

National Research Mordovia State University (MRSU)	
Faculty of Foreign Languages	
S Y L L A B U S	
Course Name	Translation of Business Documentation
Degree Programme	Master's Degree (Track “Translation Studies and Translation Practice (Romance and Germanic Languages)”)
Year of Study	1 year
Semester	Spring
ECTS (36 hrs per ECTS)	3 (108 hrs)
Instructor(s)	<u>Prof. Irina Sedina</u> , Associate Professor, Department of Speech Theory and Translation, Faculty of Foreign Languages
Language of Instruction	English, Russian
Course Requirements	At least B2 English
Course Overview	The course is intended to develop students' professional skills for translating texts of official and journalistic styles from English into Russian and from Russian into English; to develop students' skills in creating, editing, systematizing, and transforming texts in official and journalistic styles.
Learning Outcomes	<ul style="list-style-type: none"> • to present to students the characteristics of the official and journalistic styles of the English language; • to present to students lexicogrammatical and stylistic features, the architectonics of official style texts (contract documentation), the structure of types and formats of contracts; • to present to students the lexicogrammatical and stylistic features of journalistic style texts (advertising text), types and formats of advertising text; • to present to students lexicogrammatical and stylistic features, architectonics of journalistic style texts (the text of the website of an international company/hotel), types and formats of texts; • to teach students to translate taking into account the style and genre specifics of texts and genre differences in the source and target languages; • to present the assessment criteria for the quality of translation and improve the skills of editing and formatting; • to expand the vocabulary of students with linguistic and speech units of the English language (terminology, idiomatic expressions, speech clichés, abbreviations, acronyms, and their foreign language equivalents); • to consolidate the grammatical forms and patterns typical of contract documentation, advertising texts, and the text in the websites of international organizations.

Course unit contents	<ul style="list-style-type: none"> • Week 1-4. Features of translation of official style texts • Week 5-8. Written translation of contract documentation text (foreign language – native language, native language - foreign language) • Week 9-12. Features of translation of business letter texts • Week 13-15. Written translation of the text in the website of an international company/hotel (foreign language – native language, native language - foreign language) • Week 16-18. Written translation of the advertising text (foreign language – native language, native language - foreign language)
Course Structure	<ul style="list-style-type: none"> • Total number of contact hours: 37 • Seminars: 36 hrs (18 seminars) • Group consultations: - • Individual consultations: 1 hrs • Self-study: 71 hrs
Teaching methods	Active and Interactive educational technologies, extracurricular work, adaptive technologies, discovery learning, practical learning.
Grading System (including segment percentage)	Abstract 1 (15%) Translation 1 (15%) Translation 2 (15%) Translation 3 (15%) Translation 4 (10%) Final Oral Test (pass-fail) (30%)
Textbooks and Mandatory Reading	<ul style="list-style-type: none"> • Алимов В.В. Теория перевода. Перевод в сфере профессиональной коммуникации. Учебное пособие. Изд. 3-е, стереотипное. – М.: Едиториал УРСС, 2005. – 160 с. • Бархударов Л.С. Язык и перевод: Вопросы общей и частной теории перевода. Изд. 2-е. – М.: Изд-во ЛКИ, 1980. – 240 с. • Брандес М.П., Провоторов В.И. Предпереводческий анализ текста. Учебное пособие – 3-е изд., – М.: НВИ-ТЕЗАУРУС, 2001. – 224 с. • Блакар Р.М., Пирогова Ю.К., Паршин П.Б. Рекламный текст, семиотика и лингвистика. – М.: Международный институт рекламы, Издательский дом Гребенникова, 2000. – 270 с. • Глазкова М.Ю., Стрельцов А.А. Перевод официально-деловой документации. Уч. пособие, 2-ое изд. – Ростов-на-Дону: Издательство Феникс; МарТ, 2011. • Комиссаров В.Н. Лингвистика перевода. – М.: Международные отношения, 1980. – 167 с. • Комиссаров В.Н. Теория перевода (лингвистические аспекты) – М.: Высш. Школа, 1990. – 253 с. • Миньяр-Белоручев Р.К. Теория и методы перевода. – М.: Московский лицей, 1996. – 298 с. • Миньяр-Белоручев Р.К. Теория и методы перевода. – М.: Московский лицей, 1996. – 298 с. • Жданов А., Жданова И.Ф. Деловые письма и контракты. – М.: Издательство Омега-Л, 2010, – 288 с. • Goddard A. The Language of Advertising. London, 1998. • Williamson J. Decoding Advertisements. – London, 1978.

Grading system	
No. of points	Description
51-100	Pass
Below 51 point	Fail