Republic of Yemen
Ministry of Higher Education
and Scientific Research
Sana'a University
Faculty of Languages
Quality Assurance Unit

الجمهورية اليمنية
وزارة التعليم العالي والبحث العلمي
جامعة صنعاء
كلية اللغات
وحدة ضمان الجودة

Course Specification of Editing & Revising

I.	Course Identification and General Information:					
1	**Course Title:**					Editing & Revising
2	**Course Number & Code:**					**DR 82**
3	**Credit hours:**	**C.H**				**Total**
		Theoretical	**Practical**	**Training**	**Seminar**	
				3		3
4	**Study level/ semester at which this course is offered:**	Level: 4th Semester: 8th				
5	**Pre –requisite (if any):**	DR 32; DR 45				
6	**Co –requisite (if any):**					
7	**Program (s) in which the course is offered:**	BA in Translation				
8	**Language of teaching the course:**	English and Arabic				
9	**Location of teaching the course:**	Faculty of Languages				
10	**Prepared by:**	Dr. Essam Al-Mizgagi				
11	**Date of approval:**					

II.	Course description:
This course aims at providing students with basic practical skills of finalizing a variety of texts at different levels (words, phrases, clauses etc…) to be translated between English and Arabic. Students are expected to edit and revise TL through previously acquired knowledge and new practical methods and techniques to bring the target text to a satisfactory degree of naturalness.	

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 an understanding of the social, pragmatic and functional uses and different types of texts in English and Arabic in various contexts in society.

Teaching and Assessment Methods for Achieving Learning Outcomes:		
Alignment of Learning Outcomes of Knowledge and Understanding to Teaching and Assessment Methods:		
Course Intended Learning Outcomes (CILOs) in Knowledge and Understanding	**Teaching strategies /methods to be used**	**Methods of assessment**
After completing this course, students will be able to:	Computer lab Presentation Projects Home/class assignments	Quizzes Project evaluation Presentation evaluation Mid/final tests
a1- Demonstrate an understanding of the social, pragmatic and functional uses and different types of texts in English and Arabic in various contexts in society.		

(B) Intellectual Skills:			
Alignment o fCourse Intended Learning Outcomes (CILOs) to Program Intended Learning Outcomes (PILOs) in: Intellectual skills			
Program Intended Learning Outcomes (Sub- PILOs) in Intellectual skills		**Course Intended Learning Outcomes (CILOs) of Intellectual Skills**	
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-**	Evaluate basic structures of SL and their equivalent in TL in a variety of contexts and texts.
B6-	Examine the ways in which English and Arabic encode identity, social relationships and attitudes in view of translation theories and approaches.	**b2-**	Suggest the potential translation to TL bearing in mind the critical areas of language at different levels.
Teaching and Assessment Methods for Achieving Learning Outcomes:			
Alignment of Learning Outcomes of Intellectual Skills to Teaching Methods and Assessment Methods:			
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:		Computer lab Presentation Projects Home/class assignments	Quizzes Project evaluation Presentation evaluation Mid/final tests
b1-	Evaluate basic structures of SL and their equivalent in TL in a variety of contexts and texts.		
b2	Suggest the potential translation to TL bearing in mind the critical areas of language at different levels.		

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(C) Professional and Practical Skills:	
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 course, students will be able to:
C1- Apply their understanding of linguistic and translation concepts, methods and approaches to the construction and analysis of meanings in different types of texts and various modes of communication.	c1- Edit different types and structures of text when translating from SL into TL in the light of the previously acquired theories and methods of translation.
C3- 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.	c2- Revise the TL text efficiently to bring about a finalized ready-to-use text.

Teaching and Assessment Methods for Achieving Learning Outcomes:		
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:	Computer lab Presentation Projects Home/class assignments	Quizzes Project evaluation Presentation evaluation Mid/final tests
c1- Edit different types and structures of text when translating from SL into TL in the light of the previously acquired theories and methods of translation.		
c2- Revise the TL text efficiently to bring about a finalized ready-to-use text.		

(D) General / Transferable Skills:	
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:
D2- Manage time and prioritize workloads, think and perform under pressure and work to meet deadlines.	d1- Manage time and effort to work under pressure of work to meet deadline.
D6 Communicate effectively and fluently in speech and writing.	d2 Communicate effectively and fluently in speech and writing, individually and in groups.

Teaching and Assessment Methods for Achieving Learning Outcomes:
Alignment of Learning Outcomes of General and Transferable skills to Teaching and Assessment Methods:

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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:		Computer lab Presentation Projects Home/class assignments	Quizzes Project evaluation Presentation evaluation Mid/final tests
d1-	Manage time and effort to work under pressure of work to meet deadline.		
d2-	Communicate effectively and fluently in speech and writing, individually and in groups.		

IV.   Course Content:

1 – Course Topics/Items:

a – Theoretical Aspect

Order	Topic List / Units	CILOs (symbols)	Sub-topic List	Number of weeks	Contact hours
1	Introduction	a1-b1-b2-d1-d2. c1	Definitions Course plan definitions	1	3
2	Grammar checking	a1-b1-b2-c1-c2-d1-d2	Tenses Structure Auxiliaries and models Condition	2	6
3	phrase diction	a1-b1-b2-c1-c2-d1-d2	Word choice Glossaries and jargons Colocations and idioms	1	3
4	Long sentence and paragraph	a1-b1-b2-c1-c2-d1-d2	Discovering inter-sentential relations Explicit and implicit relations Coherence Consistency Punctuation	3	9
5	Peer reviewing	a1-b1-b2-c1-c2-d1-d2	Ones blind mistake Collaborative translation	1	3
6	Journalistic editing & revising	a1-b1-b2-c1-c2-d1-d2	Translator vs. journalist Ideology and editing	2	6
7	Technical editing & revising	a1-b1-b2-c1-c2-d1-d2	Scientific writing Legal writing	2	6

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8	Literary editing & revising	a1-b1-b2-c1-c2-d1-d2	Creative writing Options of literary writing Cultural factor	2	6
Number of Weeks /and Units Per Semester				**14**	**42**

	b- Training Aspect:			
Order	**Training Tasks**	**CILOs (symbols)**	**Number of weeks**	**Contact hours**
1				
2				
Number of Weeks /and Units Per Semester				

V. Teaching strategies of the course:

- Computer lab
- Presentation
- Projects
- Home/class assignments

3-Assessment Methods:

- Quizzes
- Project evaluation
- Presentation evaluation
- Mid/final tests

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VI.	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%	a1-b1-b2- c1-c2-d1-d2
2	Assignments	4-12	10	10%	a1-b1-b2- c1-c2-d1-d2
3	Mid-semester exam	8	20	20%	a1-b1-b2- c1-c2-d1-d2
5	Final Exam	16	60	60%	a1-b1-b2- c1-c2-d1-d2
	Total		100	100%	

VII.	Learning Resource (MLA style or APA style)s:

1- Required Textbook(s) (maximum two)

- Miscellaneous

2- Recommended Readings and Reference Materials

1- محاضرات في الترجمة العامة: محمد يحي أبوريشة
2- Brian Mossop,2001Revising and Editing for Translation, St. Jerome Publishing
3- Judd,Karen,1982, Copyediting (Practical Guide),Los Altos CA. WillSiam Kaufmann
4- مرشد المترجم : د. محمد عناني
5- Translation as problems and solutions: Prof. Hassan Ghazalah.
6- دليل المترجم: ماجد سليمان دودين

3- Essential References

1- Betty Azar: Understanding English Grammar. London: Longman.
2- Baker, P. (2006). *Using Corpora in Discourse Analysis*. London: Continuum
3- Halliday, M. A. K. & Hasan, R. (1976). *Cohesion in English*. London: Longman.
4- Hatim, B. & Mason, I. (1990). *Discourse and the Translator*. Harlow: Longman.
5- Reiss, K. and H. J. Vermeer (1984/2013) *Towards a General Theory of Translational Action: Sko Theory Explained*, translated by C. Nord, English reviewed by M. Dudenhöfer. Manchester: St Je

4- Electronic Materials and Web Sites *etc*.

https://www.almaany.com
https://glosbe.com
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5- Other Learning Material:

	IX. Course Policies: (Based on the Uniform Students' Bylaw (2007))
1	**Class Attendance:** Class Attendance is mandatory. A student is considered absent and shall be banned from taking

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		the final exam if his/her absence exceeds 25% of total classes.
2		**Tardiness:** A student will be considered late if he/she is not in class after 10 minutes of the start time of class.
3		**Exam Attendance/Punctuality:** 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		**Assignments & Projects:** Assignments and projects must be submitted on time. Students who delay their assignments or projects shall lose the allocated mark.
5		**Cheating:** 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		**Forgery and Impersonation:** 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		**Other policies:** 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.

اللجنة الإشرافية:			
م	الاسم	الصفة الوظيفية	التوقيع
1	**د/ عباس مطهر**	نائب العميد للدراسات العليا	
2	**أ.م.د/ أحمد مجاهد**	نائب عميد مركز التطوير وضمان الجودة	
3	**أ.د/ إبراهيم المطاع**	نائب رئيس الجامعة للشئون الأكاديمية	

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Course Plan of Introduction to Editing & Revising

I. Information about Faculty Member Responsible for the Course:

Name of Faculty Member	Essam Al-Mizgagi	Office Hours					
		SAT	**SUN**	**MON**	**TUE**	**WED**	**THU**
Location & Telephone No.	775118005						
E-mail	Esamhasan10@yahoo.com						

II. Course Identification and General Information:

1-	**Course Title:**	Editing and Revising	
2-	**Course Number & Code:**	**DR 51**	

3-	**Credit hours:**	C.H				Total
		Th.	**Seminar**	**Pr.**	**F. Tr.**	
		-	-	3	3	

4-	**Study level/year at which this course is offered:**	Level: 4th Semester: 8th
5-	**Pre –requisite (if any):**	DR 32; DR 45
6-	**Co –requisite (if any):**	
7-	**Program (s) in which the course is offered**	BA in Translation
8-	**Language of teaching the course:**	English and Arabic
9-	**System of Study:**	Regular
10-	**Mode of delivery:**	Interactive Lectures
11-	**Location of teaching the course:**	Faculty of Languages

III. Course Description:

This course aims at providing students with basic practical skills of finalizing a variety of texts at different levels (words, phrases, clauses etc…) to be translated between English and Arabic. Students are expected to edit and revise TL through previously acquired knowledge and new practical methods and techniques to bring the target text to a satisfactory degree of naturalness.

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

After completing this course, students will be able to:

1. Demonstrate an understanding of the social, pragmatic and functional uses and different types of texts in English and Arabic in various contexts in society.
2. Evaluate basic structures of SL and their equivalent in TL in a variety of contexts and texts.
3. Suggest the potential translation to TL bearing in mind the critical areas of language at different levels.
4. Edit different types and structures of text when translating from SL into TL in the light of the previously acquired theories and methods of translation.
5. Revise the TL text efficiently to bring about a finalized ready-to-use text.
6. Manage time and effort to work under pressure of work to meet deadline.

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7. Communicate effectively and fluently in speech and writing, individually and in groups.

V. Course Content:

	A – Theoretical Aspect:		
Order	Topics List	Week Due	Contact Hours
1	Introduction	1st	3
2	Grammar checking 1	2nd	3
3	Grammar checking 2	3rd	3
4	Word diction	4th	3
5	Discovering inter-sentential relations	5th	3
6	Coherence and consistency	6th	3
7	Punctuation reviewing	7th	3
8	Mid-term Test	8th	3
9	Peer-reviewing	9th	3
10	Journalist editing & reviewing	10th	3
11	Practical session	11th	3
12	Technical editing & revising	12th	3
13	Practical session	13th	3
14	Literary editing	14th	3
15	Practical session	15th	3
16	Final test	16th	3
Number of Weeks /and Units Per Semester		**16**	**48**

	b- Training Aspect:		
Order	Training Tasks	Week Due	Contact hours
1			
2			

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VI. Teaching strategies of the course:

- Computer lab
- Presentation
- Projects
- Home/class assignments

VII. Assessment Methods:

- Quizzes
- Project evaluation
- Presentation evaluation
- Mid/final tests

No.	Type of Assessment Tasks	Week Due	Mark	Proportion of Final Assessment
1	Present/Absent	All	10	10%
2	Class activities and quizzes	All	10	10%
3	Midterm written Exam	8th	20	20%
4	Final Exam (theoretical)	16th	60	60%
5	Total		100	100%

VIII. Learning Resources:

-

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

- Miscellaneous

2- Essential References.

1- محاضرات في الترجمة العامة: محمد يحي أبوريشة
2- Brian Mossop,2001Revising and Editing for Translation, St. Jerome Publishing
3- Judd,Karen,1982, Copyediting (Practical Guide),Los Altos CA. WillSiam Kaufmann
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	IX. Course Policies: (Based on the Uniform Students' Bylaw (2007))
1	**Class Attendance:** 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	**Tardiness:** A student will be considered late if he/she is not in class after 10 minutes of the start time of class.
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