

Faculty of Foreign Languages
Faculty of Graduate Studies
University of Jordan: Department of English
Administrative Translation (2201745)

Objectives:

The principal objectives of the course are:

1. To investigate the most effective translation strategies in the field of administration.
2. To master the use of idiomatic English and terminology pertaining to the use of the language of administration and management.
3. To examine and translate a variety of texts relating to administration in its broadest sense. These include:
 - a) Government publications (development plans, reports and bulletins)
 - b) Scholarly articles
 - c) Surveys and material in the mass-media domain
 - d) Publications by local, pan-Arab and international agencies on public administration
 - e) Business administration
 - f) Management
 - g) Public finance and management of resources
 - h) Publications dealing with a mixture of management
 - i) Administration and public advocacy

Intended Learning Outcomes:

At the end of the course, students should be able to:

1. Have some knowledge of the theoretical underpinnings of the craft of translation.
2. Translate a variety of relevant texts into idiomatic English.

3. Observe the style, format and presentation practices prevalent in the field.
4. Use a range of strategies to overcome difficulties in administrative translation.

Core Academic Skills:

At the end of the course, students are expected to have acquired the skills required to do the necessary research on which any good piece of translation is constructed.

Personal and Key Skills:

At the end of the course, students are expected to know how to:

1. Approach a piece of translation in terms of comprehension, analysis into components, decisions on key issues (including terminology) and delivery.
2. Put the English translation into an organic whole, observing cohesion, coherence, paragraphing, emphasis, linking devices and other organizational aspects.
3. Apply their acquired expertise to translation projects on the ground.

Learning and Teaching Methods:

- a) Assignment of texts for translation from Arabic into English
- b) Detailed group analysis and criticism of student translations
- c) Discussion
- d) Further analysis and feedback

Major learning tools will be the Internet, bilingual and monolingual dictionaries, thesaurus-based investigation, relevant scholarly publications and extensive readings in English of administrative texts.

Assignments:

1. Students will be assigned passages of varying lengths (provided by the instructor). They will be required to translate the texts into English and be prepared to present their translations in class for analysis and group discussion. There will be from one to three pieces per session depending on length

and/or level of complexity. Each student will be required to write a term paper or a long piece of translation combined with research pertaining to problems encountered in the translation process.

2. Each students must bring 5 phrases/ collocations related to this course every meeting, preferably in context. Each student may choose a certain field/ domain at the beginning of the semester and stick to it.

3. Students need to search for recent articles related to administrative translation and present them in class. Articles need to be +2008. It is likely that some articles need to be bought through Amazon or other journal websites. Alternatively, students can choose some translated work and present the strengths and weaknesses of the translation.

Textbooks:

There is no prescribed textbook. Texts will be selected from a variety of sources which conform to the course objectives

References:

1. Any Arabic-English dictionary or dictionaries on administrative terms, with emphasis on variety.
2. Any monolingual English dictionary of administrative terminology.
3. Any monolingual dictionary of general English. A thesaurus will be an asset.
4. Reference will be made to standard works, theses and articles according to need.

Assessment:

Mid-term Test: 30%

Assignments: 30%

Final Examination: 40%

Suggested Readings (Recent Works):

Bermann, Sandra and Michael Wood (2005). *Nation, Language and the Ethics of Translation*. Princeton University Press.

Cronin, Michael (2003). *Translation and Globalization*. Routledge, an imprint of Taylor & Francis Books Ltd.

Dickins, James, Hervey Sandor and Ian Higgins (2002). *A Course in Translation Method: Arabic and English*. Routledge.

Hatim, Basil (2002). *Teaching and Researching Translation*. Longman.

Hatim, Basil and Jeremy Munday (2004). *Translation: An Advanced Research Book*. Routledge, an imprint of Taylor & Francis Books Ltd.

Munday, Jeremy (2001). *Introducing Translation Studies, Theories and Application*. Routledge.

Munday, Jeremy (2008). *The Routledge Companion of Translation Studies*.

Pym, Anthony (2008). *Exploring Translation Theories*. Routledge.

Robinson, Douglas 2nd ed. (2003). *Becoming a Translator: An Introduction to the Theory and Practice of Translation*. Routledge .

Sofer, Mary 5th ed. (2004). *The Translators' Handbook*. Schreiber Publishing, Inc.