**AL-FARABI KAZAKH NATIONAL UNIVERSITY**

**Faculty of Philology**

**Department of Foreign Philology and Translation Studies**

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| **CONFIRMED by**  Dean of the faculty  \_\_\_\_\_\_\_\_\_\_\_\_\_\_ B.U.Dzholdasbekova  Protocol No3, 03.09.2021 | APPROVED bythe University Academic Committee MeetingProtocol No1, 04.09.2021Vice-Rector for Academic Affairs \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ F.N.Zhakypova |

# EDUCATIONAL-METHODICAL COMPLEX OF THE DISCIPLINE

**Code: TPZUP 5207; 1+2+0**

**«Note-taking Technique in Interpreting»**

Specialty "7M02316 – Simultaneous Interpreting (Western Languages)"

Program “Master’s degree”

Course – 1

Semester – 1

Number of credits – 5

**Almaty 2021**

# Educational-methodical complex of the discipline is made by L.Zh.Mussaly, acting professor

Based on the curriculum on the specialty "7M02316 – Simultaneous Interpreting (Western Languages)"

Considered and recommended at the meeting of the Department of Foreign Philology and Translation Studies

Protocol No 1, September 01, 2021

Head of the Department \_\_\_\_\_\_\_\_\_\_\_\_\_ M.M. Aimagambetova

Recommended at the Faculty Methodical Bureau

Protocol No 1, September 03, 2021

Chairman of the Faculty Methodical Bureau \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ N.B.Sagyndykov

**SYLLABUS**

**Fall semester 2021-2021 academic years**

**on the educational program "7M02316 – Simultaneous Interpreting (Western Languages)"**

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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)** | **Practicaltraining (PT)** | | **Laboratory (Lab)** |
| TPZUP 5207 | Note-taking Technique in Interpreting Interpreting | 98 | 15 | 30 | | 0 | 5 | | 7 |
| **Academic course information** | | | | | | | | | |
| **Form of education** | **Type of course** | **Types of lectures** | | | **Types of practical training** | | | **Number of IWM** | **Form of final control** |
| Online (electronic)  Сombined (mixed)  With web support  (use of Distance Learning Technologies) | Major disciplines/elective component | Information lecture  Problem lecture  Lecture - visualization  Binary lecture  Lecture with mistakes  Lecture-conference  Lecture-consultation  Interactive lecture | | | Seminar - conversation  Seminar - debate  Seminar-press conference;  Seminar-discussion;  Seminar - "round table";  Seminar - "brainstorming";  Seminar - business game  Mixed form of the seminar | | | 3 | Webinar |
| Lecturer | Acting professor Mussaly Laila Zhumataikyzy | | | | | | |  | |
| e-mail | [lailamussaly@gmail.com](mailto:lailamussaly@gmail.com) | | | | | | |
| Telephone number | +77012701868 | | | | | | |

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| **Academic presentation of the course** |

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| **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 aim of the discipline is to form the ability to analyze the activities of a translator in the light of the anthropocentric paradigm in order to achieve a level of harmonious translation. | 1. To realize Bilateral Interpreting of negotiations using note-taking technique. | 1.1 to explain and apply negotiation and interview translation strategies for Bilateral Interpreting;  1.2. to apply the technique of translation Note-taking in the implementation of Interpreting; |
| 2. To conduct Consecutive Interpreting using the technique of an abbreviated note-taking technique in Business communication. | 2.1 to explain and apply negotiation and interview translation strategies for Consecutive Interpreting;  2.2 to carry out the full transmission of the voice message of the receptor and optimization of translation activities; |
| 3. To expand the active stock of industry terminological and general cultural vocabulary | 3.1 to apply methods of fixing precision vocabulary in the speech of the speaker;  3.2 to analyze strategies for Simultaneous, Consecutive and Bilateral Interpreting with visual support; |
| 4. To apply Simultaneous Interpreting techniques, methods; | 4.1 to conduct pre-translational analysis of political terms and speeches of famous persons;  4.2 to analyze t4. to define the functions of the translation entry and organize the translation with the translation entry; |
| 5. To follow to the standarts of International speech etiquette and professional ethics of a Simultaneous Interpreter.. | 5.1 to collect information for research projects in Simultaneous Interpreting technology.  5.2 to apply the structural-compositional methods of universal translation note-taking and the methods of fixing precision vocabulary in the speaker's speech. |
| **Prerequisites** | None | |
| **Post requisites** | IP 6310 Research practice | |
| **Information resources** | **Main literature:**  1. Dingfelder Stone, Maren (2015) âœThe theory and practice of teaching note-takingâ, in DÃ¶rte Andres and Martina Behr (eds), To Know How to Suggest â“ Approaches to Teaching Conference Interpreting, Berlin: Frank & Timme, 145â 169.  2. Gillies, Andrew (2013) Conference Interpreting â“ A Studentâ™s Practice Book, London: Routledge.  3. Jones, Roderick (2012) Conference Interpreting Explained, Manchester: St Jerome.  4. Bosch, Clara (2012) TÃ©cnicas de interpretaciÃ³n consecutiva: la toma de notas (Consecutive Interpreting Techniques: Note-taking), Comares: Granada.  Ito-Bergerot and Tsuruta, Naito (2019) Yoku wakaru chikuji tsÃ»yaku (Your Guide to Consecutive Interpreting), Tokyo: University of Foreign Studies Press.  5. Minjar-BeloruÄev, P.K. (2019) Zapisi v posledovatelâ™nom perevode (Note-taking in Consecutive Interpreting), Moskva: Stella.  **Additional literature:**  1.Wenger, Etienne (2008) Communities of Practice. Cambridge: Cambridge University Press.  2.Widdowson, Henry (2014) ‘The Ownership of English’. TESOL Quarterly 28: 377–89.  **Internet resources:**  <http://www.trworkshop.net/>  <http://www.un.com/>  <https://www.theguardian.com/international>  <http://www.independent.co.uk/>  <http://www.bbc.com/news> | |

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| **Academic policy of the course in the context of university moral and ethical values** | **Academic Behavior Rules:**  All students have to register at the MOOC. The deadlines for completing the modules of the online course must be strictly observed in accordance with the discipline study schedule.  ATTENTION! Non-compliance with deadlines leads to loss of points! The deadline of each task is indicated in the calendar (schedule) of implementation of the content of the curriculum, as well as in the MOOC.  **Academicvalues:**  - Practical trainings/laboratories, IWM should be independent, creative.  - Plagiarism, forgery, cheating at all stages of control are unacceptable.  - Students with disabilities can receive counseling at e-mail: seidenova.saule@gmail.com. |
| **Evaluation and attestation policy** | **Criteria-based evaluation:**  assessment of learning outcomes in relation to descriptors (verification of the formation of competencies in midterm control and exams).  **Summativeevaluation:** assessment of work activity in an audience (at a webinar); assessment of the completed task. |

**CALENDAR (SCHEDULE) THE IMPLEMENTATION OF THE COURSE CONTENT:**

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| weeks | Topic name | LO | ID | Amount of hours | Maximum score | Form of Knowledge Assessment | The  Form of the lesson  / platform |

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| Module **1** | | | | | | | |
| 1 | **L.1** Introduction.What is consecutive interpreting? | LО 1 | ID 1.1 | 1 | 5 | Interaction | in Zoom |
| 1 | **PT 1** When is consecutive interpreting used?  Community, liaison, medical and court interpreting | LО 1 | ID 1.2 | 2 | 10 | Analysis | in Univer 2.0 |
| 2 | **L.2** Note-taking for consecutive interpreting | LО 1 | ID 1.1 | 1 | 5 | Interaction | in Zoom |
| 2 | **PT 2** About the notes. | LО 1 | ID 1.2 | 2 | 10 | Analysis | in Univer 2.0 |
| 3 | **L.3** About the examples.How to use the book  Practice. Miscellaneous | LО 1 | ID 1.1 | 1 | 5 | Interaction | in Zoom |
| 3 | **PT 3** 1 Speech analysis. Mind maps | LО 2 | ID 2.1 | 2 | 10 | Interaction | in Univer 2.0 |
| 3 | **IWM 1.** Sections. Section diagrams.  Mini summaries | LО 2 | ID 2.1 | 2 | 10 | Individual task | in Univer 2.0 |
| **Module П** | | | | | | | |
| 4 | **L.4** 2 Recognizing and splitting ideas | LО 3 | ID 3.1 | 1 | 5 | Interaction | in Zoom |
| 4 | **PT 4** What is an idea? Identifying ideas | LО 3 | ID 3.1 | 2 | 10 | Analysis | in Univer 2.0 |
| 5 | **L.5** 3 The beginning: diagonal notes.  Subject, Verb, Object. | LО 4 | ID 4.1 | 1 | 5 | Interaction | in Zoom |
| 5 | **PT 5** . Note shorter synonyms | LО 4 | ID 4.2 | 2 | 10 | Analysis | in Univer 2.0 |
| 5 | **IWMP 1 Consultation on the implementation of IWM 2** | LО 4 | ID 4.1 | 1 | 5 | Analysis | in Univer 2.0 |
| 5 | **IWM 2**  Note a different SVO group with the same meaning | LО 4 | ID 4.2 | 2 | 10 | Individual task | in Univer 2.0 |
| 5 | **MT 1** 3. Noting only two of the three elements in SVO | LО 1 | ID 1.2 |  | 100 | Control task | in Zoom |
| 6 | **L.6** Make several short sentences out of one long one | LО 2 | ID 2.1 | 1 | 5 | Interaction | in Zoom |
| 6 | **PT 6** 2 The basics step-by-step | LО 2 | ID 2.2 | 2 | 10 | Interaction | in Univer 2.0 |
| 7 | **L.7** 4 Links. Why are links important? | LО 3 | ID 3.1 | 1 | 5 | Interaction | in Zoom |
| 7 | **PT 7** Finding links. | LО 3 | ID 3.1 | 2 | 10 | Analysis | in Univer 2.0 |
| 8 | **L.8** Families of links | LО 3 | ID 3.2 | 1 | 5 | Interaction | in Zoom |
| 8 | **PT 8** Noting links. Moving on . . . | LО 3 | ID 3.2 | 2 | 10 | Analysis | in Univer 2.0 |
| 8 | **IWM 3** 5 Verticality and hierarchies of values. | LО 3 | ID 3.2 | 2 | 10 | Individual task | in Univer 2.0 |
| 9 | **L.9** Political interview in terms of the negotiation | LО 4 | ID 4.1 | 1 | 5 | Interaction | in Zoom |
| 9 | **PT 9** Parallel values | LО 4 | ID 4.1 | 2 | 10 | Analysis | in Univer 2.0 |
| 10 | **L.10** Shifting values | LО 4 | ID 4.1 | 1 | 5 | Interaction | in Zoom |
| 10 | **PT 10** Parallel values | LО 4 | ID 4.2 | 2 | 10 | Analysis | in Univer 2.0 |
| 10 | **IWMP 2 Consultation on the implementation of IWM 4** | LО 5 | ID 5.1 | 1 | 5 | Planning | in Univer 2.0 |
| 10 | **IWM 4** Use of brackets | LО 5 | ID 5.2 | 2 | 10 | Individual task | in Univer 2.0 |
| 10 | **МТ (Midterm Exam)** | LО 2 | ID 2.1 |  | 100 | Control task | in Zoom |
| 11 | **L.11** 6 Symbols. What is a symbol?  Why use symbols? | LО 2 | ID 2.2 | 1 | 5 | Interaction | in Zoom |
| 11 | **PT 11** What to note with symbols. How to use symbols | LО 3 | ID 3.1 | 2 | 10 | Analysis | in Univer 2.0 |
| 12 | **L.12** Organic symbols. Where to find symbols | LО 3 | ID 3.1 | 1 | 5 | Interaction | in Zoom |
| 12 | **PT 12** How many symbols? Similar but not the same | LО 3 | ID 3.2 | 2 | 10 | Analysis | in Univer 2.0 |
| 12 | **IWM 5** Noting less | LО 3 | ID 3.2 | 2 | 10 | Problem task | in Univer 2.0 |
| 13 | **L.13** Structure reminds us of the obvious | LО 4 | ID 4.1 | 1 | 5 | Interaction | in Zoom |
| 13 | **PT 13** When what comes next is obvious? | LО 4 | ID 4.2 | 2 | 10 | Analysis | in Univer 2.0 |
| 14 | **L.14** Things right in front of you | LО 3 | ID 3.1 | 1 | 5 | Interaction | in Zoom |
| 14 | **PT 14** Note the simple for the complicated  Stories and jokes | LО 3 | ID 3.2 | 2 | 10 | Analysis | in Univer 2.0 |
| 15 | **L.15** It depends on what you already know | LО 5 | ID 5.1 | 1 | 5 | Interaction | in Zoom |
|  | **PT 15** What to note ? | LО 4 | ID 4.1 | 2 | 10 | Analysis | in Univer 2.0 |
|  | **IWMP 3 Consultation on the implementation of IWM 6** | LО 5 | ID 5.1 | 1 | 5 | Planning | in Univer 2.0 |
|  | **IWM 6** How you write it? | LО 5 | ID 5.2 | 2 | 10 | Analysis | in Zoom |
|  | **MT 2** | LО 2 | ID 2.2 |  | 100 | Control task | in Zoom |

[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.]

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| Dean | B.U. Dzholdasbekova |
| Chairman of the Faculty Methodical Bureau | N.B.Sagyndykov |
| Head of the Department | M.M. Aimagambetova |
| Lecturer | L.Zh.Mussaly |