Програмові вимоги з дисципліни

«Практика перекладу ділового мовлення основної іноземної мови»

( ІV курс, І семестр)

1. Role of English in international and business communication.
2. Lexical and semantic features of business communication.
3. Grammatical features of business communication.
4. Active vs passive voice in business documents.
5. Main concepts and terms used in business communication.
6. Office slang terms, jargon and acronyms.
7. Business vocabulary in British and American English.
8. Business etiquette.
9. Curriculum vitae (CV): basic structure and types.
10. Composition of CVs.
11. Translation of CVs.
12. Cover letters: their types and translation.
13. E-Mails, their types and features.
14. Composition of different types of business E-Mails.
15. Translation of business E-Mails.
16. Virtual etiquette.
17. Types and composition of business letters.
18. Translation of business letters.
19. Translation of financial documentation.
20. Translation of orders and receipts.
21. Business contracts and their types.
22. Language of business contracts.
23. Translation of business contracts.
24. Business meetings: purpose and typical models.
25. Interpreting during business meeting: vocabulary and phrases.
26. Business negotiations: aims, stages and interpreter’s role.
27. Typical phrases during business negotiations.
28. Business telephone talks, their structure and interpreting.
29. Telephone etiquette.
30. Business presentations: their types and structure.
31. Conducting business presentations.
32. Interpretation during business presentations.