

Identification	Subject (code, title, credits)	Consecutive Translation and Note- taking. TRN 423,
	Department	English Language and Literature Department
	Program (undergraduate, graduate)	Undergraduate
	Term	Fall, 2026
	Instructor	Gulnur Nabiyeva
	E-mail:	gnabiyeva@khazar.org
	Phone:	(+994 12) 421-10-93
	Office hours	09:00- 18:00, Monday-Friday
Prerequisites	Introduction to translation, Written translation	
Language	English	
Compulsory/Elective	Compulsory	
Required textbooks and course materials	1. Gillies, A. (2019). Note-taking for Consecutive Interpreting: A Short Course. Routledge. 2. Nolan, J. (2005). Interpretation: Techniques and Exercises. Multilingual Matters. 3. Szabó, C. (2006). Language choice in note-taking for consecutive interpreting. <i>Interpreting: International Journal of Research & Practice in Interpreting</i>, 8(2).	
Course website		

Course outline	This course enables students to practice consecutive translation of diversified texts (oral speeches), talks, etc. in both directions (Azerbaijani and English). The focus will be placed on acquiring various translation techniques and skills which such as listening comprehension, analysis of meaning, analytical thinking, note-taking, short-term memory, arranging information, managing challenges(linguistic and ethical), as well as non- verbal factors that are of great importance in comprehension of the message transferred.
Course objectives	This course aims to: 1. Introduce students to the practice of sight translation from English into Azerbaijani and vice versa;

	2. Provide students with the opportunities to develop their note- taking and consecutive interpreting skills; 3. Familiarize students with non- verbal factors influencing the comprehension of the message transferred ; 4. Equip students with the basic techniques in performing bilateral interpreting ;		
Learning outcomes	Upon successful completion of the course, the students will be able to : 1. Develop skills such as listening, memory retention, note- taking etc. to perform consecutive translation; 2. Catch the main idea in texts. 3. Acquire strategies for handling challenges which can occur during oral interpreting; 4. Students will be able to Students will be able to apply effective notetaking techniques		
Teaching methods	Lecture		
	Group discussion		✓
	Experiential exercise		✓
	Case analysis		
	Simulation		
	Course paper		
	Others		✓
Evaluation	Methods	Date/deadlines	Percentage (%)
	Midterm Exam		35

	Case studies		
	Attendance		5
	Activity		5
	Assignment and quizzes		
	Project		20
	Presentation/Group Discussion		
	Final Exam		35
	Others		
	Total		100
Policy	Attendance is required for the entire course for the student to receive credit. Partial attendance is considered as an absence and will affect the final grade. <u>25 percent</u>, will result in a failure of the course. Activity: During each class, students will practice different types of interpreting (sight, consecutive, simultaneous). They will listen recorded texts and translate them by taking- notes. Though students are generally not allowed to use mobile phones in class, while interpreting, they can record their own voices so that the teacher together with them can check errors later and emphasize the strength of		

AI Policy	their translation. Also, mobile phones can be used to look up for a word in electronic dictionaries while working on the new vocabulary. Students may use artificial intelligence (AI) tools to support their learning, preparation, and revision in the Consecutive Interpreting and Note-Taking course, unless otherwise specified for a particular assignment. AI may be used to practice vocabulary, terminology, listening comprehension, and preparation for interpreting tasks. However, students are responsible for developing and demonstrating their own interpreting, listening, memory, and note-taking skills. AI-generated interpreting or notes should not replace the student's own performance in assessed tasks. Any use of AI tools must be appropriately acknowledged or cited when required by the instructor. Students should not use AI during interpreting assessments or to complete assignments when the instructor has explicitly prohibited its use. Misrepresenting AI-generated work or assistance as entirely one's own may be considered a violation of academic integrity.
------------------	--

Assessment		For the project work , students will be asked to prepare simultaneous interpretation of some four texts on significant latest events. The volume of the part to be interpreted from the text should not be less than 350-400 words. However, the student must be familiar with the content of the entire text be able to interpret consecutively any part of the material randomly selected by the teacher. Deadline for submitting the projects will be defined later.	
Tentative Schedule			
Week	Date/Day (tentative)	Topics	Textbook/Assignments /Reading
1		Introduction to Consecutive Interpreting - Overview of interpreting modes (consecutive, simultaneous, sight translation). - Role of the interpreter in different settings. - Introduction to note-taking techniques.	Gillies, A. (2019). <i>Consecutive interpreting: A short course</i> . Routledge
2		Listening and Comprehension Skills - Active listening and understanding the message. - Techniques to improve concentration and comprehension. - Exercises in listening to speeches and identifying key points.	Nolan, J. (2005). <i>Interpretation: Techniques and Exercises</i> . Multilingual Matters.
3		Memory Training and Retention Techniques - Short-term memory strategies for interpreters. - Chunking and grouping information. - Practical memory exercises with short texts.	Nolan, J. (2005). <i>Interpretation: Techniques and Exercises</i> . Multilingual Matters.

4	Introduction to Note-Taking Systems - Symbols, abbreviations, and layout for effective notetaking. - Organizing notes for clarity and speed. - Practice in developing personal note-taking styles.	Gillies, A. (2019). <i>Consecutive interpreting: A short course</i> . Routledge
5	Note-Taking for Consecutive Interpreting - How to capture meaning, not words. - Structuring notes for complex speeches. - Practice interpreting using personal notes.	Gillies, A. (2019). <i>Consecutive interpreting: A short course</i> . Routledge
6	Speech Delivery in Consecutive Interpreting - Reproducing the speaker's style, tone, and pace. - Public speaking techniques for interpreters. - Interpreting practice with feedback on delivery	Szabó, C. (2006). Language choice in note-taking for consecutive interpreting. <i>Interpreting: International Journal of Research & Practice in Interpreting</i> , 8(2).
7	Interpreting Dialogues - Techniques for handling dialogue interpreting (doctor-patient, lawyer-client, etc.). - Note-taking and memory strategies for dialogue settings. - Practical exercises in interpreting conversations.	Gillies, A. (2019). <i>Consecutive interpreting: A short course</i> . Routledge
8	Midterm exam	
9	Consecutive Interpreting in Business Contexts	Gillies, A. (2019). <i>Consecutive interpreting: A short course</i> . Routledge

	- Terminology and strategies for business-related interpreting. - Practice interpreting speeches, meetings, and negotiations in business settings.	
10	Consecutive Interpreting in Legal Settings - Overview of legal interpreting principles. - Understanding legal terminology and concepts. - Role-playing exercises in legal interpreting.	Gillies, A. (2019). <i>Consecutive interpreting: A short course</i> . Routledge
11	Consecutive Interpreting in Medical Settings - Challenges and techniques in medical interpreting. - Medical terminology and cultural sensitivity in healthcare settings.	Gillies, A. (2019). <i>Consecutive interpreting: A short course</i> . Routledge.
	- Interpreting medical interviews and consultations.	
12	Stress Management for Interpreters - Techniques for managing interpreting under pressure. - Coping with difficult speakers and high-stress situations. - Simulation exercises in high-pressure scenarios.	Gillies, A. (2019). <i>Consecutive interpreting: A short course</i> . Routledge.

13	Group Practice and Feedback - Group interpreting exercises with peer feedback. - Analyzing strengths and areas for improvement. - Collaborative exercises to simulate real-world interpreting.	Gillies, A. (2019). <i>Consecutive interpreting: A short course</i> . Routledge
14	Advanced Note-Taking Techniques - Refining personal note-taking systems. - Advanced notetaking for complex and technical speeches. - Practice interpreting longer speeches using notes.	Gillies, A. (2019). <i>Consecutive interpreting: A short course</i> . Routledge
15	Holding discussions on studied topics and working on errors. Review of key interpreting techniques and strategies.	
XVI	Final exam	