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|  **ÇAĞ UNIVERSITY** ***HIGHER VOCATIONAL SCHOL******APPLIED ENGLISH AND TRANSLATION PROGRAMME*** |
| **Code** | **Course Title** | **Credit** | **ECTS** |
| **AET-219** | Official and Commercial Texts Translation | (3-0)3 | **6** |
| **Prerequisities** | **None** |
| **Language of Instruction** | Turkish& English | **Mode of Delivery**  | Face-to-face |
|  | **Compulsory / 2nd Year / Fall Semester** |
| **Lecturer** | **Name&Title** | **Lecture Hours** | **Office Hours** | **Contact** |
| **Course Coordinator** | Lec. Fulden Ataözü | Monday13.50-16.10 | Tuesday:13.00 | **fuldenataozu@cag.edu.tr** |
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| **Course Objective** | The aim of this course is to provide students with the knowledge and skills they need while translating official texts that may be encountered in the business world. Students examine and compare the norms operating both in English and Turkish in the context of the business world. For this purpose, they work on the translation of official and commercial texts such as formal letters, documents, education documents, birth certificate, residence certificate, passport, visa documents, diploma, temporary graduation certificate, military document, marriage certificate, driver's license, official and commercial contract samples, cooperation contract, commercial product conformity certificate, business letters, international trade documents, legal articles. |
| **Learning Outcomes of the Course** |  | Students who successfully complete the course; | **Relationship** |
| **Prog. Outputs** | **Net Effect** |
| 1 |  analyze official and commercial texts in detail in terms of linguistics and discourse and can use the terminology used in these texts in the field. | **1,2,3,4** | **4,4,5,5** |
| 2 | accurately convey different types of official and commercial documents into the target language | **1,2,3,4** | **4,4,5,5** |
| 3 | handle many business correspondence | **2,3,4,5** | **5,5,5,5** |
| 4 | grasp the formats for creating official documents | **1,2,4** | **4,4,5** |
| **Course Description:** Within the scope of the course, the translation of official and commercial texts will be studied. Students are expected to learn the norms of formal sentence patterns and structures. Formal letters, correspondence between companies, books written on the stock market and the world of finance, customs documents, commercial agreements signed between companies, advertising texts will be examined during the course. Since these documents have to be prepared and expressed according to certain rules, studies are also carried out on how to write official documents and how to translate them into the target language. |
| **Course Contents :( Weekly Lecture Plan** |
| **Week** | **Topics** |  | **Teaching Methods** |
| **1** | Introduction to official and commercial textsLinguistic features and the discourse analysis of the official texts |  | Lecture, Practice |
| **2** | Formal language patterns and sentence structures |  | Lecture, Practice |
| **3** | Sentence structures and terminology studyTranslation of formal sentence structures |  | Lecture, Practice |
| **4** | Translation of various education-related documents, recommendation letters and formulating a CV |  | Lecture, Practice |
| **5** | Translating contracts, Petition writing and terminology used in commerce |  | Lecture, Practice |
| **6** | Translation of birth certificates (identity card, residence, birth certificates, etc.) |  | Lecture, Practice |
| **7** | Translation of official terminology and formal sentence patterns |  | Lecture, Practice |
| **8** | Delivery and payment terms International trade documents and translations |  | Lecture, Practice |
| **9** | Analysis of the European Union Certificate of Conformity |  | Lecture, Practice |
| **10** | Documents related to important institutions and organizations |  | Lecture, Practice |
| **11** | Abbreviations of international terms, international correspondence |  | Lecture, Practice |
| **12** | Translation of commercial texts and terminology |  | Lecture, Practice |
| **13** | Student presentations & Portfolio |  | Discussion,Practice |
| **14** | Student presentations & Terminology glossary |  | Discussion, Practice |
| **Resources** |
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| **Course Material** | **Compiled Lecture notes** **Official and Commercial Texts**  |
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|  **ASSESSMENT METHODS** |
| **Activities** |  | **Effect** |  |
| **Midterm** |  | **25%** |  |
| **Performance (Research Homework)** |  | **25%** |  |
| ***Final Exam*** |  | **50%** |  |
|  |  | **50%** |  |
| ***Effect of The Final Exam*** |  | **50%** |  |
| **ECTS TABLE** |
| **Content** | **Number** | **Hours** | **Total** |
| **Hours in Classroom** | **20** | **3** | **60** |
| **Hours out Classroom** | **20** | **3** | **60** |
| **Homework** | **10** | **2** | **20** |
| **Midterm** | **1** | **10** | **10** |
| **Research** | **1** | **10** | **10** |
| **Final Exam** | **1** | **20** | **20** |
| **Total****Total 180/ 30****ECTS Credit** | **=180/30=6** |
| **6** |
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| **RECENT PERFORMANCE** |
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