

SYLLABUS
Vocational School
Applied English Translation Programme

Course Code	Course Title		Credits	ECTS Value
AET-224	Official and Commercial Text Translation		(1-2-3)3	8
Prerequisite Courses:	None			
Course Language:	Turkish & English	Course Delivery Mode:	Face to face	
Course Type and Level:	Compulsory / 2nd Year / Spring Semester			
Instructor's Title, Name, and Surname		Course Hours	Office Hours	Contact
Lect. Merve Tohma		3	12:45–13:15	mervetohma@cag.edu.tr
Course Coordinator:				
Course Objectives :This course aims to equip students with the knowledge and skills required to translate texts encountered in the business and institutional domains from English into Turkish and from Turkish into English. Students examine and compare the operative norms in English and Turkish within business contexts. To this end, they work on the translation of official and commercial documents such as civil registry documents, educational certificates, birth certificates, residence certificates, passports, visa documents, diplomas, temporary graduation certificates, military documents, marriage certificates, driver’s licenses, samples of official and commercial contracts, cooperation agreements, product conformity certificates, business letters, tender notices/proposals, international trade documents, and statutory provisions.				
Course Learning Outcomes	Upon successful completion of this course, the student will be able to;		Relations	
			Program Outcomes	Net Contribution
	1	Identifies official and commercial text types, structural sections, and key terminology. (Remember–Understand)	1, 2, 3	5, 4, 4
	2	Explains genre norms and institutional style rules; applies formatting requirements. (Understand–Apply)	1, 4, 5	4, 5, 4
	3	Ensures terminology matching and consistency in legislation, contracts, and commercial documents. (Apply)	2, 5, 6	4, 4, 5
	4	Analyses the legal–commercial intent in the source text and detects risk-bearing expressions. (Analyze)	2, 4, 7	5, 4, 4
	5	Evaluates translations for accuracy, consistency, register/style, and functionality. (Evaluate)	4, 8, 9	5, 4, 4
	6	Justifies translation decisions with respect to confidentiality, ethics, and compliance. (Evaluate)	4, 10, 11	4, 5, 4
	7	Produces purpose-oriented, functional translation solutions for diverse stakeholders (client/supplier/public body). (Create)	5, 8, 12	4, 5, 5
Course Content:	Characteristics of official and commercial text types; correspondence and document formats; terminology management and termbase building; sections of legislation and contracts; documents for request–offer–order–delivery–payment processes; corporate reports and policies; confidentiality and personal data; translation in the context of stamp, seal, apostille, and notarization; quality assurance (QA), revision–editing, client instructions and style guides.			
Course Schedule (Weekly Plan)				
Week	Topic	Preparation		Teaching Methods and

			Techniques
1	Course introduction; types: official correspondence, contracts, commercial documents	Review EN/TR samples of official and commercial texts; note genre and purpose.	Lecture, Q&A, Genre Matching (Remember–Understand)
2	Genre norms and document sections (heading, salutation, signature, annexes)	Study sample templates for opening–closing; compare signature/annex patterns.	Sample Analysis, Boardwork, Peer Discussion (Understand)
3	Terminology management: term extraction, termbase, QA notation	Extract terms from short texts; research equivalents.	Term Extraction Workshop, Pair Work, QA Notation (Apply)
4	Format transfer: layout, tables/numbering, bulleting	Reformat numbering/table in a sample; apply style guide.	Formatting Workshop, Template Application, Rubric (Apply)
5	Intro to contracts: parties, definitions, scope	Mark parties and definitions in a sample contract.	Case Study, Clause Mapping, Decision Tree (Analyze)
6	Contract clauses: obligations, liability, force majeure	Classify obligation/permission/warning patterns.	Role-play (client–vendor), Risk Analysis, Peer Feedback (Analyze–Evaluate)
7	Legislative texts: law, regulation, communiqué; citation and formulaic expressions	Short reading on official citation patterns and article structure.	Text Unpacking, Citation Pattern Matching, Critical Debate (Analyze)
8	Midterm Exam		
9	Midterm Exam		
10	Delivery & payment terms; tender document translation	Obtain a tender sample; mark delivery/payment clauses.	Correspondence Simulation, Tone/Register Adaptation (Apply–Analyze)
11	EU Declaration of Conformity; international trade documents	Review a DoC sample; check mandatory elements.	Checklist Application, Editing Clinic (Evaluate)
12	Documents of key institutions and organizations	Collect samples; distinguish purpose and scope sections.	Document Review, Scenario Discussion, Rapid Feedback (Understand–Analyze)
13	International abbreviations; international correspondence	Prepare a list of abbreviations; find uses in samples.	International Correspondence Workshop, Peer Assessment, Revision (Apply–Evaluate)
14	Banking-related documents	Collect bank slip/statement samples; verify required fields.	Checklist Application, Editing Clinic (Evaluate)
15	Economy-related documents	Compile concept list from economy texts; map TR–EN equivalents.	Data-led Terminology Work, Mini Presentation, Decision Tree (Analyze–Create)
16	Legal documents in trade; terminology consolidation	Prepare term–risk list; flag binding expressions.	QA Clinic, Revision–Editing, Portfolio Presentation (Evaluate–Create)

17	Final Exam		
18	Final Exam		

Course Resources

Textbook:	Official and Commercial Text Translation – Compiled Course Pack (prepared by the instructor)
Recommended References:	• Byrne, J. (2012). Scientific and Technical Translation Explained. Routledge. • Šarčević, S. (1997). New Approach to Legal Translation. Kluwer Law International. • Gouadec, D. (2007). Translation as a Profession. John Benjamins. • Swan, M. (2016). Practical English Usage (4th ed.). Oxford University Press. • Garner, B. A. (2013). Legal Writing in Plain English (2nd ed.). University of Chicago Press. • Bhatia, V. K. (1993). Analysing Genre: Language Use in Professional Settings. Longman. • ISO 17100 & ISO 18587 — Translation Services and Post-Editing of MT Output (summary notes). • EU Interinstitutional Style Guide — institutional writing and formatting rules (summary notes). • Corporate style guides and correspondence templates (to be provided in class). • Selected legislation and contract samples (to be provided by the instructor).

Course Assessment and Evaluation

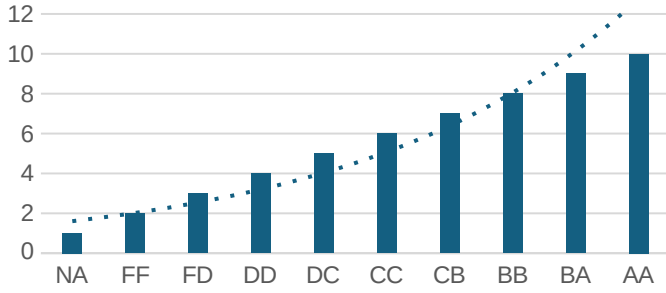
Activities	Number	Percentile	Notes
Midterm Exam	1	40%	
Project	1	60%	
Assignment	1	40%	

ECTS Table

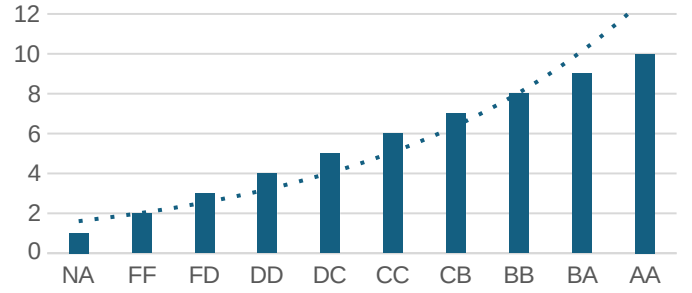
Content	Number	Hours	Total
Course Duration	20	3	60
Out-of-Class Study	20	3	60
Assignment	30	2	60
Presentation	1	10	10
Project	3	10	30
Midterm Exam (Midterm Exam Duration + Midterm Exam Preparation)	1	20	20
Total:			240
Total / 30:			240/30
ECTS Credit:			8

Past Term Achievements

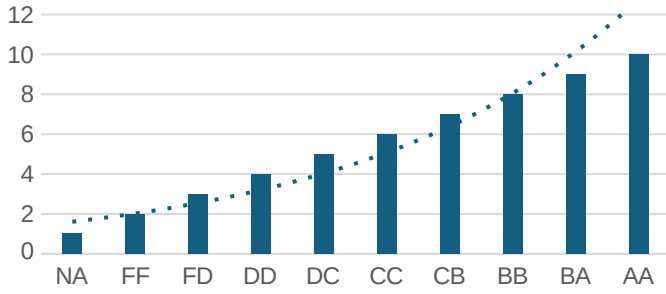
2024-2025 Fall Semester
Course Code and Name



2024-2025 Spring Semester
Course Code and Name



2025-2026 Fall Semester
Course Code and Name



2025-2026 Spring Semester
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