

National Research Mordovia State University (MRSU)	
Faculty of Foreign Languages	
S Y L L A B U S	
Course Name	Business records translation
Degree Programme	Master of Philology (Track “English for International Business”)
Year of Study	2 year
Semester	Autumn
ECTS (36 hrs per ECTS)	3 (108 hrs)
Instructor(s)	Prof. Sedina Irina , Associate Professor, Department of Speech Theory and Translation, Faculty of Foreign Languages
Language of Instruction	Russian
Course Requirements	At least B2 English Previously studied courses “Typology of texts of international documentation in the field of business”
Course Overview	The course is intended for postgraduate students and aimed at forming professional skills and skills of official business texts translation. The required level of English is up from B2+
Learning Outcomes	<ul style="list-style-type: none"> • Teach students to translate business records taking into account the style and genre specifics of texts and genre differences in the source and target languages • Familiarize students with the criteria for assessing the quality of translation and improve the skills of editing and formatting • Fix grammatical forms and models characteristics of contract documentation, advertising texts and the texts of the websites of international organizations
Course unit contents	<p>Weeks 1-2. The peculiarities of official style papers translation</p> <p>Weeks 3-4. Translation of contracts (FL – RL, RL – FL)</p> <p>Weeks 5-6. The peculiarities of journalistic texts translation</p> <p>Weeks 7-8. Translation of the international company/hotel site (FL – RL, RL – FL)</p>
Course Structure	<ul style="list-style-type: none"> • Total number of contact hours: 21 Seminars: 18 hrs (9 seminars) Individual consultations: 3 hr • Self-study: 60 hrs

Teaching methods	Cooperative learning, practical learning
Grading System (including segment percentage)	Students translation (40%) Three course translation during the semester (30%) Final written translation (pass-fail) (30%)
Textbooks and Mandatory Reading	1. Скворцов, О. Г. Перевод деловой и юридической документации : учеб. пособие / О.Г. Скворцов ; М-во науки и высш. образования Рос. Федерации, Урал. федер. ун-т.— Екатеринбург : Изд-во Урал. ун-та, 2019.— 139 с. ISBN 978-5-7996-2628-0 2. Верещагина Л. В. Практикум по переводу официально-деловой документации (английский язык) / Л. В. Верещагина, И. В. Седина. – Саранск : Изд-во Мордов. ун-та, 2020. – 148 с. ISBN 978-5-7103-4097-4/

Grading system		
Grade	No. of points	Description
5	86-100	Excellent
4	71-85	Good
3	51 - 70	Satisfactory
2	Below 51	Fail