

## first aid for every China Policy text

China Policy style is designed for clean and simple online presentation. We aim for as few marks on the page. We drop some established rules, particularly punctuation and capitalisation. And, like all systems, we have a few exceptions.

- 1 *titles and subtitles*: lowercase, unless a proper noun
- 2 *dates*: number before month: 12 Dec 2015 or 12 dec 2015 or 12 December 2015; never December 12, 2015 never add -st, -th, or -rd
- 3 *numbers and currency*: write out up to and including ten, but numerals for 11 and up; C¥5,000 not RMB or CNY
- 4 *spaces*: always single, no double spaces after full stop or colon
- 5 *bullet points*: not preceded by colon or followed by semicolon or full stop
- 6 *quotes*: single ('like this') double quotes inside single quotes ('like "this"')
- 7 *Chinese names*: always followed by characters, Xi Jinping 习近平
- 8 *affiliations*: largest to smallest with no comma in-between e.g. NDRC Price Supervision and Anti-Monopoly Bureau
- 9 *13th 5-year plan*: never 13th five year plan, or 13th five-year plan, or 13th 5 year plan, or 13th FYP
- 10 *exceptions*: percent (one word) not %; 'and' not &, except R&D and M&A

we use Australian spelling—similar to UK, with a few exceptions

-ize = -ise	programme = program
-ization = -isation	license (v) licence (n)
-er = -re	defense = defence
-or = -our	judgment = judgement
-og = -ogue	sulfur = sulphur

do not submit a text without checking this page

## trade analyst exercise

To be considered for this position, please complete the following three exercises in English, referring to the style guide above. Close attention to style at the drafting stage is important for our editorial process.

1. Please browse the following websites and select three to five trade news on from 1 to 8 April 2019 that you see as most important.

*List of websites:*

财新 Caixin: [www.caixin.com](http://www.caixin.com) (please skip this one if you don't have an account)

国际商报 ComNews: <http://epaper.comnews.cn/list.php?tid=1>

中国贸易报 China Trade News: <http://www.chinatradenews.com.cn/epaper/>

第一财经 Yicai: <https://www.yicai.com/>

21世纪经济报 21st Century: [http://epaper.21jingji.com/html/2019-01/17/node\\_1.htm](http://epaper.21jingji.com/html/2019-01/17/node_1.htm)

经济观察网 EEO: <http://www.eeo.com.cn/epaper/eeocover/jjgcb/>

经济参考 Economic Information Daily:

[http://dz.jjckb.cn/www/pages/webpage2009/html/2019-01/17/node\\_2.htm](http://dz.jjckb.cn/www/pages/webpage2009/html/2019-01/17/node_2.htm)

每经网: <http://www.nbd.com.cn/newspapers/today>

Please write here your choice of the most important trade news (three to five) on the date and explain briefly why:

- 1.
- 2.
- 3.
4. (optional)
5. (optional)

2. For the following government announcement texts below

- write a clear summary of the announcement in a few paragraphs; use bullet points when fit
- focus on the key changes and policy content, rather than rhetoric

国务院关于促进综合保税区高水平开放高质量发展的若干意见

[http://www.gov.cn/zhengce/content/2019-01/25/content\\_5361158.htm](http://www.gov.cn/zhengce/content/2019-01/25/content_5361158.htm)

3. Choose one of the two commentaries below

- write a concise paragraph or two (no more than 300 words) that convey its main points or the perspective of the commentator
- include a short introduction (two to three sentences) to explain the context and significance of these remarks and their relevance to our clients
- select a quote (up to three sentences) that you feel is distinctive in conveying the message of the text, and translate it into idiomatic English

“一个没有美国的WTO”？WTO改革的“危”与“机”

<http://www.21jingji.com/2018/12-29/5MMDEzNzlfMTQ2NDY5MA.html>

or

欧盟收紧外资审查 或对中企产生影响

[http://www.chinatradenews.com.cn/epaper/content/2019-03/19/content\\_58722.htm](http://www.chinatradenews.com.cn/epaper/content/2019-03/19/content_58722.htm)

Before submitting your application, check again that it conforms to our style.