNCs use "we" in their sustainability reports, a choice that helps create approachability and strengthen accountability. This approach is worth adopting in C-E translation of sustainability reports.

Some Chinese reports may switch between the company name, “the company,” and “we” within the same paragraph. In English translation, consistency in subject choice is critical. Otherwise, mixed references may create confusion, undermine readability, and even mislead readers into thinking multiple entities are involved, thereby affecting both coherence and professionalism.

Another common situation in Chinese but ungrammatical in English is the omission of the subject. For example, in sections about a company’s history or awards, sentences like the following are often seen:

Example 3.2-1: *某年某月某日，设立英国分公司。*

Example 3.2-2: *某年某月某日，荣获中国某某行业协会的某某奖项。*

When translating such sentences, the subject must be supplied. The subject can be the actual actor (in the above examples, most likely the entity issuing the sustainability report or its parent company). When the actor is unclear, the passive voice can be used. In some cases, such as lists of measures to address climate change, it may be effective to introduce a single "we" as the subject for the entire category, with individual measures separated by semicolons. This approach not only ensures grammatical correctness but also increases information density and improves readability.

3.3. Splitting Long Sentences

Chinese sustainability reports often use long sentences, organizing information through implicit connections, with internal logical relationships frequently left unstated. English, by contrast, relies on explicit structure, using conjunctions and syntactic patterns to clearly convey hierarchies and relationships. Directly translating long Chinese sentences into English can result in overly lengthy, structurally confusing sentences in which key information is obscured. Therefore, translators need to identify implicit logic, split long sentences appropriately, and make the relationships between clauses explicit.

Long sentences in Chinese reports typically fall into two types: simple listing (see Example 3.3-1) and implicit logical relationships (see Example 3.3-2).

Example 3.3-1:

ST: *XXXX 集团……制定《城镇水务事业群运营类项目工作指引》《供水管网运行维护管理办法》《节水管理制度》等内部文件，//全面覆盖取水、用水、管网运维等环节，提升水资源使用效益。*

TR: *We ... have formulated internal policies such as the Operation Project Guidelines for the Urban Water Service Business Group, the Management Measures for the Operation and Maintenance of Water Supply Networks, and the Water Conservation Management Policy. They comprehensively cover water withdrawal, water usage, and water supply network operations and maintenance (O&M), and enhance water resource efficiency.*

For sentences listing multiple items, the translation can be split based on information density and semantic focus. In this example, the double slash separates the two parts, and the latter part provides supplementary explanations of the internal policies mentioned in the first part. Considering that the names of these documents are relatively long, the translation separates the list into its own sentence. The subsequent use of the pronoun “they” introduces a new sentence to handle the explanation, avoiding the cognitive load caused by an overly long object.

Example 3.3-2:

ST: *(1) 以绿色发展为核心理念，(2) XXXX 集团持续完善可持续发展战略规划，(3) 以技术创新赋能核心业务，(4) 全面提升资源使用效率，(5) 推动绿色低碳转型，(6) 加强生态修复与保护，(7) 为改善生态环境质量、实现可持续发展贡献力量。*

TR: *With green development as our core philosophy, we continuously refine our sustainable development strategies. Through technological innovation, we have empowered our core business and improved resource utilization efficiency. As a result, we have supported the transition toward green and low-carbon operations and advanced our efforts in ecological restoration and conservation, thereby contributing to a healthier eco-environment and a more sustainable future.*

Long sentences with implicit logical relationships require analysis and restructuring. In this example, aside from (1), the other segments mainly describe the company’s initiatives; however, translating them as a single sentence with parallel verbs would not conform to English stylistic norms. Although the original sentence lacks conjunctions or explicit logical markers, it can be inferred that (1) and (2) set the overarching context, (3) and (4) describe specific actions, and (5) to (7) represent the outcomes. The English translation uses background adverbials, main clauses, and layered measures with connective phrases like *through*, *as a result*, and *thereby* to clearly convey progression and causality, resulting in a coherent and fluent text.

By applying these techniques, translators can significantly enhance the readability of English sustainability reports while remaining faithful to the original content, thus better meeting international audiences' expectations and effectively communicating the company's sustainability efforts and achievements.

4. Element 3: Teamwork

The translation of sustainability reports is rarely a solo effort, even when a single translator handles the task. The process typically involves multiple other parties: the project manager (PM) (and, at a higher level, the client—usually the reporting company, often with intermediaries such as accounting firms or ESG consulting companies), reviewers (Chinese and English-speakers), and sometimes collaborating translators. Delivering an accurate and readable report requires teamwork, with effective communication and collaboration among all parties involved.

4.1. Pre-Translation: Confirming Style

Teamwork begins in the pre-translation stage, where thorough communication with the PM, client, and other parties is essential to clarify translation style, terminology preferences, and formatting conventions. Details that require attention in practice include:

a) Regional varieties. Companies listed on the HKEx generally use British English, though some opt for American English to maintain consistency with previous reports.

b) Currency representation. Some companies use currency symbols (e.g., ¥, $), some use abbreviations (e.g., RMB, USD), and others use the currency name (e.g., yuan, dollar). Each company has its own preference.

c) Units of measurement. For instance, *吨* is rendered as *tonne* in British English. In American English, to distinguish between metric and imperial units, the most accurate term for the metric *吨* is *metric ton*, though some companies have previously used *ton* for simplicity.

These details should be carefully confirmed with the client before starting translation, forming a clear style guide to prevent rework and ensure consistency throughout the project.

4.2. During Translation: Recording and Communication

During the translation process, translators must actively manage terminology and coordinate among multiple parties. A detailed glossary is crucial, not only including C-E equivalents but also indicating the source (e.g., GRI Standards, company annual reports, or the official website) and including notes when necessary to prevent semantic drift from overly simplistic one-to-one mappings.

Translators should also maintain close communication with the design team, especially for sections that involve visual elements such as chart titles and data labels. This helps ensure that the translated text aligns with the intended length, formatting, and layout, and prevent text overflow or unnecessary blank space.

When encountering ambiguous, inconsistent, or potentially erroneous source text, translators should promptly record the issues and consult the client through the PM, rather than making assumptions. This dynamic communication mechanism is essential to ensuring the accuracy and applicability of the final translation.

4.3. Post-Translation: Responding to Feedback

Once the translation is completed, it usually undergoes multiple rounds of review, including native-language editing and internal client checks. Translators should approach each comment professionally and respond to them in a targeted and constructive manner.

For professional translation feedback (e.g., from a native-language reviewer), the focus should be on ensuring linguistic naturalness while remaining faithful to the original meaning. If a reviewer's suggestion is more idiomatic in English but strays from the source text, the translator may adopt the suggestion directly, partially incorporate it after discussion, or retain the original translation with a clear rationale. The core goal is to maintain both natural expression and fidelity to the source.

For client feedback (including the reporting company itself, its commissioned accounting firm, or its reporting consultants), it is important to distinguish between language issues and stylistic preferences. Language-related comments can be addressed by providing dictionary definitions or real-world usage examples to confirm accuracy. Stylistic feedback, however, should be addressed based on the client's preferences. In one case, the reporting company requested the corporate name to be used in certain sections as the subject, rather than *we*, to reinforce brand identity. In another case, the reporting company historically used *sustainability* for corporate matters and *sustainable development* for broader economic, social, or environmental contexts, although these terms are interchangeable in the GRI Standards. Such preferences were respected and reflected in the translation to maintain consistency.

By managing feedback in this way, translators can balance professional judgment with client expectations, ultimately delivering a high-quality translation that is accurate, readable, and tailored to the company's needs.

5. Conclusion

As an emerging segment in the field of translation, C-E translation of sustainability reports currently lacks widely recognized operational guidelines or evaluation standards. The few available training courses tend to focus on individual issues rather than providing a holistic framework. The ART strategy is intended to serve as a reference for translators entering this field and to inspire experienced practitioners seeking to refine their workflows.

Nonetheless, the ART strategy reflects only personal practice and observations, and it has certain limitations. First, it is based on a limited sample and has not been validated through large-scale empirical research. Second, while emphasizing practical summary, it needs further depth in theoretical support and systematic development. At present, the ART strategy should be regarded only as a preliminary framework, requiring further refinement through broader practice and discussion.

(Word Count: 3315)