

Course title: Practice in Specialized Translation: Business English

Course code: MTR0813

Type of course: compulsory

Level of course: MA

Year of study: 1st

Semester: 1st

Number of ECTS credits allocated: 6

Name of the lecturer: Mariana Hurjui

Course objective: The course offers an in-depth practice in the translation of the main types of business documents. Its objective is twofold: first, to provide an extensive study of the multifaceted aspects involved in the translation of specific business documents and second, to develop students' competence in the use of information technology and translation reference tools.

Course contents: This practical course consists of a number of key business documents such as: internal (memo, report) and external correspondence (letters of enquiry, offer, order, complaint), the formal report, human resource package (job description, employment contracts)

Recommended reading: Maryann V. Piotrowski, 1996. *Effective Business Writing*, Collins;.Gerald J Alred et al, 2006. *The Business Writer's Handbook*, St. Martin's Press; Brookes Michael, David Horner, 1996. *Business English*, Teora; Marcheteau M, 2000.*Engleza pentru Economie*, Editura Teora; Rodica Dimitriu, Karl-Heinz Freigang (eds.) 2008. *Translation Technology in Translation Classes*, Institutul European.

Teaching method: individual and pair/group-work

Assessment methods: portfolio of translated documents: business letters 25% + formal report 25% + job description doc 25% + employment contract 25%

Language of instruction: English