



TRANSLATION OF ADDRESS

Maybe translation of address seems simple. But there are still some points which need to pay attention to.

Here comes an example:

18号天畅路201室

Room 201, 18 Tianchang Road, Huangyan District, Taizhou City, Zhejiang Province.

We can see that the sequence has been upside down. It is the common sense that we Chinese are used to refer the big place first, while the westerners are the opposite.

So there is a rule. In Chinese, the address is “××××××××××”, but in English it should be “××××Road××(District)××(City)××(Province)××”.(Note: when you need to use the pinyin,that is, the Chinese phonetic alphabets, to translate a place, like “××”, you should not separate the two words’ pinyin, namely, “××”should be “Huangyan” instead of “Huang Yan”.)

Some expressions to remember.

1 中华人民共和国 the People’s Republic of China P.R.China P.R.C China

2 省级 Provincial Level: (Province) (Autonomous Region) (Municipality directly under the Central Government, Municipality)

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Special Administration Region (SAR)

Prefectural Level: (Prefecture) (Autonomous Prefecture)
Municipality City Prefecture

County Level: County Autonomous County City
District, County

Township Level: Township (Ethnic Township) (Town)
Sub-district

For example:

(1) Zhongxing Town, Chongming County, Shanghai (Municipality).

(2) Hulunbeir Prefecture Inner Mongolia Autonomous Region.

Then let's look at the detailed address, which is about the suite or room.

“”, “”, “...” actually mean the same. All can be translated into “Building”. “” is “Room” or “Suite”. (Note: Suite means “”, a connected series of rooms to be used together. Room means a portion of space within a building or other structure, separated by walls or partitions from other parts. Suite consists of several rooms, like a three room suite.)

e.g. 1-3 Rm. 1-3, 5/F, Office Building E1

3-402 Suite 402, Unit 3, Jingfang Apt.

A-6-608 Room 608, 6/F, Tower A, International Trade Building

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