

SYLLABUS
Vocational Higher School
Applied English Translation

Course Code	Course Title		Credits	ECTS Value	
AET-228	Interpreting		(1-2-3)3	8	
Prerequisite Courses:	None				
Course Language:	English	Course Delivery Mode:		Face-to-face	
Course Type and Level:	Compulsory / Short Cycle / 2nd Year / Spring Semester				
Instructor's Title, Name, and Surname		Course Hours	Office Hours	Contact	
Lect. Dr. Fatma Toköz		Mon.13:25-15:45	Thur.10:15-12:35	fatmatokoz@cag.edu.tr	
Course Coordinator:					
Course Objectives: This course provides students with theoretical foundations and practical experience in oral translation (interpreting). It introduces the main types of interpreting – consecutive, simultaneous, liaison, and dialogue – and develops strategies to cope with interpreting challenges. Students practise active listening, comprehension, note-taking, reformulation, and delivery, while gaining terminology competence across professional domains such as diplomacy, economics, media, and healthcare.					
Course Learning Outcomes	Upon successful completion of this course, the student will be able to;			Relations	
				Program Outcomes	Net Contribution
	1	Define and apply interpreting techniques in various interpreting modes and contexts.	1, 2, 4, 7	5	
	2	Demonstrate field-specific terminology competence (economics, diplomacy, technology, etc.).	1, 4, 5	4	
	3	Apply note-taking strategies and design a personal note-taking system.	4, 7	5	
	4	Analyse and reformulate spoken messages accurately and fluently.	1, 4, 9	4	
	5	Display professional ethics, time management, and interpreter responsibility.	2, 3, 8	5	
Course Content:	Students acquire professional interpreting competence by learning and practising interpreting strategies, note-taking, reformulation, and oral delivery. Through continuous practice and feedback, they develop accuracy, speed, and ethical awareness essential for professional interpreting contexts.				
Course Schedule (Weekly Plan)					
Week	Topic		Preparation		Teaching Methods and Techniques
1	Introduction to interpreting studies; the interpreter's role and skills.		Lecture notes		Lecture, discussion, analysis
2	Types of interpreting; challenges and problem-solving strategies.		Lecture notes		Lecture, case study, practice
3	Core principles: comprehension → analysis → reformulation.		Nolan (2005), Ch. 1–2		Guided exercise, interactive practice
4	Terminology training – common patterns, titles, and frequent errors.		Terminology list		Workshop, group work
5	Overview of note-taking process and common challenges.		Lecture notes		Demonstration, feedback
6	Note-taking symbols and abbreviation systems.		Supplementary handouts		Practice, peer review

7	Memory and recall techniques for interpreters.	Lecture notes	Applied exercise, role-play
8	Midterm Exam		
9	Midterm Exam		
10	Sight translation I – translating written texts orally.	Sample texts	Simulation, discussion
11	Sight translation II – field-specific documents and reports.	Articles / speeches	Practice, feedback
12	Consecutive interpreting principles and listening drills.	Nolan (2005), Ch. 4	Listening + note-taking exercises
13	Consecutive interpreting practice I – economics and diplomacy.	Audio materials	Workshop and reflection
14	Consecutive interpreting practice II – health and technology.	Prepared recordings	Practice and peer feedback
15	Interpreter's ethics and professional conduct in different settings.	Pöchhacker (2004), Ch. 6	Role-play, discussion, self-assessment
16	Review and mock interpreting sessions.	Revision materials	Performance analysis
17	Final Exam		
18	Final Exam		

Course Resources

Textbook:

- Nolan, J. (2005). *Interpretation: Techniques and Exercises*. Multilingual Matters.
- Pöchhacker, F. (2004). *Introducing Interpreting Studies*. Routledge.

Recommended References:

- AICC bulletins, newspaper articles, academic papers, conference recordings.
- Instructor-prepared terminology lists and audio materials.

Course Assessment and Evaluation

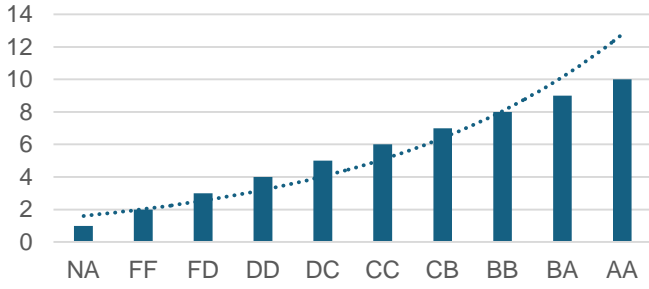
Activities	Number	Percentile	Notes
Midterm Exam	1	20%	Short consecutive interpreting performance with note-taking assessment
In-class Tasks	2	30%	Weekly interpreting tasks and terminology work
Final	1	50%	Comprehensive consecutive interpreting performance

ECTS Table

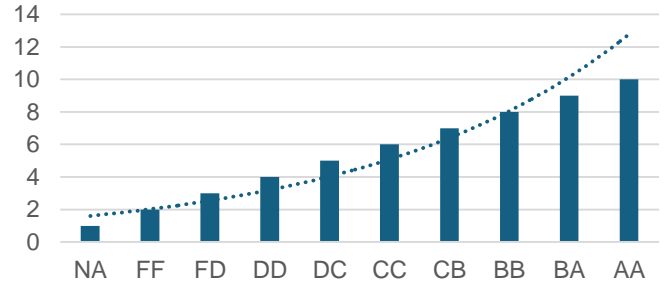
Content	Number	Hours	Total
Course Duration	14	3	42
Out-of-Class Study	14	3	42
In-class Tasks	2	35	70
Midterm Exam (Midterm Exam Duration + Midterm Exam Preparation)	1	30	30
Final Exam (Final Exam Duration + Final Exam Preparation)	1	45	45
Total:			229
Total / 30:			229/30=7,63
ECTS Credit:			8

Past Term Achievements

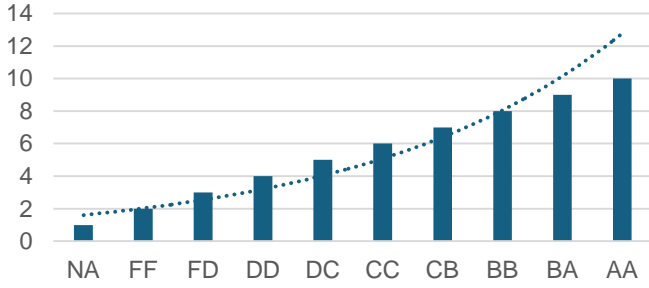
2024-2025 Fall Semester
Course Code and Name



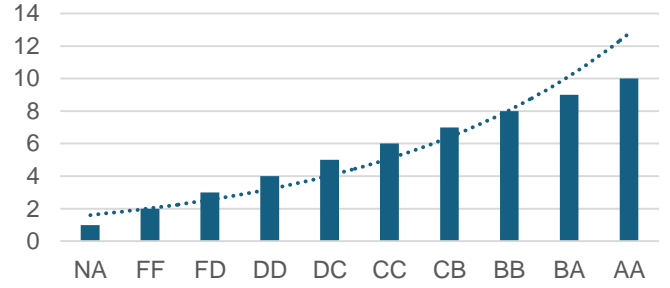
2024-2025 Spring Semester
Course Code and Name



2025-2026 Fall Semester
Course Code and Name



2025-2026 Spring Semester
Course Code and Name



Assessment Rubric for In-Class Tasks (30%) — Total = 100 Points

Criterion	Descriptor	Excellent (90–100)	Good (80–89)	Satisfactory (70–79)	Needs Improvement (<70)	Weight	Points
1. Accuracy & Comprehension	Ability to convey the full meaning, tone, and nuances of the source message without omissions or distortions.	Faithfully conveys meaning, tone, and nuance with precision and naturalness; no omissions or distortions.	Conveys overall meaning accurately with only minor omissions or word choice issues.	Partial meaning transfer; several omissions or simplifications; message mostly understandable.	Major meaning loss; inaccurate or incomplete rendering; tone and intent distorted.	25%	25
2. Delivery & Fluency	Oral performance quality, pace, confidence, and voice control during interpreting.	Highly fluent, natural, confident; excellent pacing and intonation; smooth reformulation.	Generally fluent; few pauses or hesitations; pacing and voice mostly appropriate.	Noticeable pauses or uneven pacing; delivery occasionally unclear or hesitant.	Frequent breaks, hesitations, or monotone delivery; lack of control affects comprehension.	25%	25
3. Note-Taking & Memory Management	Use of effective note-taking symbols and short-term memory strategies for accurate recall.	Notes concise, systematic, and efficient; supports complete and accurate recall.	Mostly clear notes with few missing cues; minor inconsistencies in organisation.	Disorganised or incomplete notes; limited recall; heavy reliance on prompts.	Notes largely ineffective or missing; fails to reconstruct message accurately.	20%	20
4. Terminology & Language Use	Accuracy and appropriateness of vocabulary, field-specific terminology, and grammatical control.	Terminology precise and context-appropriate; advanced lexical range; error-free grammar.	Terminology mostly correct; minor lexical or grammatical slips.	Occasional misuse of terminology or collocations; noticeable grammar issues.	Frequent lexical errors; incorrect terminology; weak grammar control impedes comprehension.	15%	15
5. Professional Attitude & Reflection	Preparation, engagement, teamwork, and ethical conduct during in-class interpreting sessions.	Fully prepared and punctual; demonstrates professional ethics, active collaboration, and insightful self-reflection.	Generally prepared; cooperative and open to feedback; professional conduct maintained.	Preparation or participation inconsistent; limited self-reflection or teamwork.	Unprepared or disengaged; minimal participation; unprofessional or inattentive behaviour.	15%	15
TOTAL						100%	100