

**UNIVERSITY OF PUERTO RICO
ARECIBO
ENGLISH DEPARTMENT**

Syllabus for INCO 4035

I. Course Title: Business Translation

II. Course Code: INCO 4035

III. Contact Hours/Credits: Two (2) credit hours

IV. Prerequisites: INCO 3005-3006

V. Course Description: This course is designed to develop student's practical skills in the techniques employed in English/Spanish and Spanish/English translation. Focus is on building vocabulary, using idiomatic expressions, and to the structure of both languages as may apply to business. Special emphasis is given to the style and tone of the business letter.

VI. Objectives:

A. General Objectives:

1. Apply the basic principles governing the different types of translation as they apply to communication in general and to business communication in particular.
2. Increase their professional vocabulary as it applies to business and technical communication.
3. Develop a working knowledge of idiomatic expressions to avoid awkward and tilted language usage.
4. Utilize reference books and dictionaries adequately.
5. Identify the differences in style and tone of business communications in English and Spanish.

B. Specific Objectives:

At the end of this course, students will be able to perform acceptably the following areas:

1. Orientation to business translation
Translate a simple business letter satisfactorily.
Apply business terminology in English and Spanish accurately.
Adapt a text to its potential reader
Compare and contrast cultural differences between both languages.
Use idiomatic expressions correctly (time, place and other)
2. Cognates
Recognize exact and approximate cognates
Recognize false cognates
3. Reference Books
Recognize the importance of and use dictionaries, technical encyclopedias, thesauruses, and others in business translation.

4. Comparative/Contrastive English/Spanish Language Structure
 - Verb tenses
 - Subject - Verb Agreement
 - Pronouns
 - Modifiers
 - Verbals
 - Connectives
 - Parallelism

VII. Course Content and Distribution of Time:

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|---|----------|
| 1. Introduction to the Course and syllabus | 1 hours |
| 2. Introduction to basic translation principles | 2 hours |
| 3. Vocabulary practice | 5 hours |
| 4. Grammar, style tone and structure of English and Spanish (comparative) | 10 hours |
| 5. Written practice and projects | 12 hours |

VIII. Instructional Strategies:

1. Lecture
2. Collaborative activities
3. Group and/or individual writing
4. Use of electronic communication to hand-in work
5. Group an/or individual oral reports

IX. Resources:

In addition to assigned textbook student will use library and multimedia resources, the Internet, audiovisual material and any other additional material prepared by the professor.

X. Evaluation Criteria:

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|---------------------------------|------------------|
| 1. Class Activities | 30% |
| 2. Partial Examinations | 20% |
| 3. Final Examination | 30% |
| 4. Participation and Attendance | 20% ¹ |

NOTE: The specific needs of students sheltered under Law 51 will be taken into consideration.

¹ If not considered, this percentage will be allotted to the Oral Final Examination.

XI. Basic Grading Scale

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| 100% – 90% | A |
| 89% – 80% | B |
| 79% – 70% | C |
| 69% – 60% | D |
| 59% and lower | F |

XII. Bibliography

1. Weiss, Edmond H. *The Elements of International English Style : A Guide to Writing Correspondence, Reports, Technical Documents, and Internet Pages for a Global Audience*. Armonk, N.Y. M.E. Sharpe, 2005
2. Torres, L.M. *Impedimentos Visuales: Naturalezas y Necesidades*. San Juan: Editorial Isla Negra. 1998.
3. Torres, L.M. *Movilidad: Necesidad Básica de Personas con Impedimentos*. San Juan: Editorial Isla Negra. 1999.
4. <http://www.jat.org/jtt/flint3pils1.html>

XIII. LAW 51

Students that receive vocational rehabilitation services should get in contact with the professor at the beginning of the semester to make sure that all academic and technical needs are addressed in accordance with the “Oficina de Asuntos para Personas con Impedimento”. Other students that require special accommodations should also notify the professor in charge.