



# TRAN881

## Communication Skills for Translators and Interpreters

S2 Day 2015

*Dept of Linguistics*

### Contents

---

<u>General Information</u>	2
<u>Learning Outcomes</u>	2
<u>Assessment Tasks</u>	3
<u>Delivery and Resources</u>	5
<u>Policies and Procedures</u>	5
<u>Graduate Capabilities</u>	7

---

#### **Disclaimer**

Macquarie University has taken all reasonable measures to ensure the information in this publication is accurate and up-to-date. However, the information may change or become out-dated as a result of change in University policies, procedures or rules. The University reserves the right to make changes to any information in this publication without notice. Users of this publication are advised to check the website version of this publication [or the relevant faculty or department] before acting on any information in this publication.

## General Information

Unit convenor and teaching staff

Adrian Buzo

[adrian.buzo@mq.edu.au](mailto:adrian.buzo@mq.edu.au)

Margaret Wood

[margaret.wood@mq.edu.au](mailto:margaret.wood@mq.edu.au)

Credit points

4

Prerequisites

Admission to MTransInter or PGDipTransInter or MTransInterMAppLing or MTransInterMIntRel or MIntRel or MTransInterStudies or MTransInterMAppLingTESOL or MAdvTransInterStud and GradDipTransInter

Corequisites

Co-badged status

Unit description

This unit will focus on working with students to equip them with the necessary spoken and written language skills in English and/or their LOTE (dependent on assessed need) to function as professional translators and interpreters. Students will be given the opportunity to develop their expertise in various genres and text types encountered in the translation and interpreting profession, and will be assessed on the grammar, vocabulary, clarity of expression, register, pragmatics, coherence, and fluency of their language usage; and will also be equipped with the tools for self and peer assessment of language skills.

## Important Academic Dates

Information about important academic dates including deadlines for withdrawing from units are available at <https://www.mq.edu.au/study/calendar-of-dates>

## Learning Outcomes

On successful completion of this unit, you will be able to:

- should be able to devise and undertake a sustainable strategy for vocabulary acquisition appropriate for a professional translator\interpreter
- should be able to grasp the importance of the role of extensive reading in this process
- should be able to use a style manual productively
- should be able to grasp the importance of systemic functional grammar (SFG) in the field

of T and I

should have fundamentally grasped the requirements for fluent writing and speaking in an appropriate register before a target audience, with particular reference to the role of genre

will have undertaken remedial grammar work across a broad range of topics including articles, prepositions, punctuation, sentence structure, verb tenses, aspects and moods should have a fuller grasp of the factors and skills involved in effective interpreting, and be able to speak with greater confidence within a wide range of contexts.

## Assessment Tasks

Name	Weighting	Due
<a href="#"><u>Short essay</u></a>	10%	End of Week 3
<a href="#"><u>Learning journal</u></a>	15%	Weeks 1 to 7
<a href="#"><u>Interview task</u></a>	30%	Week 12
<a href="#"><u>Learning journal</u></a>	15%	Weeks 8 to 12
<a href="#"><u>Exam</u></a>	30%	Week 13

### Short essay

Due: **End of Week 3**

Weighting: **10%**

Basic skills identification

On successful completion you will be able to:

- should be able to devise and undertake a sustainable strategy for vocabulary acquisition appropriate for a professional translator\interpreter
- should be able to grasp the importance of the role of extensive reading in this process
- should be able to use a style manual productively
- should have fundamentally grasped the requirements for fluent writing and speaking in an appropriate register before a target audience, with particular reference to the role of genre

### Learning journal

Due: **Weeks 1 to 7**

Weighting: **15%**

## Workbook and learning journal

On successful completion you will be able to:

- should be able to devise and undertake a sustainable strategy for vocabulary acquisition appropriate for a professional translator\interpreter
- should be able to grasp the importance of the role of extensive reading in this process
- should be able to grasp the importance of systemic functional grammar (SFG) in the field of T and I
- should have fundamentally grasped the requirements for fluent writing and speaking in an appropriate register before a target audience, with particular reference to the role of genre
- will have undertaken remedial grammar work across a broad range of topics including articles, prepositions, punctuation, sentence structure, verb tenses, aspects and moods
- should have a fuller grasp of the factors and skills involved in effective interpreting, and be able to speak with greater confidence within a wide range of contexts.

## Interview task

Due: **Week 12**

Weighting: **30%**

Speaking and listening interview task

On successful completion you will be able to:

- should be able to devise and undertake a sustainable strategy for vocabulary acquisition appropriate for a professional translator\interpreter
- should have a fuller grasp of the factors and skills involved in effective interpreting, and be able to speak with greater confidence within a wide range of contexts.

## Learning journal

Due: **Weeks 8 to 12**

Weighting: **15%**

Workbook and learning journal

On successful completion you will be able to:

- should be able to devise and undertake a sustainable strategy for vocabulary acquisition appropriate for a professional translator\interpreter
- should be able to grasp the importance of the role of extensive reading in this process
- should be able to grasp the importance of systemic functional grammar (SFG) in the field

of T and I

- should have fundamentally grasped the requirements for fluent writing and speaking in an appropriate register before a target audience, with particular reference to the role of genre
- will have undertaken remedial grammar work across a broad range of topics including articles, prepositions, punctuation, sentence structure, verb tenses, aspects and moods
- should have a fuller grasp of the factors and skills involved in effective interpreting, and be able to speak with greater confidence within a wide range of contexts.

## Exam

Due: **Week 13**

Weighting: **30%**

Final exam

On successful completion you will be able to:

- should be able to grasp the importance of systemic functional grammar (SFG) in the field of T and I
- should have fundamentally grasped the requirements for fluent writing and speaking in an appropriate register before a target audience, with particular reference to the role of genre

## Delivery and Resources

### Prescribed text

*Style Manual: For Authors, Editors and Printers, 6th Edition*, John Wiley & Sons Australia.

### Recommended reading

Baker, Mona, 1992. *In other words: A coursebook on translation*. Routledge, Oxford.

Murphy, Raymond. *English grammar in use*, Cambridge University Press, Cambridge UK

## Policies and Procedures

Macquarie University policies and procedures are accessible from [Policy Central](#). Students should be aware of the following policies in particular with regard to Learning and Teaching:

Academic Honesty Policy [http://mq.edu.au/policy/docs/academic\\_honesty/policy.html](http://mq.edu.au/policy/docs/academic_honesty/policy.html)

Assessment Policy <http://mq.edu.au/policy/docs/assessment/policy.html>

Grading Policy <http://mq.edu.au/policy/docs/grading/policy.html>

Grade Appeal Policy <http://mq.edu.au/policy/docs/gradeappeal/policy.html>

Grievance Management Policy [http://mq.edu.au/policy/docs/grievance\\_management/policy.html](http://mq.edu.au/policy/docs/grievance_management/policy.html)

Disruption to Studies Policy [http://www.mq.edu.au/policy/docs/disruption\\_studies/policy.html](http://www.mq.edu.au/policy/docs/disruption_studies/policy.html) *The Disruption to Studies Policy is effective from March 3 2014 and replaces the Special Consideration Policy.*

In addition, a number of other policies can be found in the [Learning and Teaching Category](#) of Policy Central.

## Student Code of Conduct

Macquarie University students have a responsibility to be familiar with the Student Code of Conduct: [https://students.mq.edu.au/support/student\\_conduct/](https://students.mq.edu.au/support/student_conduct/)

## Results

Results shown in *iLearn*, or released directly by your Unit Convenor, are not confirmed as they are subject to final approval by the University. Once approved, final results will be sent to your student email address and will be made available in [eStudent](#). For more information visit [ask.mq.edu.au](http://ask.mq.edu.au).

## Student Support

Macquarie University provides a range of support services for students. For details, visit <http://students.mq.edu.au/support/>

## Learning Skills

Learning Skills ([mq.edu.au/learningskills](http://mq.edu.au/learningskills)) provides academic writing resources and study strategies to improve your marks and take control of your study.

- [Workshops](#)
- [StudyWise](#)
- [Academic Integrity Module for Students](#)
- [Ask a Learning Adviser](#)

## Student Services and Support

Students with a disability are encouraged to contact the [Disability Service](#) who can provide appropriate help with any issues that arise during their studies.

## Student Enquiries

For all student enquiries, visit Student Connect at [ask.mq.edu.au](http://ask.mq.edu.au)

## IT Help

For help with University computer systems and technology, visit <http://informatics.mq.edu.au/help/>.

When using the University's IT, you must adhere to the [Acceptable Use Policy](#). The policy applies to all who connect to the MQ network including students.

## Graduate Capabilities

### PG - Capable of Professional and Personal Judgment and Initiative

Our postgraduates will demonstrate a high standard of discernment and common sense in their professional and personal judgment. They will have the ability to make informed choices and decisions that reflect both the nature of their professional work and their personal perspectives.

This graduate capability is supported by:

#### Learning outcome

- should have fundamentally grasped the requirements for fluent writing and speaking in an appropriate register before a target audience, with particular reference to the role of genre

#### Assessment task

- Exam

### PG - Discipline Knowledge and Skills

Our postgraduates will be able to demonstrate a significantly enhanced depth and breadth of knowledge, scholarly understanding, and specific subject content knowledge in their chosen fields.

This graduate capability is supported by:

#### Learning outcomes

- should be able to devise and undertake a sustainable strategy for vocabulary acquisition appropriate for a professional translator\interpreter
- should be able to use a style manual productively
- should be able to grasp the importance of systemic functional grammar (SFG) in the field of T and I
- should have fundamentally grasped the requirements for fluent writing and speaking in an appropriate register before a target audience, with particular reference to the role of genre
- will have undertaken remedial grammar work across a broad range of topics including

articles, prepositions, punctuation, sentence structure, verb tenses, aspects and moods

- should have a fuller grasp of the factors and skills involved in effective interpreting, and be able to speak with greater confidence within a wide range of contexts.

## **Assessment tasks**

- Short essay
- Learning journal
- Interview task
- Learning journal
- Exam

## **PG - Critical, Analytical and Integrative Thinking**

Our postgraduates will be capable of utilising and reflecting on prior knowledge and experience, of applying higher level critical thinking skills, and of integrating and synthesising learning and knowledge from a range of sources and environments. A characteristic of this form of thinking is the generation of new, professionally oriented knowledge through personal or group-based critique of practice and theory.

This graduate capability is supported by:

## **Learning outcomes**

- should be able to devise and undertake a sustainable strategy for vocabulary acquisition appropriate for a professional translator\interpreter
- should be able to grasp the importance of the role of extensive reading in this process
- will have undertaken remedial grammar work across a broad range of topics including articles, prepositions, punctuation, sentence structure, verb tenses, aspects and moods
- should have a fuller grasp of the factors and skills involved in effective interpreting, and be able to speak with greater confidence within a wide range of contexts.

## **Assessment tasks**

- Short essay
- Learning journal
- Interview task
- Learning journal

## **PG - Research and Problem Solving Capability**

Our postgraduates will be capable of systematic enquiry; able to use research skills to create new knowledge that can be applied to real world issues, or contribute to a field of study or practice to enhance society. They will be capable of creative questioning, problem finding and problem solving.



This graduate capability is supported by:

## **Learning outcomes**

- should be able to devise and undertake a sustainable strategy for vocabulary acquisition appropriate for a professional translator\interpreter
- should be able to use a style manual productively

## **Assessment tasks**

- Short essay
- Learning journal
- Interview task
- Learning journal

## **PG - Effective Communication**

Our postgraduates will be able to communicate effectively and convey their views to different social, cultural, and professional audiences. They will be able to use a variety of technologically supported media to communicate with empathy using a range of written, spoken or visual formats.

This graduate capability is supported by:

## **Learning outcomes**

- should be able to devise and undertake a sustainable strategy for vocabulary acquisition appropriate for a professional translator\interpreter
- should be able to grasp the importance of the role of extensive reading in this process
- should be able to use a style manual productively
- should be able to grasp the importance of systemic functional grammar (SFG) in the field of T and I
- should have fundamentally grasped the requirements for fluent writing and speaking in an appropriate register before a target audience, with particular reference to the role of genre
- will have undertaken remedial grammar work across a broad range of topics including articles, prepositions, punctuation, sentence structure, verb tenses, aspects and moods
- should have a fuller grasp of the factors and skills involved in effective interpreting, and be able to speak with greater confidence within a wide range of contexts.

## **Assessment tasks**

- Short essay
- Learning journal
- Interview task

- Learning journal
- Exam