

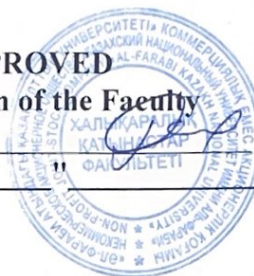
**Al Farabi Kazakh National University
International Relations Faculty
Diplomatic Translation Department**

APPROVED

Dean of the Faculty

Delovarova L.F.

" " 2024



METHODOLOGICAL COMPLEX OF THE DISCIPLINE

PNTD 3216 «Translation of Scientific and Technical Documents»

Specialty 6B02311 Translation in the sphere of international and legal relation

Course – 2
Semester – Autumn
Credits – 6

Almaty 2024

The Methodological complex was compiled by a senior teacher of the Diplomatic Translation Department Bekova Zh.K.

Based on the curriculum for the educational program 6B02311 Translation in the sphere of international and legal relation

Reviewed and recommended at the meeting of the Department of Diplomatic Translation

from «25» June 2024, protocol № 11

Head of the Department

Teacher

Bekova Zh.K.

Seidikenova A.S.

SYLLABUS
Fall semester 2024-2025 academic year
Educational program "6B02311 Translation in the sphere of international and legal relation"

ID and name of course	Independent work of the student (IWS)	Number of credits			General number of credits	Independent work of the student under the guidance of a teacher (IWS)
		Lectures (L)	Practical classes (PC)	Lab. classes (LC)		
Translation of Scientific and Technical Documents [97851]	4	3,0	3,0	-	6	5
ACADEMIC INFORMATION ABOUT THE COURSE						
Learning Format	Cycle, component	Lecture types	Types of practical classes		Form and platform final control	
Offline	Elective component	Informative lecture Lecture-conference summarizing lecture	-		Oral examination (online) Univer System	
Lecturer - (s)	Bekova Zhansaya					
e-mail :	Zhumaliyeva.zh@kaznu.kz					
Phone :	87759516965					
Assistant - (s)	Muratbek					
e-mail :	Muratbek.naziya@list.ru					
Phone :	Naziya					
ACADEMIC COURSE PRESENTATION						
Purpose of the course	Expected Learning Outcomes (LO) *				Indicators of LO achievement (ID)	
to form and develop set of skills and abilities to make linguistic and extra linguistic analyses of texts in scientific and technical domains, correct, edit, proofread translation of scientific and technical documents, popular science press releases and news reports.	1. To understand some of the specific situations in which scientific and technical specialists communicate, history of development of scientific and technical translation in Kazakhstan and abroad;				1.1 understands historical rationale and development of scientific and technical translation;	
	2. To explain main linguistic and extra linguistic features of scientific and technical texts, analyze concepts in SL and TL in preparation for translation;				1.2 explains main translation aspects of the texts in the field;	
					2.1 explains specific linguistic features of the text;	
	3. To recognize discursive and rhetorical purposes of scientific and technical texts;				2.2 able to interpret scientific and technical terms and choose their equivalent in TL;	
					3.1 able to recognize purpose, author's intention and function of the text;	
	4. To apply different methods and techniques of translation and range of CAT tools and AI within the frame of contemporary theories of scientific and technical documents;				3.2 able to deliver pragmatic effect of the SL in TL;	
					4.1 develops skills to use methods and techniques of translating technical texts;	
	5. To justify their own translation decisions, using the metalanguage of the field and evaluate their own translation and translation of others.				4.2 able to use CAT tools and AI in pre-linguistic analysis, translation, editing, post-editing processes;	
					5.1 explains effective translation methods and translation transformations;	
					5.2 able to do translation analysis and identify errors, assess translation using assessment criteria.	
Prerequisites	Theory and practice of translation and interpretation (first foreign language)					
Postrequisites	Consecutive interpretation					
Learning Resources	Main literature: 1. Olohan M. Scientific and technical translation – Routledge Translation Guides, Sabon, Sunrise Setting, UK 2016. - 263 p.					

	2. Glushko E.V. Translation studies. Textbook for university students/ E.V. Glushko. – M.: Publishing house "Aspect Press", 2022. – 150 p. 3. Barkhudarov L.S. Language and translation. Questions of general and particular theory of translation: monograph / L. S. Barkhudarov. - 2nd ed. - Moscow: LKI, 2008. - 235 p. 4. Komissarov V.N. Modern Translation Studies: textbook. manual / V. N. Komissarov. - 2nd ed. - M.: R. Valent, 2011. - 408 p. 5. Stefanovskaya Y.I. Nauchno-technicheski perevod: electronic course book – Perm: Minsk, 2024. – 40 p. 6. Esperança B., Bassnett S. Translation in Global News, 1st ed.: Monograph, Routledge, 2008–p. 168 7. Galperin I.R. Stylistics of English language. M.: Либроком, 2010, 2014. - 336 c. 8. Newman P. A Textbook of Translation, Pearson Education: Longman, 1987 - 113 p. 9. Baker M. In other words: a coursebook on translation, Routledge: Taylor and Francis, 2018 -391 p. Additional literature: 10. Munday J., Zhang M. Discourse Analysis in Translation Studies. Publisher: John Benjamins Publishing Company, 2017, 159 p. 11. Garaeva M.R., Giniyatullina A.Yu. Translation analysis of the text: a textbook. Kazan, 2016, 94 p. 12. Teleshova E.A. Pre-translation text analysis: theory and practice: teaching manual/ E.A. Teleshova, E.A. Shefer. – Chelyabinsk: Publishing center SurSU, 2019. – 42 p. 13. Givental I.A. How to say it in English? Moscow, Flinta, Nauka, 2021. 14. English. TED Tasks: textbook. M: MGIMO University, 2019, p. 142. 15. Lanchikov V.K. Handbook for sight translation: practical textbook for 3-4-year students / V.K. Lanchikov, A.P. Chuzhakin. second edition. - M.: R.Valent, 2004. – 60 p. Professional scientific databases: 16. Scientific database https://www.scopus.com 17. Science Direct scientific database https://id.elsevier.com/ 18. Scientific database IEEE Xplore https://ieeexplore.ieee.org/Xplore/home.jsp 19. Scientific platform https://link.springer.com 20. Scientific electronic library eLibrary https://elibrary.ru 21. Scientific electronic library "CyberLeninka" https://cyberleninka.ru/ Internet resources: 22. The UN official website: https://www.un.org/en/ 23. TED Talks: https://www.ted.com 24. CNN News: https://edition.cnn.com 25. BBC News: https://www.bbc.co.uk 26. European Commission: Translator's training resource: https://commission.europa.eu/ 27. European Parliament: Multimedia Center: https://multimedia.europarl.europa.eu/en 28. English-Russian Online Dictionary: www.multitran.com/ 29. Russian-Kazakh Online Dictionary: https://sozdik.kz 30. Deepl translator: https://www.deepl.com/en/translator 31. English-Russian Online Dictionary: https://www.lingvolive.com/en-us 32. The Science Dictionary: https://www.thesciencedictionary.com 33. Collocation Online Dictionary: http://www.ozdic.com 34. Oxford Comprehensive Online Dictionary: https://www.oxfordlearnersdictionaries.com/ 35. Cambridge Comprehensive Online Dictionary: https://dictionary.cambridge.org 36. Online resource McGraw Hill Access Engineering: https://www.accessengineeringlibrary.com/ 37. Online course "Working with Translation" by Cardiff University https://www.futurelearn.com/courses/working-with-translation/8/todo/132923 38. Main types of translation transformations https://cyberleninka.ru/article/n/osnovnye-vidy-perevodcheskih-transformatsiy 39. http://www.trworkshop.net/ 40. http://elibrary.kaznu.kz/ru
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Academic course policy	The academic policy of the course is determined by <u>the Academic Policy and the Policy of Academic Integrity of Al-Farabi Kazakh National University</u>. Documents are available on the main page of IS Univer . Integration of science and education. The research work of students, undergraduates and doctoral students is a deepening of the educational process. It is organized directly at the departments, laboratories, scientific and design departments of the university, in student scientific and technical associations. Independent work of students at all levels of education is aimed at developing research skills and competencies based on obtaining new knowledge using modern research and information technologies. A research university teacher integrates the results of scientific activities into the topics of lectures and seminars (practical) classes, laboratory classes and into the tasks of the IWST, IWS, which are reflected in the syllabus and are responsible for the relevance of the topics of training sessions and assignments.
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	Attendance. The deadline for each task is indicated in the calendar (schedule) for the implementation of the content of the course. Failure to meet deadlines results in loss of points. Academic honesty. Practical/laboratory classes, IWS develop the student's independence, critical thinking, and creativity. Plagiarism, forgery, the use of cheat sheets, cheating at all stages of completing tasks are unacceptable. Compliance with academic honesty during the period of theoretical training and at exams, in addition to the main policies, is regulated by the "Rules for the final control" , "Instructions for the final control of the autumn / spring semester of the current academic year" , "Regulations on checking students' text documents for borrowings". Documents are available on the main page of IS Univer . Basic principles of inclusive education. The educational environment of the university is conceived as a safe place where there is always support and equal attitude from the teacher to all students and students to each other, regardless of gender, race / ethnicity, religious beliefs, socio-economic status, physical health of the student, etc. All people need the support and friendship of peers and fellow students. For all students, progress is more about what they can do than what they can't. Diversity enhances all aspects of life. All students, especially those with disabilities, can receive counseling assistance by e-mail zhumaliyeva.zh@kaznu.kz or via video link in MS Teams Meeting ID: 469 815 959 881, Passcode: wqBuKr Integration MOOC (massive open online course). In the case of integrating MOOC into the course, all students need to register for MOOC. The deadlines for passing MOOC modules must be strictly observed in accordance with the course study schedule. ATTENTION! The deadline for each task is indicated in the calendar (schedule) for the implementation of the content of the course, as well as in the MOOC. Failure to meet deadlines results in loss of points.
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INFORMATION ABOUT TEACHING, LEARNING AND ASSESSMENT

Score-rating letter system of assessment of accounting for educational achievements				Assessment Methods																					
Grade	Digital equivalent points	points, % content	Assessment according to the traditional system	Criteria-based assessment is the process of correlating actual learning outcomes with expected learning outcomes based on clearly defined criteria. Based on formative and summative assessment. Formative assessment is a type of assessment that is carried out in the course of daily learning activities. It is the current measure of progress. Provides an operational relationship between the student and the teacher. It allows you to determine the capabilities of the student, identify difficulties, help achieve the best results, timely correct the educational process for the teacher. The performance of tasks, the activity of work in the classroom during lectures, seminars, practical exercises (discussions, quizzes, debates, round tables, laboratory work, etc.) are evaluated. Acquired knowledge and competencies are assessed. Summative assessment - type of assessment, which is carried out upon completion of the study of the section in accordance with the program of the course. Conducted 3-4 times per semester when performing IWS. This is the assessment of mastering the expected learning outcomes in relation to the descriptors. Allows you to determine and fix the level of mastering the course for a certain period. Learning outcomes are evaluated. <table><tr><th colspan="2">Formative and summative assessment</th><th>Points % content</th></tr><tr><td colspan="2">Activity at lectures</td><td>5</td></tr><tr><td colspan="2">Work in practical classes</td><td>25</td></tr><tr><td colspan="2">Independent work</td><td>20</td></tr><tr><td colspan="2">Design and creative activity</td><td>10</td></tr><tr><td colspan="2">Final control (exam)</td><td>40</td></tr><tr><td colspan="2">TOTAL</td><td>100</td></tr></table>	Formative and summative assessment		Points % content	Activity at lectures		5	Work in practical classes		25	Independent work		20	Design and creative activity		10	Final control (exam)		40	TOTAL		100
Formative and summative assessment		Points % content																							
Activity at lectures		5																							
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Design and creative activity		10																							
Final control (exam)		40																							
TOTAL		100																							
A	4.0	95-100	Great																						
A-	3.67	90-94																							
B+	3.33	85-89	Fine																						
B	3.0	80-84																							
B-	2.67	75-79																							
C+	2.33	70-74																							
C	2.0	65-69	Satisfactorily																						
C-	1.67	60-64																							
C	2.0	65-69																							
C-	1.67	60-64																							
D+	1.33	55-59																							
D	1.0	50-54																							
FX	0.5	25-49	Unsatisfactory																						
F	0	0-24																							

Calendar (schedule) for the implementation of the content of the course. Methods of teaching and learning.

A week	Topic name	Number of hours	Max. ball
MODULE 1 Introduction to scientific and technical translation			
1	Lecture 1 History of development of scientific and technical translation	2	2
	Seminar 1 1. Theme: Theoretical Basis of Translation (in general) Memorizing some specific terms 2. Revision of Grammar. All Tense Forms in Active and Passive Voice 3. News Round-up. Commenting on the current events in the world. Analyzing of a Newspaper Article.	2	6
2	Lecture 2 Material, language and structure of scientific and technical texts	2	2
	Seminar 2 1. Theme: What is scientific translation Memorizing specific terms applied.	2	7

	2. Revision of Grammar. Complex Grammatical structures 3. News Round-up. Commenting on the global affairs. Analyzing of a Newspaper Article 4. Text translation of passages from a Scientific Text		
	IWS 1 Consultation on the implementation of IWS 1	1	
3	Lecture 3 Features of functional style of scientific and technical texts	2	2
	Seminar 3 1. Theme: How to carry out Scientific Translation? Memorizing Specific terms applied. 2. Revision of Grammar. Conditionals. 3. News Round-up. Analyzing of a newspaper article	2	7
4	Lecture 4 Grammatical features of scientific and technical texts	2	2
	Seminar 4 1. Theme: The main reasons why scientists and researchers need their works to be translated into the language of science. 2. Revision of Grammar. Conditionals (0,1,2,3). 3. News Round-up. Commenting on the global affairs. 4. Translation of one passage from a Scientific Text.	2	7
4	IWS 1. Presentation "Translator's set of skills in scientific domain"	24	17
5	Lecture 5 Lexical features of scientific and technical texts	2	2
	Seminar 5 1. Theme: Why is it important to find a skilled and experienced expert or a proofreader to review the work of a translator? 2. Grammar. Mixed forms of Conditionals. Making up their own examples/sentences 3. News Round-up. Commenting on the current events in the world. 4. Test translation of one passage (~500 words) from an academic article.	2	7
5	IWS 2. Project work "Analyzing terms"	1	
MODULE 2 Resources for scientific and technical translation			
6	Lecture 6 Creating a corpus from the ST and identifying terms	2	2
	Seminar 6 1. Theme: Additional challenges that non-native speaking translators face in TST. 2. Grammar. Imperative sentences in negation. 3. Dwell upon the latest Presidential Address.	2	7
	IWS 3. Consultations on the implementation of IWS 2	1	
7	Lecture 7 Researching TL terms	2	2
	Seminar 7 1. Theme: No Vagueness in a translation. Memorizing some specific terms and terminology. 2. Revision of Grammar. if I were you; I wish... 3. Dwell upon the Presidential Elections 2024 in the USA.	2	8
	IWS 2. Midterm control assignments	25	20
Midterm control 1			100
8	Lecture 8 Translation peculiarities of media materials about science	2	2
	Seminar 8 1. Theme: The Scientific Translation Techniques. Work on the specific terms. 2. Revision of Grammar. Consolidation of all Forms (0,1,2,3). 3. Dwell upon the global affairs. 4. Test translation of one academic article	2	6
	IWS 4. Consultations on the implementation of IWS 3	1	
9	Lecture 9 Translation features of technical instructions and brochures	2	2
	Seminar 9 1. Theme: What is Technical Translation? Memorizing of specific terminology. 2. Revision of Grammar – Modal functions of the verbs – to have, to be 3. Newspaper. The Russian-Ukrainian current Relations.	2	6
	IWS 3 Presentation "Translation of headlines and introduction of news"	24	17
10	Lecture 10 Community translation in healthcare institutions	2	2
	Seminar 10 1. Theme: What is the difference between Technical and Scientific Translation? 2. Revision of Grammar. Word order in Indirect Questions 3. Commenting on the global affairs: Confrontation of Russia and the West. 4. Test translation of one Technical Test.	2	6
MODULE 3 Scientific researches and abstracts			
11	Lecture 11 Introducing professional scientific discourse	2	2
	Seminar 11 1. Theme: Scientific Translation is a subbranch of Technical Translation.	2	6

	2. Revision of Grammar. Sequence of Tenses and Word Order in Indirect Speech. 3. Dwell upon the current situation in Kazakhstan. 4. Test translation of an academic article.		
	IWS 5. Colloquium: week 1-10	1	
12	Lecture 12 Translation of scientific papers	2	2
	Seminar 12 1. Theme: The Role of Quality Assurance process in Translation. 2. Revision of Grammar. The equivalents of Modal Verbs (should; ought to; have to; be to; need). 3. Analyzing of a Newspaper Article.	2	6
13	Lecture 13 Cultural specificity in scientific articles	2	2
	Seminar 13 1. Theme: Scientific Translation and Globalization. Memorizing of specific terms of Scientific Texts. 2. Grammar. Grammatical changes of Tenses in the process of transformation of Direct Speech into Indirect. 3. Analyzing of a Newspaper Article.	2	6
	IWS 5. Consultation on the implementation of IWS 4.	1	
14	Lecture 14 Developments affecting translation activities	2	2
	Seminar 14 1. Theme: The most common strategies in translating ST from the source language into the target language. 2. Revision of main grammatical categories which cause certain difficulties in translation. 3. Express your own point of view on the issue: Why the RF launched its operations against Ukraine? 4. Test translation of one passage from an academic article.	2	6
15	Lecture 15 AI and translation	2	2
	Seminar 15 1. Theme: Why is data sharing through translation gives great opportunities for future promotion of science. 2. Get ready to have Vocabulary and Grammar test. 3. Test Translation	2	6
	IWS 4. Conducting final term assessment	25	20
Midterm control 2			100
Final control (exam)			100
TOTAL for course			100

Dean of International Relations Faculty

Delovarova L.F.

Chairperson of the Academic Committee on Quality of Learning and Teaching

Yerimpasheva A.T.

Head of Diplomatic Translation Department

Seidikenova A.S.

Lecturer

Bekova Zh.K.

