



# TRAN881

## Communication Skills for Translators and Interpreters

S2 Day 2017

*Dept of Linguistics*

### Contents

<u>General Information</u>	2
<u>Learning Outcomes</u>	2
<u>Assessment Tasks</u>	3
<u>Delivery and Resources</u>	4
<u>Unit Schedule</u>	5
<u>Policies and Procedures</u>	7
<u>Graduate Capabilities</u>	8

#### 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)

Deborah Miyashita

[deborah.miyashita@mq.edu.au](mailto:deborah.miyashita@mq.edu.au)

Credit points

4

Prerequisites

Admission to GradDipTransInter or MAdvTransInterStud or MTransInter or MTransInterMAppLingTESOL or MTransInterMIntRel

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 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.
- 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

- 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	Hurdle	Due
<u>LEARNING JOURNAL</u>	30%	No	WEEK 8
<u>Class Participation</u>	20%	No	Week 8
<u>Speaking and Listening Skills</u>	25%	No	Week 13
<u>Oral presentation</u>	25%	No	Week 13

### LEARNING JOURNAL

Due: **WEEK 8**

Weighting: **30%**

Students are required to submit a series of learning journal entries in a variety of modes (e.g. blog, reflective practice, error analysis).

On successful completion you will be able to:

- • 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.
- • 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

### Class Participation

Due: **Week 8**

Weighting: **20%**

Students will be assessed on their contribution to tutorial discussions.

On successful completion you will be able to:

- • 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.
- • 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

## Speaking and Listening Skills

Due: **Week 13**

Weighting: **25%**

Students will be assessed on their ability to respond to a series classroom activities aimed at improving basic interpreting skills.

On successful completion you will be able to:

- • 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.
- • 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
- • 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.

## Oral presentation

Due: **Week 13**

Weighting: **25%**

Students will be assessed on the delivery of a short oral presentation.

On successful completion you will be able to:

- • 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.
- • 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
- • 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.

## Delivery and Resources

The learning and teaching strategies used in this Unit are thirteen lectures/workshops, individual readings by students and a number of class assignments. Students in this unit are expected to participate in all thirteen lectures, read all texts marked as obligatory, and engage in additional readings and research of topics of special interest. Students will conduct independent research on selected topics and describe the results in assignments for assessment.

## Unit Schedule

	LECTURE TOPICS	
Lecture 1	<b>Orientation (AB)</b> <ul style="list-style-type: none"> <li>- the Subject Outline</li> <li>- study methods</li> <li>- assessment</li> <li>- workbook</li> </ul>	
Lecture 2	<b>Interpreting Skills (DM)</b> <p>Introduction</p> <p>Self Study Activities for Interpreters</p> <p>Listening skills</p>	
Lecture 3	<b>Vocabulary issues, extensive reading (AB)</b>	
Lecture 4	<b>Punctuation</b> <p>Using a Style Manual</p> <p>Case study: numbers and statistics (AB)</p>	
Lecture 5	<b>Articles and discourse (AB)</b>	

Lecture 6	<b>Prepositions (AB)</b>  <b>Verb + preposition combinations</b>  <b>Phrasal verbs</b>	
Lecture 7	<b>Verb issues</b>	
	<b>MID-SEMESTER</b>	
Lecture 8	<b>Coherency &amp; cohesion (AB)</b>  <b>English clause &amp; sentence structure</b>  <b>Complex sentences &amp; relative clauses</b>	
Lecture 9	<b>Interpreting Skills 2 (DM)</b>  Memory Extension  Retelling information	
Lecture 10	<b>Interpreting Skills 3 (DM)</b>  Summarization Transition markers	
Lecture 11	<b>Interpreting Skills 4 (DM)</b>  Voice Production  Presentation Skills	

Lecture 12	<p>Interpreting Skills 5 (DM)</p> <p>Paraphrasing and Speed copying</p> <p>Intepreting into your B Language</p>	
Lecture 13	<p>Interpreting Skills 6 (DM)</p> <p>Presentations</p>	

## 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\\_2016.html](http://mq.edu.au/policy/docs/assessment/policy_2016.html)

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

Complaint Management Procedure for Students and Members of the Public [http://www.mq.edu.au/policy/docs/complaint\\_management/procedure.html](http://www.mq.edu.au/policy/docs/complaint_management/procedure.html)

Disruption to Studies Policy (in effect until Dec 4th, 2017): [http://www.mq.edu.au/policy/docs/disruption\\_studies/policy.html](http://www.mq.edu.au/policy/docs/disruption_studies/policy.html)

Special Consideration Policy (in effect from Dec 4th, 2017): <https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policies/special-consideration>

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://www.mq.edu.au/about\\_us/offices\\_and\\_units/information\\_technology/help/](http://www.mq.edu.au/about_us/offices_and_units/information_technology/help/).

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

## Graduate Capabilities

### 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 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.
- 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



- • 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**

- LEARNING JOURNAL
- Class Participation
- Speaking and Listening Skills
- Oral presentation

## **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 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.
- • 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 tasks**

- LEARNING JOURNAL
- Class Participation
- Speaking and Listening Skills
- Oral presentation

## **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 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.

- • 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

## 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 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.
- • 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
- • 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

- LEARNING JOURNAL
- Class Participation
- Speaking and Listening Skills
- Oral presentation