

КАЗАХСКИЙ НАЦИОНАЛЬНЫЙ УНИВЕРСИТЕТ ИМ. АЛЬ-ФАРАБИ

Факультет международных отношений

Кафедра дипломатического перевода



УТВЕРЖДАЮ
Декан факультета

Жекенов Д. К.

2023 г.

УЧЕБНО-МЕТОДИЧЕСКИЙ КОМПЛЕКС ДИСЦИПЛИНЫ

ТиРРЗ 3301 «Теория и практика переводческой записи.»

Специальность: 6В02311 «Перевод в сфере международных и правовых отношений»

Курс – 3
Семестр – осенний
Кол-во кредитов – 5

Алматы 2023 г.

УМК дисциплины составлен преподавателем кафедры дипломатического перевода Өтепова А.М., магистр филологических наук

На основании учебного плана по образовательной программе
Специальность: 6В02311 «Перевод в сфере международных и правовых отношений»

Рассмотрен и рекомендован на заседании кафедры дипломатического перевода

от «23» 06 2023 г., протокол № 14

Зав. кафедрой

Преподаватель




Сейдикенова А.С.

Өтепова А.М.

SYLLABUS
Fall semester 2023-2024 academic year
Educational program 6B02311 "Translation Studies in the field of International and Legal Relations"

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 (IWST)
		Lectures (L)	Practical classes (PC)	Lab. classes (LC)		
97866 Theory and practice of notes-taking	7	15	30		5	4

ACADEMIC INFORMATION ABOUT THE COURSE

ACADEMIC INFORMATION ABOUT THE COURSE				
Learning Format	Cycle, component	Lecture types	Types of practical classes	Form and platform final control
Offline	BD, Elective components	Presentation lecture	Practical – discussion	Oral form
Lecturer - (s)	Otepova A.M.			
e-mail :	Otepova.aiymgul@gmail.com			
Phone :	87784464697			

ACADEMIC COURSE PRESENTATION

Purpose of the course	Expected Learning Outcomes (LO) *	Indicators of LO achievement (ID)
<p>The purpose of the discipline is to get acquainted with the translation cursive, as one of the types of shortening the received information and speeding up the speed of writing; to develop skills in using abbreviations in sequential translation. The following aspects will be studied: methods of fixing and transmitting modality in the translation text, generally accepted designations, countries of the world, minerals; linguistic markers of social relations and markers of human speech characteristics.</p>	1. To possess all types of speech activity and basics of culture of oral and written speech, abilities and skills of using language in different spheres and communication situations, analyze and synthesize various methods, tactics and strategies of verbal and non-verbal communication to achieve mutual understanding depending on particular communicative situation and in accordance with sociocultural norms of their use, based on cognitive and knowledge skills.	1.1 possesses basic skills of note taking 1.2 possesses lexical skills (abbreviated recording of words and phrases; digital designation of precision information; abbreviation and symbolization of concepts);
	2. To use the methodological principles and strategies of translation in translation activity, theoretical foundations of intercultural communication, international and legal management; theory of foreign and native languages at the professional level; specificity of translation in accordance with the requirements and norms of international and legal law in oral translation process.	2.1 knows principles and strategies of translation in translation activity 2.2 ables to apply the learned lexical and grammatical material (business terminology and basic constructions) in accordance with the communication situation
	3. To individually examine essential materials, search for information that is necessary for an adequate translation, be able to follow features of the official business style, and also correctly choose and use the translation methods that are necessary for the translation of certain lexical units, and have wide background knowledge in the field of professional discourse. Analyze international relations and processes using methodology of system analysis and usage of theoretical knowledge in the course.	3.1 skills to translate high-speed recording regardless of the speaker's speech tempo; 3.2 performs translation in international and legal relations sphere
	4. To demonstrate high level of active possessing in original language and translation language, quick reaction, clear diction, ability to concentrate, noise immunity, mental stability, good physical condition.	4.1 examines essential materials, search for information that is necessary for an adequate translation 4.2 acquire knowledge in the field of theory and methodology of linguistics in their practical professional activities
	5. To acquire legal terminology, ability to correctly and competently arrange translations of legal documents, including translations for notarial affirmation; fulfill protocol functions in accordance with the peculiarities of the diplomatic protocol and etiquette of the Republic of Kazakhstan and foreign countries.	5.1 chooses and uses the translation methods that are necessary for the translation of certain lexical units 5.2 knows peculiarities of the diplomatic protocol
Prerequisites	Practice of consecutive interpreting	
Postrequisites	Practice of consecutive interpreting	

Learning Resources	Literature: <ol style="list-style-type: none"> 1. Алексеева И.С. Профессиональный тренинг переводчика. – СПб., 2001. 2. Аликина Е.В. Переводческая семантография. Запись при устном переводе. – М., 2006. 3. Бурляй С.А. Последовательный перевод = переводческая за-пись? // Тетради переводчика. Вып. 24. – М., 1999. С. 91-96. 4. Зимняя И.А. Психология перевода: учебное пособие. – М., 1981. 5. Комиссаров В.Н. Теоретические основы методики обучения пе-реводу. – М., 1997. 6. Краевская Н.А. Семантический компонент внутренней про-граммы речевого высказывания: Дис. ...канд. филол. наук. – М., 1981. 7. Латышев Л.К., Семенов А.Л. Перевод: теория. Практика, мето-дика преподавания. – М., 2003. 8. Миньяр-Белоручев Р.К. Пособие по устному переводу: записи в последовательном переводе для институтов и факультетов иностранных языков. – М., 1969. 9. Миньяр-Белоручев Р.К. Как стать переводчиком? – М., 1999. 10. Мирам Г.Э. Профессия: переводчик. – Киев, 1999. 11. Павлова В.П. Обучение конспектированию: Теория и практика. – М., 1989. Internet resources <ol style="list-style-type: none"> 1. http://elibrary.kaznu.kz/ru 2. https://academic.oup.com/journals 3. https://jirbis.kaznu.kz/jirbis2/
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Academic course policy	<p>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> .</p> <p>Documents are available on the main page of IS Univer .</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>Compliance with academic honesty during the period of theoretical training and at exams, in addition to the main policies, is regulated by <u>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"</u>.</p> <p>Documents are available on the main page of IS Univer .</p> <p>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.</p> <p>All students, especially those with disabilities, can receive counseling assistance by phone / e- mail otepova.aiymgul@gmail.com</p> <p>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.</p> <p>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.</p>
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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	<p>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.</p> <p>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</p>
A	4.0 _	95-100	Great	
A-	3.67	90-94		

B+	3.33	85-89	Fine	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.														
B	3.0	80-84	Satisfactorily	<table><tr><th>Formative and summative assessment</th><th>Points % content</th></tr><tr><td>Activity at lectures</td><td>21</td></tr><tr><td>Work in practical classes</td><td>42</td></tr><tr><td>Independent work</td><td>18</td></tr><tr><td>Design and creative activity</td><td>4</td></tr><tr><td>Final control (exam)</td><td>15</td></tr><tr><td>TOTAL</td><td>100</td></tr></table>	Formative and summative assessment	Points % content	Activity at lectures	21	Work in practical classes	42	Independent work	18	Design and creative activity	4	Final control (exam)	15	TOTAL	100
Formative and summative assessment	Points % content																	
Activity at lectures	21																	
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Independent work	18																	
Design and creative activity	4																	
Final control (exam)	15																	
TOTAL	100																	
B-	2.67	75-79																
C+	2.33	70-74																
C	2.0	65-69																
C-	1.67	60-64	Unsatisfactory															
D+	1.33	55-59																
D	1.0	50-54																
FX	0,5	25-49																
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			
Business correspondence			
1	Lecture 1. Theoretical foundations of translation semantography Seminar 1. Abbreviated letters	1 2	3 6
2	Lecture 1. The history of the development of translation semantography Seminar 2. Abbreviated letters	1 2	3 6
3	Lecture 3. Communicative recording system Seminar 3. Communicative recording system	1 2	3 6
	IWST 1. <i>To translate the video and record</i> Theresa May: Speech to the UN General Assembly 2017 https://www.youtube.com/watch?v=CCdvdz5Dijc	11	1
4	Lecture 4. Symbolization in translation semantography Seminar 4. Symbolization in translation semantography	1 2	3 6
5	Lecture 5. Common symbols for expressing a wide range of concepts Seminar 5. Common symbols for expressing a wide range of concepts	1 2	3 6
MODULE 2			
Correspondence for job-hunting			
6	Lecture 6. Predicative symbols Seminar 6. Predicative symbols	1 2	3 6
7	Lecture 7. Modality Symbols Seminar 7. Modality Symbols	1 2	3 6
	IWST 2. <i>To translate the video and record</i> Boris Johnson's address to the nation in full: https://www.theguardian.com/uk-news/2020/mar/23/boris-johnsons-address-to-the-nation-in-full	11	1
Midterm control 1		15	100
8	Lecture 8. Symbols of quality and quantity Seminar 8. Symbols of quality and quantity	1 2	3 6
9	Lecture 9. Semantic analysis of the text Seminar 9. Semantic analysis of the text	1 2	3 6
10	Lecture 10. The principle of vertical recording Seminar 10. The principle of vertical recording	1 2	3 6
MODULE 3			
Diplomatic correspondence			

11	Lecture 11. Designations of national monetary units of the states of the world Seminar 11. Designations of national monetary units of the states of the world	1 2	3 6
	IWST 3. To translate the video and record https://www.youtube.com/watch?v=s7gDXtRS0jo Full video: Trump-Clinton first presidential debate (3:13- 7:59)	7	1
12	Lecture 12. Abbreviation of languages Seminar 12. Abbreviation of languages	1 2	3 6
	Lecture 13. Abbreviation of the countries of the world Seminar 13. Abbreviation of the countries of the world	1 2	3 6
13	IWST 4. To translate the video and record Boris Johnson's first speech as prime minister – video: https://www.theguardian.com/politics/video/2019/jul/24/boris-johnsons-first-speech-as-prime-minister-in-full-video	7	1
	Lecture 14. Abbreviations of some international organizations Seminar 14. Abbreviations of some international organizations	1 2	3 6
15	Lecture 15. Abbreviations of the States of America Seminar 15. Abbreviations of the States of America	1 2	3 6
	IWST 5. To analyze the translation of the video	8	1
Midterm control 2			100
Final control (exam)			100
TOTAL for course			100

/ Dean

Head of Department

Lecturer



D.K. Jekenov

Seidikenova A.S.

Otepova A.M.