

Ministry of Education and Science of Ukraine  
V. N. Karazin Kharkiv National University  
International Education Institute for Study and Research  
Language Training Department



" **APPROVED** "

Acting director of International Education  
Institute for Study and Research

Oleksandr KAGRAMANYAN

" " \_\_\_\_\_ 2023

## WORKING PROGRAM OF THE ACADEMIC DISCIPLINE

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Translation Practice (Training) without breakaway  
(for foreign students)

level of higher education    second (Master)

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field of knowledge            29 International economic relations

speciality                        292 International economic relations

academic program            "International economic relations"

type of discipline              obligatory

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faculty                            International Economic Relations and Tourism Business

2023 / 2024 academic year

The program is recommended for approval by the Academic Council of International Education Institute for Study and Research  
August 31, 2023, protocol No. 10


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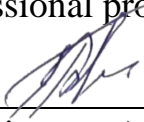
The program is approved at the meeting of the Language Training Department of International Education Institute for Study and Research  
Minutes of August,28, 2023, № 11

Acting Head of the Language Training Department

  
\_\_\_\_\_  
(signature) Natalia USHAKOVA

The program is agreed with the guarantor of the educational and professional program of International Economic Relations of the second (master's) level


Guarantor of the educational and professional program of International Economic Relations of the second (master's) level

  
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(signature) Vladyslav HONCHARENKO  
(surname and initials)

The program is approved by the scientific and methodological commission of the Faculty of International Economic Relations and Tourism Business

August 29 , 2023, protocol No.1

Head of the Scientific and Methodological Commission of the Faculty of International Economic Relations and Tourism Business

  
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(signature) Larisa GRYHOROVA-BERENDA  
(surname and initials)

## INTRODUCTION

The program of the academic discipline “Translation Practice (Training) without breakaway” is created following the educational and professional training program of the Master’s degree, branch of knowledge

**Speciality 292 "International Economic Relations"**

**Educational and professional program "International Economic Relations"**

Full-time translation practice involves the continuity and sequence of its implementation in order to obtain the necessary amount of practical professional knowledge and skills in accordance with educational standards.

### 1. Description of the academic discipline

#### 1.1. Teaching Objectives

The main goal of Full-time translation practice for foreign students of higher education is to ensure the comprehensive development of professional translation and linguistic-communicative competence, which is objectified by a high professional level of performance of various types of written translation, branching out into the spheres of written speech activity of the translator as a communicator-intermediary and task of intercultural communication.

**1.2. Studying Objectives** of Full-time translation practice for foreign students. The main tasks of studying the discipline contribute to:

- formation of general competences (GC):

GC1. Ability to communicate in a foreign language.

GC2. Ability to learn and master modern knowledge.

GC3. Ability to search, process and analyze information from various sources

Completion of practice contributes to the formation of professional competences (PC):

PC1. The ability to make informed decisions regarding the establishment of international economic relations at all levels of their implementation.

PC5. The ability to apply cumulative knowledge, scientific and technological achievements, information technologies to understand the essence of

the phenomenon of the new economy, to identify patterns and trends in the latest development of the world economy.

PC9. Ability to self-study, maintain an appropriate level of knowledge, readiness to acquire new level of knowledge, increase one's expertise and level of qualification.

- development of professional translation, linguistic and communicative competences in translating from the target language into the native language and performing delayed back-translations in various types of speech activity;

- development of quick finding of appropriate equivalents in stylistics, vocabulary, syntax when translating texts of different speech styles; competences in building a number of synonymous and antonymous series;

- development of competences and competences for content analysis of translated texts, taking into account lexical (lexical-semantic) and grammatical (morphological, syntactic) transformations;

- mastering a minimum of basic scientific terminological vocabulary from the theory and practice of translation.

The task of educational practice is to acquaint students with the specifics of the future profession, to acquire professional skills and translation skills in various speech styles.

The main task of translation practice (educational) is organized on the basis of modern interdisciplinary data of teaching various types of written translation of texts from the specialty "International Economic Relations" namely, the translation of methodically modulated texts of foreign economic sales contracts and contracts for the supply of various types of services.

Accomplishment of the task is achieved through the systematic practical use during practice of the acquired knowledge of the basic provisions of a practical foreign language course and through the development of translation competence based on theoretical knowledge of translation theory and skills and abilities from various types of practical informative translation of official and business texts of a

professional direction: foreign economic sales contracts and service supply contracts.

**1.3. Number of credits – 5**

**1.4. The total number of hours – 150**

150 hours according to the number of credits for “Full time translation practice” curriculum.

<b>1.5. Characteristics of the academic discipline</b>	
compulsory	
Full-time form of study	Part-time (distance) form of study
Year of study	
1-st	
Semester	
1-st	
Lectures	
-	-
Practical, seminar classes	
-	
Independent work	
150 h.	

**1.6. Learning Objectives**

In accordance with the requirements of the educational and professional program, students of higher education must achieve the following results:

PRT1. To have professional knowledge and skills in business communication in the field of international economic relations, as well as to communicate effectively on a professional and social level, including oral and written communication in a foreign language/s.

PRT3. Systematize, synthesize and organize the received information, identify problems, formulate conclusions and develop recommendations, using effective approaches and technologies, specialized software in order to solve

complex problems of practical problems, taking into account the cross-cultural characteristics of the subjects of international economic relations

PRT10. They should understand the patterns and trends of the development of the world economy and the phenomenon of the new economy, taking into account the processes of intellectualization, informatization, and scientific and technological exchange.

PRT14. Present the results of one's own research by preparing scientific publications and tests at scientific events.

They should know:

- the essence and tasks of the communicator-intermediary (translator), related to the written translation of professionally oriented texts into the student's foreign and native language;

- terminological apparatus and basic provisions of the theory of written translation of a connected text;

- general scientific and special terminological vocabulary determined by the program of the "International Economic Relations" course and its equivalents in the intern's native language;

- morphological, syntactic, semantic and stylistic differences of contactor language systems, as well as sociolinguistic factors and pragmatic guidelines that affect the process and result of written translation as a type of speech activity;

- pragmatic aspects of the translation of the texts of purchase and sale contracts and contracts for the supply of services;

- excellent signs of equivalence and adequacy of the written translation of the text to the original text;

- translation strategies, basic models of translation and practical means of their use in order to ensure the equivalence and pragmatic adequacy of the translation of the texts of the above-mentioned types of contract;

- requirements for the execution of a written translation of the contract.

They should be able:

- to have a perfect command of contact languages in all types of speech activity at the receptive and productive levels;

- apply in practice theoretical knowledge, lexical and grammatical knowledge, skills and speech skills that are part of professional translation and communication competence;

- to work with general and special (industry) sources of information about the foreign economic activity of the student's country and countries participating in the foreign economic activity of this country in order to obtain additional information (background knowledge) regarding the text of the contract;

- use Internet resources of general educational and special professional purpose, designed in the form of electronic libraries, dictionaries, encyclopedias, information blogs and websites of international organizations;

- perform various forms and types of written translation of the contract, which are characterized by a high level of equivalence and adequacy.

They should apply:

- acquired knowledge in the educational process, in the conditions of educational activity.

## **2. Content and organization of translation practice**

### **Section 1.**

Development of translation competences in the written translation of methodically modulated texts of foreign economic sales contracts and texts of contracts for the supply of services:

Торіс 1. Практичний переклад методично змодульованих текстів зовнішньоекономічних контрактів купівлі - продажу та текстів контрактів на постачання послуг.

Content/ 1. Практика перекладу національно детермінованої лексики:

- Практичний переклад назв країн, що підтримують зовнішньоекономічні відносини з країною магістранта-практиканта.

- Практика перекладу назв фірм, корпорацій, підприємств та інших організацій, що здійснюють зовнішньоекономічну діяльність з країною магістранта-практиканта.

- Практичний переклад назв посад, імен та прізвищ посадовців, що мають право укласти зовнішньоекономічні контракти.

- Практичний письмовий переклад числівників (дат, одиниць виміру тощо).

## 2. Практика перекладу статей контракту:

- Лексико-граматичні засоби письмового перекладу статей контракту: «Постачання», «Умови оплати», «Транспортування».

- Лексико-граматичні засоби письмового перекладу статей контракту: «Претензії», «Страхування», «Арбітраж».

- Лексико-граматичні засоби письмового перекладу статей контракту «Форс - мажор» та «Юридична адреса та банківські реквізити сторін».

## **Section 2.**

Development of translation competences in the translation of texts of the lexical paradigm "Making a contract".

Торіс 2. Практичний переклад складових лексичної парадигми «Укладання контракту»

Content/ 1. Практичний переклад текстів за тематикою «Особливості укладання контрактів»: «Види контракту», «Виконання контракту», «Порушення контракту», «Переговори за контрактом», «Підписання контракту».

2. Стійкі дієслівно-іменні словосполучення зі словом *контракт*. Словники сполучуваності. Створення та оформлення глосарію до практичного перекладу.



## Topics of practical classes

Practical classes are not planned.

## Tasks for independent work

№	Types, content of independent work	Number of hours
	<b>Section 1.</b>	
	Торіс 1. Практичний переклад методично змодульованого тексту зовнішньоекономічного контракту купівлі - продажу та тексту контракту на постачання послуг, еквівалентний переклад з рідної мови магістранта на англійську текстів контрактів між фірмами або іншими організаціями-учасниками зовнішньоекономічних відносин та фірмами або іншими організаціями країни магістранта-практиканта з подальшим обговоренням перекладів з керівником практики.	105 h
	Практичний переклад назв країн, що підтримують зовнішньоекономічні відносини з країною магістранта-практиканта.	15 h
	Практичний переклад назв фірм, корпорацій, підприємств, та інших організацій, що здійснюють зовнішньоекономічну діяльність з країною магістранта-практиканта.	15 h
	Практичний переклад назв посад та посадовців, що мають право укладати зовнішньоекономічні контракти.	15 h
	Практичний письмовий переклад числівників (дат, одиниць виміру тощо).	15 h
	Практика перекладу статей контракту: лексико -	15 h

	граматичні засоби письмового перекладу статей контракту «Постачання», «Умови оплати», «Транспортування».	
	Практика перекладу статей контракту: лексико - граматичні засоби письмового перекладу статей контракту «Претензії», «Страхування», «Арбітраж».	15h
	Практика перекладу статей контракту: лексико - граматичні засоби письмового перекладу статей контракту «Форс - мажор» та «Юридична адреса та банківські реквізити сторін».	15h
	<b>Section 2.</b>	
	Торіс 2. Розвинення перекладацьких компетентностей зі створення глосарію для перекладу зовнішньоекономічних контрактів з рідної мови магістранта-практиканта на англійську. Практика перекладу з рідної мови студента на англійську і створення глосарію для перекладу зовнішньоекономічних контрактів по розділам: переговори за контрактом, листування за контрактом, підписання контракту, умови контракту, пропозиція, проект контракту тощо, з подальшим обговоренням перекладів з керівником практики.	45 h
	Практичний переклад складових лексичної парадигми «Контракт»: «Види контракту», «Виконання контракту», «Порушення контракту».	15 h
	Практичний переклад складових лексичної парадигми «Контракт»: «Переговори за контрактом», «Підписання контракту».	15 h
	Практичний переклад складових лексичної парадигми	15 h

	«Контракт»: «Стійкі дієслівно-іменні словосполучення зі словом «контракт».	
	<b>Total number</b>	<b>150 h</b>

### 3. Requirements for bases of translation practice

Practice is conducted at a special practice base of the University which ensures the implementation of the work program of practice for the second (master's) level of higher education/ It meets the requirements for practice bases.

The base for foreign students to complete the first course of full time translation practice (educational) is the Department of Language Training of the Institute of International Education for Study and Research of V.N. Karazin Kharkiv National University as the department meeting the requirements for hosting bases and for translation practice bases specified in the Regulations on the Practice of Students of V.N. Karazin Kharkiv National University:

- the direction of work of the department of language training corresponds to the specialty for which specialists are trained at the Faculty of IT and TB;
- availability of highly qualified specialists, etc.

#### 4. Individual assignment

Not provided for.

#### 5. Teaching methods

To achieve educational objectives, the following methods of teaching foreign students are used:

- **consciously practical** (it's the leading method of teaching foreign languages. The method is conscious because in the process of training students must be aware of language forms necessary for communication, at the same time the method is practical because the decisive factor in learning a foreign language is using other language speech activities);

- **explanatory-illustrative** (used for teaching and learning new educational material, facts, approaches, assessments, conclusions, etc.);

- **reproductive method** (it concerns students' ability to use the algorithm they studied based on samples or rules that corresponds to the instructions, rules, similar to the presented sample situations);

- **problem-based teaching method** (before teaching foreign students, the teacher presents a problem, formulates cognitive tasks using different sources and means. And only after that, the teacher shows ways to solve the problem revealing a system of proof, comparing different points of view and approaches. Students become witnesses and accomplices of scientific research);

- **partial search, or heuristic method** (in the organization of active search for solutions proposed by the teacher (or self-formulated) cognitive tasks either under the guidance of a teacher or based on heuristic programs and instructions. The process of thinking becomes productive, but it is gradually directed and controlled by the teacher or the students themselves based on work on programs (including computers) and textbooks. This method is an effective way to activate thinking, motivation to learn);

- **research method** (after analysis of the material, problem statement and tasks, and short oral or written instruction of the teacher, students independently study the literature, sources, observe, measure, and perform other search activities.

As a rule, lectures and practical classes are held in the classroom. In the conditions of martial law classes are conducted in accordance with the Order of the rector of Kharkiv Karazin National University remotely using the Google Meet or Zoom platforms.

## **6. Requirements for a report on translation practice**

After the end of the practice period foreign trainee reports on the implementation of the program.

The report form is the submission of a report evaluated by the manager of practice..

The report and other documents stipulated by the work program of the practice are submitted for review to the head of the practice. After revision and

final approval with the head of practice from the department, the report in a printed form is submitted for defense.

**The report should contain** information about the fulfilment of all types of work of the program, conclusions and suggestions. The report is drawn up according to the requirements established by the work program of practice and methodical recommendations of the department.

The report should be drawn up on A4 sheets, typed on a computer in Times New Roman 14 font with one and a half spacing. Pages should be numbered in the upper right corner. The title page is not numbered. Headings should be written in capital letters (Times New Roman 16).

The report is submitted to the department no later than 2 weeks before the practice defense. If the content or design of the report does not meet the specified requirements the report will not be accepted.

The report is defended by the trainee, the results of the practice are evaluated on a two-level rating scale within the terms established by the relevant order on the practice/.

Evaluation of practice results takes place in accordance with the principles and criteria provided by the work program of practice.

## **7. Summary of translation practice**

After completing the practice students report on the implementation of the program and individual task.

The student's form report for practice is the submission of a report signed and evaluated by the supervisor. The report is formed and revised during the semester. The final report and other documents is submitted for review to the head of the practice no later than 10 days before the defense of the practice.

. The report should contain information about the student's performance of all practice tasks, conclusions and proposals, a list of used literature, etc. The report is drawn up according to the requirements established by the work program of practice and methodical recommendations of the relevant department.

The report is defended by the student in the form established by the department and is evaluated on a two-level evaluation scale (in accordance with the order on the practice).

Evaluation of practice results takes place in accordance with the principles and criteria provided by the work program of practice.

A student who has not completed the internship program will be expelled from the University.

The results of the practice are discussed at the department meeting and the general results of the practice are considered at the meetings of the academic councils of the faculties (at least once during the academic year - usually twice a year).

Based on the results of the practice the practice manager from the faculty submits a report to the head of the internship of the Training Center for Practical Training and Employment of the Education Quality Management Office within the time limit established by the order of the Vice-Rector for Scientific and Pedagogical Work.

### **8. Criteria for evaluating the results of translation practice**

The total number of points is 100 (maximum); 50 points is the minimum.

The maximum number of points for a translation is 60.

The maximum number of points for the glossary is 20.

The maximum number of points for processing documents from practice is 10.

The maximum number of points for the term of submission and defense is 10.

Requirements for translations performed by the intern during the internship (Topics 1, 2):

Compliance of the structure of the translation performed by the intern with the requirements of the official business style of speech - 10 points (minimum number); 15 points - (maximum number).

Lexical-grammatical equivalence of the translated text to the source text – 10 points (minimum number); 25 points – (maximum number);

Accuracy of translation of terms – 15 points (minimum number); 20 points - (maximum number). According to the schedule, the department that manages the practice conducts the defense of the results of the practice.

The credit for the translation practice is issued by the practice manager if:

. \* a correctly formatted and edited version of a full written translation of the documents' texts into Ukrainian;

\* a glossary on the subject of the texts of the documents to be translated (at least 50 items);

\* a report on the work performed;

\* intern's diary.

The grade obtained from the results of the defense is posted in the score book and the notice of the dean's office.

Internship debt is generally treated as academic debt.

A student who did not pass the practice or received an unsatisfactory grade repeats the practice in the time free from classes after completing the protection procedure, all documents (practice program, diary and protected report) are submitted by the student to the department.

### **Recommendations for drawing up an intern's report on the work performed**

A written report on the work during translation practice is provided in an arbitrary form. It should contain the following information:

- Place and terms of practice.
- List of sources with which the intern got acquainted during the internship.
- List of translated texts.

Interaction with the head of the practice (regularity of consultations, effectiveness of the results of joint overcoming of problems).

- General evaluation of practice results.
- Total amount of translated material, self-assessment of the quality of the translation

## 9. Control methods and scoring scheme

Educational translations provided by the subject of the program are carried out during the entire period of translation practice.

Final control - credit (defence of the report on translation practice).

<ul style="list-style-type: none"><li>• 90–100 points are awarded if the translation fully reproduces the content and form of the original and meets the norms and standards of the translated language. The work contains all the structural positions stipulated by the standard for scientific research, reflects the content of the conducted research, designed in full compliance with the literary norm of a foreign language.</li></ul>	90–100 points	credit
<ul style="list-style-type: none"><li>• 70-89 points are given if the translation completely reproduces the content and form of the original, but contains a small number of stylistic mistakes or errors that do not hinder the understanding of the text. The work provides a complete picture of the conducted research, but contains minor stylistic flaws.</li></ul>	70–89 points	
<ul style="list-style-type: none"><li>• 50–69 points are assigned if the translation does not fully reproduce the content and form of the original, contains a small number of stylistic flaws or errors that do not interfere with the understanding of the text. The work does not provide a complete picture of the conducted research and contains stylistic flaws.</li></ul>	50–69 points	
<p>1–49 is issued if the translation does not reproduce the content and form of the original, contains a large number of stylistic mistakes or errors that hinder the understanding of the text. The work does not provide a complete picture of the conducted research and contains stylistic flaws.</p>	1–49 points	Not credited



## 9. Scoring scheme

Routine control, self-preparation					Total points
Section 1	Section 2	Total	Individual tasks	Test specified in the curriculum	
T1	T2	60	–	40	100
30	30				

In order to be admitted to the final examination (testing), the student of higher education must score at least 30 points in the academic discipline while working in the semester.

## Grade scale

The sum of points for all types of training activities during a semester	Grade	
	in the four-level grade scale	in the two-level grade scale
90 – 100	excellent	credit
70-89	good	
50-69	satisfactory	
1-49	unsatisfactory	failed

## 10. Recommended literature

### Main literature

1. Baker M. In Other Words: a coursebook on translation / Mona Baker. L.; N.Y.: Routledge, 1992. 304 p.
2. Miram G. Basic Translation Theory. Kiev: Elga, Nika-Center, 2002. 214 p.
3. Newmark P. A Textbook on Translation / Peter Newmark. L.; N.Y.: Prentice Hall, 1988. 292 p.

4. Olikova, M. Theory and practice of Translation. Lutsk: Volyn State University, 2000. 423 p.

#### **Supplementary literature**

1. Iser W. The Act of Reading: A Theory of Aesthetic Response / W. Iser. The Johns Hopkins University Press, 1980. 244 p.

#### **Online sources**

1. [https://www.april.com.ua/ua/dict.html#anchor\\_dr](https://www.april.com.ua/ua/dict.html#anchor_dr)