



## Course Specification of Business Translation

I. Course Identification and General Information:						
1	Course Title:	<i>Business Translation</i>				
2	Course Number & Code:	DR 55				
3	Credit hours:	C.H				Total
		Theoretical	Practical	Training	Seminar	
		3				3
4	Study level/ semester at which this course is offered:	Third year, Semester 5				
5	Pre –requisite (if any):	DR 35				
6	Co –requisite (if any):	DR 51				
7	Program (s) in which the course is offered:	BA in Translation				
8	Language of teaching the course:	English & Arabic				
9	Location of teaching the course:	Faculty of Languages				
10	Prepared by:	Abdulhameed Ashuja'a				
11	Date of approval:					

II. Course description:
<p>This course introduces students to the methods and terminology resources for the translation of commercial, economic, financial and governmental documents. It introduces them to the language of business, including abbreviations, idioms, international commercial terms, etc. Teaching strategies such as discussion and problem solving will be used in the course. Introduction to Translation and Electronic Tools for Translators are prerequisite and co-requisite courses.</p>

III. Intended learning outcomes (ILOs) of the course:			
(A) Knowledge and Understanding:			
Alignment of Course Intended Learning Outcomes (CILOs) to Program Intended Learning Outcomes (PILOs) in: Knowledge and Understanding.			
Program Intended Learning Outcomes (Sub- PILOs) in: Knowledge and Understanding		Course Intended Learning Outcomes (CILOs) in: Knowledge and Understanding	
After completing this program, students will be able to:		After completing this course, students will be able to:	
A5-	Demonstrate an informed understanding of the social, pragmatic and functional uses of English and Arabic in various contexts in society	a1-	Demonstrate a clear knowledge of the characteristics of business texts and documents as well as theoretical principles, concepts and strategies of translation used for translating business texts and documents.
		a2	Show knowledge of problematic areas in translating English and Arabic business

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Course Intended Learning Outcomes (CILOs) in Knowledge and Understanding		Teaching strategies/methods to be used	Methods of assessment
texts and documents.			
<b>Teaching and Assessment Methods for Achieving Learning Outcomes:</b>			
<b>Alignment of Learning Outcomes of Knowledge and Understanding to Teaching and Assessment Methods:</b>			
After completing this course, students will be able to:		<ul style="list-style-type: none"> <li>▪ Interactive Lectures</li> <li>▪ Group Discussion</li> <li>▪ Presentations</li> <li>▪ Cooperative learning</li> </ul>	<ul style="list-style-type: none"> <li>▪ Quizzes</li> <li>▪ Exams</li> <li>▪ Evaluative Presentations</li> <li>▪ Home assignments</li> <li>▪ Projects</li> </ul>
a1-	Demonstrate a clear knowledge of the characteristics of business texts and documents as well as theoretical principles, concepts and strategies of translation used for translating business texts and documents		
a2-	Show knowledge of problematic areas in translating English and Arabic business texts and documents		

Program Intended Learning Outcomes (Sub-PILOs) in Intellectual skills		Course Intended Learning Outcomes (CILOs) of Intellectual Skills	
<b>(B) Intellectual Skills:</b>			
<b>Alignment of Course Intended Learning Outcomes (CILOs) to Program Intended Learning Outcomes (PILOs) in: Intellectual skills</b>			
After completing this program, students will be able to:		After completing this course, students will be able to:	
B1-	Critically examine and evaluate evidence in relation to communication and language use in a variety of modes, genres and contexts, in different technical and non-technical texts in both English and Arabic	b1-	Specify appropriate equivalence to successfully translate various business texts and documents between the SL and TL
		b2-	Identify practical problems in translating business texts and documents between Arabic and English.
<b>Teaching and Assessment Methods for Achieving Learning Outcomes:</b>			
<b>Alignment of Learning Outcomes of Intellectual Skills to Teaching Methods and Assessment Methods:</b>			
Course Intended Learning Outcomes (CILOs) in Intellectual Skills.		Teaching strategies/methods to be used	Methods of assessment
After completing this course, students will be able to:		<ul style="list-style-type: none"> <li>▪ Problem solving</li> <li>▪ Group Discussion</li> <li>▪ Presentations</li> <li>▪ Cooperative learning</li> </ul>	<ul style="list-style-type: none"> <li>▪ Quizzes</li> <li>▪ Exams</li> <li>▪ Home assignments</li> <li>▪ Translating texts</li> </ul>
b1-	Specify appropriate equivalence to successfully translate various business texts and documents between the SL and TL		
b2-	Identify practical problems in translating business texts and documents between Arabic and English.		

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<b>(C) Professional and Practical Skills:</b>			
Alignment of Course Intended Learning Outcomes (CILOs) to Program Intended Learning Outcomes (PILOs) in: Professional and Practical Skills			
Program Intended Learning Outcomes (Sub-PILOs) in Professional and Practical Skills	Course Intended Learning Outcomes (CILOs) in Professional and Practical Skills		
After completing this program, students will be able to:	After completing this the course, students will be able to:		
<b>C3-</b>	Effectively use a variety of interpretive strategies for analyzing multiple kinds of texts and translate them accurately and efficiently from English into Arabic and vice-versa.	<b>c1-</b>	Analyze textual features that impose translation difficulties in business texts and documents.
		<b>c2-</b>	Effectively translate a variety of commercial, economic, financial and governmental texts and documents.
<b>Teaching and Assessment Methods for Achieving Learning Outcomes:</b>			
Alignment of Learning Outcomes of Professional and Practical Skills to Teaching and Assessment Methods:			
Course Intended Learning Outcomes (CILOs) in Professional and Practical Skills	Teaching strategies/methods to be used	Methods of assessment	
After completing this course, students will be able to:	<ul style="list-style-type: none"> <li>▪ Problem solving</li> <li>▪ Group Discussion</li> <li>▪ Presentations</li> <li>Cooperative learning</li> </ul>	<ul style="list-style-type: none"> <li>▪ Quizzes</li> <li>▪ Exams</li> <li>▪ Home assignments</li> <li>Translating texts</li> </ul>	
<b>c1-</b>			Analyze textual features that impose translation difficulties in business texts and documents.
<b>c2-</b>			Effectively translate a variety of commercial, economic, financial and governmental texts and documents.
<b>(D) General / Transferable Skills:</b>			
Alignment of Course Intended Learning Outcomes (CILOs) to Program Intended Learning Outcomes (PILOs) in: General and Transferable skills			
Program Intended Learning Outcomes (PILOs) in General / Transferable skills	Course Intended Learning Outcomes (CILOs) in General / Transferable skills		
After completing this program, students will be able to:	After completing this course, students will be able to:		
<b>D4-</b>	Work effectively within a team or individually to accomplish a common goal.	<b>d1-</b>	Justify the choice of certain vocabulary, idioms and expressions to a group of translators.
		<b>d2</b>	Work in a team of translators in local and international companies and agencies
<b>Teaching and Assessment Methods for Achieving Learning Outcomes:</b>			
Alignment of Learning Outcomes of General and Transferable skills to Teaching and Assessment Methods:			
Course Intended Learning Outcomes (CILOs) in General and Transferable Skills	Teaching strategies/methods to be used	Methods of assessment	
After completing this course, students will be able to:	<ul style="list-style-type: none"> <li>▪ Problem solving</li> <li>▪ Demonstration</li> </ul>	<ul style="list-style-type: none"> <li>▪ Quizzes</li> <li>▪ Exams</li> </ul>	

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d1-	Justify the choice of certain vocabulary, idioms and expressions to a group of translators.	<ul style="list-style-type: none"> <li>▪ Presentations</li> <li>▪ Simulation</li> <li>▪ Study tours</li> </ul>	<ul style="list-style-type: none"> <li>▪ Home assignments</li> <li>▪ Translating texts</li> </ul>
d2-	Work in a team of translators in local and international companies and agencies.		

### V. Course Content:

No	Units/Topics List	Sub Topics List	Number of Weeks	contact hours	Learning Outcomes
1	Introduction	Introduction to business translation: some basic characteristics; similarities and differences between English and Arabic; requirements of business translation;	2	6	a1- a2
2	Business idioms, expressions and abbreviations and acronyms; punctuations	Translation of idioms and structures used in business documents (English-Arabic-English)	3	9	a1- a2- b1
3	Translating job application letters	In-class practice	1	3	b1- b2- - c1- c2- d1- d2-
4	Translating Reply letter to Job Candidate	In-class practice	1	3	b1- b2- - c1- c2- d1- d2-
5	Translating economic phrases and expressions	In-class practice	1	3	b1- b2- - c1- c2- d1- d2-
6	Translating Letters of Payments	In-class practice	2	6	b1- b2- - c1- c2- d1- d2-
7	Translating Contract Acceptance letter	In-class practice	1	3	b1- b2- - c1- c2- d1- d2-
8	Translating Resignation Letter	In-class practice	1	3	b1- b2- - c1- c2- d1- d2-
9	Translating Order Letter	In-class practice	1	3	b1- b2- - c1- c2- d1- d2-
10	Translating Lay-off Letter	In-class practice	1	3	b1- b2- - c1- c2- d1- d2-
<b>Number of Weeks /and Units Per Semester</b>			<b>14</b>	<b>42</b>	

### b- Training Aspect:

Order	Training Tasks	CIOs (symbols)	Number of weeks	Contact hours
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1			
Number of Weeks /and Units Per Semester			

#### IV. Teaching strategies of the course:

- Problem solving - Demonstration - Presentations – Simulation - Study tours - Problem solving
- Group Discussion - Cooperative learning

#### 3-Assessment Methods:

- Quizzes – Exams - Home assignments - Translating texts - Evaluative Presentations - Projects

#### V. Schedule of Assessment Tasks for Students During the Semester:

No.	Assessment Method	Week Due	Mark	Proportion of Final Assessment	Aligned Course Learning Outcomes (CILOs symbols)
1	Participation and quizzes	1-12	10	10%	b1- b2- c1- c2- d1- d2-
2	Assignments	4-12	10	10%	b1- b2- c1- c2- d1- d2-
3	Mid-semester exam	8	20	20%	b1- b2- c1- c2- d1- d2- a1- a2
5	Final Exam	16	60	60%	b1- b2- c1- c2- d1- d2- a1- a2
	<b>Total</b>		<b>100</b>	<b>100%</b>	

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VI. Learning Resources:	
<ul style="list-style-type: none"> <li>Alabbasi, Ahmed. (2015) <i>Business Translation (A Theoretical and Practical Study)</i>. Sana'a: Al Ameen Publishing &amp; Distribution</li> <li>Texts taken from business settings.</li> </ul>	
<b>1- Required Textbook(s) ( maximum two ).</b>	
1-	Basil Hatim (1997) English-Arabic / Arabic-English Translation. Saqi Books
<b>2- Essential References.</b>	
-	Ghazala, Hasan. (2008). <i>Translation as Problems and Solutions</i> . Dar Al'elm Lilmalayeen Publishing House. Beirut, Lebnon
<b>3- Electronic Materials and Web Sites etc.</b>	
1-	<a href="http://www.arabtranslators.org">www.arabtranslators.org</a>
2-	<a href="http://www.atida.org">www.atida.org</a>
3-	<a href="http://www.cnn.com">www.cnn.com</a>
4-	<a href="http://www.bbc.com">www.bbc.com</a>
5-	<a href="http://www.aljazeera.net">www.aljazeera.net</a>

IX. Course Policies: (Based on the Uniform Students' Bylaw (2007))	
1	<b>Class Attendance:</b> Class Attendance is mandatory. A student is considered absent and shall be banned from taking the final exam if his/her absence exceeds 25% of total classes.
2	<b>Tardiness:</b> A student will be considered late if he/she is not in class after 10 minutes of the start time of class.
3	<b>Exam Attendance/Punctuality:</b> No student shall be allowed to the exam hall after 30 minutes of the start time, and shall not leave the hall before half of the exam time has passed.
4	<b>Assignments &amp; Projects:</b> Assignments and projects must be submitted on time. Students who delay their assignments or projects shall lose the allocated mark.
5	<b>Cheating:</b> Cheating is an act of fraud that results in the cancelation of the student's exam or assignment. If it takes place in a final exam, the Uniform Students' Bylaw (2007) shall apply.
6	<b>Forgery and Impersonation:</b> Forgery/Impersonation is an act of fraud that results in the cancelation of the student's exam, assignment or project. If it takes place in a final exam, the Uniform Students' Bylaw (2007) shall apply.
7	<b>Other policies:</b> The University official regulations in force will be strictly observed and students shall comply with

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all rules and regulations of the examination set by the Department, Faculty and University Administration.

اللجنة الإشرافية:			
م	الاسم	الصفة الوظيفية	التوقيع
١	د/ عباس مطهر	نائب العميد للدراسات العليا	
٢	أم.د/ أحمد مجاهد	نائب عميد مركز التطوير وضمان الجودة	
٣	أ.د/ إبراهيم المطاع	نائب رئيس الجامعة للشئون الأكاديمية	

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## Course Plan of Business Translation

### I. - Information about Faculty Member Responsible for the Course:

Name of Faculty Member		Office Hours					
Location & Telephone No.		SAT	SUN	MON	TUE	WED	THU
E-mail							

### II. Course Identification and General Information:

1-	Course Title:	<i>Business Translation</i>				
2-	Course Number & Code:	DR 55				
3-	Credit hours:	C.H				Total
		Th.	Seminar	Pr.	F. Tr.	
		3	-	-		3
4-	Study level/year at which this course is offered:	Third year, Semester 5				
5-	Pre –requisite (if any):	DR 35				
6-	Co –requisite (if any):	DR 51				
7-	Program (s) in which the course is offered	BA in Translation				
8-	Language of teaching the course:	English & Arabic				
9-	System of Study:	Faculty of Languages				
10-	Mode of delivery:	Interactive Lecture				
11-	Location of teaching the course:	Faculty of Languages/ University Campus				

### III. Course Description:

This course introduces students to the methods and terminology resources for the translation of commercial, economic, financial and governmental documents. It introduces them to the language of business, including abbreviations, idioms, international commercial terms, etc. Teaching strategies such as discussion and problem solving will be used in the course. Introduction to Translation and Electronic Tools for Translators are prerequisite and co-requisite courses.

### IV. Intended learning outcomes (ILOs) of the course:

After completing this course, students will be able to:

1. Demonstrate a clear knowledge of the characteristics of business texts and documents as well as theoretical principles, concepts and strategies of translation used for translating business texts and documents.
2. Show knowledge of problematic areas in translating English and Arabic business texts and documents.
3. Specify appropriate equivalence to successfully translate various business texts and documents between the SL and TL.

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4. Identify practical problems in translating business texts and documents between Arabic and English.
5. Analyze textual features that impose translation difficulties in business texts and documents.
6. Effectively translate a variety of commercial, economic, financial and governmental texts and documents.
7. Justify the choice of certain vocabulary, idioms and expressions to a group of translators.
8. Work in a team of translators in local and international companies and agencies.

### V. Course Content:

No	Topics List	Week Due	Contact Hours
1	Introduction to business translation: some basic characteristics;	1 <sup>st</sup>	3
2	similarities and differences between English and Arabic; requirements of business translation	2 <sup>nd</sup>	3
3	Business idioms, expressions and abbreviations and acronyms; punctuations	3 <sup>rd</sup>	3
4	Translation of idioms and structures used in business documents (English-Arabic)	4 <sup>th</sup>	3
5	Translation of idioms and structures used in business documents (Arabic-English)	5 <sup>th</sup>	3
6	Translating job application letters (in-class practice)	6 <sup>th</sup>	3
7	Translating Reply letter to Job Candidate (in-class practice)	7 <sup>th</sup>	3
8	<b>Mid-semester test</b>	8 <sup>th</sup>	3
9	Translating economic phrases and expressions (in-class practice)	9 <sup>th</sup>	3
10	Translating Letters of Payments (in-class practice)	10 <sup>th</sup>	3
11	Translating Contract Acceptance letter (in-class practice)	11 <sup>th</sup>	3
12	Translating Resignation Letter	12 <sup>th</sup>	3
13	Translating Order Letter (in-class practice)	13 <sup>th</sup>	3
14	Translating Lay-off Letter (in-class practice)	14 <sup>th</sup>	3
15	Revision	15 <sup>th</sup>	3
16	<b>Final Exam</b>	16 <sup>th</sup>	3
<b>Number of Weeks /and Units Per Semester</b>		<b>16</b>	<b>48</b>

### b- Training Aspect:

Order	Training Tasks	Week Due	Contact hours
1			
2			
<b>Number of Weeks /and Units Per Semester</b>			

### VI. Teaching strategies of the course:

- Problem solving - Demonstration - Presentations – Simulation - Study tours - Problem solving

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- Group Discussion - Cooperative learning

### 3-Assessment Methods:

- Quizzes – Exams - Home assignments - Translating texts - Evaluative Presentations - Projects

## VI.

No.	Type of Assessment Tasks	Week Due	Mark	Proportion of Final Assessment
1	Homework/Tasks/Assignments	5-12	10	10%
2	Attendance & Participation	1-14	10	10%
3	Midterm Exam	8	20	20%
4	Final Exam	16	60	60%
Total			100	100%

## VII. Learning Resources:

- Alabbasi, Ahmed. (2015) *Business Translation (A Theoretical and Practical Study)*. Sana'a: Al Ameen Publishing & Distribution
- Texts taken from business settings.

### 1- Required Textbook(s) ( maximum two ).

- Basil Hatim (1997) *English-Arabic / Arabic-English Translation*. Saqi Books

### 2- Essential References.

- 1- Ghazala, Hasan. (2008). *Translation as Problems and Solutions*. Dar Al'elm Lilmalayeen Publishing House. Beirut, Lebanon

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- [www.arabtranslators.org](http://www.arabtranslators.org)
- [www.atida.org](http://www.atida.org)
- [www.cnn.com](http://www.cnn.com)
- [www.bbc.com](http://www.bbc.com)
- [www.aljazeera.net](http://www.aljazeera.net)

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### IX. Course Policies: (Based on the Uniform Students' Bylaw (2007))

1	<b>Class Attendance:</b> Class Attendance is mandatory. A student is considered absent and shall be banned from taking the final exam if his/her absence exceeds 25% of total classes.
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6	<b>Forgery and Impersonation:</b> Forgery/Impersonation is an act of fraud that results in the cancelation of the student's exam, assignment or project. If it takes place in a final exam, the Uniform Students' Bylaw (2007) shall apply.
7	<b>Other policies:</b> The University official regulations in force will be strictly observed and students shall comply with all rules and regulations of the examination set by the Department, Faculty and University Administration.

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