## MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE

Lesya Ukrainka Volyn National University Foreign Languages and Translation Department International Relations Faculty

# **SYLLABUS** of a normative academic component

# CONFERENCES AND PUBLIC EVENTS TRANSLATION (ENGLISH)

**Bachelor Training** 

**Specialty** 291 International Relations, Public Communications and

Regional Studies

**Education and professional** 

**programme** International Relations

**Lutsk - 2022** 

The syllabus of the academic component Conferences and Public Events Translation (English), Education Level Bachelor, Field of Knowledge 29 International Relations, Specialty 291 International Relations, Public Communications and Regional Studies, Educational and professional programme International Relations.

**Developers:** PhD in Philology, Associate Professor, Head of the Foreign Languages and Translation Department **Olena Kruhlij** 

## Approved

signature

by the Guarantor of Education and Professional Programme:

associate professor Yevheniia Vozniuk

**The syllabus of the academic component** *First Foreign Language (English)* was approved at the meeting of the Foreign Languages and Translation Department Protocol No. 1 as of September 02, 2022

The Head of the Department:

Olena Kruhlij

# 1. THE DESCRIPTION OF ACADEMIC COMPONENT

Таблиця 1.

Indicator Name	Field of knowledge, educational and professional programme, education level	Characteristics of academic component		
Full-time form of education		Normative		
run-time form of education	207	Year of study 3, 4		
	29 International Relations, Specialty 291 International Relations, Public Communications	Semester 6, 7		
Number of hours / credits		<b>Lectures</b> – 30 hours		
180/6		Practical classes – 98 hours		
130,0		<b>7 semester</b> – 38 hours		
	and Regional Studies,	<b>8 semester</b> – 60 hours		
	International Relations,	<b>Independent work</b> – 40 hours		
Individual Student's Work:	Bachelor	<b>Consultations</b> – 12 hours		
no		Form of control: 6, 7 semester – exam		
Language of study: English				

# II. INFORMATION ABOUT THE INSTRUCTOR

Table 2.

Name	Olena Kruhlij
Scientific Degree	PhD in Philology (Candidate of Sciences)
Academic Title	Associate Professor
Title	Associate Professor, Head of the Foreign Languages and Translation
	Department
Contacts	+380501070157, Kruhlij.Olena@vnu.edu.ua
Days Classes	http://194.44.187.20/cgi-bin/timetable.cgi
	Face-to-face consultations are held on the days of practical classes (by prior agreement). All questions can be sent to the e-mail addresses indicated in the syllabus.

		Table 3.				
A COURSE ABSTRACT		nic component Conferences and Public				
	Events Translation (English) was compiled in accordance with the					
	educational and professional training program for bachelors of specialty					
	291 International relations, public communications and regional studies					
	under the educational and professional program International relations.					
	The subject of the academic dis	cipline is lexical and grammatical aspects				
	of translation, pragmatic and st	ylistic features of conferences and public				
	events translation, oral and written translation of specialized texts from					
		versa in the spheres of diplomacy and				
	business.					
PREREQUISITES	The educational discipline is ba	sed on the knowledge, skills and abilities				
	obtained as a result of learning academic component First Foreign					
	Language (English).	•				
POSTREQUISITES		ities that the student acquires during the				
		Events Translation (English) will become				
	8	translation practice, writing an annotation				
		alification work. It will contribute to free				
		foreign languages at a professional level				
		scussion, preparation of analytical and				
	research documents.	remarked to anomy them the				
GOAL AND TASKS OF	The main goal of the training co	ourse is to master the students' skills and				
THE ACADEMIC		nto account the lexical and grammatical				
COMPONENT		of a foreign text. It enables practical				
		he theory of translation, formation of oral				
		of professional, specialized texts and				
		nglish to Ukrainian and vice versa as well				
		e, linguistic and sociocultural competence.				
		rse involves the following tasks: both oral				
	and written, spontaneous and prepared within the lexical and grammatical					
	material; reading non-adapted and specialized texts with full					
	understanding; oral and written translation, original texts adequate					
	interpretation.	, , , , , , , , , , , , , , , , , , , ,				
LEARNING OUTCOMES		SPECIAL				
LEARNING OUTCOMES (COMPETENCIES)	GENERAL	SPECIAL (PROFESSIONAL)				
LEARNING OUTCOMES (COMPETENCIES)		(PROFESSIONAL)				
	GENERAL COMPETENCIES	(PROFESSIONAL) COMPETENCIES				
	GENERAL	(PROFESSIONAL) COMPETENCIES  SC4. The ability to solve complex				
	GENERAL COMPETENCIES  GC3. Ability to learn and	(PROFESSIONAL) COMPETENCIES				
	GENERAL COMPETENCIES  GC3. Ability to learn and	(PROFESSIONAL) COMPETENCIES  SC4. The ability to solve complex specialized tasks and practical problems				
	GENERAL COMPETENCIES  GC3. Ability to learn and	(PROFESSIONAL) COMPETENCIES  SC4. The ability to solve complex specialized tasks and practical problems in the field of interstate relations, states				
	GENERAL COMPETENCIES  GC3. Ability to learn and	(PROFESSIONAL) COMPETENCIES  SC4. The ability to solve complex specialized tasks and practical problems in the field of interstate relations, states foreign policy, public communications,				
	GENERAL COMPETENCIES  GC3. Ability to learn and master modern knowledge.	(PROFESSIONAL) COMPETENCIES  SC4. The ability to solve complex specialized tasks and practical problems in the field of interstate relations, states foreign policy, public communications, regional studies.				
	GENERAL COMPETENCIES  GC3. Ability to learn and master modern knowledge.  GC4. Knowledge and	(PROFESSIONAL) COMPETENCIES  SC4. The ability to solve complex specialized tasks and practical problems in the field of interstate relations, states foreign policy, public communications, regional studies.  SC6. The ability to apply the principles				
	GENERAL COMPETENCIES  GC3. Ability to learn and master modern knowledge.  GC4. Knowledge and understanding of the subject	(PROFESSIONAL) COMPETENCIES  SC4. The ability to solve complex specialized tasks and practical problems in the field of interstate relations, states foreign policy, public communications, regional studies.  SC6. The ability to apply the principles of diplomatic and consular service,				
	GENERAL COMPETENCIES  GC3. Ability to learn and master modern knowledge.  GC4. Knowledge and understanding of the subject	(PROFESSIONAL) COMPETENCIES  SC4. The ability to solve complex specialized tasks and practical problems in the field of interstate relations, states foreign policy, public communications, regional studies.  SC6. The ability to apply the principles of diplomatic and consular service, diplomatic protocol and etiquette,				
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	GENERAL COMPETENCIES  GC3. Ability to learn and master modern knowledge.  GC4. Knowledge and understanding of the subject area and professional activity.	(PROFESSIONAL) COMPETENCIES  SC4. The ability to solve complex specialized tasks and practical problems in the field of interstate relations, states foreign policy, public communications, regional studies.  SC6. The ability to apply the principles of diplomatic and consular service, diplomatic protocol and etiquette, ability to conduct diplomatic and business correspondence (in Ukrainian				
	GENERAL COMPETENCIES  GC3. Ability to learn and master modern knowledge.  GC4. Knowledge and understanding of the subject	(PROFESSIONAL) COMPETENCIES  SC4. The ability to solve complex specialized tasks and practical problems in the field of interstate relations, states foreign policy, public communications, regional studies.  SC6. The ability to apply the principles of diplomatic and consular service, diplomatic protocol and etiquette, ability to conduct diplomatic and business correspondence (in Ukrainian and foreign languages).				
	GENERAL COMPETENCIES  GC3. Ability to learn and master modern knowledge.  GC4. Knowledge and understanding of the subject area and professional activity.  GC5. Ability to work in an	COMPETENCIES  SC4. The ability to solve complex specialized tasks and practical problems in the field of interstate relations, states foreign policy, public communications, regional studies.  SC6. The ability to apply the principles of diplomatic and consular service, diplomatic protocol and etiquette, ability to conduct diplomatic and business correspondence (in Ukrainian and foreign languages).  SC12. Ability to carry out communication and information-				
	GENERAL COMPETENCIES  GC3. Ability to learn and master modern knowledge.  GC4. Knowledge and understanding of the subject area and professional activity.  GC5. Ability to work in an	COMPETENCIES  SC4. The ability to solve complex specialized tasks and practical problems in the field of interstate relations, states foreign policy, public communications, regional studies.  SC6. The ability to apply the principles of diplomatic and consular service, diplomatic protocol and etiquette, ability to conduct diplomatic and business correspondence (in Ukrainian and foreign languages).  SC12. Ability to carry out communication and information-				
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	GC10. The ability to	
	communicate the national	
	language both orally and in	
	writing form.	
	GC11. The ability to	
	communicate a foreign	
	language.	
	Criterion code	Effects
	LO 05.	To know the nature and mechanisms of
	LO 05.	international communications.
	1.0.07	
	LO 07.	To carry out a description and analysis
		of the international situation, to collect
		from various sources the necessary information about international and
	LO 08.	foreign political events and processes.
	LO 08.	To collect, process and analyze large volumes of information about the state
		of international relations, foreign policy
		of Ukraine and other states, regional
LEARNING OUTCOMES		systems, international communications.  To communicate national and foreign
LEARING OF COMES		languages fluently at a professional
	LO 10.	level necessary for professional
	LO 10.	J 1
		discussion, preparation of analytical and research documents.
	LO 12.	To possess the skills of professional oral
	LO 12.	and written translation from/to foreign
		languages, in particular, from the
		professional subject of international
		cooperation, foreign policy,
		international communications, regional
		studies, bilateral and multilateral
		international projects.
	LO 17.	To have the skills of self-determination
		in educational goals and learning,
		finding educational resources necessary
		for their achievement.
		101 then acmevement.

# 5. STRUCTURE OF THE ACADEMIC COMPONENT

Table 4.

Name of the content Module and topic	Total	Lectures	Practical classes	Independe nt student's work	Consul tations	Form of control / Grades
		6 semeste	r			
Content Module 1. Intercultura	l Communi	cation and	l Translatio	on in the Conte	xt of Globa	lization.
<b>Topic 1.</b> Subject, tasks of the	4	2	2			DC/ PM
linguistic theory of translation.						
Its relationship with other sciences.						
<b>Topic 2.</b> The role and place of	8	4	2	2		DC/ PM
translation in the development of						
human civilization. The history of						
translation studies.						
<b>Topic 3.</b> Outline of the definition:	4	2	2			ДС/ P3 / T/
translation vs. interpretation.						IPC

Leading translators and schools.						
<b>Topic 4</b> . Outline of definitions: natural	7	4	2		1	DS/ PM /
language, artificial language, mixed						T/ ISW
language, translation/target language,						
original/source language.						
<b>Topic 5</b> . The concept of text,	7	2	2	2	1	DS/ PM /
bilingualism and basic knowledge.						ISW
Basic translation difficulties.						
Module Test Paper						MTP 20
Total for Module 1	30	14	10	4	2	
	ntent Mod	lule 2. Tra	inslation Ty	vpes	I	•
<b>Topic 6.</b> Written translation.	8	2	4	2		DS/ PM /
Stylistic norms, usage.						ISW
<b>Topic 7.</b> Consecutive, simultaneous	8	2	4	2		DS/ PM /
interpreting.						ISW
Techniques of Consecutive						
Interpreting.						
<b>Topic 8.</b> Oral translation of written	9	2	4	2	1	DS/ PM /
text. Typology, ways of translation.		_	•	_	_	ISW
2 Jp 000 gj, majs oj mansianon.						20,,,
<b>Topic 9.</b> Written translation of an	9	2	4	2	1	DS/ PM /
oral text. Typology, ways of				_	•	ISW
translation.						15 11
Module Test Paper						MTP 20
Total for Module 2	34	8	16	8	2	1111 20
		_	islation Act	-	_	
<b>Topic 10.</b> Translator ethics.	8	2	4	2		DS/ PM /
Psycholinguistic personality traits of	O		7			ISW
the translator.						15 **
<b>Topic 11.</b> The role of dictionaries in	9	2	4	2	1	DS/ PM /
translation activities. Translation	,		7	2	1	T/ ISW
quality assessment criteria and						17 15 **
methods.						
<b>Topic 12.</b> Relativity as translation	11	4	4	2	1	DS/ PM /
tool and the translator's professional	11	_	7	2	1	T/ ISW
competence.						17 15 **
Module Test Paper						MTP 20
Total for Module 3	28	8	12	6	2	W111 20
	94	30	38	20	6	100
Total hours / grades Semester 6	94	30	30	20	O	100
Semester o						
		7				
Content Module 4. Use of Contempo		7 semeste		unal ati an Iaan a	al. Changa	of Forms ation
					s): Stages o	g Formanion,
		Developn	nent Prospe	ects.		DC/ DN# /
<b>Topic 1.</b> Features of the official	4		4			DS/PM/
style, its background and genres.						T/ ISW
Basic concepts of language culture.			4	1		DO/DEE!
<b>Topic 2.</b> Language norm in modern	6		4	2		DS/PM/
language. Communication situation.						T/ ISW
Social roles. Public speeches.						<b>D</b> 2/ <b>D</b> 2
<b>Topic 3.</b> Oral business speech.	9		6	2	1	DS/PM/
Tone/pitch. Voice (volume, range,						T/ ISW
timbre, purity). Articulation. The						
concept of phonostylistics.					1	
<b>Topic 4.</b> Vocabulary resources in	9		6	2	1	DS/PM/
the Diplomacy, International	i l			Î.	1	TO L TOTAL
						T/ ISW
Relations and Public Calendar.						1/18W

Module Test Paper						MTP 20
Total for Module 4	28		20	6	2	
Content Module 5. Forms	of Diplon	natic Com	nunication.	Diplomatic T	exts Typolog	y.
Topic 5. Classification of contemporary diplomatic texts, documents and their characteristics. The document as the basis of a business statement. Document props. General requirements for document creation and record keeping.	4		4			DS/ PM / T/ ISW
Topic 6. Techniques and methods of diplomatic texts translating and preparing documents related to diplomacy.	4		2	2		DS/ PM / T/ ISW
<b>Topic 7.</b> Documentation related to public events.	6		4	2		DS/ PM / T/ ISW
<b>Topic 8</b> . Preparation of a translation of official documents.	4		2	2		DS/ PM / T/ ISW
<b>Topic 9.</b> Certified translations. Standards and legal regulations in the profession of a translator (PN- EN 15038 - a pan-European standard regulating the quality of translation services and the profession of a sworn translator).	10		4	4	2	DS/ PM / T/ ISW
Module Test Paper						MTP 20
Total for Module 5	30		24	8	2	1,111 10
Content Module		ultural Co		_		
<b>Topic 10.</b> Morphological transformations in official text. Word order in a sentence. Irregular variety.	10		8	2		DS/ PM / T/ ISW
<b>Topic 11.</b> Syntax transformations in official text. Main and minor sentences in translation.	9		6	2	1	DS/ PM / T/ ISW
Topic 12. Lexicological transformations in official text. Cliches, idioms, omononyms, neologisms.	9		6	2	1	DS/ PM / T/ ISW
Module Test Paper						MTP 20
Total for Module 6	28		20	6	2	17111 20
Total hours / grades Semester 7	86		60	20	6	100
Total	180	30	98	40	12	

Control methods: DS – discussion, DB – debate, T – tests, TR – training, PM/CM – problems/cases management, IST/ISW – individual task/individual work of the student, SGW – work in small groups, MTP/TP – module test paper/test paper, Ab – abstract, analytical note, analytical essay, analysis of the work.

## 5. TASKS FOR INDEPENDENT WORK

The student's independent work includes:

• preparation for practical classes: performance of oral and written tasks, study of basic and additional lexical and grammatical material;

- systematization of the studied material for writing creative works, control works, dictations, translations, essays, tests;
- listening and performing tasks to the listened texts;
- performance of the proposed tasks within the relevant content modules;
- doing homework and preparing for practical classes.

Table 5.

Tasks	Hours	Semester
Ukrainian texts summarizing. Vocabulary compiling.	5	6, 7
2. English texts summarizing. Vocabulary compiling.	5	6, 7
3. Working out the video materials and speeches, radio programs,	5	
television programmes with the aim of forming oral (synchronous,		6, 7
sequential) translation skills Vocabulary compiling.		
4. Analysis and editing of translations into English (translation strategies,	5	6
possible errors, translation variability).		
5. Creating projects, presentations, writing creative works. Suggested	20	6, 7
topics:		
1. Intercultural communication and translation in the context of		
globalization. (3M 1).		
2. Translation types (3M 2).		
3. Translation activities (3M 3).		
4. Use of Contemporary English in Diplomacy (translation issues):		
stages of formation, problems and development prospects. (3M 4).		
5. Forms of Diplomatic Communication. Diplomatic Texts Typology (3M)		
5).		
6. Intercultural Communication and Interpreting (3M 6).		

### IV. EVALUATION POLICY

The teacher's policy regarding the student. The educational process and control of its results is carried out in accordance with the Regulation on the current and final evaluation of the students' knowledge at Lesya Ukrainka Volyn National University.

The specificity of teaching AC is the use of two types of control: current and final. Current control includes tasks such as writing tests and essays, surveys, exercises, working in pairs and small groups, leading a discussion, composing dialogues, performing additional current and test tasks on the online platform Office 365 in Teams. Such forms of control allow the teacher to check the level of students' preparation for each lesson, the ability to process, assimilate and operate the studied material. It enables to monitor the ability to answer the questions logically and consistently, to solve various educational tasks, to check the ability of students to process a certain amount of educational material independently, singling out the main and secondary information, ask questions and discuss new material with other participants in the educational process.

When studying the AC Conferences and Public Events Translation (English), the student performs the following types of work: study of theoretical material, work on the development of speaking, writing, listening, translation skills in the main language, preparation of projects and presentations, abstracting and summarizing of articles, writing tests and an oral exam. Students master topics and perform tasks according to the stages and terms specified in the syllabus. The students may be credited with learning results obtained in formal, informal and/or informal education (professional (specialist) courses/trainings, civic education, online education, internships).

Academic Integrity Policy. While learning, teaching and carrying out scientific activities, participants of the educational process should be guided by the rules defined by law, observe educational ethics and academic integrity, as well as time limits and limits of the educational process, treat others tolerantly. In order to ensure confidence in the learning results, it is strictly forbidden to write off during tests or exams. All written works performed by a student in the presence of doubts about academic integrity can be checked with the help of anti-plagiarism systems. Observance of academic integrity by students involves:

- independent performance of current and final control tasks;
- references to sources of information in case of use of ideas, findings, statements, information;
- compliance with the legislation on copyright and related rights;

provision of reliable information about the results of one's own educational (scientific, creative)
 activities, used research methods and sources of information.

Any form of academic integrity breach will not be tolerated. The main types of responsibility of education seekers for violation of academic integrity (Part 6 of Article 42 of the Law of Ukraine On Education):

- repeated assessment (test, exam, credit, etc.);
- repeating the relevant educational component of the educational program;
- expulsion from the university (except for persons who obtain a general secondary education);
- academic integrity deprivation of an academic scholarship;
- academic integrity deprivation of tuition benefits provided by the university.

The general principles, values, principles and rules of ethical behavior of the participants of the educational processcan be found in the Code of Academic Integrity of Lesya Ukrainka Volyn National University.

**Deadlines and retaking policy**. A student's absence from class during the preparation of projects, writing test and control papers, essays without a valid reason is assessed as «0» points. If there is an objective reason for the absence, which is documented, the student has the right to rewrite a test, a test, an essay or prepare a presentation outside of class time and pay the debt within a week from the day of returning to studies. All tasks must be completed within the set time. Works submitted in violation of the deadlines set by the teacher will be given a lower grade (-10% of the grade).

### V. FINAL CONTROL

The form of final semester control is an exam.

The maximum number of points for the current control is 40 points. It is calculated as the arithmetic mean of all points for oral and written answers in classroom classes (from 0 to 5 points), while the average point is multiplied by a factor of  $8 (8 \times 5 = 40)$ . The maximum number of points for the current control is 40, for the final (module control tests) is 60. The instructor carries out comprehensive assessment of knowledge by on a 100-point scale.

- The grade «excellent» corresponds to 5 points for oral answers in classroom classes, writing written works (dictations, translations, tasks, exercises) and is given for broad and systematic knowledge of theoretical and practical material from a second foreign language.
- The grade «good» corresponds to 4 points for oral answers in classroom classes and writing written works (dictations, translations, tasks, exercises) and is given for good knowledge of theoretical and practical material from a second foreign language.
- The grade «satisfactory» corresponds to 3 points for oral answers in classroom classes and writing written works (dictations, translations, tasks, exercises) and is given for basic knowledge of theoretical and practical material from a second foreign language.
- The grade «unsatisfactory» corresponds to 0-2 points for oral answers in classroom classes and writing written works (dictations, translations, tasks, exercises) and is given in case of failure to complete practical tasks and lack of knowledge of theoretical material from the first foreign language.

Students are expected to attend all classes. In case of absence from the class or failure to perform one of the types of mandatory work on the topic, the student receives «0» points for the uncompleted type of work. Assignments that are submitted late without good reason are assigned a lower grade. In case of a good reason, the student can retake the topic/module during the consultations.

The teacher issues a final grade without taking an exam based on the results of current and module control if the student has successfully completed all the tasks provided by the programme of the academic discipline and received at least 75 points. Such a grade is issued on the day of the exam. Presence of the student is mandatory. The student must take the exam if he scored less than 75 points during the semester, or if he wants to improve his result. The final semester grade in the case of taking an exam is defined as the sum of the current semester and exam grades in points without taking into account module control tests. Exam cards are approved at the meeting of the Foreign Languages and Translation Department every semester.

When setting the final grade, the student's presence and activity in classes must be taken into account. The terms of final control, liquidation of academic debt are determined by the schedule of the credit and examination session. Retaking credits and exams in the case of receiving an unsatisfactory grade is allowed no more than twice for each academic component: once by the instructor, the second time by the commission created by the dean of the Faculty.

### **Exam**

Scores	Linguistic	ECTS Grading Scale	
	Grade	Grade	Definition
90-100	Excellent		outstanding
		A	performance
82-89	Very good		above the average
		В	standard
75-81	Good	С	generally sound work
67-74	Satisfactory	D	not bad
60-66	Sufficiently		performance meets the
		E	minimum criteria
1-59	Fail	Fx	needed to retake

### VIII. RECOMMENDED LITERATURE

#### **Basic literature**

- 1. Коптілов В. В. Теорія і практика перекладу. Київ: Вища школа, Вид-во при Київському університеті, 2001. 166 с.
- 2. Корунець І. В. Вступ до перекладознавства. Вінниця: Нова книга, 2008. 512с.
- 3. Круглій О. Р. Етикетні формули в документах дипломатичного спілкування. *Мовні універсалії у міжкультурній комунікації*: матеріали XII Міжнародного науковопрактичного семінару, 18 березня 2022 р. Луцьк: ВНУ імені Лесі Українки, 2022. С. 92-94.
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## **Internet resources**

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