

## 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; 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 pinyin followed by characters then followed by affiliation (e.g;  
Huang Qifan 黄奇帆 China International Economic Exchange Centre executive vice  
president)
- 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 from the past week 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/>

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)

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

关于推进对外贸易创新发展的实施意见

[http://www.gov.cn/zhengce/content/2020-11/09/content\\_5559659.htm](http://www.gov.cn/zhengce/content/2020-11/09/content_5559659.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

黄奇帆：“双循环”战略与“一带一路”建设一脉相承、同频共振

[https://finance.sina.com.cn/money/bank/bank\\_hydt/2020-09-12/doc-iivhuipp3914036.shtml](https://finance.sina.com.cn/money/bank/bank_hydt/2020-09-12/doc-iivhuipp3914036.shtml)

or

中国出口管制新纪元——聚焦《中国出口管制法》

[https://mp.weixin.qq.com/s?\\_\\_biz=MzkzNjE3MDQ1MQ==&mid=2247496249&idx=1&sn=6b1cb a462cc8918e2f9bf11e82931a6d&source=41#wechat\\_redirect](https://mp.weixin.qq.com/s?__biz=MzkzNjE3MDQ1MQ==&mid=2247496249&idx=1&sn=6b1cb a462cc8918e2f9bf11e82931a6d&source=41#wechat_redirect)

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