



TRAN881

Communication Skills for Translators and Interpreters

S1 Day 2018

Dept of Linguistics

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General Information

Unit convenor and teaching staff

Convenor

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By arrangement

Margaret Wood

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Lecturer

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By arrangement

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 fundamentally grasped the requirements for academic assignment writing, and more generally 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.

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General Assessment Information

Assignment submission

Details of the assignments are provided in iLearn. All assignments are to be submitted using the Turnitin tool in iLearn.

How to apply for a late submission of an assignment

All requests for special consideration, including extensions, must be submitted via <https://ask.mq.edu.au/> and provide suitable supporting documentation. Contact your unit convenor first for advice, especially in the case of an emergency or if you are unsure about the extension policy.

Late Assignment Submission

- Late submissions without an extension will receive a penalty of 5% of the total mark available for the assignment per day
- Late submission of an assignment without an extension will not be permitted after marks have been released to the rest of the class.
- Extensions will only be given in special circumstances, and can be requested by completing the Special Consideration request at ask.mq.edu.au and providing the requisite supporting documentation. For more information on Special Consideration, see the university website <https://students.mq.edu.au/study/my-study-program/special-consideration>
- Assignments submitted after the deadline, regardless of the reason, will be marked and returned at a date determined by the unit convenor.
- Extensions cannot continue beyond the start of the following semester except under exceptional circumstances, and students should be aware that long extensions may impact graduation dates.

Assessment Tasks

Name	Weighting	Hurdle	Due
<u>Learning Journal 20%</u>	20%	No	Week 8
<u>Tutorial participation</u>	20%	No	Week 13
<u>Academic Essay</u>	40%	No	Week 13
<u>Speaking and Listening Skills</u>	20%	No	Week 13

Learning Journal 20%

Due: **Week 8**

Weighting: **20%**

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 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.

Tutorial participation

Due: **Week 13**

Weighting: **20%**

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 fundamentally grasped the requirements for academic assignment writing, and more generally 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.
- 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.

Academic Essay

Due: **Week 13**

Weighting: **40%**

Students will be assessed on their ability to follow a structures academic writing skills program and submit a 2,000-word academic essay on a topic in Translation and Interpreting Studies.

On successful completion you will be able to:

- should have fundamentally grasped the requirements for academic assignment writing, and more generally 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: **20%**

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 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.

Policies and Procedures

Macquarie University policies and procedures are accessible from [Policy Central \(https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central\)](https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central). Students should be aware of the following policies in particular with regard to Learning and Teaching:

- [Academic Appeals Policy](#)
- [Academic Integrity Policy](#)
- [Academic Progression Policy](#)

- [Assessment Policy](#)
- [Fitness to Practice Procedure](#)
- [Grade Appeal Policy](#)
- [Complaint Management Procedure for Students and Members of the Public](#)
- [Special Consideration Policy](#) (**Note:** *The Special Consideration Policy is effective from 4 December 2017 and replaces the Disruption to Studies Policy.*)

Undergraduate students seeking more policy resources can visit the [Student Policy Gateway](https://students.mq.edu.au/support/study/student-policy-gateway) (<https://students.mq.edu.au/support/study/student-policy-gateway>). It is your one-stop-shop for the key policies you need to know about throughout your undergraduate student journey.

If you would like to see all the policies relevant to Learning and Teaching visit [Policy Central](http://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central) (<http://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/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/study/getting-started/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.

How to apply for a late submission of an assignment All requests for special consideration, including extensions, must be submitted via <https://ask.mq.edu.au/> and provide suitable supporting documentation. Contact your unit convenor first for advice, especially in the case of an emergency or if you are unsure about the extension policy.

Late Assignment Submission

- Late submissions without an extension will receive a penalty of 5% of the total mark available for the assignment per day.
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- Assignments submitted after the deadline, regardless of the reason, will be marked and returned at a date determined by the unit convenor.
- Extensions cannot continue beyond the start of the following semester except under exceptional circumstances, and students should be aware that long extensions may impact graduation dates.

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) 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

IT Help

For help with University computer systems and technology, visit 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 - 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 outcomes

- should have fundamentally grasped the requirements for academic assignment writing, and more generally 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 20%
- Academic Essay
- Speaking and Listening Skills

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 fundamentally grasped the requirements for academic assignment writing, and more generally 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.
- 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 20%
- Tutorial participation
- Academic Essay
- Speaking and Listening Skills

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 fundamentally grasped the requirements for academic assignment writing, and more generally 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.
- 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 20%
- Tutorial participation
- Academic Essay
- Speaking and Listening Skills

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 fundamentally grasped the requirements for academic assignment writing, and more generally 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 20%
- Academic Essay

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 fundamentally grasped the requirements for academic assignment writing, and more generally 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.
- 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 20%
- Tutorial participation
- Academic Essay
- Speaking and Listening Skills