

常州大学外国语学院商务英语\英语专业毕业设计-翻译实践报告写作要求（试行）

一、翻译实践报告的目的、原则与形式

常州大学外国语学院商务英语\英语专业毕业设计-翻译实践报告（以下简称“翻译实践报告”），作为商务英语\英语专业毕业设计的一种形式，既是考查本科学生对所学基础理论、专门知识、专业技能和职业道德的综合反映，也是衡量学生能否获得学位的主要依据。

翻译实践报告应充分体现应用型翻译人才的培养要求，为培养专业翻译人才服务。其写作目的在于使学生通过整理和提炼翻译实践工作中的问题，综合运用所学知识分析问题、解决问题，培养学生在翻译工作中自我反思和自我提高的能力，确保其自身专业的可持续发展，同时也为专业实践提供有益的参考。

翻译实践报告应由学生在所选导师的指导下独立完成，所需工作量在一年左右。

翻译实践报告的形式推荐采用案例分析报告或调研报告。翻译案例分析报告是以一个或一组主题相关的典型的翻译实习实践任务或项目为中心，针对实习实践中的具体问题，从专业翻译的角度，综合运用所学专业知识和解决问题的能力，分析并解决问题。案例应来源于翻译实习实践。合格的翻译实践报告应以学生实际参与的翻译实习实践为素材，以具体、鲜活的翻译案例为特色，恰当地提出翻译实习实践中的典型问题，分析并解决问题。翻译调研报告是以翻译行业中的某一方面、某一现象、某一群体或某一机构为调研目标，针对具体问题，从专业翻译的角度，综合运用所学专业知识和调研能力，开展调研，收集、分析数据，并得出结论。调研报告主要围绕翻译行业，对其翻译政策、翻译产业、翻译教育、翻译现象、翻译技术等问题开展调研与分析，从中发现问题，并提出解决方案或作出结论。

二、翻译实践报告基本内容说明

1. 选题说明

翻译实践报告选题应来源于真实或模拟的翻译实习实践项目，反映翻译专项任务特征，或者来源于行业，反映行业特点。学生应从自己参与的翻译专业实习实践中挑选典型案例或选取调研主题和对象。相关案例可以是一个翻译实习实践任务或项目，也可以是一组主题相关的翻译实习实践任务或项目。报告选题应有明确的问题探讨，其主题应与专业培养方向契合，包括但不限于：笔译实践操作类、翻译项目管理类、翻译语言资产管理类（术语库、语料库等）、项目质量审校类（仅限机器翻译译后编辑）、翻译技术应用与产品研发等案例；笔译政策、笔译行业发展、笔译项目管理、笔译实践操作、翻译工具及技术应用等调研主题。

翻译实践报告选题要坚持问题导向，鼓励选择翻译策略、翻译过程、翻译产品、翻译管理、翻译教学、翻译市场与行业、翻译技术与工具使用等方面的具体问题，要有一定的理论和实用价值。报告题目应清晰明确，言简意赅。

选题原则主要有如下五点：1) 立足翻译实践；2) 要有实际意义；3) 要有一定难度；4) 要有一定的创新性；5) 要展现一定的翻译理论素养。应指出问题（包括问题的重要性、背景、原因分析等）并给出应对策略（包括理据、翻译步骤、策略应用等）。

2. 研究内容说明

翻译案例分析报告应以翻译实习实践案例中的具体问题为中心，从专业翻译的角度，描述翻译案例发生的背景、情境和完成过程，分析案例中遇到的问题、挑战、体会和启示，并综合运用所学专业知​​识提供解决问题的方案。解决方案应符合专业翻译的规律，报告分析立场和用语应客观中立，分析方法和分析过程应符合专业要求。

翻译调研报告应围绕行业中的具体问题，从翻译的角度，描述调研背景、调研对象、调研工具与方法、调研过程和调研数据等，并综合运用所学专业知​​识对调研中得到的数据进行分析，得出结论。报告分析立场和用语应客观中立，分析方法和分析过程应符合专业要求。

3. 研究方法说明

翻译实践报告应根据其类型特点和具体研究问题选择适当的研究方法。一般而言，翻译案例分析报告应提取典型案例，采用采集/收集、记录、转写（口译类）、语料库、访谈等方法，在围绕研究问题对案例进行描述后，综合运用专业知识和理论知识，运用归纳法、演绎法、定性或定量分析法、实证研究法、语料库与 TAPs、证实与证伪、共时性与历时性研究法、宏观与微观研究法等基本方法，分析和解决研究问题。调研报告应有明确的调研对象和调研目的，可采取查阅资料、实地调查、访谈、调查问卷、录音录像等方法收集数据，运用专业知识，对数据进行分析和总结。

4. 研究成果说明

翻译实践报告的结论应对所提炼的问题给予充分的回答。成果能够为翻译实践提供一定价值的参考依据。翻译实践报告应从专业翻译的新视角探索专业翻译中的问题，能够对专业翻译形成新的认识，体现一定的创新性。报告应具有适当的工作量和一定的研究难度。

三、翻译实践报告基本要求

翻译实践报告要求语言表述正确、清晰流畅、条理性强，无语法和拼写错误及标点符号使用错误；结构完整、逻辑性强，图表清楚，格式排版、引用标注、参考文献等符合学术规范。

常州大学

毕业设计

(翻译实践报告)

(2025 届)

题目 A Report on the E-C Translation of Renewable Energy Policies in a Time of Transition — Heating and Cooling (Excerpts from Page 19 to Page 29)

学 生 李 薇

学 院 外国语学院 专业 班 级 商务英语 211

校内指导教师 _____ 专业技术职务 讲师/副教授

校外指导老师 _____ 专业技术职务 _____

二〇二三年六月

商务英语\英语专业本科生毕业设计（翻译实践报告）编排格式

一、总体要求

1. 商务英语\英语专业本科生毕业设计（翻译实践报告）的正文篇幅：不少于 4000 单词。翻译材料（英文）字数 7000-8000 个单词，翻译原文和译文放在实践报告最后的 Appendix 中。

2. 纸型：A4。

3. 页面设置：左、右、下边距为 2.5 厘米，上边距为 2.8 厘米。

4. 字体：Times New Roman；字号：小四；

5. 字符间距：标准；行间距：固定值 18 磅，段前和段后均为 0 行。

二、翻译实践报告的组成部分

1. 封面

2. 摘要和关键词：

(1) 英文摘要和关键词：单独编页

(2) 中文摘要和关键词：单独编页

3. 目录页：单独编页

4. 正文（正文具体结构要求依照导师要求，按照翻译实践报告的实际内容完成）

5. 参考文献：单独编页

6. 致谢：单独编页

三、翻译实践报告的排版要求：见后

(空一行)

A Report on the E-C Translation of *Renewable Energy Policies in a Time of Transition — Heating and Cooling*
(Excerpts from Page 19 to Page 29)

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Abstract: The report *Renewable Energy Policies in a Time of Transition - Heating and Cooling* published by the International Renewable Energy Agency (IRENA) plays a crucial role in promoting the development of renewable energy in China and worldwide. This report is an informative text with objective, fluent, and logical language. In this paper, following Newmark's theory of communicative translation, the translation process focuses on effectively conveying the information of the original text and serving the target readers. The translator utilizes translation techniques, such as switch between active and passive voice, to enhance readers' comprehension of the scientific and technological text. Finally, the translator summarizes the gains and limitations of the translation process, aiming to provide ideas for future translations of energy research reports.

Key Words: renewable energy policy; communicative translation theory; translation strategy; scientific and technological text; passive voice

说明：1.英文题名以简明的词语恰当、准确地反映翻译报告最重要的特定内容（一般不超过 25 字）。题名通常由名词性短语构成，应尽量避免使用不常用缩略词、首字母缩写字、字符、代号和公式等。如题名内容层次很多，难以简化时，可采用题名和副题名相结合的方法，其中副题名起补充、阐明题名的作用。题名和副题名在整篇翻译报告中的不同地方出现时，应保持一致。

2.摘要应具有独立性和自含性，即不阅读翻译报告的全文，就能获得必要的信息。摘要的内容应包含与翻译报告等量的主要信息，供读者确定有无必要阅读全文，也可供二次文献采用。摘要一般应说明研究工作目的、方法、结果和结论等，重点是结果和结论。

3.英文摘要字数约 150 个单词，中文摘要字数约为 150 字。如遇特殊需要字数可以略多。

4. 摘要页和目录页用罗马字母 I, II, III 编页，位置在页底中间。

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《转型时期的可再生能源政策——供热与制冷》英译汉实践报告

(节选自第 19 - 29 页)

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摘要: 国际可再生能源机构 (IRENA) 发布的《转型时期的可再生能源政策——供热与制冷》报告在促进中国乃至全球可再生能源发展中扮演着重要角色。这份报告属于信息类文本, 其语言客观流畅, 逻辑性强。本文在纽马克的交际翻译理论指导下, 翻译过程着重于有效传递原文信息并服务目标读者, 译者运用主被动语态的转换等翻译技巧, 以提升读者在科技文本中的理解能力。最后, 译者总结了在翻译过程中得到的收获与不足, 以期对未来的能源类研究报告的翻译工作提供思路借鉴。

关键词: 可再生能源政策; 交际翻译理论; 翻译策略; 科技文本; 被动语态

Abstract	错误! 未定义书签。
摘 要	错误! 未定义书签。
1 Introduction	错误! 未定义书签。
1.1 Introduction to the Source Text	错误! 未定义书签。
1.2 Significance of the Task	- 4 -
.....	
2. Translation Process	- 5 -
2.1 Pre-translation	- 6 -
2.2 While-translation	错误! 未定义书签。
2.3 Post-translation	错误! 未定义书签。
3. Theoretical Framework	错误! 未定义书签。
3.1 Theory 1	错误! 未定义书签。
3.2 Theory 2	错误! 未定义书签。
4 Literature Review	错误! 未定义书签。
5 Case Study	- 6 -
5.1 Introduction to the Passive Voice	- 6 -
5.2 Translation Strategies for Passive Voice	- 6 -
5.2.1	- 6 -
5.2.2	- 6 -
5.2.3	- 6 -
5.3	- 6 -
.....	
6 Conclusion	- 6 -
References	- 8 -
Acknowledgements	- 9 -
Appendix 1	
Appendix 2	

-

1 Introduction

The significance of energy-related research spans across environmental, economic, social, and technological dimensions, making it a critical factor in shaping a sustainable and efficient energy landscape for the future. This paper will present examples of passive voice structures in the article and analyze translation strategies under the communicative translation theory, in order to provide some reference for translators when translating sci-tech and informative text and improve translation quality.

1.1 Introduction to the Source Text

An extract from the main body of the report *Renewable Energy Policies in a Time of Transition - Heating and Cooling*, released by the International Renewable Energy Agency (IRENA), serves as the source text for the E-C translation practice report. The word count in English is approximately 6000. The status and advancement of renewable energy-based heating and cooling systems are the main topics of the report. It suggests a number of practical renewable energy transitional heating and cooling policies. In an effort to inform the public, domestic energy users, academics, and policy makers about the most recent developments that could help achieve the objective of “carbon neutrality”, the translator selected the renewable energy policy report from IRENA as the source text.

1.2 Research Questions of the Paper

...

1.3 Organization of the Paper

...

2 Translation Process ...

2.1 Pre-translation

With the ever-increasing volume of texts to be translated for the globalized market and international institutions, instrumental thinking has been deeply established in both translator training programs and translation research (Bassnett, 2022: 3). By keeping Instrumental thinking in mind, the translator needs to be proficient in the use of relevant tools and resources required for sci-tech translation, including but not limited to specialized terminology databases, translation software, and text layout software. Additionally, the translator must have a certain professional understanding of the renewable energy policy in the transition of heating and cooling proposed by IRENA, as well as related background knowledge such as the white paper *Energy in China's New Era* to ensure the accuracy and

professionalism of the translation, thereby serving the target readers effectively....

2.2 While-translation

Martin Joos come up with five styles: frozen style, formal style, consultative style, casual style and intimate style (Joos, 1961:8). English business contracts belong to the frozen style, the most formal language style used in public or serious occasions.

3 Theoretical Framework

...

3.1 The General Idea of Lexicology

...

3.2 Types of Word Meaning in Lexicology

...

3.2.1 Grammatical Meaning

...

4 Literature Review

...

4.1 Use of Literary Words

The use of formal terms, or literary words is because English business contracts should make direct and clear declaration for each party, so the words must be formal, frozen and free from any individual emotional hint. In English business contracts the ordinary words are always replaced by their synonyms which have a similar meaning but appear more formal. They are so called the literary words or the learned words. Here is an example:

The Agreement shall commence on this day and automatically terminate upon the bankruptcy or insolvency of either of the parties hereto (Mo, 2003).

In this sentence, “commence” and “terminate” have the same meaning with “begin” and “end”, but the latter are replaced by the former. They are formal more fitting than the latter.

Besides, complicate preposition phrases are also often used to replace simple preposition and conjunctions. For example:

The participants in the joint venture shall commence discussion with regard to the extension of the period of existence of the venture and in the event of their agreeing upon such extension, they shall record such agreement in a written document signed by all of them not later than three years prior to the expiry of the current period (Mo, 2003:54).

In this sentence, we use “with regard to”, “in the event of” and “prior to” to replace “about”, “in case of” and “before”. Some other examples are using “by virtue of” instead of “due to” or “because of” and “in accordance with” instead of “according to”.

It is not proper to use slang in frozen style, because slangs are highly colloquial. It can not express meanings accurately as is required by business contracts, and on the contrary, it makes the language funny and ridiculous. Of course, the diction of formality and informality is relative. We should choose the right words according to the different occasions. To be aware of the difference between common words and literary words can help us produce better business contracts.

4.2 Use of Technical Terms

...
...

5 Case Study

5.1 Introduction to Passive Voice

5.2 Translation Strategies for Passive Voice

The data in Table 1 illustrates the frequency and percentage of 3 different types of translated passive voice in the analyzed text. Excluding repeated ones, passive voice structures appear 59 times in the excerpt, which is particularly high, so this paper, under the guidance of Peter Newmark’s theory of communicative translation, summarizes three translation strategies for English passive voice by analyzing the translation strategies for passive voice, namely, translating it into Chinese active sentences, Chinese passive sentences, and Chinese non-subject sentences, and summarizes the translation strategy of English passive voice through specific case studies. By analyzing the cases, the theory is put into translation practice.

Table 1: Description Statistics of Passive Voice in the Source Text

Type	Frequency (times)	Percentage
Translating into active voice in Chinese	36	61%
Translating into passive voice in Chinese	5	8.4%
Translating into non-subject voice in Chinese	18	30.6%
Total	59	100%

5.2.1 Translating into Active Sentences in Chinese

When it comes to the passive structure in English, the translator employs the methods such as amplification, namely adding subjects according to the context or considering other components such as object, adverb, complement, etc. of the original text to act as the subject of the Chinese

translation.

Example 1:

ST: The injection of biomethane into the gas grid has already been adopted in many countries, while a few have begun to explore the feasibility of injecting blended hydrogen into the gas grid or to upgrade the entire gas grid to be ready for 100% hydrogen (IRENA, forthcoming-a).

TT: 许多国家已经采用了将生物甲烷注入天然气网的方法，还有一些国家已开始探索将混合氢气注入天然气网或升级整个天然气网的可行性，以便为完全使用氢气做好准备（IRENA, forthcoming-a）。

Analysis: In this example, the topic of the chapter is biomethane, used as the subject in the source text, implying the strong logicity of English. Taking the following clause which adopts active voice into consideration, in order to maintain the consistency of the target text, the translator unifies these clauses into active sentences.

Example 2:

ST: Situations of energy poverty are usually accompanied by the use of fossil fuels or traditional use of biomass (with household members spending hours each day collecting fuel) and limits on the use of some parts of the home during cold periods (IRENA, 2019a).

TT: 能源贫困通常伴随着化石燃料或传统生物质的使用（家庭成员每天花费数小时收集燃料），以及在寒冷时期对家庭某些部分的使用限制（国际可再生能源机构，2019a）。

Analysis: That energy poverty comes with the use of fossil fuels or traditional use of biomass is implied in the example. The phrase “be accompanied by” is usually translated as “伴随着” instead of “由……伴随” according to the language habits of Chinese.

6 Conclusion

说明：①关于引言（或绪论）

引言（或绪论）简要说明研究工作的目的、范围、相关领域的前人工作和知识空白、理论基础和分析、研究设想、研究方法等。应言简意赅，不要与摘要雷同，不要成为摘要的注释。一般教科书中有的知识，在引言中不必赘述。

②关于结论

翻译报告的结论是最终的、总体的结论，不是正文中各段的小结的简单重复。结论应包括翻译报告的核心观点，交代研究工作的局限，提出未来工作的意见或建议。结论应准确、完整、明确、精炼。如果不能导出一定的结论，也可以没有结论而以必要的讨论代替结论。

关于图表：

图 1 (或图 1.1) (图的编号和图题应置于图下方) (居中 五号 粗体)

说明：图应具有“自明性”，即只看图、图题和图例，不阅读正文，就可以理解图意。

表 1 (或表 1.1) (表的编号和表题应置于表上方) (居中 五号 粗体)

说明：①表的编排采用国际通行的三线表。

②如某个表需要转页接排，在随后的各页上应重复表的编号。编号后跟表题（可省略）和“（续）”，置于表上方。

③续表均应重复表头。

(空一行)

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说明: ①参考文献表应置于正文后, 并另起页。参考文献表列出翻译报告中所有被引用的文献。

②字体要求: 小四; 中文文献采用宋体; 英文、数字等符号采用 Times New Roman 字体。

③中文参考文献中的“.”是在英文输入法全角状态下的“.”, 其他标点符号是在中文输入法状态下的标点符号。英文文献采用英文标点。

④参考文献的排列: 参考文献用统一序号标出, 即[1]、[2]、[3]、[4]。先列英文文献, 再列中

文文献。英文参考文献按作者英文姓氏的首字母排序，中文参考文献按作者的姓氏拼音排序。

参考文献的格式

1. 英文参考文献的格式

Book by a single author

[序号] 姓, 名首字母. 书名 (斜体) [M]. 出版地: 出版社, 出版年份.

[1]Graff, G. *Professing Literature: An Institutional History* [M]. Chicago: University Chicago Press, 1987.

注: 同一位作者有两本以上的书, 如果出版年份相同, 在年份后面加 a, b, 依此类推。如:

[1]Newmark, P. *A Textbook of Translation* [M]. Shanghai: Shanghai Foreign Language Education Press, 2001a.

[2]Newmark, P. *Approaches to Translation* [M]. Shanghai: Shanghai Foreign Language Education Press, 2001b.

Book by two or three authors

[序号] 姓, 名首字母(第一作者). and 名首字母, 姓 (第二作者) . 书名 (斜体) [M]. 出版地: 出版社, 出版年份.

[2]Gillespie, P. and N. Lerner. *The Allyn and Bacon Guide to Peer Tutoring* [M]. Boston: Allyn, 2000.

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[序号]作者 (写法同上) . 文章题目[J]. 期刊名 (斜体), 出版年份 (期) : 页数.

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Electronic sources

[序号]作者 (写法同上) . 网页名称[OL]. 网址, 网页的创建或更新日期/上网日期.

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2. 中文参考文献格式

图书

[序号]著者 . 书名[M] . 出版地: 出版者, 出版年.

[1]申丹 . 文学文体学与小说翻译[M] . 北京: 北京大学出版社, 1995.

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[序号]著者 . 篇名[J] . 刊名, 出版年 (期号): 起止页码.

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论文集集中的析出文献

[序号]著者 . 篇名[A] . 编者 . 书名[C] . 出版地: 出版者, 出版年.

[3]吕俊 . 翻译研究: 从文本理论到权力话语[A] . 杨自俭 . 英汉语比较与翻译[C] . 上海:

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学位论文

[序号]著者. 题名[D]. 保存地点: 保存单位, 时间.

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报纸文章

[序号]主要责任者. 文献题名[N]. 报纸名, 出版日期(版次).

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电子文献

[序号]主要责任者. 电子文献题名 [EB/OL]. 电子文献的出处或可获得地址, 发表或更新日期/引用日期(任选).

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4.

其它

[序号]作者. 题名[Z]. 出版地: 出版者, 出版年.

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参考文献类型及其标识

根据 GB 3469 规定, 以单字母方式标识以下各种参考文献类型:

专著[M], 论文集[C], 报纸文章[N], 期刊文章[J], 学位论文[D],

报告[R], 标准[S], 专利 [P], 电子公告[EB/OL],

专著、论文集集中的析出文献[A], 其他未说明的文献类型[Z]。

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Acknowledgements

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At the completion of the thesis, I wish to express my sincere thanks to all those who have given me kind help and valuable advice.

First of all, my heartfelt gratitude goes to my thesis supervisor, Ms. Yang Yi and Ms. Chen Yin, for their great kindness of supervising my thesis and for their constructive advice and thoughtful revision through all the stages of thesis writing. Without their illuminating instruction and sincere encouragement, this thesis could not have reached its present form.

My thanks also go to all the teachers of the School of Foreign Language, who have taught me and helped me in the past four years.

Finally, my thanks go to my friends, who are ready to help me in my hour of academic need. Debates and discussions with them are always fruitful and bring back lots of good memories.

The thesis is far from being perfect due to my limited reading and research. I am responsible for all the problems arising in it. In any case, its completion really spurs me into further exploration and greater expectations.

内容

谢词应谦虚诚恳，实事求是。致谢对象包括：

- ①协助完成研究工作和提供便利条件的组织或个人。
- ②在研究工作中提出建议和提供帮助的人。
- ③给予转载和引用权的资料、图片、文献、研究思想和设想的所有者。
- ④其他应感谢的组织和个人。

Appendix 1: Source Text

FOREWORD

In recent years, significant progress has been made in clean energy transitions worldwide, especially through the growth of renewable energy in the power sector. However, transforming power mixes and reducing emissions from power generation is not in itself enough to reach sustainable energy goals.

Some 50% of the energy used globally today is for heat production, and this is responsible for 40% of energy-related greenhouse gas emissions, as well as intense levels of air pollution that threaten the environment and public health. At the same time, more than one third of the world's population still relies on the traditional use of biomass, kerosene or coal - mainly for cooking - with many negative socio-economic consequences.

Progress remains inadequate in the transition to a cleaner, more efficient energy system, in which renewables meet heating and cooling needs. This is in part because the renewable heat sector has not received as much policy attention as renewable electricity - attention that is needed to overcome current barriers. A major effort is needed to develop appropriate policies and put them into action, both to reduce emissions from heat use in industry and buildings and to widen access to clean and reliable energy.

Appendix 2: Target Text

前言

近年来，全世界在清洁能源转型方面取得了重大进展，特别是通过电力部门可再生能源的增长。然而，改变电力结构和减少发电排放本身并不足以实现可持续能源目标。

目前，全球使用的能源中约有 50% 用于热能生产，这造成了 40% 与能源有关的温室气体排放以及严重的空气污染，威胁着环境和公众健康。与此同时，世界上超过三分之一的人口仍然依赖传统的生物质、煤油或煤炭（主要用于做饭），这造成了许多负面的社会经济后果。

在向更清洁、更高效的能源系统转型方面，可再生能源满足供热和制冷需求的进展仍然滞后。部分原因是可再生能源供热部门没有像可再生能源电力那样受到政策性的关注，而这恰恰是克服当前障碍所需要的。我们需要致力于制定适当的政策并将其付诸实践，在要减少工业和建筑用热排放的同时扩大清洁和可靠能源的使用范围。

Appendix 3: Glossary

Terms	中文专用名词
energy transitions	能源转型
power mixes	能源结构