

ỦY BAN NHÂN DÂN TỈNH BÌNH DƯƠNG

TRƯỜNG ĐẠI HỌC THỦ DẦU MỘT



# **BÁO CÁO CHUYÊN ĐỀ THỰC TẬP TỐT NGHIỆP**

**Nơi thực tập: CÔNG TY CỔ PHẦN NHẬT HUY**

**Đề tài: THUẬN LỢI VÀ KHÓ KHĂN TRONG DỊCH THUẬT  
HỢP ĐỒNG XUẤT - NHẬP KHẨU BẰNG TIẾNG ANH**

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Niên khóa: 2012 – 2016

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Bình Dương, 4/2016

**BINH DUONG PEOPLE COMMITTEE**

**THU DAU MOT UNIVERSITY**



# **INTERNSHIP REPORT**

**Organisation: NHAT HUY JOINT STOCK COMPANY**

**Internship Topic: ADVANTAGES AND DISADVANTGES OF TRANSLATING  
IMPORT – EXPORT CONTRACT IN ENGLISH**

Intern's name : Tran Thai Bao Tram    Student code :1220710216

Specialisation    : Business English                      Class                : D12ATM02

School year        : 2012 - 2016-03-30

Supervisor's name : Ms. Huynh Cao Thuan

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\* \* \*

First of all, I would like to express my deepest gratitude to teachers' guidance, friends and family's care in the past four years. I am grateful to you for your help and transfer of precious experience, which will prepare us for knowledge to get to the life. Especially, I would like to express my gratitude to Ms. Nguyen Hoang Minh Duc - my vulnerable teacher who teaches and supports me a lot during my internship.

I want to take this opportunity to say thank to Ms. Huynh Cao Thuan – my supervisor, the director of guide department of the company and all staff

in Nhat Huy Joint Stock Company.

Thank you very much for your kind cooperation during my internship.



# INTERNSHIP REPORT

## 1. INTRODUCTION

### 1.1 Introduction

As an English-majored student of Thu Dau Mot University, I have an opportunity to study and work at “NHAT HUY Joint Stock Company” for my internship course. This is a valuable opportunity for me to practice my English knowledge, translation skill and learn experience and soft skills from everybody in the company. I think that the company is an ideal organization that students of foreign languages can collect information and get valuable experience of work. During my internship two major competencies are central: Working as a Trade Staff, and working as a Translator. During my two-month internship, I want to improve my English language by working along with my colleagues and communicating with the clients of the internship company. I also want to practice and improve the different skills I developed during my education.

### 1.2 Introduction and Description of Organization

Established on 11st January 1999 by Ms. PHAN THI NHAN, NHAT HUY Joint Stock Company has been developing and knowing by a lot of customers in Vietnam and other countries through over ten years of operation. This company address is 315 DT741 Street, Hoa Loi Commune, Ben Cat District, Binh Duong Province, Vietnam. Moreover, facilities and office equipment are well-prepared and modern. Nhat Huy Company is a Manufacturing & Processing Company specializing in import & export cashew nut kernels in domestic and international regions. Telephone of Company are (0650) 3511250 or 3560928 and Fax is (0650) 3588035.

### Organization diagram of the company

- (FINANCIAL)
- **ACCOUNTING DEPARTMENT**
- **SERVICES DEPARTMENT**
- ASSISTANT MANAGER
- (BUSINESS)
- **MARKETING**
- **DEPARTMENT**



My internship is an import & export contracts translation internship. I did research by going through the company's website to get an impression and understanding what kind of company it was. With the knowledge I obtained, I knew I could learn much and I knew I could achieve my learning objectives. I wanted to follow an internship where I could work in the translation, because I always had an interest in that area. The process of observing, researching and planning has always interested me.

## **2. INTERNSHIP CONTENT**

### **2.1 Description of internship**

#### **2.1.1 Description of the whole process relating to the topic**

My job is a translator in the company. It is a very enjoyable and interesting job. The first, the duty of a translator may include searching information and translating about commerce contracts. Besides, my job may include answering customers' inquiries about the company and its products or services, receiving, directing and relaying telephone messages and faxing messages, picking up and delivering the mail, maintaining the general filing system and filing all correspondence, assisting in the planning and preparation of contracts.

A translator is someone who converts the written word from one language to another. An interpreter on the other hand, is someone who translates orally or through sign language interpretation. Although translators typically need a bachelor's degree, the most important requirement is that they are fluent in English and one other language. Many complete job-specific training programs. Translators must read the original language fluently but may not need to speak it fluently. They usually translate only into their native language. Nearly all translation work is done on a computer, and translators receive and submit most assignments electronically. Translations often go through several revisions before becoming final. Translating

services are needed in many different subject areas. Although these workers often do not specialize in any particular field or industry, many focus on one area of expertise. Translators aid communication by converting information from one language into another. The goal of a translator is to have people read the translation as if it were the original. The translator must be able to write sentences that flow as well as the original, while keeping ideas and facts from the original source accurate. They must consider any cultural references, including slang, and other expressions that do not translate literally. The translator translates the source document into the target language, producing a document which is the equivalent in terms of meaning and usability. Therefore, I start with a source document in the original language. Typically, this would be a document that my company is actually using in your source language – the content of a website, a business contract, the text strings in a computer program. Then I apply any necessary post translation processing and the result is a fully functional translated document or product.

### **2.1.2 Description of the real job**

Before my internship began, I set up personal development targets to practice, improve and develop. I wanted to observe and research subjects, prepare contracts, research the commerce and the market groups. I have worked and practiced all these targets and skills during the specific assigned projects that I have worked on during my internship. Working on the commercial contracts has definitely helped me improve my English language by writing and translating subjects in the contracts. The role that I fulfilled during my internship in the translating of the contracts was a trade assisting role. I have been assigned to manage the information of the contracts.

During my internship at NHAT HUY Joint Stock Company, I have worked on multiple tasks, NHAT HUY contracts and activities can be divided into daily tasks involve office work, and mail activities that have to be conducted at tactual events. I spent six weeks on training in NHAT HUY Company. I went to the company five days a week. And my working time table is dependent on the working time table of the company.

In the first week, I had an opportunity to meet with the head of guide department director and the direct advisor of NHATHUY Company. Then I was visiting around the company and socializing with everybody in the company and I read the documents about the company and some tour information. Then I consult the contracts and began my probation at the company. The most interested things I found out that there are many foreign customers like American, British, Australian, China, India and I think that is a wonderful opportunity for me to practice my English and my communication skills.

During the second and third week, I was typing documents and translating some information of contracts. Thereafter, I was photocopying documents for boss. Interestingly, I was receiving faxes and mail from customers and answering mail from foreign customers. These work brought to me the opportunity to use my English knowledge through communicating with foreign

customers and translating many commercial documents. I recognized that my English was improved so much through practice. In my opinion, the work will help me a lot for myself in future.

In the fourth week, I had to discuss and come up with new ideas for the contracts. I had to come up with feedback on the existing tools, ideas to improve set up, content, strategies and activities to increase our customers. Through this internship, I have seen what elements of my career I like and I got enthusiastic to continue in research. I would like to continue in the research on the trade contracts.

In the fifth week, I was translating documents on domestic contracts. Specially, I participated in a workshop, which made me enthusiastic. In this workshop all stakeholders were really committed. It was interesting to hear the ideas and discussions between the different stakeholders. These kinds of meetings are of importance, because they contribute to a better understanding among the different parties. It permits that information can be passed and topics can be discussed in more depth. It is also a way to make each other enthusiastic and it stimulates to put things into action. Through the workshop I learned about Food Processing Industry, but I want to learn more about it. Especially the regulation, protection and management are interesting.

In the sixth week, I was typing document of the contracts. Then I was cleaning table and arranging documents. After all others, I was having a small party with everybody in Nhat Huy Joint Stock Company. The internship was an opportunity to get immersed on a deeper level in another culture. It was really experiencing to see how other people live. It also helped to look at things from a different perspective. Working in the company with persons from another culture is exciting.

## **2.2 Analysis and evaluation**

Two months of my internship have been very instructive for me. NHAT HUY Company has offered me opportunities to learn and develop myself in many areas. I gained a lot of experience, especially in the commerce. A lot of the tasks and activities that I have worked on during my internship are familiar with what I'm studying at the moment. I worked in many areas where I did different work. There is a big difference in the school projects and the tasks and activities during the actual work. This internship was definitely an introduction to the actual work field for me. I have learned to work in a business organization and apply my knowledge into practice. I learned a lot from the different interns that I have been working with during my internship. Each intern had a different educational background and that made it interesting for me. Through weeks of training process at NHAT HUY Company, I got a lot valuable working experience and soft



skills. In my opinion, these precious experiences will help me a lot for my work in future. The following is some of experiences which I gained during this training course. The training course brought to me the opportunity to use my English knowledge through communicating with foreign customers and translating many commerce documents. I recognized that my English is improved so much through practice. I learned a lot of vocabulary, information and knowledge in business as well as translation methods.

The usefulness of my internship work in advancing my understanding of the business is helpful. Firstly, I learned how to work effectively. I have achieved my internship by working and using a list. The list existed of work that needed to be done first and had more priority than other daily tasks. Secondly, I have worked more precisely. At the beginning of my internship, I noticed that there are lots of mistakes found in my work. I had some mistakes in spelling and grammar but also in delivering work that is not finished. I have improved in reading, listening skills and focusing better on my work. Thirdly, I have improved my communication skills. I realized that I did not communicate often. Therefore, I have improved this by communicating more with the other employees. Lastly, I have showed more initiative during internships. At the beginning I had trouble getting involved in the event planning process. This is because I wasn't aware of how the process was conducted and I didn't have all the background information of it. My internship have improved in this area by getting more involved and becoming more aware on how the event process is conducted.

Working as a commercial agent for NHAT HUY Joint Stock Company helped me develop and learn lots of things. As a contract translator, I worked in many areas where I did different work. I described in the previous chapters that the tasks and contracts that I have worked on are divided in the contracts researching and analyzing. The good thing is that these areas are all aspects of the knowledge I obtained during my communication education at Thu Dau Mot University. This knowledge has helped me a lot with the contracts that I have done for NHAT HUY Company. The only area where I didn't have any knowledge of was the contracts planning. That is why the first months of my internship were a little bit difficult. Also I had to get translating English. But most of time, at least what I tried to do is figuring out everything on my own. I improved a lot compared to the first months. Searching most of the things on my own have helped me a lot. Also observing and listening a lot to discussions that were held in the office has also helped me a lot. But the most effective way for me was working with the other members of company. They are well educated as well as friendly and enthusiastic. They always try their best to complete assigned task and help me in my word.

The internship was a useful experience. I had found out what my strengths and weaknesses. My strengths are positive attitude, self motivated, hard work along smart work, ability to work under pressure, customer oriented. When working I am very determined to get my work done. On the other hand, my weaknesses are communication skills. More than I had expected I experienced language difficulties. I thought that I could communicate well in English and with my basic

knowledge of United State, however the majority of persons I worked with talked in US. Therefore I was reserved in communication at the beginning, but in the course of months it went better. My work has contributed to my communication skills, but I would like to pay more attention to it in the future. To contribute more to projects and to progress faster, I want to learn to make a more confident impression and to express my ideas and opinions more certain. Therefore, I gained new knowledge; skills and met many new people. I achieved many of my learning goals. To prepare myself for my future career I can improve several things. I can work on my communication skills so that I am able to present and express myself more confident. Moreover, I could be better contacting with the customers. I must be patient and friendly. I have to listen to and understand to all requests from customers and my boss. In conclusion, this is a job which requires clear and exact. Especially, I loved this job because it gave me a professionally working style.

### 3. CONCLUSION

On the whole, this internship was a useful experience. I achieved several of my learning goals. I learned the different facets of working within a company. I experienced that financing, as in many organizations, is an important factor for the progress of projects. This helped me to define what skills and knowledge I have to improve in the coming time. It would be better that the knowledge level of the language is sufficient to contribute fully to trade contracts. At last this internship has given me new insights and motivation to pursue a career in translation.

Conclusion of any course requires support from various personnel and I was fortunate to have that support, direction and supervision in every aspect from my teacher and Nhat Huy Joint Stock Company. First of all, I would like to thank my lecturer Nguyen Hoang Minh Duc in Thu Dau Mot University who taught me carefully and how to learnt English as well as the way to treat well with everybody. The conversation through email with Ms. Nguyen Hoang Minh Duc is also an important learning moment for me during my internship. And she also helped me a lot by giving me feedback on how to use my English writing. I appreciate all the advice she gave me during my internship. Specially, thanks to Ms. Huynh Cao Thuan who guided directly and spent a lot of the time to help me, with her kind help, I have been completed my assignment. Besides, I also would like to thank Ms. Pham Thi Nhan who is director and all employees of NHAT HUY Company for supporting and creating favorable condition for me to complete my training process and this paper. Finally, I would like to thank everybody who supported and help me

when I need and I hope that I can receive opinions from all the people to complete the assignment with the best standard. I wish all of you a good health and success.

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# APPENDICES



## 1. THE PRODUCTS OF NHAT HUY JOINT STOCK COMPANY: CASHEW NUT.



## 2. THE IMPORT - EXPORT CONTRACTS.

SOCIALIST REPUBLIC OF VIETNAM

Independence –Freedom –Happiness

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## BUSINESS COOPERATION CONTRACT

Number: ...../.....HD-HTKD

Based on:

- The Law on Investment No 59/2015/QH11 passed by the National Assembly of the Socialist Republic of Vietnam on 29<sup>th</sup> November, 2005;
- The Law on Enterprise 60/2005/QH11 passed by the National Assembly of the Socialist Republic of Vietnam on 29<sup>th</sup> November, 2005;
- The Law of Intellectual Property;
- The Law of Technology Transfer.

This BUSINESS COOPERATION CONTRACT is signed on the day October 2014, by and between:

**(1) The Vietnamese Party:**

**NUT HOUSE Co., Ltd (Party A)**

Head office address: 315 Phu Nghi, Hoa Loi Ward, Ben Cat District, Binh Duong Province

Phone number: 0650 358863

Business license number: 3700670100,

Issued on: 15 July 2014 by Department of Planning and Investment of Binh Duong Province

Legal Representative: PHAM NHAT HUY

Position: Director

ID Card No: 023339782 Issued on 29/8/2012 by Public Security of HCM City

**(2) The Foreign Party:**

**Fuhyaseika Co Ltd. (Party B)**

Head office address: 2-20-2 Suga Tondabayashi-City Osaka 584-0062 Japan

Phone number: 81-721-52-2966

Business license number: 1201-01-0321170

Issued on 27 January 1953 by Japan

Legal Representative Tomio Kitano

Position: President

Passport No: TR1805257

Issued on: 06 JUN 2014 by: Japan

Whereas, wishing to cooperate in producing and food from agricultural seed products, the Party A and the Party B have agreed to make and sign this Business Cooperation Contract (BCC) on the terms and conditions there under set forth:

### **Article 1: PURPOSES AND BUSSINESS SCOPE**

Producing and processing food from agricultural seed products to supply for domestic and oversea in order to fulfill labor market demand in Vietnam, improve current product scale to gain the Japanese standard, seek business chances to get the best profits.

### **Article 2: EFFECTIVE DATE AND DURATION**

The Parties have agreed unanimously to propose the Licensing Authority for the duration of fifty (50) years commencing from the date of signing. The Parties shall sign to extend this contract if this contract is expired and requested by the Parties.

### **Article 3: EXECUTIVE BOARD**

An Executive Board shall be formed by the Parties' decision to manage the project including the rights, responsibility and operation of Executive Board.

### **Article 4: CAPACITY, MARKET, COMMITMENTS**

#### **4.1 Production Capacity:**

The Production Capacity shall be specified in Appendix attached.

## **4.2 Market:**

Company products will be supply for domestic market and oversea market.

## **4.3 Commitment of the Parties:**

- a) During the process of the operation, the Company shall use the Foreign Party's trademark for its products and all technology, trademark, knowhow, intellectual property being owned at present or in the future shall not be transferred to the third party unless they get an agreement in written from the Vietnamese Party. However, The Vietnamese Party can refuse to give an agreement only when the Vietnamese Party shows the reasonable explanation for refuse.
- b) The products using the Japanese Party's trademark which are supplied in a market have to meet the standard determined b Japanese Party , and not allowed to supply for the market currently held by Japanese Party.
- c) In case of lose making. Party A shall complement an amount of money to investment capital to ensure continuous operation of project but Party B is responsible only.

## **Article 5: TOTAL INVESTMENT CAPITAL AND CAPITAL CONTRIBUTION SCHEDULE**

### **5.1 Total Investment Capital:**

The Total Investment Capital shall be VND **12,700,000,000** (*In word: Vietnamese dong twelve billion seven million*) equivalent to USD 600,000 (*In word: United States Dollars six hundred thousand*) by cash or asset including the immaterial assets such as technology with equivalent value in accordance with Vietnamese Law.

### **5.2 The Rate and Schedule of Investment Capital Contribution of each Parties:**

The Investment capital contribution shall be divided into two phases, the first one is in the year of 2014, Vietnamese Party shall contribute VND **6,354,000,000** (*In word: Vietnamese dong six billion three hundred fifty four million*) equivalent to USD **300,000** (*In word: United States Dollars three hundred thousand*), and;

Japanese Party will contribute a technology and technology transfer as described on Article 12.2 with equivalent value of 20% Investment Capital.

The Schedule of Investment Capital Contribution shall be detailed in Appendix3.

## **Article 6: PROFIT SHARING AND RISK**



Distribution profits will be shared by the rate of 80% Vietnamese party and 20% Japanese Party. Distribution risk will be fully responsible for Vietnamese Party unless Japanese Party holds the serious fault. The determination whether Japanese Party is a fault depends on the agreement of the both parties.

## **Article 7: RESPONSIBILITIES OF THE PARTIES**

### **7.1 Responsibilities of the Vietnamese Party:**

The Vietnamese Party shall be responsible for the following matters:

- a. To contribute its capital fully and on time as commitment as Appendix 3.
- b. To assist and complete, on behalf and by expense of the project, the project documents for applying for Investment License and other legal documents necessary for the establishment and operation of the Company in accordance with the Laws of Vietnam;
- c. Co-operate with the Members of Executive Board in performing any other functions or responsibilities as may be required from time to time by the policies and regulations relating to investments in Vietnam.
- d. The Vietnamese Party is responsible for the lawful assets which has been transferred into the Company;
- e. To assist the Company in arranging entry visas, work permits, etc. For foreign personnel to work for the Company in connection with the Vietnamese Law;
- f. To buy more engines, equipments to suit the Japanese technology, standard according to the Japanese Party's advice;
- g. To manage the Project through Executive Board

### **7.1 Responsibilities of the Foreign Party:**

The Foreign Party shall be responsible for the following matters:

- a) To contribute its capital fully and on time as commitment as Appendix 3.
- b) To send consultants providing guideline and transfer to the Vietnamese Party its technology, brand experiences, know-how in operation, and consult Vietnamese Party to buy more engines, equipments to suit the Japanese technology, standard.
- c) To train Vietnamese staff new technology from 03 to 06 months, a regularly supervise production process to ensure product are good enough to export to overseas market.
- d) In regard of (b) and (c) as above, the expense for the technology training in Vietnam will be borne by the Company and Japanese Party shall demand a reimbursement.
- e) To manage the Project through Executive Board.

## **Article 8: DISPUTE SETTLEMENT**

Any disputes, controversies or differences arising between the Parties relating to the implementation and conditions of this Contract shall be firstly settled by negotiation between the Parties. In case, two Parties can not agree with each other, the dispute shall be brought to Vietnam International Arbitration Centre (VIAC) in Ho Chi Minh City for settlement. The decision of VIAC shall be final and binding upon the Parties.

## **Article 9: TERMINATION**

### **9.1 The contract may be terminated in the following case:**

- a) The expiry of the duration of operation stipulated in the Investment License and two Parties do not want to apply for its extension or its application for extension is not approved by Licensing Authority.
- b) According to the request by either and/or both Parties and approved by Vietnamese Licensing Authority.
- c) The force majeure such as natural calamity, flood, earthquake, fire, war, riot etc leading to the inability to continue operation.
- d) According to a decision of the Vietnamese competent body to withdraw its Investment License in consequence of a serious violation of the law and provision of the Investment License/
- e) Due to its declaration of bankrupt in conformity with the law on Bankruptcy.
- f) Other cases in connection with the Vietnamese laws.

### **9.2 Upon its termination, in any case, the Parties shall have to proceed to liquidate its assets according to the provision of the Vietnamese Law.**

## **Article 10: Breach of Contract**

**10.1** A Party is in breach of this Contract if it fails to fully perform, or suspends its performance of, its material obligations under this Contract, and if it does not correct such failure within thirty (30) calendar days from receipt of notice of the breach from another Party.

**10.2** If the non-breaching Parties suffer any cost, liability or loss directly proven to have been a result of a material breach of this Agreement, the Party in breach indemnifies and holds such non-breaching Parties harmless in respect of any such documented cost, liability or loss actually incurred by such non-breaching Parties.

## **Article 11: Amendment and Addition**

This contract may be added and/or amended following a unanimous decision of the Parties and must be approved by Licensing Authority.

**Article 12: General Article**

**12.1** All other relating terms that are not stipulated in this Contract shall be implemented in accordance with the Vietnamese laws and the provisions of the Investment License.

**12.2** This contract is made into four (04) originals in Vietnamese and four (04) originals in English version will prevail. All versions are of equal validity and become effective from the date of signing.

**Signed on and for behalf of the Party A**

**NUT HOUSE COMPANY**

**Signed on and for behalf of the Party B**

**FUJIYASEIKA COMANY**