

Interpreting and Translation 2010/11



Interpreting and Translation Course

Contents	Page
Introduction	4
BA Applied Translation	6
MA Applied Translation Studies	8
MA Interpreting	10
MA Public Service Interpreting (Health and Legal)	12
Postgraduate Diploma in Legal Interpreting	14
Postgraduate Certificate in Health Interpreting	16
<hr/>	
Diploma in Public Service Interpreting (DPSI) Legal option only	
Diploma in Public Service Interpreting (DPSI) Preparatory Courses:	21
– Revision and Preparation Course for the DPSI oral exam 2011. Legal option only	
Legal, Health and Local Government Options	23
– Translation Course by Correspondence	
<hr/>	
Introduction to Conference Interpreting	24
Introduction to Diplomatic Interpreting	25
Improve your Voice and Speech	27
<hr/>	
Translation	
– Translating Literary Texts	28
– Translation Memory Tools (SDL Trados)	29
– Intensive Course – Subtitling	30
– Training the Trainers in Translation	32
<hr/>	
Summer School	
– International Translation Summer School: The Translator and Cultural Knowledge	34
<hr/>	
How to apply for Short Courses	35
<hr/>	
Course location and further information	Back Cover
<hr/>	

Interpreting and Translation Courses

Introduction

London Metropolitan University is as dynamic as the city in which it is situated. As the capital's largest unitary university we have over 30,000 students including nearly 7,000 international students from 187 countries.

We are full members of CUITI (Conférence Internationale Permanente D'Instituts Universitaires de Traducteurs et Interprètes) and work in close collaboration with professional associations such as the Chartered Institute of Linguists, the Institute of Translation and Interpreting and the European Commission.

We offer undergraduate and postgraduate courses and provide professional development and consultancy services to individuals and organisations in the UK and overseas in a warm and welcoming atmosphere.

London Metropolitan University offers an extensive range of language resources, including multilingual documents, specialised dictionaries and translation-specific software. It has invested heavily in technology and has one of the largest and best language centres in the UK, distributed over two campuses, including a state-of-the-art interpreting suite, situated in Moorgate, City of London.

Short courses

For the sixth running year, London Metropolitan University offers a collection of short courses in interpreting and translation, giving you an excellent opportunity to gain continuous professional development with detailed feedback and tuition from a team of dedicated professionals.

The **DPSI** short courses, legal option, have been a success **with extremely high annual pass rates, (90 to 100%), including a number of students passing with merit and distinction.** The national pass rate was 32.5% in 2007 (CIOL Chief Moderator's report).

New degree courses in Public Service Interpreting (Health and Legal)

- **Master in Public Service Interpreting (Health and Legal)**
- **Diploma in Legal Interpreting**
- **Postgraduate Certificate in Health Interpreting**

The MA in Public Service Interpreting (Health and Legal) was designed in consultation with the Chartered Institute of Linguists, the Institute of Translation and Interpreting, the London Metropolitan Police, potential employers and the interpreting services of the European Commission.

Excellent teaching expertise and learning experience

Our team of lecturers and tutors are all professional translators and/or interpreters affiliated to professional interpreting and translating organisations. Each course offers a personal and flexible approach. The interpreting suite at Moorgate provides excellent facilities for conference interpreting.

Feedback from students has been outstanding, reporting vocational relevance, excellent teamwork, and exciting teaching and learning activities. Students enjoy the professional approach, academic excellence, enthusiasm and dedication of lecturers.

We are offering Training the Trainers courses for translation this year and developing further in-house Training the Trainers courses for interpreting with new pedagogical materials for 2010-2011.

Further opportunities

We will also be hosting professional development events for interpreters and translators during the year. This offers a great opportunity to network, meet potential employers and gain valuable information to join the professional market.

Please visit our websites for further information:

- **MA Applied Translation Studies:** www.londonmet.ac.uk/pgprospectus/courses/applied-translation-studies.cfm
- **MA Public Service Interpreting:** www.londonmet.ac.uk/pgprospectus/courses/public-service-interpreting.cfm
- **MA Interpreting:** www.londonmet.ac.uk/pgprospectus/courses/interpreting.cfm
- **Postgraduate Diploma in Legal Interpreting:** www.londonmet.ac.uk/pgprospectus/courses/legal-interpreting-pgd.cfm
- **BA Applied Translation:** www.londonmet.ac.uk/ug-prospectus/courses-10-11/applied-translation.cfm
- **Diploma in Public Service Interpreting (DPSI) Legal Option only:** www.londonmet.ac.uk/depts/hal/shortcourses/diploma-in-public-service-interpreting-dpsi-legal-option-only.cfm
- **Short Courses:** www.londonmet.ac.uk/depts/hal/shortcourses
- **Contact us by email:** interpreting-translation@londonmet.ac.uk

BA Applied Translation

Dates	Entry in September or February. Duration of degree is 3 years full time, 4-6 years part time.
Place	City campus, 84 Moorgate EC2M 6SQ
Number of spaces available	N/A
Languages	<ul style="list-style-type: none">■ Arabic (native speakers) – English (foreign language; IELTS 6)■ French (native speakers) – English (foreign language; IELTS 6)■ English (native speakers) – French (foreign language; minimum entry requirement A-level or A-level equivalent)■ Italian (native speakers) – English (foreign language; IELTS 6)■ Polish (native speakers) – English (foreign language; IELTS 6)■ Spanish (native speakers) – English (foreign language; IELTS 6)■ English (native speakers) – Spanish (foreign language; minimum entry requirement A-level or A-level equivalent)■ German (native speakers) – English/Russian (native speakers) – English are NOT available for entry into year 1 <p>Applicants who have studied on a TRANSLATION Degree and have completed and passed at least one practical translation module in year 1 and 2 practical modules in year 2 can be considered for direct entry into year 2 or 3.</p>
Status	Full-time and part-time, day.
Price	Please contact Admissions Office for more information: Tel: 020 7133 4200 Fax: 020 7133 2677 Email: admissions@londonmet.ac.uk
Who is it for?	<ul style="list-style-type: none">■ This course is of interest to students wishing to engage with all aspects of non-literary translation. The focus is on practical work and the development of professional skills.■ You need to have an A-level or A-level equivalent qualifications.■ Career opportunities Graduates typically find work in national and international government and non-governmental organisations, such as the European Union, banks, translation agencies and multinational corporations.■ Professional accreditation/exemption Students of a high standard are awarded a certificate from the Institute of Linguists, and are exempted from Paper 1 of the Institute's Postgraduate Diploma in Translation.



► BA Applied Translation (*continued*)

Entry criteria

Applicants should have:

- very good reading and writing skills in their two languages (they must be able to read/interpret complex texts taken from a range of subjects and registers and produce equivalent complex language in their other language)
- an understanding of and interest in the cultural context/s of their two languages
- an interest in cultural difference and how language can be used to mediate such difference
- an interest in analysing texts and meanings
- an interest in learning about new topics and researching them
- be able to work on their own, carry out research independently using a variety of resources (including the internet).

Course structure

The focus is on the practice of translation and the development of professional skills. Full time study involves 8 modules per level (8 per year). Amongst them:

Level 1 – Introduction to Language, The Translator and Cultural Knowledge, Typical Translation Problems, Information and Terminology Management, Introduction to Intercultural Studies, Practical Approaches to Translation Resources.

Level 2 – Applied Translation, Applied Translation and Text Typology, Translation Process and Procedures, The Translator and the Text, Electronic Translation Tools, Reading and Writing for Translation.

Level 3 – The Translator and Theory, The Translator and Specialisation, The Translator's Professional Environment. All students undertake a one-semester placement (level 3) at a translation agency or at a specialised university abroad.

Accreditation of Prior Experiential Learning (APEL)

APEL provides students with the opportunity to have their prior experiential learning assessed and included within their degree.

Assessment

Assessment is by a variety of coursework, translations, exams, presentations, essays, portfolios and independent projects.

Further information and contact

www.londonmet.ac.uk/ug-prospectus/courses-10-11/applied-translation.cfm

Email: interpreting-translation@londonmet.ac.uk

Admissions office: admissions@londonmet.ac.uk

Tel: 020 7133 4200 (Undergraduate)

MA Applied Translation Studies

Dates	Entry in September 2010
Place	City campus, 84 Moorgate EC2M 6SQ
Number of spaces available	N/A
Languages	The following languages are included, to and from English (translating into mother language): Arabic, Italian, Chinese (Mandarin), Japanese, Dutch, Polish, French, Portuguese, German, Russian, Greek and Spanish. All students translate into their mother language
Status	Full-time: one year, two days a week. Part-time (day): two years, two days a week. Day time classes only run in the Spring semester of the first year. Part-time (eve): two years, two evenings a week.
Price	Please contact Admissions Office for more information: Tel: 020 7133 4202 Fax:020 7133 2677 Email: admissions@londonmet.ac.uk
Who is it for?	<ul style="list-style-type: none">■ Graduates who wish to start a career in translation■ Practising translators who wish to acquire a formal qualification in translation■ Mature students with previous career experience who wish to use their language skills differently.
Entry criteria	Candidates should normally have: <ul style="list-style-type: none">■ A 2.1 first degree in translation, interpreting, modern languages or related fields (2:2 may be considered depending on mark transcript and references). Candidates with substantial experience in translation but no degree will be considered■ Excellent/native proficiency in mother language■ Near native proficiency in the first foreign language■ Good command of the second foreign language (if applicable)■ Good command of English for non-native speaker One of the following qualifications in English is required: <ul style="list-style-type: none">■ IELTS 6.5 minimum with a minimum score in all component parts of 6■ TOEFL (old exam) 630 minimum■ TOEFL (new exam) 267 minimum You must provide two reference letters, one of which must be academic. You may be required to take an entrance aptitude test.



► MA Applied Translation Studies (*continued*)

Course structure

The course equips students with academic knowledge of translation and develops their professional skills in specialised translation. The programme runs 9 modules (one of which is double). These are:

- Theoretical Trends in Translation
- Characteristics of Non-literary Translation
- Translation Tools and the Translator
- **Specialised translation projects which include:**
 1. A semi – specialised project including a translation and commentary
 2. The choice of one of the following options :
 - A translation project in one of the specialised fields offered on the course translation
 - Subtitling
 - Localisation
 - Introduction to conference interpreting
 3. A major translation project with extensive analysis and commentary (Accredited by the Institute of Linguists)
- Work placement
- **MA dissertation**

Accreditation of Prior Experiential Learning (APEL)

The University recognises that many students, particularly mature students, enter university with an extensive range of expertise, skills and knowledge derived from a variety of professional, vocational, community, leisure and personal contexts. APEL provides students with the opportunity to have their prior experiential learning assessed and included within their degree.

Assessment

A variety of methods, including coursework, exams and a placement.

Further information and contact www.londonmet.ac.uk/pgprospectus/courses/applied-translation-studies.cfm

Email: interpreting-translation@londonmet.ac.uk

Admissions office: admissions@londonmet.ac.uk

Tel: **020 7133 4202** (Postgraduate)

MA Interpreting

Dates	Entry in September 2010
Place	City campus, 84 Moorgate EC2M 6SQ
Number of spaces available	20
Languages	<ul style="list-style-type: none">■ Open Language Pathways are French, German, Italian, Polish, Portuguese, Russian and Spanish.■ Other language combinations are possible when 4 students of a particular language combination pass the entry test.
Status	Full-time and Part-time. No evening or weekend course.
Price	Please contact Admissions Office for more information: Tel: 020 7133 4202 Fax: 020 7133 2677 Email: admissions@londonmet.ac.uk
Who is it for?	<ul style="list-style-type: none">■ Translators or linguists wishing to start a career in interpreting■ Practising interpreters with no formal qualification■ Mature students with previous career experience who wish to use their language skills differently
Entry criteria	<ul style="list-style-type: none">■ A 2.1 first degree (or a 2.2 with professional experience in interpreting). Candidates with substantial experience as a professional interpreter but no degree will be considered.■ English and one/two other language(s)■ Near-native proficiency in their first foreign language (language B) and a good command of their second foreign language (language C) <p>A very good command of English. One of the following qualifications is required:</p> <ul style="list-style-type: none">■ Cambridge Certificate of Proficiency in English (CPE): Grade A■ IELTS 6.5 minimum with a minimum score in all component parts of 6■ TOEFL (old exam) 630 minimum■ TOEFL (new exam) 267 minimum



► MA Interpreting (*continued*)

Course structure

The course consists of eight core modules and a Research Interpreting Project or Dissertation. The modules are:

- The Interpreter's Skills and Tools
- Interpreting Theories and Research for Interpreters
- Conference Interpreting (2 modules)
- Remote Interpreting (2 modules: telephone and video-conferencing) (language B)
- The Interpreter's Professional Environment and Work Placement
- Public Service Interpreting (health or legal option)
- MA Research Interpreting Project or MA Dissertation

Accreditation of Prior Experiential Learning (APEL)

The University recognises that many students, particularly mature students, enter university with an extensive range of expertise, skills and knowledge derived from a variety of professional, vocational, community, leisure and personal contexts. APEL provides students with the opportunity to have their prior experiential learning assessed and included within their degree.

Assessment

Assessment is by a variety of coursework, interpreting exams, presentations, essays, and independent work and a research project or dissertation.

Further information and contact

www.londonmet.ac.uk/pgprospectus/courses/interpreting.cfm
Email: interpreting-translation@londonmet.ac.uk
Admissions office: admissions@londonmet.ac.uk
Tel: **020 7133 4202** (Postgraduate)

MA Public Service Interpreting (Health and Legal)

Dates	Entry in September 2010
Place	City campus, 84 Moorgate EC2M 6SQ
Number of spaces available	20
Languages	<ul style="list-style-type: none">■ Open Language Pathways are Arabic, French, Romanian, Lithuanian, Italian, Portuguese, Polish, Russian and Spanish.■ Other language combinations are possible when 4 students of a particular language combination pass the entry test.
Price	Please contact Admissions Office for more information: Tel: 020 7133 4202 (Postgraduate) Fax: 020 7133 2677 Email: admissions@londonmet.ac.uk
Who is it for?	<ul style="list-style-type: none">■ Translators or linguists wishing to start a career in public service interpreting■ Practising interpreters with no formal qualification■ Mature students with previous career experience who wish to use their language skills differently
Status	Full-time and part-time. No evening or weekend course.
Entry criteria	<ul style="list-style-type: none">■ A 2.1 first degree (or a 2.2 with professional experience in interpreting). Candidates with substantial experience as a professional interpreter but no degree will be considered;■ DPSI if student does not have a degree■ English and one other language■ Near-native proficiency in their first foreign language (language B) <p>A very good command of English. One of the following qualifications is required:</p> <ul style="list-style-type: none">■ Cambridge Certificate of Proficiency in English (CPE): Grade A■ IELTS 6.5 minimum with a minimum score in all component parts of 6■ TOEFL (old exam) 630 minimum■ TOEFL (new exam) 267 minimum
Course structure	The course consists of eight core modules and a Research Interpreting Project or Dissertation. The modules are: <ul style="list-style-type: none">■ The Interpreter's Skills and Tools■ Interpreting Theories and Research for Interpreters■ Legal Interpreting (2 modules)



► MA Public Service Interpreting (Health and Legal) (*continued*)

Course structure (<i>cont</i>)	<ul style="list-style-type: none">■ Remote Interpreting (telephone and video-conferencing) (language B)■ The Interpreter's Professional Environment and Work Placement■ Health Interpreting (1 module)■ Translation for Public Service Interpreting or Introduction to■ Conference Interpreting (Health and Legal)■ MA Research Interpreting Project or MA Dissertation
---------------------------------------	--

Accreditation of Prior Experiential Learning (APEL)

The University recognises that many students, particularly mature students, enter university with an extensive range of expertise, skills and knowledge derived from a variety of professional, vocational, community, leisure and personal contexts. APEL provides students with the opportunity to have their prior experiential learning assessed and included within their degree.

Assessment

Assessment is by a variety of coursework, interpreting exams, presentations, essays, and independent work and a research project or dissertation.

Further information and contact

www.londonmet.ac.uk/pgprospectus/courses/public-service-interpreting.cfm

Email: interpreting-translation@londonmet.ac.uk

Admissions office: admissions@londonmet.ac.uk

Tel: **020 7133 4202** (Postgraduate)

Postgraduate Diploma in Legal Interpreting

Dates	Entry in September 2010
Place	City campus, 84 Moorgate EC2M 6SQ
Number of spaces available	20
Languages	Open Language Pathways are Arabic, French, Romanian, Lithuanian, Italian, Portuguese, Polish, Russian and Spanish Other language combinations are possible when 4 students of a particular language combination pass the entry test.
Status	Full-time and part-time. No evening or weekend course.
Price	Please contact Admissions Office for more information: Tel: 020 7133 4202 (Postgraduate) Fax:020 7133 2677 Email: admissions@londonmet.ac.uk
Who is it for?	<ul style="list-style-type: none">■ Translators or linguists wishing to start a career in interpreting■ Practising interpreters with no formal qualification■ Mature students with previous career who wish to use their language skills differently
Entry criteria	<ul style="list-style-type: none">■ A 2.1 first degree (or a 2.2 with professional experience in interpreting). Candidates with substantial experience as a professional interpreter but no degree will be considered;■ DPSI if student does not have a degree■ English and one other language■ Near-native proficiency in their first foreign language (language B) <p>A very good command of English. One of the following qualifications is required:</p> <ul style="list-style-type: none">■ Cambridge Certificate of Proficiency in English (CPE): Grade A■ IELTS 6.5 minimum with a minimum score in all component parts of 6■ TOEFL (old exam) 630 minimum■ TOEFL (new exam) 267 minimum
Course structure	The course consists of six core modules. The modules are: <ul style="list-style-type: none">■ The Interpreter's Skills and Tools■ Interpreting Theories and Research for Interpreters■ Legal Interpreting (2 modules)■ Remote Interpreting (1 module: telephone and video-conferencing) (language B)■ The Interpreter's Professional Environment and Work Placement



► Postgraduate Diploma in Legal Interpreting (*continued*)

Accreditation of Prior Experiential Learning (APEL)

The University recognises that many students, particularly mature students, enter university with an extensive range of expertise, skills and knowledge derived from a variety of professional, vocational, community, leisure and personal contexts. APEL provides students with the opportunity to have their prior experiential learning assessed and included within their degree.

Assessment

Assessment is by a variety of coursework, interpreting exams, presentations, essays, and independent work and a research project or dissertation.

Further information and contact

www.londonmet.ac.uk/pgprospectus/courses/legal-interpreting-pgd.cfm

Email: interpreting-translation@londonmet.ac.uk

Admissions office: admissions@londonmet.ac.uk

Tel: 020 7133 4202 (Postgraduate)

Postgraduate Certificate in Health Interpreting

Dates	Entry in September 2010
Place	City campus, 84 Moorgate EC2M 6SQ
Number of spaces available	20
Languages	Open Language Pathways are Arabic, French, Romanian, Lithuanian, Italian, Portuguese, Polish, Russian and Spanish. Other language combinations are possible when 4 students of a particular language combination pass the entry test.
Status	Full-time and part-time. No evening or weekend course.
Price	Please contact Admissions Office for more information: Tel: 020 7133 4202 (Postgraduate) Fax: 020 7133 2677 Email: admissions@londonmet.ac.uk
Who is it for?	<ul style="list-style-type: none">■ Translators or linguists wishing to start a career in interpreting■ Practising interpreters with no formal qualification■ Mature students with previous career who wish to use their language skills differently
Entry criteria	<ul style="list-style-type: none">■ A 2.1 first degree (or a 2.2 with professional experience in interpreting). Candidates with substantial experience as a professional interpreter but no degree will be considered;■ DPSI if student does not have a degree■ English and one other language■ Near-native proficiency in their first foreign language (language B) <p>A very good command of English. One of the following qualifications is required:</p> <ul style="list-style-type: none">■ Cambridge Certificate of Proficiency in English (CPE): Grade A■ IELTS 6.5 minimum with a minimum score in all component parts of 6■ TOEFL (old exam) 630 minimum■ TOEFL (new exam) 267 minimum
Course structure	The course consists of three core modules. The modules are: <ul style="list-style-type: none">■ The Interpreter's Skills and Tools■ Interpreting Theories and Research for Interpreters■ Health Interpreting



► **Postgraduate Certificate in Health Interpreting** (*continued*)

Accreditation of Prior Experiential Learning (APEL)

The University recognises that many students, particularly mature students, enter university with an extensive range of expertise, skills and knowledge derived from a variety of professional, vocational, community, leisure, and personal contexts. APEL provides students with the opportunity to have their prior experiential learning assessed and included within their degree.

Assessment

Assessment is by a variety of coursework, interpreting exams, presentations, essays and independent work and a research project or dissertation.

Further information and contact www.londonmet.ac.uk/pgprospectus/courses/health-interpreting-pgc.cfm
Email: interpreting-translation@londonmet.ac.uk
Admissions office: admissions@londonmet.ac.uk
Tel: **020 7133 4202** (Postgraduate)

Diploma in Public Service Interpreting (DPSI)

Legal option only

The DSPI Health option is not provided.

London Metropolitan University offers the Postgraduate Certificate in Health Interpreting. Further information available at: www.londonmet.ac.uk/pgprospectus/courses/health-interpreting-pgc.cfm

Dates	8 October - 20 May 2011
Place	City campus, 84 Moorgate EC2M 6SQ www.londonmet.ac.uk/about/find-us.cfm and select "Moorgate"
Number of spaces available	20 maximum
Languages	The language pathways we are planning to open for 2010 - 2011 are: Arabic, Farsi/Dari, French, Italian, Mandarin, Polish, Portuguese, Russian, Spanish and Turkish. Over the last five academic years we also accommodated students with Hausa, Slovak, Czech and Lithuanian. Please note we do not offer Urdu or Punjabi. If your language is not listed, please contact us. New language pathways only open for a minimum of 3 to 4 students.
Teaching language	English is the main teaching language. Language specific tutorials are delivered in the respective languages.
Time	10am – 3pm every second Friday apart from standard holiday dates and revision weeks.
Price	£1800 (or £1620 with a 10% discount if paid in full by 30 September 2010) (Payment can also be made by two instalments of £900. The first instalment to be paid by 30 September 2010, the second instalment by 31 January 2011). Please note that there are no concession fees. We do not offer scholarships. However, some students on the course in previous years have been sponsored by their employers and charities.
Objectives	Students will develop the required skills to work as professional public service interpreters in the legal field: <ul style="list-style-type: none">■ Consecutive interpreting (in and out of English)■ Simultaneous interpreting (whispering- into and out of English)■ Sight translation (in and out of English)■ Written translation (in and out of English)■ The Interpreter's Code of Conduct and Professional Ethics■ Relevant interpreting theory embedded in practice Students will also learn about the professional legal settings applying to the DSPI Legal Option (Immigration, Police, Courts)
Structure	■ Morning sessions will be dedicated to learning interpreting skills applied to a specific legal setting. The sessions are interactive with the use of multimedia facilities.



► Diploma in Public Service Interpreting (DPSI) Legal option only (*continued*)

- Afternoon sessions will be dedicated to language specific tutorials
- Homework is set every session. Students will be able to use the London Metropolitan University's virtual platform to access teaching materials, exchange on forums and discussion, and be kept up to date with their tutors.

Who is it for?

- This course is for dedicated students who are committed to developing professional skills to embrace their new career as a public service interpreter.
- No previous experience in interpreting is required.
- This course is for students with an awareness and understanding of multicultural environment
- No previous experience in interpreting is required

Entry criteria

- English and one other language
- Native proficiency in the mother tongue
- Near-native proficiency in the second language
- If English is not your mother tongue: a very good command of English (IELTS 6.5 or TEOFL 267 minimum)
- Very clear pronunciation and elocution
- Students who demonstrate the appropriate entry criteria on their application form will be invited for an aptitude entry test

What is the aptitude test?

- The aptitude entry test is free. Dates will be posted on the web. The test includes:
- Translations in and out of English
 - Presentations in the two languages
 - Interview with the admission tutor

How do I apply?

Complete the application form and send it to us. Places are limited. We advise you to apply as soon as possible.
www.londonmet.ac.uk/fms/MRSite/acad/hale/Translation/DPSI.pdf

What are the benefits of studying at London Metropolitan University?

- London Metropolitan University offers a wide range of interpreting courses:
- MA Interpreting
www.londonmet.ac.uk/pgprospectus/courses/interpreting.cfm
 - MA Public Service Interpreting (Health and Legal)
www.londonmet.ac.uk/pgprospectus/courses/public-service-interpreting.cfm
 - Postgraduate Diploma in Legal Interpreting
www.londonmet.ac.uk/pgprospectus/courses/legal-interpreting-pgd.cfm
 - Postgraduate Certificate in Health Interpreting
www.londonmet.ac.uk/pgprospectus/courses/health-

► Diploma in Public Service Interpreting (DPSI) Legal option only (*continued*)

[interpreting-pgc.cfm](#)

- We were the first university in England that developed the MA in Public Service Interpreting (Health and Legal), demonstrating our expertise in this specific field.
- Students from the DPSI will be offered the same extra curricular activities as the postgraduate interpreting students (virtual learning platform, visits, guest speakers, events) at no extra cost.
- Excellent facilities with digital recording facilities, filming opportunities, library and on line resources.
- A dedicated team of lecturers with experience in interpreting and pedagogy applied to the DPSI.
- In the past 5 years, the pass rate for the DPSI varied between 85 and 100% (national pass rate: 32 to 42%)
- Easy access (next to Moorgate tube station in the City.)

Contact

interpreting-translation@londonmet.ac.uk

Diploma in Public Service Interpreting (DPSI)

Preparatory Courses

Revision and Preparation Course for the DPSI oral exam 2011

Legal option only

Dates	Week 1: 31 May - 3 June 2011 Week 2: 7 – 10 June 2011
Place	City campus, 84 Moorgate EC2M 6SQ
Number of spaces available	18 maximum
Languages	We need a minimum of 3 students to open a language pathway
Time	10am – 1pm
Price	£610; Early booking fee: £560 when paid before 4 April 2011 OR concession fee for London Metropolitan University DPSI students: £305
Who is it for?	Ideal for students who: <ul style="list-style-type: none">■ are taking the DPSI exam, legal option 2011■ wish to prepare the topics of the interpreting tasks (role plays and sight translations) for the DPSI 2011■ wish to understand the legal procedures and background for each area set by the exam topics■ wish to revise and practice interpreting techniques for consecutive, simultaneous interpreting and sight translation■ would like to understand and get familiar with the exam settings■ wish to improve their confidence when interpreting
Entry criteria	<ul style="list-style-type: none">■ BA level in English and other language.■ Students enrolled for the DPSI 2011■ Clear pronunciation and elocution■ Good analytical skills■ Fast thinking <p>Students will only be admitted following an interview with lecturer (on site or on the phone for non London based students)</p>
Objectives	<ul style="list-style-type: none">■ Practise interpreting (consecutive /chuchotage mode) and sight translation tasks for the DPSI legal option, using documents related to the exam topic for 2011■ Practise skills and tools used during interpreting tasks (note taking etc)■ Research for the exam topic officially announced by CIOL (terminology and background information)■ Understand own performance thanks to detailed feedback and guidance from lecturers/translators■ Identify key areas for progression



► **Diploma in Public Service Interpreting (DPSI) Preparatory Courses**
Revision and Preparation Course for the DPSI oral exam 2011
(continued)

Structure

Interactive approach:

- short lectures on the legal procedure applying to the exam topics
- practical targeted progressive exercises on essential skills for interpreting
- guidance on study skills applied to interpreting
- practice with role plays based on the exam topics
- detailed feedback, guidance and support from language specific lecturers who are all practising interpreters
- homework is set at the end of each day

Teaching language

English for the first part of the course and language specific for the second part.

How do I apply?

Complete Enrolment Form provided under the course heading at: www.londonmet.ac.uk/depts/hal/shortcourses and make payment as instructed

Contact

interpreting-translation@londonmet.ac.uk

Diploma in Public Service Interpreting (DPSI) Preparatory Courses

DPSI Translation Tasks, Legal, Health and Local Government Options

Dates	Ongoing 2010 / 2011
Place	By correspondence
Number of spaces available	One-to-one
Languages	<ul style="list-style-type: none">■ Official Languages registered with CIOL for the DPSI.■ Depending on the language pathways already open.
Time	Ongoing
Price	£210 for 3 translations or £360 for 6 translations. No concession fee.
Who is it for?	Ideal for students who need: <ul style="list-style-type: none">■ to re-sit their translation task for the DPSI■ extra support with their translation skills for the DPSI■ to build up their translation skills to take the DPSI 2011
Entry criteria	<ul style="list-style-type: none">■ BA level in English and other language.■ Students have to be enrolled for the DPSI 2011
Objectives	<ul style="list-style-type: none">■ Practise translation skills for DPSI written tasks■ Understand own performance thanks to detailed feedback and guidance from lecturers/translators■ Identify key areas for progression
Structure	<ul style="list-style-type: none">■ 3 or 6 translations will be given to students progressively■ Students will communicate with their tutor by E Mail or telephone for their feedback■ Feedback will be detailed with CIOL marking sheet
Teaching language	English and community language will be used for feedback and communication with students
Contact	interpreting-translation@londonmet.ac.uk
How to enrol	Complete the Enrolment Form provided under the course heading at: www.londonmet.ac.uk/depts/hal/shortcourses and make payment as instructed

Introduction to Conference Interpreting

Dates	11 - 15 July 2011
Place	City campus, 84 Moorgate EC2M 6SQ
Number of spaces available	12 maximum
Languages	Various; a minimum of 2 candidates are needed to open a language pathway
Time	10.30am – 12.30pm and 1.30 – 3.30pm
Price	£610 Early booking fee: £560 when paid before 30 May 2011
Who is it for?	<ul style="list-style-type: none">■ Interpreters who would like an introduction to Conference Interpreting■ Interpreters with DPSI or awaiting results■ Translators who would like an introduction to Conference Interpreting
Entry criteria	<ul style="list-style-type: none">■ BA level in English and other language■ Clear pronunciation■ Good analytical skills■ Experience in interpreting or translating <p>Students will be admitted following an interview with a lecturer</p>
Objectives	<ul style="list-style-type: none">■ Understand working environment■ Acquire basic skills used in conference interpreting■ Practise simultaneous interpreting with authentic speeches and presentations■ Understand and assess own performance
Structure	<ul style="list-style-type: none">■ Mornings: Lectures and progressive exercises on specific skills■ Afternoons: booth practice■ There will be two mock conferences with language-specific feedback from practising interpreters
Teaching language	English
Contact	interpreting-translation@londonmet.ac.uk
How to enrol	Complete the Enrolment Form provided under the course heading at: www.londonmet.ac.uk/depts/hal/shortcourses and make payment as instructed

Introduction to Diplomatic Interpreting

Dates	27 June – 1 July 2011
Place	City campus, 84 Moorgate EC2M 6SQ
Number of spaces available	15 maximum
Languages	A minimum of three students with the same language are needed to open a language option.
Time	10am – 1pm
Price	£490; Early booking fee: £450 when paid before 2 May 2011
Who is it for?	<ul style="list-style-type: none">■ Ideal for Interpreters who are trained in conference interpreting but lack recent practice■ Students who need extra practice in consecutive, liaison, and whispered interpreting■ Interpreting students wanting to understand and practise techniques when interpreting for talks, negotiations, interviews and other formal and informal meetings
Entry criteria	<ul style="list-style-type: none">■ BA level in English and other language■ Clear pronunciation and elocution■ Excellent listening skills■ Good analytical skills■ Fast thinking <p>Students will only be admitted following an interview with a lecturer</p>
Objectives	<ul style="list-style-type: none">■ Understand and practise the techniques used during consecutive, liaison, and whispered interpreting in the diplomatic environment (political talks, consular situations, visa interviews, diplomatic receptions)■ Understand the role of the diplomatic Interpreter and the Code of Conduct for diplomatic interpreters■ Understand own performance thanks to detailed feedback and guidance from lecturers/interpreters■ Identify key areas for personal development
Structure	Three hour sessions per day. During the week, there will be <ul style="list-style-type: none">■ 8 hours of lectures and targeted progressive exercises on specific interpreting skills■ 7 hours for practice and feedback with language specific lecturers/interpreters■ Mock press-conference, talks and interviews



► Introduction to Diplomatic Interpreting (*continued*)

Teaching language	English for main lectures. Language specific for sessions with tutors
Contact	interpreting-translation@londonmet.ac.uk
How to enrol	Complete the Enrolment Form provided under the course heading at: www.londonmet.ac.uk/depts/hal/shortcourses and make payment as instructed

Improve your Voice and Speech

Dates	18 February 2011
Place	City Campus, 84 Moorgate EC2M 6SQ
Number of spaces available	12
Languages	Non language Specific
Time	10 am – 5 pm
Price	£90
Who is it for?	■ Interpreters and translators
Entry criteria	■ Must be working using English
Objectives	<p>Improve knowledge and practice of voice care and clarity of speech in English with targeted exercises.</p> <p>This course will show you how to prepare your voice and speech for your work as an interpreter. You will be given a checklist to start your day and check at intervals throughout the day to ensure that your voice and speech are clear. The course will show you how to look after your voice through the various jobs and sometimes long hours required of interpreters and translators. It is useful for translators who use voice activated software. It will help increase your income by giving you the ability to have clearer speech and a wider vocal profile – this in itself will cut down on the errors made on voice activated software. You will learn how to manage the breath you require for interpreting and therefore discourage any inclination to hang on to your breath, while waiting for the next word or phrase. We will be covering how to counteract the effects of negative environments on the voice: long flights, air conditioning, dusty courtrooms, airless conference rooms. You will be learning how the Alexander technique can be a great way to relax after a hard day at work and the good posture and alignment it encourages is a big energy saver and a must for a released and easy vocal tone</p>
Structure	Interactive approach with short presentations and exercises. Written materials will be provided
Teaching language	English
Contact	interpreting-translation@londonmet.ac.uk

Translating Literary Texts (Evening course)

Dates	2 November - 7 December 2010
Place	City Campus, 84 Moorgate EC2M 6SQ
Number of spaces available	16 maximum
Languages	Non language specific (all languages welcome)
Time	Tuesdays 6.30 – 8.30 pm
Price	£250; Early booking fee: £210 when paid before 15 September 2010. Concession fee for London Metropolitan University students: £175
Who is it for?	<ul style="list-style-type: none">■ Comparative Literature Students■ Language or Translation students■ Practising translators who want to refresh their methods or acquire new skills and understanding of non-specialist texts
Entry criteria	<ul style="list-style-type: none">■ A good command of English■ Some translation experience
Objectives	<ul style="list-style-type: none">■ Introduce main issues of literary texts and literary translation■ Develop skills in order to translate fiction and poetry■ Practise translation on a wide range of texts■ Gain an understanding of the literary translation publishing industry
Structure	One-hour lecture and one-hour seminar/workshop
Teaching language	English
Contact	interpreting-translation@londonmet.ac.uk Genevieve Robinson (Short Course Administrator) Dr Manuela Perteghella (Course Trainer): m.perteghella@londonmet.ac.uk Dr Anna Milsom (Course Trainer): a.milsom@londonmet.ac.uk
How to enrol	Complete the Enrolment Form provided under the course heading at: www.londonmet.ac.uk/depts/hal/shortcourses and make payment as instructed

Translation Memory Tools (SDL Trados)

Dates	22 February – 22 March 2011
Place	City campus, 84 Moorgate EC2M 6SQ
Number of spaces available	15 maximum
Languages	This course is non-language specific, but please note that texts to be translated and examples will be provided in English
Time	Tuesdays 6.00 - 8.00pm
Price	£300
Who is it for?	<ul style="list-style-type: none">■ Practising translators seeking to enhance their technical skills and increase their productivity■ Translation students■ Linguists with an interest in translation
Entry criteria	<ul style="list-style-type: none">■ A good command of English and one other language■ Translation experience■ Some experience using termbanks, databanks and glossaries■ Basic IT skills
Objectives	<ul style="list-style-type: none">■ To provide a solid grounding in the use of TM tools (SDL Trados)■ To provide a general training in the principles of translation memory (TM) thus enabling the participants to learn other translation memory packages independently
Structure	Areas covered will include: <ul style="list-style-type: none">■ Set up and configuration: preparing to work with TM■ Techniques for efficient translation with TM■ Terminology management■ Working with different file formats■ Producing word counts; billing and delivery to clients■ Alignment: creating a translation memory from your existing translations■ Post-translation editing and checking■ Maintenance and trouble-shooting
Teaching language	English
How to enrol	Complete Enrolment and payment forms at: www.londonmet.ac.uk/depts/hal/shortcourses
Contact	interpreting-translation@londonmet.ac.uk Genevieve Robinson (Short Course Administrator) Dr Rocío Baños Piñero (Short Course Trainer): r.banos@londonmet.ac.uk

Intensive Course: Subtitling

Dates	Thursday 12 May – Saturday 14 May 2011
Place	City campus, 84 Moorgate EC2M 6SQ
Number of spaces available	15
Languages	English, Spanish, French, Italian, Polish, German, Portuguese (other languages may be considered)
Time	10:30 am – 12:30 pm and 1:30 - 3:30 pm
Price	£400 Early booking fee: £350 when paid before 15 April 2011
Who is it for?	Undergraduate and postgraduate students of Translation and Language degrees; professional translators with no previous expertise in subtitling
Entry criteria	Excellent command of English and of a second language
Objectives	<ul style="list-style-type: none">■ To give students an overview of the main characteristics of Subtitling as opposed to other Audiovisual Translation modes and of the different types of subtitles produced nowadays■ To familiarise students with the complex semiotic essence of audiovisual texts■ To familiarise students with the main constraints affecting the production of subtitles (spatial and temporal constraints)■ To familiarise students with the stylistic conventions used in subtitling■ To discuss cultural issues related to the subtitling process (register, taboo words, dialects, etc.)■ To develop the students' practical experience in using a professional subtitling software (Swift)■ To develop appropriate translation strategies for dealing with technical and linguistic issues in subtitling
Structure	The course consists of three sessions running on the 12th, 13th and 14th May. The three sessions will be based mainly on presentations and discussions on technical, linguistic and cultural issues related to subtitling. Some time will be also dedicated to a demonstration of the main functions of the subtitling software (Swift). More emphasis will be put on this towards the end of the course, which will be focused on the actual use of Swift. The activities will be aimed at becoming familiar with spotting (i.e. determining when a subtitle should appear on, and disappears from the screen), timing (determining the exact time codes based upon the spotting), and reading speed



► Intensive subtitling (*continued*)

Teaching language	English
Contact	interpreting-translation@londonmet.ac.uk Genevieve Robinson (Short Course Administrator) Dr Marcella De Marco (Course Trainer): m.demarco@londonmet.ac.uk
How to enrol	Complete the Enrolment Form provided under the course heading at www.londonmet.ac.uk/depts/hal/shortcourses and make payment as instructed

Training the Trainers in Translation

Training course for Teachers of Translation

Dates	13 – 24 June 2011
Place	City campus, 84 Moorgate EC2M 6SQ
Number of spaces available	16 maximum
Languages	Non language specific (all languages welcome)
Time	10 am – 1 pm
Price	£500 Early booking fee: £450 when paid before 29 April 2011
Who is it for?	<ul style="list-style-type: none">■ Professional translators (in-house and freelance) with an interest and experience in teaching translation skills (further and higher education) wishing to enhance their pedagogic methodology <p>Lecturers in translation who need:</p> <ul style="list-style-type: none">■ pedagogical guidance when teaching translation■ support for assessment and feedback■ to develop their teaching expertise■ to develop teaching materials■ enhance their translation training■ to understand teaching methodologies applied to translation studies <ul style="list-style-type: none">■ Linguists and language studies teachers keen to move into translation training
Entry requirements	<p>Applicants will have to be:</p> <ul style="list-style-type: none">■ Professional translators (specialist and non-specialist)■ Currently teaching translation for an institution■ Planning to start teaching■ PhD students planning to start teaching■ Language studies teachers■ Linguists
Course Objectives	<ul style="list-style-type: none">■ Develop translation training skills■ Understand teaching methodologies applied to translation studies■ Discuss and share teaching experience■ Pool resources and develop teaching materials to enhance teaching quality■ Understand students learning experience



► Training the Trainers in Translation

Training course for Teachers of Translation (*continued*)

Course Structure

Each day will tackle a particular teaching point:

- Defining teaching methodologies
- Investigating translation concepts and their application to translation training
- Assessment and feedback
- Translation Studies: exercises, activities, methodology and research
- Supervision of research project and the role of the supervisor

Teaching language

English

Contact

interpreting-translation@londonmet.ac.uk
Genevieve Robinson (Short Course Administrator)
Dr Nadia Rahab (Course Trainer):
n.rahab@londonmet.ac.uk
Dr Manuela Perteghella (Course Trainer):
m.perteghella@londonmet.ac.uk

How to enrol

Complete the Enrolment Form provided under the course heading at www.londonmet.ac.uk/depts/hal/shortcourses and make payment as instructed

International Translation Summer School: The Translator and Cultural Knowledge

Dates	27 June – 8 July 2011
Place	City campus, 84 Moorgate EC2M 6SQ
Number of spaces available	20
Time	Mornings – 10 am – 12 pm/1 pm
Price	£360 Early booking fee: £330 when paid before 27 May 2011
Who is it for?	<ul style="list-style-type: none">■ Translators who would like to gain more theoretical understanding of practical strategies to cope with, culture bound terminology■ Students studying for an undergraduate or postgraduate degree in language or translation■ Linguists with an interest in translation
Entry requirements	Either native English with a good command of a foreign language or native foreign language with a good command of English
Course Objectives	<ul style="list-style-type: none">■ To make participants aware of the culture bound nature of languages and of the need to accommodate cultural connotations in translation■ To provide participants with strategies for transferring cultural meanings■ To introduce participants to the terminology used in analysing translation problems and procedures
Course Structure	Two-hour lecture followed by one hour seminar or independent learning (alternating days)
Teaching language	English
How to enrol	Fill in the Enrolment Form provided under the course heading at www.londonmet.ac.uk/depts/hal/shortcourses and make payment as instructed
Contact	interpreting-translation@londonmet.ac.uk Genevieve Robinson (Short Course Administrator) Farid Aitsiselmi (Course Trainer): f.aitsiselmi@londonmet.ac.uk

How to apply

In order to apply

- Consult our websites for further information on course details:

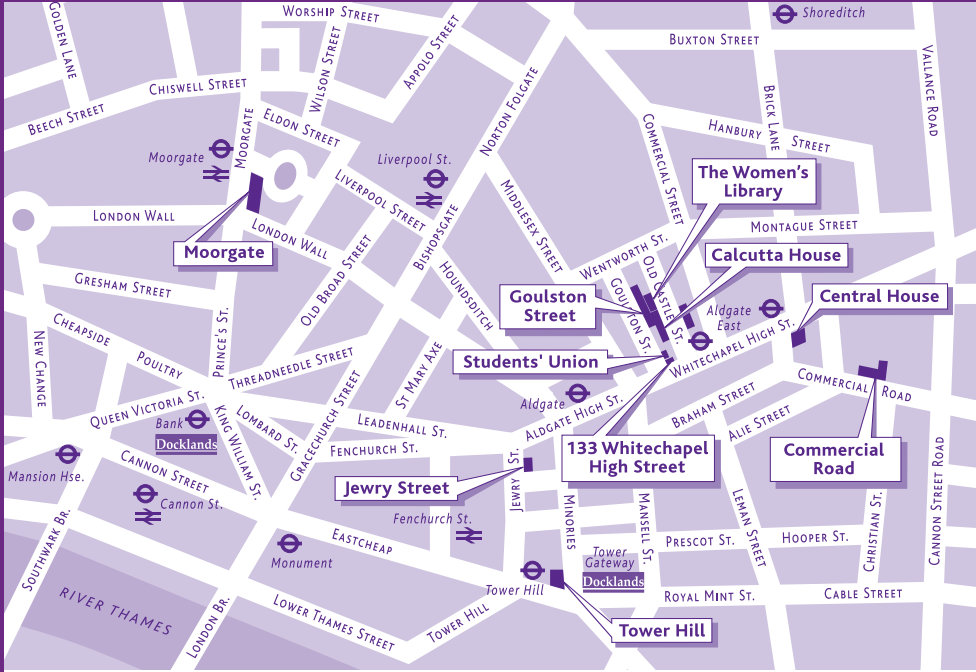
www.londonmet.ac.uk/depts/hal/shortcourses

- Any queries please contact us at: interpreting-translation@londonmet.ac.uk
- Fill in the Enrolment Form provided under each course heading and make payment as instructed

Please note that on some courses students will only be admitted following an interview with the lecturer

Terms and conditions of enrolment and payment:

- We cannot hold places unless we have full payment in advance accompanied by a complete enrolment form
- Places are allocated strictly on a first come first served basis
- Enrolment form and payment must be received at least one week before the course starts
- Payment must be made in full by the date mentioned on the Enrolment Form to qualify for a discount (if any). Please note that deadlines vary from one course to another
- Places on the course will only be confirmed in writing once we know enough students have registered to run the course
- Cancellations by the participant must be received in writing 2 weeks prior to the commencement of the course. Transfer to another course is possible during the same academic year, subject to availability. **All transfers and cancellations are subject to a 15% administration charge. There will be no refunds for cancellations received less than 2 weeks prior to the commencement of the course or once a course has started.**
- London Metropolitan University reserves the right to cancel courses or language pathways where there are insufficient numbers of participants. In this event, we will make a full refund of the course fee. If we have to cancel a course that has already begun, we will try to make alternative arrangements or will make a full or partial refund of the course fee as appropriate.
- **Please be aware that in either way we cannot be responsible for any travel and accommodation expenses or other losses arising from any such cancellation.**



Course locations:

All of our courses are based at the University's London City campus, at the 84 Moorgate site.

The building is located in the heart of the City, just a few minutes away from Moorgate tube and Liverpool Street station. Moorgate is very well served by public transport and can be accessed on the following underground lines: Northern, Circle, Hammersmith and City and Metropolitan lines.

Further information:

For further information on any of the courses please contact us: interpreting-translation@londonmet.ac.uk

www.londonmet.ac.uk/hal