



**Module/Course**  
**Syllabus**  
*70230202 -Theory and  
Practice of Translation*

*Department of  
Translation theory and  
practice*

<b>Course:</b>	<i>Translation of official documents</i>
<b>Type of the course:</b>	<i>Obligatory</i>
<b>Course code:</b>	70230202
<b>Year:</b>	2021-2022
<b>Semester:</b>	3
<b>Form of the degree programme:</b>	<i>Full-time students</i>
<b>Form of classes and number of hours per semester:</b>	150
Lectures	30
Practical lessons	30
Seminars	-
Self-study	90
<b>Number of ECTS credits:</b>	<i>5 credits for third semester</i>
<b>Form of assessment:</b>	<i>Course completion assessment (exam)</i>
<b>Course language:</b>	<b><i>English</i></b>

<b>Course objective (CO)</b>	
<b>CO1</b>	To teach students the types official documents
<b>CO2</b>	To familiarize students with the terms and clichés in official documents
<b>CO3</b>	To develop student's knowledge in the sphere of international organizations and their structure
<b>CO4</b>	To familiarize them with various types and forms of documents circulated between countries and organizations
<b>CO5</b>	To develop their ability to translate them into Uzbek and English

<b>Prerequisites in terms of knowledge, skills and other competencies</b>	
<b>1</b>	Be familiar with stylistic characteristics peculiar to the texts of official documents
<b>2</b>	Know about lexical problems faced while translating official documents and how to overcome them
<b>3</b>	Be able to analyze the text prior to translating in order to learn the audience, the aim and purpose of the information given in the text

<b>Learning outcomes (LO)</b>	
	In terms of knowledge the student will:
<b>LO 1</b>	Be able to analyse texts of official documents

<b>LO2</b>	Know about the terms and clichés in official documents
<b>LO 3</b>	Develop knowledge in the sphere of international organizations and their structure
<b>LO4</b>	Know about the types and forms of documents circulated between international organizations
<b>LO5</b>	Be able to translate official documents into Uzbek and English

<b>Course content</b>	
<b>3 – term Lecture topics</b>	
	Topics
1	Introduction to the course: Course syllabus, assessment criteria
2	Diplomatic language.
3	The linguistic peculiarities of diplomatic English.
4	Diplomatic documents.
5	Verbal, circular and personal notes.
6	Communiqués, aides-memoire, speaking notes.
7	Letters of credence and recall.
8	Memoranda
<b>Practical class topics.</b>	
1	Diplomacy and International Relations.
2	Diplomatic language. Different Styles.
3	The peculiarities of diplomatic English (lexical, syntactical, stylistic).
4	Diplomatic documents. Diplomatic communications between states.
5	Verbal and personal notes. Circular and speaking notes.
6	Aide-Memoire.
7	Memorandum.
8	Interoffice Memorandum.

9	Letters of Credence.
10	Letters of Recall.
11	Relatively new types of diplomatic documents. Statements. Declaration and
12	Communiques and Joint communiques. Speeches.
13	Writing letters in English.
14	United Nations communications (formal and informal letters).
15	Official letters and private letters of semi-official character.

**Self-study topics.**

1	Diplomacy and International Relations.
2	Diplomatic language. Different Styles.
3	The peculiarities of diplomatic English (lexical, syntactical, stylistic).
4	Diplomatic documents. Diplomatic communications between states.
5	Verbal and personal notes. Circular and speaking notes.
6	Aide-Memoire.
7	Memorandum.
8	Interoffice Memorandum.
9	Letters of Credence.
10	Letters of Recall.
11	Relatively new types of diplomatic documents. Statements. Declaration and Resolutions.
12	Communiques and Joint communiques. Speeches.
13	Writing letters in English.
14	United Nations communications (formal and informal letters).
15	Official letters and private letters of semi-official character.

**Required textbooks and other course materials**

**Internet sites**

1. Л.М. Блинкова. Деловая и дипломатическая переписка на иностранном языке. Учебное пособие. – М., 2012.

Василевич А.П. Описание фигуры человека в лексике семи языков: универсалии и различия // Язык и сознание: Парадоксальная рациональность / Отв. ред. Е.Ф.Тарасов. - М.: ИЯ РАН, 1993.

- 2.Александрова О.В. Проблемы экспрессивного синтаксиса.М.: Высшая школа. - 1984. - 211 с.

- 3.Апресян Ю.Д. Образ человека по данным языка: Попытка системного описания. - Вопросы языкознания. - 1995. - N 1.

- 4.Бажутина Т.О. Национальное сознание в динамике идентификации личности // Известия СО РАН. История, филология и философия. - Новосибирск: ВО "Наука", 1992. - N 3.

<https://www.whitehouse.gov>

2.[www.lex.uz](http://www.lex.uz)

3.[www.undocs.com](http://www.undocs.com)

<https://study.com>

[www.teachingenglish.org.uk](http://www.teachingenglish.org.uk)

<https://eslflow.com>

<https://www.academia.edu>

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