AL-FARABI KAZAKH NATIONAL UNIVERSITY
International Relations Faculty
Diplomatic Translation Department

PROGRAM

OF THE FINAL EXAM ON THE DISCIPLINE

ID [102267]

"Translation of diplomatic documents and business negotiations"

The Educational Program "6B03104 International Relations"

ALMATY 2025

The compiler of the exam program is senior lecturer Zhumaliyeva Zh.K.

The program of the final exam on the discipline has been considered and approved at the meeting of the "Diplomatic Translation Department" department.

Minute № 1 September 2, 2025

The head of the department   M.K. Murzagaliyeva

Examination and Assessment Policy
for the course "Translation of diplomatic documents and business negotiations"
Educational program "6B03104 International Relations"
Instructor: Zhumaliyeva Zh.K.
Examination is conducted ORALLY offline through the standard set of
the system Univer

Examination and Assessment Policy is to evaluate the learner's knowledge of the theoretical basis of the discipline, the ability to make sight translation; to do translation of professional materials from SL in TL.

Examination procedure:

Examination is conducted by the Instructor.
Examination tickets are provided by system Univer via the tab of relevant discipline. Student should open the ticket and demonstrate the screen to the Instructor. Examination ticket is consisted of 3 questions.
1 – theoretical question
2 – consecutive translation
3 – simultaneous translation
Preparation time – 10 minutes
Answer time – 15 minutes

Task 1: Theoretical Question
Objective: Assess understanding of translation theory, especially within professional and diplomatic contexts.
Knowledge (Remembering): Students should recall essential theories, translation principles, and terminology specific to scientific and technical texts.
Comprehension (Understanding): Students should explain translation theory concepts in their own words, showing they understand the specific challenges of translating scientific/technical texts.
Evaluation: Students should provide reasoned arguments or examples supporting different translation strategies for scientific and technical texts.
Criteria:
- Accuracy in defining key terms, concise summarization of translation theories relevant to technical/scientific texts.
- Clarity and precision in responses; ability to explain theory and relate it to technical translation issues.
- Ability to critically evaluate approaches and choose the most appropriate for specific text types.
Recommendations for Study:
- Review major translation theories, focusing on scientific/technical challenges (e.g., terminology consistency, style).
- Practice explaining these concepts verbally or in writing.
Task 2: Translation of Professional and Diplomatic Terms and Phrases (SL to TL)
Objective: Assess accuracy and context-appropriate translation of terminologybetween Source Language (SL) and Target Language (TL).
Students should correctly translate specialized terms and phrases, adapting them accurately to the TL's scientific/technical conventions.
Students must analyze terms within the source text to determine appropriate TL

equivalents, considering linguistic and contextual factors.

Criteria:

- Correct and context-appropriate translation of terms; precise adherence to SL meaning and TL norms.

- Effective recognition of terms with no direct equivalent; successful use of TL terminology that reflects the same scientific concept.

Recommendations for Study:

- Compile glossaries for common technical terms in both SL and TL.

- Practice identifying context-dependent meanings of terms.

Task 3: Translation of Scientific/Technical Excerpt (SL to TL)

Objective: Evaluate the translation of an excerpt with complex structures and specialized vocabulary.

Students should translate an excerpt, synthesizing grammatical, terminological, and stylistic knowledge to create a coherent TL text.

Criteria:

- Overall accuracy, fluency, and scientific/technical appropriateness of the translated text; minimal errors in terminology and syntax

- Students should justify their translation choices for challenging terms or structures, demonstrating understanding of the text's purpose and audience. Evidence of thoughtful, purposeful choices reflecting the target audience's knowledge level.

Recommendations for Study:

- Practice translating short excerpts with varied technical content.

- Reflect on translation choices and write brief justifications for key terms or difficult passages.

Regulations:

1. Examination is scheduled according to Examination Schedule and is proctored.

2. Information about Examination day and time is provided to teachers and students in advance. Students should be informed of rules and conditions of Examination in advance.

3. Audacity, audio recorder, should be installed and checked by students in advance. Students should be informed of its application rules.

4. Start of the Examination should be reminded 30 min before Examination starts.

5. In accordance with the rules of proctoring, students are prohibited from:

- use of cheat sheets

- the use of cell phones, smart watches and other technical means that can be used for unauthorized access to auxiliary information

- use of websites

- use of books

- using drafts

- use of messengers

- using the help of other people

- exit from the room

- talking with others

- looking away

-

Assessment

Question - 1 – 30 points

Question - 2 – 30 points

Question - 3 – 40 points

Grading scale:

The grading system can be found in the table below:

Assessment by letter system	Equivalent of grades in points	Percentage %	Traditional way of assessment
A	4,0	95-100	Excellent
A-	3,67	90-94	
B+	3,33	85-89	Good
B	3,0	80-84	
B-	2,67	75-79	
C+	2,33	70-74	
C	2,0	65-69	Satisfactory

1. The maximum level of academic performance in midterm control 1 (5th week) - 100% (share in the total grade 0.2)
2. The maximum level of performance in MIDTERM (10th week) - 100%

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	
I (Incomplete)	-	-	"Discipline is not completed" (Not taken into account in GPA)
AU (Audit)	-	-	"Discipline was attended" (Not taken into account in GPA)
Атт. (cert.)	-	30-60 50-100	"Certified" (Not taken into account in GPA)
Не атт. (not cert.)	-	0-29 0-49	"Not certified" (Not taken into account in GPA)
R (Retake)	-	-	"Re-studying the discipline" (Not taken into account in GPA)

R-difference	-	-	"Discipline difference according to the curriculum " (Not taken into account in GPA)

(share in the overall rating 0.2)

3. The maximum level of academic performance in midterm control 2 (15th week) - 100% (share in the total grade 0.2)

4. The maximum level of progress in intermediate attestation (PA), final exam - 100% (share in the overall assessment 0.4)

5. The maximum level of academic achievement in the discipline is 100%

6. The final grade in the discipline is determined as the sum of academic performance in RC1, MT, RC2 and PA, taking into account the share

7. "n" - not showing up for the exam

At the end of the Examination:
Teacher or examiner assesses the examiner;
Put mark to the final transcript of the Univer system;
Draws up a protocol for each student (within a month after the exam).

Examination date is set according to Examination Schedule.

Topics of the practical lessons:

1. Seminar: The Diplomatic Lexicon: Formal Notes & Communications

 Subtopic: Translating Verbal Notes and   Aides-Mémoire: Achieving lexical equivalence in formal

   diplomatic registers between Russian and Kazakh.

2. Seminar: Grammar of Obligation: Treaty & Legal Translation

   Subtopic: Interpreting the verb "shall" and other binding modalities in treaty articles from

   English into Russian and Kazakh.

 3. Seminar: Business Negotiations: The Opening Phase

   Subtopic: Consecutive interpretation of introductory remarks, agenda-setting, and

   relationship-building small talk, navigating cultural formalities.

 4. Seminar: The Core Deal: Price, Terms & Bargaining

   Subtopic: Simultaneous interpretation techniques for fast-paced negotiations on financial

   terms, using numbers, percentages, and conditional offers.

 5. Seminar: Presidential Addresses: Ceremony and Policy

   Subtopic: Interpreting a recorded presidential speech: managing rhetorical devices, political

   messaging, and ceremonial language into the target language.

 6. Seminar: Press Conferences: Spontaneity and Messaging

Subtopic: Consecutive interpretation of Q&A sessions: reformulating unclear questions and extracting key soundbites from long answers.

7. Seminar: Economic Forums & Data-Driven Presentations

Subtopic: Sight translation and interpretation of graphs, charts, and macroeconomic terminology from forum presentations.

8. Seminar: Crisis Communication in Diplomacy

Subtopic: Simultaneous interpretation of breaking news or official statements during a simulated crisis, focusing on clarity under pressure.

9. Seminar: Cultural & Historical References in Texts

Subtopic: Strategies for translating culturally-specific concepts, historical allusions, and idioms in diplomatic speeches (e.g., "Iron Silk Road," "Eurasian integration").

10. Seminar: Pre-Translation Analysis & Research

Subtopic: Conducting a systematic pre-translation analysis of a UN resolution or business contract to identify terminology, syntax, and potential challenges.

11. Seminar: Information Filtering: Primary vs. Secondary

Subtopic: Practicing the extraction and summarization of primary information from secondary details in a complex diplomatic cable or negotiation transcript.

12. Seminar: CAT Tools for Political & Business Texts

Subtopic: Building and using a specialized translation memory and termbase for recurring diplomatic and business terminology in Russian-Kazakh-English.

13. Seminar: Ethical Dilemmas & Neutrality in Interpretation

Subtopic: Role-playing ethical challenges: handling a speaker's factual error, offensive remark, or deliberate ambiguity during interpretation.

14. Seminar: National Styles in Communication

Subtopic: Analyzing and interpreting the differences between direct (Russian) and consensus-based (Kazakh) negotiation styles in a simulated meeting.

15. Seminar: Synthesis & Performance: Full Simulation

Subtopic: A capstone simulation involving the consecutive interpretation of a business negotiation followed by the simultaneous interpretation of a joint press statement.

References

1. Cap P. Handbook of Political Discourse – Edward Elgar Publishing, 2023 – 396 p.
2. Butler R. Political Discourse Analysis. Edinburgh University Press, 2024. – 220 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. М.: Либроком, 2010, 2014. - 336 с.
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.

CRITERIA EVALUATION OF THE EXAMINATION
Discipline: Translation of diplomatic documents and business negotiations
Bachelor degree; Format of the Examination: <u>Oral</u>; Platform: «Univer» system

	Bloom's taxonomy	points / Criteria	Excellent 90-100%	Good 70-89%	Satisfactory 50-69%	Unsatisfactory 25-49%	0-24
1	Knowledge	1 в question (30 points) / Measures the student's ability to recall, recognize, and understand key socio-political concepts and terminology within translation.	Demonstrates thorough knowledge of socio-political terminology and concepts. Accurately recalls and recognizes complex socio-political terms and their nuanced meanings, showing no gaps in knowledge.	Displays solid understanding and recognition of socio-political terms, with minor inaccuracies or omissions in recalling less common terms or specific nuances.	Shows basic recognition of common socio-political terminology but lacks depth in understanding complex or less frequently encountered terms.	Lacks knowledge of essential socio-political terms and fails to recognize or recall fundamental concepts.	Minimum understanding of the linguistic aspects of translation.
2	Understanding	2 question (30 points) / Assesses the student's comprehension of socio-political themes and their ability to interpret these themes within the context of translation.	Demonstrates a deep understanding of socio-political contexts and accurately interprets complex themes within translated content, recognizing subtleties and cultural implications.	Shows a good grasp of socio-political contexts with a mostly accurate interpretation of themes, though might overlook subtle nuances or cultural sensitivities in some instances.	Understands general socio-political themes but has difficulty interpreting complex or culturally specific implications within translations.	Shows little to no comprehension of socio-political themes, resulting in an inability to accurately interpret or contextualize translated material.	Lack of comprehension, with confusion in explanations and lack of relevant examples.

3	Application	3 question (40 points)	Evaluates the student's ability to apply socio-political concepts in practical translation tasks, maintaining accuracy and appropriateness.	Applies socio-political translation principles skillfully, producing accurate translations that respect cultural nuances and reflect the intended political connotation.	Applies socio-political concepts effectively with minimal errors, though may occasionally miss some context-specific or nuanced adjustments.	Can apply basic translation principles but struggles with the accuracy of context-sensitive or nuanced socio-political language.	Fails to apply appropriate socio-political translation principles, leading to inaccurate or culturally insensitive translations.	Lack of interpretation or application of techniques, leading to poor translation or analysis.