



***TRAN 6472S: WORKSHOP ON NON-LITERARY TOPICS I
(Business, Legal, Governmental)***

Semester: Fall 2002

Meeting times: TR, 5-6:20

Location: Barnard 222

Professor: Dr. Michael Scott Doyle

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Office Hours: TR 2-2:45, W 2-4, and by appointment

DESCRIPTION. This Workshop on Non-Literary Topics I has been created as an intensive theory-based practicum dealing with English-Spanish translation of authentic business, legal, and/or governmental documents. We will begin the semester with business discourse and texts, since translation is so often required in this important content area. As a complement to this, at our first class meeting we will review your interests and needs to determine the balance of the content areas that we will emphasize during the remainder of the semester. Questions:

- Do you want to equally divide the semester among business, legal, and governmental texts?
- Would you prefer to focus on business alone, given the fact that we live in a global economy? This would allow you to really cover one complex area of discourse in depth, and thereby help you to begin developing a specialization or translation strength.
- Since we live in an increasingly litigious society, do you want to combine business and legal discourse during the semester?; etc.

Based on your answers, I will redistribute a revised syllabus. ***RESULTS: WE WILL FOCUS ON BUSINESS DISCOURSE AND TEXTS DURING THE SEMESTER, WITH VARIOUS LEGAL AND GOVERNMENTAL ASPECTS TIED TO COMMERCE AND TRADE.***

Our workshop will be devoted to intensive analyses and cross-idiomatic translations of the selected textual typologies in both English and Spanish. We will also read and discuss numerous works about the theory and practice of translation, and will devote the first 20-25 minutes of each class meeting to this “thinking about translation.” *Why* this combination of theory and practice? Because “**good translators are always in the process of ‘becoming’ translators—which is to say, learning to translate better, learning more about language and culture and translation**” (Robinson). The work will be done by the whole class, in pairs, and individually, using group discussion and peer editing as collaborative and consultative resources. Code switching is encouraged as a language-honing characteristic of our exploratory endeavors.

NOTE. The University has enacted “The UNC Charlotte Code of Student Academic Integrity,” presented in the “University Regulation of Student Conduct” section of the *UNC Charlotte Catalog*. Plagiarism, fabrication and falsification are expressly forbidden, i.e., one may not intentionally or knowingly present the work of another as his or her own, and one may not invent or alter information for use in any academic exercise. If you are using the ideas and words of another person, you *must* cite the source. Any violation of this Code will result in disciplinary action as provided in the Code. ***This is serious business with very serious consequences!***

LEARNING DISABILITIES. Students with documented disabilities who require accommodations in this class must consult with and formally access services as soon as possible through the UNC Charlotte Office of Disability Services. Students must follow the instructions of that office, located in Fretwell Building #218, for securing appropriate accommodations.

GUIDELINES. Come to every class very well prepared. Your active, high-quality participation is expected. Should extenuating circumstances require that you miss a class, you are expected to notify the instructor in advance.

GRADE DISTRIBUTION.

20% = Class Participation (includes attendance, quantity and quality of discussion and contributions, improvement, attitude)

20% = Oral Presentations (introductions and critiques-- leadership of discussion on assigned topics--, formal presentations)
30% = Written Assignments (summaries, commentary, analyses, and professionally crafted translations)
30% = Semester Final Translation Project

REQUIRED TEXTS (WILL BE AVAILABLE AT UNCC BOOKSTORE).

1. *Becoming a Translator* by Douglas Robinson.
2. *Translation Studies* (latest edition) by Susan Bassnett-McGuire
3. *Exito comercial: Prácticas administrativas y contextos culturales* by Doyle, Fryer and Cere (2nd ed. free)
4. *Exito comercial: Cuaderno de correspondencia y documentos comerciales* by Doyle, Fryer and Cere (2nd ed. free)
5. *La traducción del inglés al castellano* by Marina Orellana.
6. Others – TBA (Hand-outs or books to be ordered). Selected titles from TTS Graduate Reading List (please consult).

Week 1

- August 20 Introduction.
- 22 Robinson, 1-46. Discourse typology: The business letter – parts, formats, styles.

Week 2

- 27 Robinson, 47-91. Discourse typology: Microeconomics – vocabulary and business correspondence.
- 29 Doyle: Two articles re. “reliability” (handout). Discourse typology: Macroeconomics – World Bank reports and forecasts.

Week 3

- September 3 Robinson, 93-125. Discourse typology: Management – vocabulary and business correspondence.
- 5 Robinson, 127-160. Discourse typology: Management – principles and functions (job descriptions and performance reviews).

Week 4

- 10 Robinson, 161-189. Discourse typology: Banking – vocabulary and business correspondence.
- 12 Robinson, 191-.219. Discourse typology: Banking services – Web pages of representative banks.

Week 5

- 17 Robinson, 221-244. Discourse typology: Accounting – vocabulary and business correspondence.
- 19 Discourse typology: Accounting – statements, responsibility (legal aspects).

Week 6

- 24 Robinson, 245-262. Discourse typology: Real estate – vocabulary and business correspondence.
- 26 Discourse typology: Real estate – contracts.

Week 7

- October 1 Bassnett-McGuire, xi-xix and 1-38. Discourse typology: Office equipment and systems – vocabulary and business correspondence.
- 3 Bassnett-McGuire, 39-58. Discourse typology: Office systems (computers and e-commerce).

Week 8

- October 8 Bassnett-McGuire, 58-75 and 109-120. Discourse typology: Human resources – vocabulary and business correspondence.
- 10 Orellana, 11-28. Discourse typology: Human resources – labor unions, insurance (medical, life), retirement.

Week 9

- 15 Orellana, 29-62. Discourse typology: Marketing – vocabulary and business correspondence.
- 17 Orellana, 65-85. Discourse typology: Marketing – transportation, insurance, and storage (SDSU-LARC).

Week 10

- 22 Orellana, 86-116.. Discourse typology: Marketing – advertising and public relations.
- 24 No class meeting. USE THIS TIME TO PREPARE YOUR SELF-EVALUATION INSTRUMENT (STRENGTHS AND WEAKNESSES) AND TO PREPARE AN *EN FACE* PORTFOLIO OF THE TRANSLATIONS YOU HAVE DONE TO DATE (ON ONE SIDE, THE ORIGINAL GRADED TRANSLATION; ON THE PAGE OPPOSITE, YOUR EDITED [CORRECTED] TRANSLATION).

Week 11

- 29 Orellana, 117-140. Continue working on self-evaluation instrument and portfolio. I will be available for individual consultation.
- 31 Orellana, 141-159. Submit self-evaluation instrument and portfolio. Discussion.

Week 12

- November 5 Orellana, 160-189. Work on final project: Individual consultation.
- 7 Orellana, 190-212. Work on final project: Individual consultation: Yarah Mansour.

Week 13

- 12 Orellana, 213-243. Work on final project: Individual consultation.
- 14 Orellana, 244-264. Work on final project: Individual consultation.

Week 14

- 19 Orellana, 265-296. Discourse typology: Import/Export – vocabulary and business correspondence.
- 21 Orellana, 297-319. Discourse typology: Import/Export – Trade agreements and legal aspects.

Week 15

- 26 Orellana, 321-362. Work on final project: Individual consultation: Open 5:20-6:20.
- 28 NO HAY CLASE – RECESO DE *DIA DE ACCION DE GRACIAS*.

Week 16

- December 3 Semester Final Translation Project due: 20-minute individual summaries and discussion.
- 5 Semester Final Translation Project cont.: 20-minute individual summaries and discussion. Student evaluations.