

ICS 01.080.10
CCS A 22



**NATIONAL STANDARD OF THE
PEOPLE'S REPUBLIC OF CHINA**

GB/T 30240.1-2013

**Guidelines for the use of English in public service areas -- Part
1: General rules**

公共服务领域英文译写规范 第1部分：通则
(English Translation)

Issued on: January 1, 1970

Implemented on: January 1, 1970

Issued by: Standardization Administration of China

Table of Contents

- Foreword
- 1 Scope
- 2 Normative references
- 3 Terms and Definitions
- 4 Principles of Writing and Translation
- 4.1 Legitimacy

Foreword

GB/T 30240 "public services in English translation and writing norms" and public services in Japanese, Korean, Russian, translated written specification together constitute English translation of public services write specifications national standards.

GB/T 30240 "Translation and writing of English public service norms" into the following sections.

- Part 1. General;
- Part 2. Transportation;
- Part 3. tourism;
- Part 4. culture and entertainment;
- Part 5. Sports;
- Part 6. education;
- Part 7. Health;
- Part 8. Post and Telecommunications;
- Part 9. catering and accommodation;
- Part 10. Business Finance.

This section GB/T Part of 130,240.

This section drafted in accordance with GB/T 1.1-2009 given rules.

This section is proposed and managed by the Ministry of Education Language Information Management Division.

This part of the main drafting unit. Shanghai Language Work Committee, the Beijing

Language Work Committee, Jiangsu languages Working Committee of Shanghai Normal University, Shanghai International Studies University, Beijing Foreign Studies University, Nanjing University.

1 Scope

GB/T 30240 provisions of this part of the English translation of public services and related terms and definitions writing, translation and writing principles, write and translate Party Laws and requirements, writing requirements.

This section applies to public services and institutions in the English translation of the name spaces, public service information to write.

2 Normative references

The following documents for the application of this document is essential. For dated references, only the dated version suitable for use herein Member. For undated references, the latest edition (including any amendments) applies to this document.

GB/T 10001 (all parts) flag Public information graphical symbols GB/T 16159 Basic Rules of Hanyu Pinyin Orthography GB 17733 signposts Pinyin (1958 Fifth Meeting of the People's Republic of China the first session of the National People's Congress examined and adopted)

3 Terms and Definitions

The following terms and definitions apply to this document.

Place and organization name namesofpublicplacesandinstitutions Name public services in public places has foreign service functions, operators, regulatory agencies, enterprises and institutions and the like.

Names specificterms

Place and organization names for the same category, with other locations or organizations to distinguish attributes, unique characteristics of the part.

Generic genericterms Place and organization names and attribute categories indicate place or institution, does not have the unique characteristics of the part.

Public Service Information Activities need to meet people, to provide public services in the field of functional facilities, warning, ordering the ban, said explicitly mentioned instructions and directions Shows and other service information.

4.1 Legitimacy

4.1.1

Public Service Translation and writing of English language should be consistent with the provisions of laws and regulations, in the premise of the first to use the language