Al-Farabi Kazakh National University

Faculty of International Relations

Department of Diplomatic Translation

Educational program on the specialty

7M02304 Translation business in the field of international and legal relations

Syllabus Discipline ID 1138641 Note Taking in Interpreting

fall semester of the 2020-2021 academic year

Academic information about the discipline

|  |  |  |  |  |  |  |  |  |  |  |  |
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| Discipline’s code | | Discipline’s title | Independent work of students (IWS) | No. of hours per week | | | | | | Number of credits | Independent work of student with teacher (IWST) |
| Lectures (L) | Practical training (PT) | | | Laboratory (Lab) | |
| TPZ 6307 | | Note Taking in Interpreting |  | 15 | 30 | | | 0 | | 5 | 7 |
| Academic course information | | | | | | | | | | | |
| Form of education | | Type of course | Types of lectures | | | Types of practical training | | | Number of IWS | | Form of final control |
| Offline | | ED | Task and analytical | | | task solving, situation simulations | | | at least 3 | |  |
| Lecturer | | Almash Seidikenova | | | | | | |  | | |
| e-mail | | Seydikenova781022@yandex.ru | | | | | | |
| Telephone number | | 87053917812 | | | | | | |
| Academic presentation of the course | | | | | | | | | | | |
| Aim of course | Expected Learning Outcomes (LO)  As a result of studying the discipline the undergraduate will be able to: | | | | | | Indicators of LO achievement (ID)  (for each LO at least 2 indicators) | | | | |
| The purpose of the discipline is to teaching techniques of interpreter’s shorthand, obtain skills of interpretation through use of cross functional interpreter’s shorthand writing in the situation of bilateral communication and different types of interpretation. | LO 1 master of computer skills as a means of receiving, processing and managing information | | | | | | 1. Must know: types of translation and characteristics of translation activities / types of translation notation | | | | |
| LO 2 is able to work with traditional storage media, distributed databases and knowledge | | | | | | 2. Must be able to: apply the knowledge gained in practical translation activities | | | | |
| LO 3 is able to work with digital dictionaries and other electronic resources to solve linguistic tasks | | | | | | 3. Must have: skills in translation shorthand writing, the ability to overcome barriers in communication, carry out interpreting, during the translation, and able to shorthand writing | | | | |
| LO 4 recognizes interdisciplinary connections of the studied disciplines and understands their importance for future professional activities | | | | | | 4. Operates with standard methods to solve the main types of issues in the field of linguistic support of information and other applied systems | | | | |
| LO 5 has set of skills of organizing group and collective activities to achieve the common goals of the team | | | | | | 5. Obtain skills of interpretation through use of cross functional interpreter’s shorthand writing in the situation of bilateral communication and different types of interpretation. | | | | |
| Prerequisites | Theory and practice of intercultural communication | | | | | | | | | | |
| Post requisites | Thesis writing and defense of thesis | | | | | | | | | | |
| Information resources | References:  1.О.А. Александрова.Основы переводческой скорописи: учеб.-метод. пособие / авт.-сост.; НовГУ им. Ярослава Мудрого. – Великий Новгород, 2016. – 60 с.  2. T. Dam H. Interpreter's notes: on the choice of language / H. v. Dam // Interpreting. — 2004. — №6(1). — P. 12.  3. Миньяр-Белоручев Р. К. Записи в последовательном переводе / Р. К. Миньяр-Белоручев. — М., 2015  4. Чужакин А. П. Общая теория устного перевода и переводческой скорописи: курс лекций / А. П. Чужакин. — М.: Р.  Валент, 2012. — С. 31.  5. Аликина Е. В. Переводческая семантография. Запись при устном переводе / Е. В. Аликина. — М.: ACT; Восток -  Запад. 2016.  Internet resources:  [wwwHYPERLINK "http://www.multitran.ru/".HYPERLINK "http://www.multitran.ru/"multitranHYPERLINK "http://www.multitran.ru/".HYPERLINK "http://www.multitran.ru/"ru](http://www.multitran.ru/) electronic resource "Multilingual dictionary"  [wwwHYPERLINK "http://www.cnn.com/".HYPERLINK "http://www.cnn.com/"cnnHYPERLINK "http://www.cnn.com/".HYPERLINK "http://www.cnn.com/"com](http://www.cnn.com/) electronic resource "CNN news"  [wwwHYPERLINK "http://www.bbc.co.uk/".HYPERLINK "http://www.bbc.co.uk/"bbcHYPERLINK "http://www.bbc.co.uk/".HYPERLINK "http://www.bbc.co.uk/"coHYPERLINK "http://www.bbc.co.uk/".HYPERLINK "http://www.bbc.co.uk/"uk](http://www.bbc.co.uk/) electronic resource "BBC news"  [www.akorda.kz](http://www.akorda.kz/) electronic resource "Official website of Akorda"  Город переводчиков - http://www.trworkshop.net/ Онлайн словари Lingvo - http://www.lingvo-online.ru/ru/ Сайт BBC - http://www.bbc.co.uk/ Сайт CNN - http://www.cnn.com/ Сайт радиостанции Voice of America - http://www.voanews.com/ | | | | | | | | | | |
| Academic policy of the course in the context of university moral and ethical values | The rules of academic conduct:  Mandatory attendance at classes, inadmissibility of lateness.  Skipping classes for a good reason is marked as "n" with the possibility of working off and liquidation of debts on the schedule of SSW (T). Absence and lateness to classes without prior warning of the teacher or for disrespectful reasons are estimated at 0 points without the possibility of correction in the "Univer" System.  You should prepare for each class lesson in advance according to the schedule below. Preparation of the assignment should be completed before the classroom session, on which the topic is discussed.  The SSW assignments will be distributed throughout the semester as shown in the discipline schedule. The student submits a presentation or report on time.  Specific requirements for the research task will be distributed in the classroom. The student must complete all tasks and pass the teacher in a timely manner. Assignments must be completed in a combined form.  The student's independent work is carried out in the form of a colloquium / project / essay / lexical and grammar test, etc.  Academic values:  Academic honesty and integrity: independence of all tasks; the inadmissibility of plagiarism, forgery, the use of cheat sheets, cheating at all stages of the control of knowledge, deceiving the teacher and disrespectful attitude towards it (see the Code of Honor of the student of KazNU).  Students with disabilities can receive advice on the above e-mail and phone number. | | | | | | | | | | |
| Evaluation and attestation policy | The student's level of academic achievement is determined by the final grade, formed from the admission rating (60%) and the exam rating (40%). The final score for the current mid-term control (MC1, MC2, MC3) are evaluated on a 100-point scale, namely 60 points for completing practical tasks and 40 points for SWW in the prescribed time. The final grade (FG) for the discipline is calculated only if the student has positive marks, both for the current mid-term control (MC1, MC, MC), and for the final control (FC) according to the formula:  Final grade = (MC1 + MC2 (MT) + MC3)/3 \* 0,6 + Е\* 0,4  The total ratings of academic performance and attendance at the end of each week are affixed by the teacher through the "Univer" system. | | | | | | | | | | |

CALENDAR (SCHEDULE) THE IMPLEMENTATION OF THE COURSE CONTENT:

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| weeks | | Topic name | LO | ID | amount of hours | | Maximum score | Form of Knowledge Assessment | The  Form of the lesson  / platform |
| Module I | | | | | | | | | |
| 1 | Lecture 1. Theoretical basis of translation note-taking.  Practical lesson 1.  Development and mastery of translation note-taking, its application in consecutive interpretation | |  |  | | 2 | 12 |  | Offline |
| 2 | Lecture 2. The concept of translation semantography.  Practice lesson 2  Advantages and disadvantages of shorthand in translation | |  |  | | 2 | 12 |  | Offline |
| 3 | Lecture 3. The history of universal note-taking (UNT).  Practice lesson 3  System of records in consecutive translation | |  |  | | 2 | 12 |  | Offline |
| 4 | Lecture 4. Recording in interpretation  Practice lesson 4  SSW (T) - 1: The concept of translation semantography | |  |  | | 2  1 | 12  40 |  | Offline  Webinar  Zoom |
| 5 | Lecture 5. The process of consecutive interpretation.  Practice lesson 5  The distinction of note-taking from shorthand and synopsis.  SSW - 1: Typical Unpleasant Interpretation Situations, or How to Get Out of the Water | |  |  | | 2  33 | 12 |  | Offline |
| Module II | | | | | | | | | |
| 6 | Lecture 6. Correct formalization of consecutive interpretation. Recommendations on CI formalization  Practice lesson 6  The distinction of semantography from other types of professional information recording  SSW (T) - 2: The history of the use of universal note-taking (UNT) | |  |  | | 2  1 | 12  10 |  | Offline |
| 7 | Lecture 7. Widespread and individual abbreviations.  Practice lesson 7  The language of the record. English and Russian abbreviations | |  |  | | 2 | 12 |  | Offline |
| 8 | Lecture 8. Technique of records in consecutive translation. Shorthand and synopsis  Practice lesson 8  Universal signs - symbols.  SSW (T) - 3: Ambiguous Abbreviations  SSW - 2: Common Abbreviations. | |  |  | | 2  1  33 | 12  10 |  | Offline |
| 9 | Lecture 9. Precision vocabulary  Practice lesson 9  Digital designation of precision information | |  |  | | 2 | 12 |  | Offline  Webinar  Zoom |
| 10 | Lecture 10. Recording of literal precision information.  Practice lesson 10.  Recording of numerical P.I.  SSW (T) - 4: Specificity of Professional Skills in Translation Semantography | |  |  | | 2  1 | 12  20 |  | Offline |
| Module III | | | | | | | | | |
| 11 | Lecture 11. Symbols of time  Semantography. Organization of the record.  Practice lesson 11.  SSW (T) - 5: Technique of translation semantography. Record Organization | |  |  | | 2  1 | 12  10 |  | Offline |
| 12 | Lecture 12. Symbols of modality  Practice lesson 12  Symbols of quality and quantity | |  |  | | 2 | 12 |  | Offline |
| 13 | Lecture 13. The system of records. The semantic analysis.  Practice lesson 13  The method of choosing words with the highest semantic load  SSW (T) - 6: The semantic analysis in the system of records.  SSW - 3: Transformation method and relief word selection method | |  |  | | 2  1  32 | 12  20 |  | Offline |
| 14 | Lecture 14. Text semantic analysis  Practice lesson 14  Key means of expressing themes and remes | |  |  | | 2 | 12 |  | Offline  Webinar  Zoom |
| 15 | Lecture 15. The principle of vertical recording  Practice lesson 15  Category of predicativity  SSW (T) - 7: Recording of acronyms. Types of abbreviations and their application in UNT. | |  |  | | 2  1 | 12  10 |  | Offline |
|  | Mid – term control 3 | |  |  | |  | 30 | 100 |  |
|  | Total | |  |  | |  |  | 100 |  |
|  | Exam | |  |  | |  |  | 100 |  |

[Abbreviations: QS - questions for self-examination; TK - typical tasks; IT - individual tasks; CW - control work; MT - midterm.

Comments:

- Form of L and PT: webinar in MS Teams / Zoom (presentation of video materials for 10-15 minutes, then its discussion / consolidation in the form of a discussion / problem solving / ...)

- Form of carrying out the CW: webinar (at the end of the course, the students pass screenshots of the work to the monitor, he/she sends them to the teacher) / test in the Moodle DLS.

- All course materials (L, QS, TK, IT, etc.) see here (see Literature and Resources, p. 6).

- Tasks for the next week open after each deadline.

- CW assignments are given by the teacher at the beginning of the webinar.]

**Dean S. Aidarbayev**

**Chairman of the Faculty Methodical Bureau G. Mashimbayeva**

**Head of the Department A. Seidikenova**

**Lecturer A. Seidikenova**