

Identification	Subject (code, title, credits)	TRN423, Consecutive Interpreting and Note-taking, 3 credit, 6 ECTS
	Department	English Language and Literature Department
	Program (undergraduate, graduate)	Undergraduate
	Term	Fall, 2025
	Instructor	Elmira Jahangirli
	E-mail:	elmira.jahangirli@khazar.org
	Phone:	-
	Classroom/hours	As scheduled
	Office hours	-
Prerequisites	Introduction to translation, Written translation	
Language	English	
Compulsory/Elective	Compulsory	
Required textbooks and course materials	<ol style="list-style-type: none"> 1. Gile, Daniel. «Basic Concepts and Models for Interpreter and Translator Training», John Benjamin Publishing Company, Amsterdam/Philadelphia, 1995, 2. Jones, Roderick. Conference Interpreting Explained, St.Jerome Publishing House, Manchester, UK, 154p 3. Yazılı mətnin şifahi tərcüməsi, F, Abdullayeva, Ə. Gül, N. Əliyeva, 2014 4. Şifahi tərcümənin prinsipləri, F.Vəliyeva, A.Hacıyeva, 2022 	
Course website		
Course outline	<p>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.</p>	
Course objectives	<p>This course aims to:</p> <ol style="list-style-type: none"> 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 apply effective note-taking 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		10
	Assignment and quizzes		
	Project		15
	Presentation/Group Discussion		
	Final Exam		35
	Others		
	Total		100
Policy	<p>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.</p> <p>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</p>		

	<p>interpreting, they can record their own voices so that the teacher together with them can check errors later and emphasize the strength of their translation. Also, mobile phones can be used to look up for a word in electronic dictionaries while working on the new vocabulary.</p> <p>Missed exams or assignments: A notification should be given in advance if the student is unable to attend the scheduled presentation or test. Full class participation and completion of assigned homework are necessary.</p> <p>Academic Dishonesty: Any plagiarism while studying will be severely penalized (by a non-pass for the course). Reference should be given to the sources used in the work. However, any research paper consisting of references and citations only, without further analysis by the student, will not be acceptable either. Cheating during the tests will be penalized likewise.</p> <p>Course grades will be based on daily work, classroom participation, attendance, homework, presentations, and research.</p>		
Assessment	For the project work , students will be required to prepare an interpretation of one chosen Azerbaijani movie. A minimum of 5 minutes of the movie will be assigned to each student. The deadline for submitting the project will be defined later.		
Tentative Schedule			
Week	Date/Day (tentative)	Topics	Textbook/Assignments/Reading
1		Expansion of the students’ knowledge about interpreting on the basis of the translation courses taught in previous semesters. Discussion of the Assessment Criteria for Quality Translation/Interpreting;	Hands-on training
2		What is sight translation? Elements of sight translation? Practical assignment	Hands-on training

3		Skills required for sight translation Process of sight translation Practical assignment	Hands-on training
4		General viewpoint to consecutive interpreting Skills required for consecutive interpreting Combating stress	Hands-on training
5		Listening comprehension skills General Listening Activities Recognizing and Splitting Ideas Practical assignment: Interpreting of an English Text;	Hands-on training
6		Introduction to Notetaking Skills Noting Names and Numbers	Hands-on training
7		Techniques of note- taking Note- taking exercises Practical assignment: Interpreting of an English Text	Hands-on training
8		Midterm exam	
9		Practical assignment: Consecutive Interpreting of the English Speaker's Social and Political Presentation Breathing Exercises;	Hands-on training
10		Overcoming lexical challenges in interpreting	Hands-on training

		Practical assignment: Interpreting of the Social and Political Speech of the Head of the Republic of Azerbaijan	
11		The Impact of Cultural Difference on Speech Comprehension. Overcoming lexical challenges in interpreting	Hands-on training
12		Challenges in Translation of Aphorisms and Phraseological Units Practical assignment: Consecutive Interpreting of a Literary Text	Hands-on training
13		Terminological Challenges in Interpreting Practical assignment: Interpreting of English and Azerbaijani Economic Texts;	Hands-on training
14		Terminological Challenges in Interpreting Practical assignment: Simultaneous Interpreting of a Randomly Selected Text	Hands-on training
15		Holding discussions on studied topics and working on errors. Review.	
XVI		Final exam	