

Faculty of Foreign Languages/Faculty of Graduate Studies/University of Jordan

Department of English: Administrative Translation (2201745) Three credits 2012-2013

Professor Emeritus Albert Butros

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: government publications (development plans, reports and bulletins); scholarly articles, surveys and material in the mass-media domain; publications by local, pan-Arab and international agencies on public administration, business administration, management, public finance and management of resources; and publications dealing with a mixture of management, 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.
4. Effect a linkage between elements of theory and practical application.

Learning and Teaching Methods:

Introductory lecture; assignment of texts for translation from Arabic into English; detailed group analysis and criticism of student translations; discussion, 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:

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.

Textbooks:

There is no prescribed textbook. Texts will be selected from a variety of sources which conform with 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%
Term Paper:	20%
Class participation:	10%
Final Examination:	40%

Syllabus Plan:

Week	Topic	Hours
١	Introduction; course content; methodology; learning methods; approaches to discussion and presentation.	٣
2-7	Analysis, comment and group discussion pertaining to student-translated texts .	١٨
٨	Test	٣
9-11	Analysis, comment and group discussion on more advanced translations.	٩
١٢	Term paper due. Continue as above.	٣
13-14	Continue as above.	٦
١٥	Round-up; strategy analysis; discussion of term papers.	٣
١٦	Final Examination	3

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.