

**MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE**  
**Lesya Ukrainka Volyn National University**  
**International Relations Faculty**  
**Foreign Languages and Translation Department**

**SYLLABUS**  
**of a normative academic component**

**TRANSLATION PRACTICE**  
**(during semester)**

Bachelor Training  
Area of knowledge 29 International Relations  
Specialty 292 International Economic Relations  
Education and professional programme “International Business”

**Lutsk – 2024**

**The syllabus of the academic component** *Translation Practice (during semester)*, Education Level *Bachelor*, Field of Knowledge *29 International Relations*, Specialty *292 International Economic Relations*, Educational and professional programme “*International Business*”.

**Developers:**

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**Oksana Chernyak**, PhD in Philology, Associate Professor of the Foreign Languages and Translation Department.

**Approved**

by the Guarantor of Education and Professional Programme:



**Andrii Boiar**

**The syllabus of the academic component** *Translation of Public and Business Events (English)* was approved at the meeting of the Foreign Languages and Translation Department  
Protocol No. 1 as of August 28, 2024

**The Head of the Department:**



**Olena Kruhlii**

## 1. THE DESCRIPTION OF ACADEMIC COMPONENT

Table 1.

Indicator Name	Field of knowledge, educational and professional programme, education level	Characteristics of academic component
Full-time form of education	29 International Relations, Specialty 292 International Economic Relations, International Business, Bachelor	Normative
Number of hours / credits 120/4		Year of study 2026-2027
		Semester 5
		Lectures –
		Practical classes –
Individual Student’s Work: no		Independent work – 112 hours
		Consultations – 8 hours
		Form of control: 5 semester – credit
Language of study: English		

## II. INFORMATION ABOUT THE INSTRUCTOR

Table 2.

Name	<b>Olena Kruhlii</b>
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, <a href="mailto:Kruhlij.Olena@vnu.edu.ua">Kruhlij.Olena@vnu.edu.ua</a>
Days Classes	<a href="https://ps.vnu.edu.ua/cgi-bin/timetable.cgi">https://ps.vnu.edu.ua/cgi-bin/timetable.cgi</a>
	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.
Name	<b>Oksana Chernyak</b>
Scientific Degree	PhD in Philology (Candidate of Sciences)
Academic Title	Associate Professor
Title	Associate Professor of the Foreign Languages and Translation Department
Contacts	+380992140186, <a href="mailto:Chernyak.Oksana@vnu.edu.ua">Chernyak.Oksana@vnu.edu.ua</a>
Days Classes	<a href="https://ps.vnu.edu.ua/cgi-bin/timetable.cgi">https://ps.vnu.edu.ua/cgi-bin/timetable.cgi</a>
	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.

### III. DESCRIPTION OF THE ACADEMIC COMPONENT

Table 3

<b>A COURSE ABSTRACT</b>	<p>The program of the educational component <i>Translation Practice (during the semester)</i> was compiled on the basis of the Higher Education Standard of Ukraine for bachelors of the specialty 291 <i>International Economic Relations</i> and on the basis of VNU <a href="#">Regulations</a> on the organization of practice.</p> <p>The practice program for III-year students of the Faculty of International Relations is designed for 120 hours (V semester). The structure of the practice is based on the following types of speech activity: listening, reading, translation.</p>	
<b>PREREQUISITES</b>	<p>The educational discipline is based on the knowledge, skills and abilities obtained because of learning the <i>First Foreign Language</i> academic component.</p>	
<b>POSTREQUISITES</b>	<p>The knowledge, skills and abilities that the student acquires during the course <i>Translation Practice (during the semester)</i> will become the necessary basis for writing an abstract in a foreign language for the qualification work, carrying out communication and information-analytical activities in the field of international relations (in Ukrainian and foreign languages ).</p>	
<b>GOAL AND TASKS OF THE ACADEMIC COMPONENT</b>	<p>The main goal of the training course is to ensure the assimilation of lexical and grammatical material, to activate the skills of monologue and dialogue speech. Special attention is paid to such a type of speech activity as translation.</p> <p>During the practice of the first foreign language, students must:</p> <p><i>perform</i></p> <ul style="list-style-type: none"> <li>– translation of the original article into English;</li> <li>– summarizing English and Ukrainian articles in specialties;</li> </ul> <p><i>present</i></p> <ul style="list-style-type: none"> <li>– translated and printed personal documents.</li> </ul> <p>In addition, the program provides watching films in foreign language followed by discussion and translation of film fragments, excursions (to enterprises, museums, galleries, etc.), role-play games.</p> <p>Practice managers from the Department of Foreign Languages and Translation regularly hold consultations to discuss performed tasks and provide assistance in the translation of complex text fragments.</p> <p>The report on the work performed by student is made on the last day of practice.</p>	
<b>LEARNING OUTCOMES (COMPETENCIES)</b>	<b>GENERAL COMPETENCIES</b>	<b>PROFESSIONAL COMPETENCIES</b>
	<p><b>GC2.</b> The ability to preserve and enhance moral, cultural, scientific values and achievements of society based on an understanding of the history and patterns of the subject area development as well as its place in the general system of knowledge about nature and society and in the development of society, technology and technology, to use various types and forms of physical activity for active recreation and healthy lifestyle.</p>	<p><b>PC12.</b> The ability to solve complex specialized tasks and practical problems in the field of international relations, foreign policy of states, public communications, regional studies.</p>
	<p><b>GC3.</b> Ability to apply knowledge in practical situations.</p>	<p><b>PC14.</b> Ability to apply the principles of diplomatic and consular service, diplomatic protocol and etiquette,</p>

		ability to conduct diplomatic and business correspondence (in Ukrainian and foreign languages).
	<b>GC4.</b> Ability to communicate in a foreign language.	<b>PC16.</b> The ability to apply knowledge of the characteristics of the development of countries and regions, features and regularities of global processes and the place of individual states in them to solve complex specialized tasks and problems.
	<b>GC5.</b> Ability to search as well as process and analyze information from various sources.	
	<b>GC6.</b> Ability to communicate in foreign languages.	
	<b>GC8.</b> Ability to think abstractly, analyze and synthesize.	
	<b>GC9.</b> Ability to be critical and self-critical.	
	<b>GC10.</b> Ability to communicate with representatives of other professional groups at different levels (with experts from other fields of knowledge/types of economic activity).	
	<b>GC12.</b> Knowledge and understanding of the subject area and understanding of professional activity.	

	<b>Criterion code</b>	<b>Effects</b>
<b>LEARNING OUTCOMES</b>	<b>LO 1.</b>	Be responsible for professional self-improvement, realizing the need for lifelong learning, show tolerance and readiness for innovative changes.
	<b>LO 2.</b>	Communicate freely on professional issues in national and foreign languages orally and in writing, use economic terminology professionally.
	<b>LO 19.</b>	Understand and apply current legislation, international regulatory documents and agreements, reference materials, current standards and technical conditions, etc. in the field of international economic relations.
	<b>LO 21.</b>	Understand and have skills in conducting business protocol and business etiquette in the field of international economic relations, taking into account the peculiarities of intercultural communication at the professional and social levels, both in state and foreign languages.
	<b>LO 25.</b>	Present the results of the research, on the basis of which recommendations and measures for adaptation to changes in the international environment are developed.

#### IV. PRACTICE STAGES

Table 4.

Stages	Content, main tasks, duration
<b>1. Preparatory</b>	<b>Introductory lecture:</b> familiarization with the purpose, tasks and structure, stages of practice; receiving individual tasks; consultation with the head of practice from the department regarding the preparation of reporting documentation and the provision of practical advice on completing practice, etc.
<b>2. Basic (Module 1)</b>	<p><b>Topic 1.</b> Abstracting of texts on the topic <i>Diplomatic Translation</i>. Control of the abstracting of texts (provided to students in advance (3 pages, pin – 14, line spacing – single), compilation of the Vocabulary).</p> <p><b>Topic 2.</b> Translator Ethics. Technologies in translation studies. Preparation and defense of projects.</p> <p><b>Topic 3.</b> Translation of a letter from writing on current topics of international cooperation of Ukraine (2 pages).</p> <p><b>Topic 4.</b> Translation transformations (performance of individual tasks).</p> <p><b>Topic 5.</b> Listening to texts on the topic <i>International integration of Ukraine at the current stage</i> with the performance of a creative task.</p> <p><b>Topic 6.</b> Translation of personal documents, Vocabulary activation, tests, texts. Language training.</p> <p><b>Topic 7.</b> Conducting a role-playing game on the topic ‘Travel Bureau’: a) students make an English-language presentation of a certain country, its features and cultural specifics in the form of a slide show with comments (5-minute presentation); b) discussion and defense of presentations.</p> <p><b>Topic 8.</b> Preparation and conducting a tour of the city in a foreign language (presentation 5 min).</p>
<b>4. Final (Module 2)</b>	Completion of a Translation Practice report by a student; filling in a practice diary; preparation of an individual practice task and appendices to the report. Defense of practice; receiving a final grade for practice. (Practice defense date is according to the schedule).

#### 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 papers and essays, surveys, performing exercises, translations, work in pairs and small groups, leading a discussion, composing dialogues, performing additional current and test tasks on the online platform Office 365 in the Teams team. Such forms of control allow the teacher to check the level of students' training, the ability to process, assimilate and operate the studied material. It helps to check the ability to answer the given questions logically and consistently, to solve various educational tasks, to check the ability of students to process a certain amount of educational material independently, separating the main and secondary information, ask questions and discuss new material with other participants in the educational process.

When studying the AC *Translation Practice (during the semester)*, the student performs the following types of work: working with theoretical material, developing speaking, writing, listening, translation skills in the main language, preparing projects and presentations, abstracting articles on the topic being studied, writing tests. Students master topics and perform tasks according to the stages and terms specified in the syllabus.

**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 process can 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 the final semester control from this OC is a credit.

Current control is carried out during consultations and is aimed at checking the completion of a specific task by the student. Current control is implemented in various forms, in particular during the verification of the results of tasks, preparation and defense of projects, presentations, conducting excursions, defense of practical materials. The grade is issued based on the results of current work, provided that the student has completed the types of educational work specified in the AC syllabus. If the student did not attend classroom classes (for valid reasons), he has the right to work through the missed classes and get the number of points that were determined for the missed topics at the consultations. The maximum comprehensive assessment of knowledge is carried out by the teacher on a 100-point scale (20 points for each content module)  $20 \times 4 = 80$  and 20 points for the preparation of the Translation Practice report and its defense. That is, as a result, a student can receive 100 points for the entire practice (Table *Grades Distribution*). On the date of the assessment, the teacher records in the report the amount of current points that the student scored during the current work (scale from 0 to 100 points).

In the event that the student has scored less than 60 points, he makes a credit during the liquidation of academic debt. In this case, all points scored during the current assessment is cancelled. The maximum number of points during the liquidation of academic debt from credit is 100.

## GRADES DISTRIBUTION

Table 5.

Activity		GRADES	
<b>Preparation of practice materials (quality of design, conformity of design to relevant requirements, numbering of pages, design of title page, absence of errors)</b>	Practice diary	5	15
	Individual tasks	5	
	Practice report	5	
	Translation	30	

<b>Content of practice materials (evaluation of completed tasks)</b>	Vocabulary	20	60
	Presentation	10	
<b>Practice defense</b>	Knowledge of lexical material, ability to use information technologies in the field of translation, compliance with the norms of translation ethics.	25	
<b>Total</b>			<b>100</b>

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 resubmit the topic/module during the consultations.

The terms of final control, liquidation of academic debt are determined by the schedule of the credit and examination session. Retaking the tests in case of receiving an unsatisfactory grade is allowed no more than twice for each educational component: once by the teacher, the second time by the commission created by the dean of the faculty.

## VI. GRADING SCALE

### Credit

Table 6

Scores	Linguistic Grade
90-100	Passed
82-89	
75-81	
67-74	
60-66	
1-59	Fail (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 науково-практичного семінару, 18 березня 2022 р. Луцьк : ВНУ імені Лесі Українки, 2022. С. 92-94.
4. Круглій О. Р. Переклад англомовних дипломатичних термінів (на прикладі законодавчих актів ЄС). *Актуальні проблеми міжкультурної комунікації*: зб. матеріалів I Міжнародної науково-практичної конференції. Луцьк, 06 квітня 2022 року / Луцький національний технічний університет. Луцьк: ІВВ Луцького НТУ, 2022. С. 135-137.
5. Круглій О. Р. Особливості перекладу військових термінів (на прикладі військово-промислової термінології). *Світ наукових досліджень. Випуск 12*: матеріали Міжнародної мультидисциплінарної наукової інтернет-конференції наукової інтернет-конференції, м. Тернопіль, Україна – м. Переворськ, Польща, 29-30 вересня 2022 р. [редкол. : О. Патрик та ін.] ; ГО "Наукова спільнота"; WSS G w. Pizeworsku. Тернопіль: ФО-П Шпак В.Б., 2022. С. 207-210.
6. Круглій О. Р. Особливості перекладу політичних промов. *Перекладознавство і міжкультурна комунікація: теоретичні та практичні аспекти досліджень*: зб. тез доповідей ; Луцьк, 16 травня 2022 р. Луцьк : Вежа-Друк, 2022. С. 126-128.
7. Круглій О. Переклад англомовних термінів у зовнішньополітичних і дипломатичних текстах, документах ЄС та законодавчих актах. *Мовні універсалії у міжкультурній*



- комунікації*: матеріали XII Міжнародного науково-практичного семінару, 18 березня 2022 р. Луцьк : ВНУ імені Лесі Українки, 2022. С. 207-210.
8. Кучер З. І., Орлова М.О., Редчиць Т.В. Практика перекладу. Вінниця: Нова книга, 2013. 504 с.
  9. Мірам Г.Е., Дейнеко В.В. Основи перекладу. Київ: Ніка-Центр, 2002. 237 с.
  10. Новосьолова А., Гураль М. Теоретико-практичні аспекти перекладу іменних частин мови: Навчальний посібник. Чернівці: Рута, 2003. 72 с.
  11. Пилипчук М. Л. Перекладацькі макростратегії відтворення національно-культурного компоненту в аудіовізуальному перекладі. Фаховий та художній переклад: теорія, методологія, практика: зб. наук. праць. К.: Аграр Медіа Груп, 2017. С. 300-304.
  12. Сітко А. В., Струк І. В. Адекватність та еквівалентність у перекладі мовних особливостей. *Sciences of Europe*. Прага (Чехія), 2016. Вип. 10 (10). С. 122-126.
  13. Теорія та практика перекладу. За ред. М. Зимомрі, В. Кемія, І. Зимомрі. Том 1. Київ-Дрогобич, 2008. 272 с.
  14. Цьолик Н., Завадська Ю. Особливості перекладу суспільно-політичної літератури. Перекладознавство і міжкультурна комунікація: теоретичні та практичні аспекти досліджень: зб. тез доповідей (Луцьк, 13 травня 2021 р.). Луцьк: Вежа-Друк, 2021. С. 29-32.
  15. Черноватий Л. М. Основи розробки системи вправ для навчання професійно спрямованого письмового перекладу. 2011. № 6-7 (16-17). С. 320-329.
  16. Черноватий Л. М. Методика викладання перекладу як спеціальності: підручник для студ. вищих навч. закладів освіти за спеціальністю «Переклад». Вінниця: Нова книга, 2013. 368 с.

#### **Additional literature**

1. The Routledge Handbook of Translation and Ethics / edited by Kaisa Koskinen and Nike K. Pokorn. London ; New York : Routledge, 2020. 494 p.
2. Chernov, G. Inference and Anticipation in Simultaneous Interpreting: A probability-prediction model. Amsterdam / Philadelphia : John Benjamins, 2004. 376 p.
3. Christoffels, I. Cognitive Studies in Simultaneous Interpreting. Amsterdam : EPOS, 2009. 287 p.
4. Diriker, E. De-Re Contextualizing Conference Interpreting. Amsterdam / Philadelphia : John Benjamins, 2004. 223 p.
5. Gile, D. Basic Concepts and Models for Interpreter and Translator Training. Revised Edition. Amsterdam / Philadelphia : John Benjamins, 2009. 345 p.
6. Van Besien, F. Strategies in simultaneous interpretation. *Interpreting Research* Volume 8:2, 1999. P. 118-124. 11. Welford, A.I. The fundamentals of skill. London : Methuen, 1968. 287 p.
7. Gile, D. Basic Concepts and Models for Interpreter and Translator Training. John Benjamins Publishing Company, 2009. 303 p.
8. Ethics of Interpreting and Translating. A Guide to Obtaining NAATI Credentials. NAATI, Canberra, 2012. 14 p.
9. Nolan, J. Interpretation Techniques and Exercises. Professional Interpreting In The Real World Series Editor: Diane Teichman, Linguistic Services. Houston, Texas, USA., 2005. 328 p.
10. Sherwood-Gabrielson, P., Swabey, L., Newington, V. Consecutive Interpreting: An Instructor's Manual. Program in Translation and Interpreting, University of Minnesota, 2008. 267 p.