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 code | Discipline name | Type | Number of hours per week | | | Number of credits | ECTS |
| Lec | Pract | Lab |
| ID 1138641 | Note Taking in Interpreting | ОК | 1 | 2 | 0 | 3 | 5 |
| Lecturer | Professor: Almash Seidikenova | | | Office-time | | On schedule | |
| e-mail | Seydikenova781022@yandex.ru | | |
| Mobile | 87053917812 | | | Auditorium | |  | |

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| --- | --- |
| Academic presentation of the course | 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. |
| Prerequisites  Post-requisites | Theory and practice of intercultural communication |
| References and 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.  6. Волкова, Т. А. Дискурсивно-коммуникативная модель перевода [Электронный ресурс] : Монография / Т. А. Волкова. - Флинта : Наука, 2010. - 128 с. - ISBN 978-5-9765-1099-9 (Флинта), ISBN 978-5-02-037659-5 (Наука). http://znanium.com/go.php?id=405979 2. Мюллер В.К. Новый англо-русский, русско-английский словарь. - М.: изд. Эксмо , 2013.-1328 с. 3. Введение в технику перевода (когнитивный теоретико-прагматичный аспект): Учебное пособие / Л.Л. Нелюбин. - М.: Флинта: Наука, 2009. - 216 с.: 60x88 1/16. (обложка) ISBN 978-5-9765-0788-3, 1000 экз.http://znanium.com/bookread.php?book=203065  **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. |
| Assessment and Certification 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 for the implementation of the content of the training course)**

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| --- | --- | --- | --- |
| **Week** | **Topic title** | **Number of hours** | **Points** |
| 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 |
| 2 | **Lecture 2.** The concept of translation semantography.  **Practice lesson 2**  Advantages and disadvantages of shorthand in translation | 2 | 12 |
| 3 | **Lecture 3.** The history of universal note-taking (UNT).  **Practice lesson 3**  System of records in consecutive translation | 2 | 12 |
| 4 | **Lecture 4.** Recording in interpretation  **Practice lesson 4**  **SSW** **(T) - 1:** The concept of translation semantography | 2  1 | 12  40 |
| 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 |
| **Mid-term control 1** |  |  | 100 |
| 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 |
| 7 | **Lecture 7.** Widespread and individual abbreviations.  **Practice lesson 7**  The language of the record. English and Russian abbreviations | 2 | 12 |
| 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 |
| 9 | **Lecture 9.** Precision vocabulary  **Practice lesson 9**  Digital designation of precision information | 2 | 12 |
| 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 |
| **Mid-term control 2** |  |  | 100 |
| 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 |
| 12 | **Lecture 12.** Symbols of modality  **Practice lesson 12**  Symbols of quality and quantity | 2 | 12 |
| 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 |
| 14 | **Lecture 14.** Text semantic analysis  **Practice lesson 14**  Key means of expressing themes and remes | 2 | 12 |
| 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 |
| **Mid – term control 3** |  | 30 | 100 |
| **Total** |  |  | 100 |
| **Exam** |  |  | 100 |

Dean Aidarbayev S.

Chairman of the Metodburo Mashimbayeva G.А.

Head of the Department of Diplomatic Translation Seidikenova A.S.

Professor Seidikenova A.S.

владеет стандартными способами решения основных типов задач в области лингвистического обеспечения информационных и других прикладных систем

ПК-26 (профессиональные компетенции) имеет навыки работы с компьютером как средством получения, обработки и управления информацией

ПК-27 (профессиональные компетенции) умеет работать с традиционными носителями информации, распределенными базами данных и знаний

ПК-29 (профессиональные компетенции) умеет работать с электронными словарями и другими электронными ресурсами для решения лингвистических задач

ПК-38 (профессиональные компетенции) умеет видеть междисциплинарные связи изучаемых дисциплин и понимает их значение для будущей профессиональной деятельности

ПК-44 (профессиональные компетенции) владеет навыками организации групповой и коллективной деятельности для достижения общих целей трудового коллектива

В результате освоения дисциплины студент: 1. должен знать: виды перевода и характеристики переводческой деятельности/ типы переводческой нотации 2. должен уметь: применять полученные знания в практической переводческой деятельности 3. должен владеть: навыками переводческой скорописи, способностью преодолевать коммуникативные барьеры в общении осуществлять устный перевод, в ходе перевод вести переводческую запись