K R I S H N A U N I V E R S I T Y

(A State University established by Govt. of A.P)

Dr. NTR PG Center for Higher Education

Department of English

Diploma in Functional English and Translation (6-Month Duration)

Core Modules: Functional English Language (Months 1-3)

This section emphasizes practical, real-world English for employment and basic administrative and practical purposes.

Section 1: Functional English (Months 1-3)

MODULE 1: Functional Grammar:

- **Communicative Grammar:** Focus on common error correction; review of core tenses, articles, and prepositions in conversational contexts, punctuation.
- **Voice and Mood:** Proficient and context-appropriate use of active and passive voice; mastering the subjunctive and imperative moods.

MODULE 2: Functional Lexicon

- **Vocabulary & Usage:** Acquisition and proper application of academic and professional vocabulary through etymology and portmanteau words etc.
- **Collocations**: Intensive practice with natural word pairings (e.g., "heavy rain" vs. "strong tea") and advanced idiomatic expressions.
- **Idioms & Phrasal Verbs:** Understanding and using complex multi-word verbs in professional and literary contexts

MODULE 3: Communication Skills:

- **Spoken and Listening Skills: Phonetics and Pronunciation basics** (stress, intonation). Conversational practice for social and basic work scenarios (telephonic etiquette, handling simple complaints). List of frequently mispronounced words.
- **Functional Reading:** Strategies like **skimming and scanning**; comprehension of real-world texts (notices, manuals, simple contracts), Note taking etc.
- **Practical Writing:** Writing effective and concise **emails** (formal/semi-formal), drafting professional **Resumes/CVs** and **Cover Letters**, and writing minutes of meetings, summaries, reviews and reports.

Core Modules: Translation: Theory and Practice (Months 1-3)

Section 2: Introduction to Translation (Months 4-6)

This section emphasizes the concepts, practical, and real-world translation for basic administrative and other purposes.

MODULE 1:

- **Translation Fundamentals:** Basic ideas about translations to be acquired from the reading of the prescribed texts. (See the next page for the prescribed texts).
- **Fundamentals of Translation Theory:** Key concepts like **Source Language (SL), Target Language (TL)**, equivalence, fidelity, and untranslatability. Understanding the difference between translator/interpreter; finding the closest semantic vs. communicative **equivalence**. Examination of the translation process (analysis, transfer, restructuring).

Practical Translation Techniques

- **Techniques of Equivalence:** Practice with direct translation techniques (borrowing, calque, literal translation) and oblique techniques (transposition, modulation, adaptation), domestication and foreignisation etc..
- **Terminology Management:** Creating and maintaining glossaries and terminology databases for specialized subjects.
- **Common Errors:** Identifying and correcting typical translation mistakes, including grammatical, semantic, and stylistic errors.
- **Use of Tools:** Introduction to **CAT (Computer-Assisted Translation) tools** and Machine Translation (MT) systems and how to post-edit MT output.

MODULE 2:

- **Genre-Specific Translation Practice (Mostly from English to Telugu):**
    - **Official & Administrative:** Letters, notices, and reports (focus on content).
    - **Media & Journalistic:** News articles and press releases (focus on tone).
    - **Technical & Commercial:** Manuals and business correspondence (focus on clarity).
    - **Legal translation:** Terminology and technicality (Focus on legality)
    - **Literary (Introduction):** Translation of short excerpts (focus on rhythm and tone).
- **Translation Practice: Literary & Non-Literary Texts:** Translating **administrative documents** (certificates, forms, bank statements), media headlines, and simple brochures.

- **Technical and Literary Contexts:** Creating small, subject-specific **glossaries** (IT, finance). Introductory practice with literary dialogue to maintain **tone**.
- **Machine translation**: CAT tools, post-editing.
- **Back Translation:** Practice to identify and correct ambiguity and errors in translation.
- **Project Work:** Completion of a literary, non-literary or semi-technical translation project.

➢ **The following texts are prescribed for detailed study in Section 2 of this course.**

1. "Theories of Translation" by Eugene Nida
2. "Translation as Literary History: An Indian View" by Ganesh Devi
3. "Foreignisation and Domestication" by Lawrence Venuti

MODULE 3: Project/Seminars/Presentations

Assessment is through Examination, & Viva Voce etc.

Reference Books:

Austermühl, K. (2001). *Electronic Tools for Translators*. St. Jerome Publishing.

Bassnett, S. (2014). *Translation Studies* (4th ed.). Routledge.

Eastwood, J. (2018). *Oxford Practice Grammar Advanced* (4th ed.). Oxford University Press.

Gupta, S. (2008). *Communication Skills and Functional Grammar*. Firewall Media.

Minto, B. (2009). *The Pyramid Principle: Logic in Writing and Thinking*. Pearson Education.

Munday, Jeremy (2008). *Routledge Companion to Translation Studies*. Routledge, New York.

Newmark, P. (1988). *A textbook of Translation*. Prentice Hall International.

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Model Question Paper

Duration: 3 hrs **Total Marks: 70**

SECTION-A

Answer any FIVE questions. Each carries 4 marks. (5 x 4 = 20 marks)

1. Briefly explain the key concepts of Fidelity and Equivalence in translation theory.
2. Explain the difference between active voice and passive voice with examples.
3. How is etymology useful for learning vocabulary? Give examples.
4. What is the main purpose of performing a Back Translation exercise?
5. State the difference between a Semi-formal and an Informal language register.
6. Explain the concept of Collocations with suitable examples.
7. Prepare your CV to apply for a post related to legal translation.

SECTION-B

Answer any FIVE questions. Each carries 10 marks. (5 x 10 = 50 marks)

1. Discuss the three major phases of the Translation Process (analysis, transfer, restructuring).
2. Explain the difference between finding the closest semantic equivalence and communicative equivalence.
3. Describe the three Oblique Translation Techniques (transposition, modulation, adaptation) and discuss their necessity when direct translation is insufficient.
4. Discuss the importance of creating and maintaining glossaries and terminology databases for specialized subjects.
5. Discuss the critical differences in approach, terminology, and focus when translating Administrative documents (like reports or notices) versus Media & Journalistic texts.
6. Explain the concepts of Domestication and Foreignisation in translation, as discussed by Lawrence Venuti, with examples.
7. Discuss the importance of translation in the history of Indian literatures.