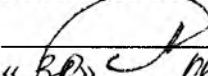


УЧРЕЖДЕНИЕ ОБРАЗОВАНИЯ «БЕЛОРУССКИЙ ГОСУДАРСТВЕННЫЙ
ЭКОНОМИЧЕСКИЙ УНИВЕРСИТЕТ»

УТВЕРЖДАЮ

Ректор учреждения образования
«Белорусский государственный
экономический университет»

 А.В.Егоров

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ПИСЬМЕННЫЙ ПЕРЕВОД

Учебная программа учреждения образования
по учебной дисциплине для специальности

6-05-0231-03 «Лингвистическое обеспечение межкультурной
коммуникации (с указанием языков)»

Учебная программа составлена на основе образовательного стандарта общего высшего образования ОСВО 6-05-0231-03-2023 и учебного плана по специальности 6-05-0231-03 «Лингвистическое обеспечение межкультурной коммуникации (с указанием языков)».

СОСТАВИТЕЛЬ:

А.И.Демченко, доцент кафедры межкультурной экономической коммуникации учреждения образования «Белорусский государственный экономический университет», кандидат филологических наук, доцент

РЕЦЕНЗЕНТЫ:

Н.М.Токаревич, доцент кафедры лексикологии учреждения образования «Минский государственный лингвистический университет», кандидат филологических наук, доцент;

Н.А.Новик, доцент кафедры профессионально ориентированной английской речи учреждения образования «Белорусский государственный экономический университет», кандидат филологических наук, доцент.

РЕКОМЕНДОВАНА К УТВЕРЖДЕНИЮ:

Кафедрой межкультурной экономической коммуникации учреждения образования «Белорусский государственный экономический университет» (протокол № 8 от 26.02.2025 г.);

Методической комиссией по специальностям «Лингвистическое обеспечение межкультурных коммуникаций (по направлениям)», «Лингвистическое обеспечение межкультурной коммуникации (с указанием языков)», «Маркетинг» (профилизация «Событийный маркетинг (на английском языке)») учреждения образования «Белорусский государственный экономический университет» (протокол № 3 от 26.02.2025 г.);

Научно-методическим советом учреждения образования «Белорусский государственный экономический университет» (протокол № 6 от 25.06.2025)

ПОЯСНИТЕЛЬНАЯ ЗАПИСКА

Предложенный УМК (ЭУМК) разработан по учебной дисциплине «Письменный перевод» модуля «Перевод II» (на базе второго иностранного языка), целью которого является формирование навыков и умений перевода письменных текстов различных жанров.

Учебная программа по учебной дисциплине «Письменный перевод» направлена на формирование у студентов навыков перевода текстов экономической направленности. Формирование умений и навыков применения стратегий адекватного перевода экономических текстов и бизнес-документации является важным аспектом подготовки переводчиков, что обуславливает актуальность изучения данной дисциплины.

Целью преподавания учебной дисциплины «Письменный перевод» является формирование профессиональной компетенции студентов-переводчиков осуществлять письменный перевод текстов экономической направленности и деловой документации. Достижение поставленной цели предполагает решение следующих задач:

формирование навыков и умений использования стратегий и способов адекватного перевода экономических текстов и бизнес-документации, относящихся к определенной предметной области и характеризующихся особой терминологией;

совершенствование навыков и умений постоянной информационно-поисковой деятельности для расширения активного запаса переводческих соответствий в различных сферах общения, обогащения профессионального тезауруса переводчика и формирования необходимых фоновых знаний;

развитие навыков переводческого реферирования и аннотирования текстов экономической направленности и бизнес-документации.

В ходе изучения учебной дисциплины «Письменный перевод» формируется **специализированная** компетенция (**СК-16**): осуществлять письменный перевод текстов разных жанров и стилей с использованием информационных технологий.

В результате изучения учебной дисциплины «Письменный перевод» студент должен

знать:

- базовые положения предпереводческого анализа текста;
- лексические и грамматические основы перевода экономического текста с английского языка на русский и с русского языка на английский;
- стратегии и способы адекватного перевода экономических текстов конкретной предметной области с особой терминологией;

- алгоритмы переводческого реферирования и аннотирования текстов экономической направленности и бизнес-документации;

уметь:

- использовать на практике базовые положения предпереводческого анализа текста;
- использовать адекватный перевод экономических текстов конкретной предметной области с учетом терминологической специфики;
- осуществлять реферирование и аннотирование экономических текстов при переводе;

иметь навык:

- предпереводческого анализа;
- владения стратегиями и способами адекватного перевода текстов экономической направленности и бизнес-документации, относящихся к определенной предметной области и характеризующихся особой терминологией;
- реферирования и аннотирования текстов экономической направленности при переводе с английского языка на русский и с русского языка на английский.

В рамках образовательного процесса по учебной дисциплине «Письменный перевод» студент должен приобрести не только теоретические и практические знания, умения и навыки по специальности, но и развивать свой ценностно-личностный, духовный потенциал, сформировать качества патриота и гражданина, готового к активному участию в экономической, производственной, социально-культурной и общественной жизни страны.

Учебная дисциплина «Письменный перевод» относится к модулю «Перевод II» (на базе второго иностранного языка) компонента учреждения образования.

Учебная дисциплина «Письменный перевод» тесно взаимосвязана с учебной дисциплиной «Практический курс профессионально ориентированной речи», учебными дисциплинами модуля «Профессиональная коммуникация».

Форма получения высшего образования – очная (дневная). Всего часов по учебной дисциплине – 310, из них всего часов аудиторных – 124, в том числе практические занятия – 124 часов (72 – в 8 семестре и 52 – в 9 семестре).

Формы промежуточной аттестации – зачёт в 8 семестре, экзамен в 9 семестре.

Трудоемкость учебной дисциплины составляет 9 зачетных единиц.

Самостоятельная работа – 186 часов.

СОДЕРЖАНИЕ УЧЕБНОЙ ДИСЦИПЛИНЫ

Раздел 1. Письменный перевод его разновидности и особенности

Тема 1. Полный перевод. Реферативный перевод. Аннотационный перевод

Точность и адекватность передачи содержания без каких-либо искажений структуры текста. Выделение ключевых фрагментов текста, содержащих важную информацию по теме. Выявление адекватного значения слова переводимого текста.

Составление логического плана текста. Определение значения слова при переводе. Отсечение второстепенной и несущественной информации. Составление реферативной аннотации. Редактирование текста.

Тема 2. Этапы перевода. Предпереводческая подготовка и редактирование

Знакомство с первоисточником. Подготовка специальных и отраслевых словарей, терминологических баз данных.

Выделение смысловых опор, логически важных структур, ключевых моментов и частей.

Перевод терминов и их взаимодействие с контекстом.

Сопоставление перевода с оригинальным текстом, контроль качества.

Тема 3. Основные виды переводческих трансформаций

Трансформации как средство достижения эквивалентности перевода. Замены частей речи.

Замена слова или словосочетания ИЯ с более широким значением на слово или словосочетание ПЯ с более узким значением – конкретизация.

Замена слова или словосочетания ИЯ с более узким значением на слово или словосочетание ПЯ с более широким значением – генерализация.

Введение в перевод дополнительных слов для более развернутого выражения мысли – приём лексического добавления.

Устранение семантически избыточных элементов исходного текста – приём лексического опущения.

Замена утвердительной формы в ИЯ на отрицательную форму в ПЯ и наоборот – антонимический перевод.

Воспроизведение звуковой формы иностранного слова – транскрипция.

Воспроизведение графической формы иностранного слова – транслитерация.

Замена составных частей слова ИЯ на их соответствия в ПЯ – калькирование.

Раздел 2. Лексические и грамматические аспекты перевода письменных текстов

Тема 4. Лексическое значение слова и его передача при переводе

Определение значения слова при переводе. Особенности передачи денотативного и коннотативного компонентов значения слова.

Использование электронных словарей в работе переводчика. Двухязычные и одноязычные электронные словари (толковые, энциклопедические, идеографические (тезаурусы) и др.).

Электронные энциклопедии и справочники в работе переводчика. Универсальные и специальные энциклопедии.

Тема 5. Лексические особенности перевода

Лексика, обозначающая национально-специфические реалии. Классификация реалий и приемы их перевода.

Неологизмы и способы их образования. Перевод неологизмов. Сокращения и их виды.

Перевод терминов и их взаимодействие с контекстом. Специальные и отраслевые словари. Параллельные тексты. Терминологические базы данных.

Интернациональные и псевдоинтернациональные слова: полное и частичное расхождение в их семантике, сочетаемости, стилистическом потенциале и степени вовлечения фоновых знаний носителя языка.

Свободные словосочетания и способы их перевода: генерализация и конкретизация, метонимический перенос, семантическое перераспределение, компрессия.

Тема 6. Грамматические особенности перевода

Замены частей речи. Номинализация как переводческий приём. Перевод отглагольных существительных. Перевод русских глаголов. Замена предиката при переводе.

Синтаксическая и коммуникативная структура предложения. Синтаксические трансформации при переводе монорем и дирем. Особенности передачи в переводе инверсии, тема-рематического членения, структурно-коммуникативных типов предложения, конструкций простого и сложного предложения. Членение и объединение предложений.

Раздел 3. Текстовые жанры в письменном переводе

Тема 7. Перевод газетно-информационных текстов

Чередование «стандарт – экспрессия» как закономерность газетного стиля. Композиционные средства реализации принципа концентрической подачи материала. Способы языковой компрессии, соответствия неличных форм изложения, клишированность в языке перевода. Свёртывание и развёртывание информации, содержащейся в предложениях. Корреляции лексических, грамматических и стилистических средств в языке оригинала и языке перевода.

Тема 8. Перевод научных текстов

Научно-технический и научно-популярный тексты. Специфика их маркированности в переводческих трансформациях. Специфика номинации и ее отражение в языке перевода: однозначность номинации, референционная четкость, приоритет эксплицитных способов.

Цитирование и ссылки и их представление в тексте перевода. Технические тексты: описания, патенты, руководства к эксплуатации и др.

Тема 9. Перевод деловой переписки

Перевод и официально-деловой стиль. Инкотермс как единая система международных правил толкования терминов.

Перевод писем-предложений, заказов, запросов, рекламаций и др. Особенности структуры англоязычной и русскоязычной деловой переписки: датировка, формулы приветствий при вступлении в контакт и выходе из контакта (встречи и прощания) и т.д.

Тема 10. Юридический перевод

Виды юридических текстов. Стиль нормативных текстов. Понятие техники юридического перевода.

Жанрообразующие признаки договора: регулирующая направленность, императивность, шаблонность, констатативный характер, неличные формы изложения в тексте перевода. Структура договора и его разновидности: договоры о совместном предприятии, об общих условиях поставки, купли-продажи, о предоставлении займа и др.

Тема 11. Перевод рекламных текстов

Текст рекламы в переводе. Особенности рекламного стиля: эллиптичность, броскость, эмоциональность, эпатажность, интригующее начало текста, парадоксальная ассоциативность.

Учебно-методическая карта учебной дисциплины
«Письменный перевод» для дневной формы получения высшего образования

Номер раздела, темы	Название раздела, темы	Количество аудиторных часов						Литература	Форма контроля знаний
		Лекции	Практические занятия	Семинарские занятия	Лабораторные занятия	Количество часов УСП			
						Л	Пз/Лаб		
1	Письменный перевод его разновидности и особенности								
1.1	Полный перевод. Реферативный перевод. Аннотационный перевод		10					[4], [2]	Перевод [4], стр. 212-221
1.2	Этапы перевода. Предпереводческая подготовка и редактирование		10					[4], [1], [5]	Перевод [4], стр.203-210
1.3	Основные виды переводческих трансформаций: конкретизация, генерализация, добавления, опущения, антонимический и описательный перевод, транскрипция и транслитерация, калькирование		14					[4], [2], [3]	Перевод [4], стр.19-43
2	Лексические и грамматические аспекты письменного перевода								
2.1	Лексическое значение слова и его передача при переводе		12					[4], [2]	Перевод [4], с.7-16; 31-35
2.2	Лексические особенности перевода письменных текстов		12					[4], [2], [3]	Перевод [4], стр.203-211
2.3	Грамматические особенности перевода		14					[4], [2],	Перевод

	письменных текстов							[1]	[4], с.55-62; 222...
	8 семестр		72						Зачет
	Текстовые жанры в письменном переводе								
3	Перевод газетно-информационных текстов		10					[4], [1]	Перевод [4], стр.218-224
3.1	Перевод рекламных текстов		10					[4], [3]	Перевод фрагментов рекламного текста
3.2	Перевод деловой переписки		10					[4], [2], [1]	Перевод образцов делового письма
3.3	Юридический перевод		10					[1], [4], [3]	Перевод контракта
3.4	Перевод научных текстов		12					[1], [4], [5]	Перевод [4], стр.221-224
	9 семестр		52						Экзамен
	Всего часов		124						

ПРИМЕРЫ МЕТОДИЧЕСКИХ МАТЕРИАЛОВ ДЛЯ ПРОВЕДЕНИЯ ПРАКТИЧЕСКИХ ЗАНЯТИЙ

Тема занятия:

«Лексические соответствия. Определение значения слов»

Упражнение 1. Найдите соответствия следующим словам на русском и родном языках:

1. **regular**
regular pulse, regular army, regular procedure, regular visitor, regular breathing
2. **bad**
bad mistake, bad cold, bad name, bad wound, bad wound, bad debt
3. **strong**
strong measures, strong walls, strong drink, strong language, strong supporter
4. **to keep**
to keep rules, to keep one's distance, to keep a family, to keep a diary, to keep books\accounts
5. **to draw**
to draw a conclusion, to draw a line, to draw the curtains, to draw (up) a contract

Упражнение 2. Найдите соответствия следующим словам на английском и родном языке.

1. **делать**
делать предложение, делать выводы, делать вид, делать усилия, делать выводы
2. **вести**
вести переговоры, вести хозяйство, вести автомобиль, вести дневник, вести переписку
3. **проводить**
проводить собрание, проводить реформы, проводить кого-то на вокзал, проводить время
4. **тонкий**
тонкий слух, тонкий запах, тонкий лист, тонкая фигура, тонкий вкус, тонкое белье
5. **легкий**
легкий вопрос, легкая промышленность, легкая простуда, легкая атлетика

Упражнение 3. Напишите пять предложений на английском языке и пять предложений на русском языке, используя слова из упражнений 1 и 2.

Упражнение 4. Переведите следующие предложения на родной и русский языки, обращая внимание на выделенные слова.

1. Trading on America's main *stock market indexes* had been unstable - *shares* initially fell by more than 4% before briefly turning positive on a rumour that the US president was considering a pause on introducing import taxes.
2. In London, the FTSE 100 *dropped* to its lowest level for a year while leading stocks markets in Germany and France also fell.
3. Stock markets in the US and in the UK experienced their worst *one-day falls* since the beginning of the Covid pandemic in 2020.
4. Economists speculated that many countries would attempt *to negotiate deals* with the US on the tariffs.
5. If world leaders are unable *to agree terms* with Trump, the tariffs may have a destructive effect on economies globally, analysts have warned.

Упражнение 5. Найдите соответствия следующим названиям европейских организаций на родном и русском языках.

European Parliament; European Council ; Council of the European Union ; European Commission; Court of Justice of the European Union; the European Central Bank; the European Court of Auditors

Упражнение 6. Сделайте перевод текста об организациях Евросоюза на родной и русский языки.

The European Union's institutional set-up is unique and its decision-making system is constantly evolving. The 7 European institutions, 9 EU bodies and over 30 decentralised agencies are spread across the EU. They work together to address the common interests of the EU and European people.

In terms of administration, there are a further 20 EU agencies and organisations which carry out specific legal functions and 4 interinstitutional services which support the institutions. All of these establishments have specific roles – from developing EU laws and policy-making to implementing policies and working on specialist areas, such as health, medicine, transport and the environment. There are 4 main decision-making institutions which lead the EU's administration. These institutions collectively provide the EU with policy direction and play different roles in the law-making process:

- the European Parliament (Brussels/Strasbourg/Luxembourg)
 - the European Council (Brussels)
 - the Council of the European Union (Brussels/Luxembourg)
 - the European Commission (Brussels/Luxembourg/Representations across the EU)
- Their work is complemented by other institutions and bodies, which include:
- the Court of Justice of the European Union (Luxembourg)
 - the European Central Bank (Frankfurt)
 - the European Court of Auditors (Luxembourg)

The EU institutions and bodies cooperate extensively with the network of EU agencies and organisations across the European Union. The primary function of these bodies and agencies is to translate policies into realities on the ground.

Around 60,000 EU civil servants and other staff serve the 450 million Europeans

(and countless others around the world). This is actually a relatively small number - the French Finance Ministry has around 140,000 staff for a population of only 67 million.

Упражнение 7. Сделайте перевод названий стран на родной и английский язык, прочтите, обращая внимание на произношение.

Беларусь, Япония, Израиль, Индия, Австралия, Вьетнам, Дания, Египет, Китай, Корея, Латвия, Литва, Люксембург, Мексика, Пакистан, Венесуэла, Турция, Швейцария, Бразилия, Аргентина, Польша, Чешская Республика, Таиланд, Швеция, Украина, США, Нидерланды, Монако, Иран, Ирак, Канада, Германия, Великобритания, Албания, Италия, Франция, Россия, Греция, Норвегия.

Упражнение 8. Найдите названия столиц стран в упражнении 7 и запишите их на русском и английском языках.

Упражнение 9. Запишите прописью на русском и английском языках следующие даты:

17.06.1459; 6.03.2025; 24.09.1598; 16.12.2010; 18.11.2001; 23.02.1998; 19.07.1815; 27.09.2007; 16.04.1968; 14.10.2011; 5.08.2000.

Упражнение 10. Переведите текст на русский язык, обращая внимание на варианты написания валют.

Why plastic cash is the future

Super secure and suitable for vegans, the new €50 note went into circulation on Tuesday.

The orange banknote has a number of new security features, including a secret window. When held against the light, it reveals a portrait of Europa, a figure from Greek mythology.

Crucially for some, the new €50 (\$53) notes are printed on pure cotton fiber paper and do not contain tallow, a substance derived from animal fat.

The news that the U.K.'s new polymer £5 note contained traces of tallow sparked a backlash among some vegans and vegetarians, as well as religious groups.

A petition against the British note gathered 130,000 signatures and prompted the Bank of England to review its composition. The bank said it intended to use palm oil as an alternative to tallow in the future.

The €50 accounts for 45% of all euro banknotes. There are over 9 billion of them in circulation -- more than the €5, €10 and €20 notes put together.

However, the €50 is also the choice of counterfeiters, which is why the new designs includes features designed to make it easier to recognize a fake.

The ECB encourages people to check banknotes in three steps: feel them for raised print, look for the secret portrait, and tilt them to reveal a hologram feature.

Related: 500 euro bill is being killed off

The new design also includes features that disappear when viewed under infrared and ultraviolet lights, which should help cash handlers quickly determine whether a banknote is authentic.

The redesigned €50 note is part of a second generation of banknotes issued by the European Central Bank. The €50 is the fourth denomination to be introduced in the series, after the €5, €10 and €20.

Euros are used by 338 million people across the 19 countries of the euro area.

Тема занятия:
«Лексические замены»

Самым распространенным видом переводческих трансформаций являются замены. К лексическим заменам принято относить приёмы конкретизации и генерализации.

Конкретизация представляет собой замену слова или словосочетания исходного языка с более широким значением на слово или словосочетание переводящего языка с более узким значением. Например, английскому глаголу *to marry* в русском языке соответствуют два слова — *жениться* и *выходить замуж*, каждое из которых имеет более узкое значение. И наоборот, русскому существительному *рука* в английском языке соответствуют два слова — *hand* и *arm*.

Для английского языка характерно наличие значительного количества слов с общим широким значением, которые при переводе на русский язык, как правило, конкретизируются. Это, в первую очередь, глаголы *to go*, *to get*, *to come*, *to have* и др.; существительные *thing*, *matter* и др.

При переводе глаголов движения конкретизация происходит как с учетом способа передвижения (*идти* — *ехать* — *лететь*), так и с учетом выражения однократности или многократности движения и однонаправленности или разнонаправленности движения (*идти* — *ходить* — *пойти* и т. д.). Например:

I have to go to Warsaw next week. — На следующей неделе мне придется **поехать** в Варшаву.

I saw him go into the house. He went there every week. — Я видел, как он **входил** в дом. Он **ходил** туда каждую неделю. Генерализация представляет собой приём, обратный конкретизации, т. е. при переводе происходит замена слова или словосочетания с более узким значением на слово или словосочетание с более широким значением. Например, у английских существительных *clock* и *watch* в русском языке имеется одно соответствие — **часы**.

Иногда соблюдение нормы и традиции русского языка требует изменения отдельных деталей сообщения ради адекватной передачи целого. Например:

Wolfe lifted his shoulders an inch and dropped them. — Вольф **слегка приподнял и опустил плечи**. Приём генерализации используется при переводе слов-реалий в тех случаях, когда такой перевод оправдывается соображениями доступности текста. Например:

He parked the Lancia at the back of the building. — Он **оставил автомобиль во дворе дома**.

Практические задания

Упражнение 1. Письменно переведите предложения, обращая особое внимание на глаголы движения *go* и *come*. Укажите предложения, где возможны разные эквиваленты данных глаголов.

1. The path goes nowhere.
2. The signal goes a distance of 100 m.
3. Ruby goes to a private school.
4. His class has gone for an exhibition of Impressionist paintings.
5. July has gone.
6. He will have to go to another bank and get a loan.
7. Bill went to the school to register for the Italian lessons.
8. After work he began to worry. Should he go round to her flat?
9. As she went back to school in the bus she scraped off her lipstick and eye shadow.
10. "And where is he now?" "He went to America," Kathy said.
11. "I really think you'd better leave." "I can't go," he said.
12. They went straight to the room that had been prepared for them.
13. He had even suggested to him that he come home and meet his family.
14. He saw her come into the bar and he felt happier than he had for a long time.
15. Will you come here, please?
16. Perhaps, you would like to come with me?
17. I know I shouldn't have come.
18. Week after week they came to the school, even the amazing woman in the BMW.
19. She came at last, hands in pockets and head down.
20. It wasn't like Lizzi to come to their house.
21. Brenda had come to the airport to wave them off.

Упражнение 2. Письменно переведите предложения. Обратите внимание на контекстуальную обусловленность эквивалентов глаголов *go* и *come*.

1. He had gone into every detail, known everything that went on.
2. He was no longer young, with his hair going gray.
3. Almost half of an investment bank's profit goes to pay workers.
4. What will happen if something goes wrong?
5. If things do not go according to the plan we can end up losing our jobs.
6. He was going to dine at the club.
7. Later, when it was clear to Ella how unhappy her father was at his office, she asked him why he didn't go somewhere else to work. Tim might have left the office where he was so uneasy and gone to another position, but the Bradys were not people to whom change came easily.
8. Two years later she was eighteen and ready to go to college.
9. The offers come from New York, Boston and Paris.
10. It would never have come into my head.

11. A very sweet look had come into the old lady's face.
12. The UN Charter came into force on 24 October 1945.
13. We'll negotiate better terms when the day comes,
14. His comments came as the Security Council met to discuss the Middle East conflict.
15. She phoned to say she wasn't coming. Something had come up.

Упражнение 3. Письменно переведите предложения, обращая внимание на передачу глаголов с широкой семантикой.

A. put, get, make, have

1. Over the past 30 years they have put a lot of money into new ventures.
2. The new constitution will be put to a referendum and followed by elections late next year.
3. Get a move on.
4. Where will it get you?
5. They (bandits) bribe a servant, get inside the flat, clean you out, and kill you if you get in the way.
6. Try and get him on the cell phone.
7. The winner needs to get at least nine of the fifteen votes.
8. Some middle-class folk only come to church because they want to get their children into religious school.
9. Public services have to be made more local with fewer decisions made in Whitehall.
10. We must make the tough decisions necessary to show that we are radical and responsible.
11. To his credit, Mr. Paulson has made a better public impression than some who did his job before.
12. China, however, made it clear that it will not tolerate much meddling.
13. Swithin made his own way and his own fortune.
14. They expect to make money from the spread of investments.
15. He made no secret of what he was planning to do.
16. You have to make these guys understand that they have no choice.
17. They had trouble in reading his handwriting.
18. "I still have that anger," said Jennifer, now 15.

B. take, run

1. You can stay with me tonight, then tomorrow I'm taking you to my doctor.
2. I'll take what you say as a compliment.
3. It takes two to make a fight and both of the girls were punished.
4. I didn't want to seem inquisitive, so was careful not to ask him what took him there.
5. Take time to choose your business partners carefully.
6. Big utilities are taking the wave-energy seriously.
7. A wave generator known as Aquabuoy, designed by a Canadian firm, takes a different approach.

8. The saltier the water the higher pressure it takes to push water through a membrane in order to leave behind the salt.

9. in a limited and very specified field the Richards brothers had managed to run a thriving little concern.

10. Mrs. Beavers remains in the area and continues to run the corner post-office.

11. He can't help today. He's running a road-safety campaign in the schools.

12. One recently built desalination plant in Perth, Australia, runs on renewable energy from a nearby wind farm.

13. Mrs. Clinton may find it more attractive to run for the governorship of New York.

14. Each Macintosh PC lets you run more than 4,000 programs that all work in the same consistent way.

15. The opposition refuses to participate in more talks and asks for the appointment of a broader team. But time is running short.

16. Paleontology is much like politics: passions run high, and it's easy to draw very different conclusions from the same set of facts.

17. Unemployment remains the single biggest blot on the economy landscape: it still runs at 10 %.

18. The road to the American presidency is long and hard. Someone embarking on it is well advised to run as himself and not invent a new personality for the purpose.

Упражнение 4. Письменно переведите предложения, обращая внимание на передачу существительного с широкой семантикой *thing*.

1. A poor thing — a wretched poor thing!

2. The general opinion is that things are looking good for Mr. Turner's rival.

3. She let herself out of the side door and turned her face to the wind. It moved softly, and it was full of the smell of growing things.

4. Florrie was occupied in washing up breakfast things.

5. His best things have been translated into more than 50 languages.

6. I haven't a thing to wear for tonight's party.

7. One can't have too much of a good thing.

8. I'll talk to the headmaster first thing in the morning.

9. I like sweet things.

10. I tried to help them, but I think I just made things worse.

11. Betty realized she'd left all her painting things at home.

12. My new apartment is very small so I've had to leave most of my things at my parents'.

13. Things haven't changed much since I last saw her.

14. I have always thought the Icelanders are daring, which is why they are so good at many things.

15. As I get older I can't really think of killing things. A few years ago I'd have trodden on a spider without a thought.

16. I watched the children edge nearer the wall. Inquisitive little things, I thought to myself.

17. It was Miss Holiday I had in mind. Poor thing!

18. I've got no standing and couldn't do a thing.

19. She had never done such a thing before, and she didn't want to do it now.

20. The spiders were large, and some of them were hairy. Lucy shuddered. Things with more than four legs had that effect on her.

21. The things, which had happened there, were things she never meant to think about again.

22. If we write down every single thing that happened during the last two or three days, we may spot something that will give us a lead.

23. As you learn more programs, you tend to use your PC to do many more things.

24. I can't stand things not being kept in their proper places.

25. When people say things behind your back there's nothing you can refute or deny, and the rumours go on growing and growing.

Упражнение 5. Письменно переведите предложения, используя приём генерализации при передаче выделенных слов или словосочетаний.

1. To each one he nodded, his usual *eighth-of-an inch* nod, then turned to me and demanded, "The refreshments, Archie?"

2. I didn't see him that evening because mother wanted me to drive down to Wiltshire with her to spend *the Saturday night and Sunday* with my brother.

3. Blair was determined to put *every ounce* of influence and political capital into one more push for a workable two-state solution.

4. She walked up the lane to the place where she had parked *the Yamaha*.

5. What Tale was taking wasn't coffee. He had just grasped the bottle of *Courvoisier* and was about to tip a further measure into the already half-full glass.

6. The Liberal Democrats are disproportionately middle-class. Three quarters work (or before retirement worked) in a *salaried* occupation. Only one in twenty is working class.

7. Local resident Mark Schaffer told the BBC News that he saw the moment *the Cirrus SR20* hit the ground. "I looked up when I heard a low flying plane and saw it as it crashed," Mr. Schaffer said.

8. But particularly noticeable was the yellow and blue Swedish flag, some *9 inches by 6 inches*, stitched across the main back pocket of her rucksack.

9. Even serious *broadsheets* have carried a story about a fly in a boxed lunch.

Упражнение 6. Письменно переведите тексты, обращая особое внимание на значения выделенных глаголов, реализуемые в контексте. Зафиксируйте текст, представленный в письменной форме на иностранном языке, знаками переводческой скорописи. Восстановите информацию на языке перевода. Обратитесь к оригиналу, проанализируйте самостоятельно/в парах причины утери/искажения информации.

Текст 1

Peter Kelly, a 14-year-old English boy, *made* headlines by running away to Malaysia on his father's passport.

The first time Peter ran off was two years ago, when he *went* to Edinburgh. "We were really worried," says his mother. "We knew he had *gone* but we didn't know where he *had gone*" Every time Peter runs off he *calls* his mother to let her know he is safe. She then *calls* the police and *arranges* for him to be cared for until he can return home. Each time his journey *gets* longer and longer. Before Malaysia he *had been* to Paris twice before his parents confiscated his passport. This time he solved the problem by *using* his father's passport. As his mother says, Peter just loves travelling and will *go* to any lengths to plan and execute a trip. Usually when he *goes off there* is a row, but he seems to generate them as an excuse for *going*.

It, of course, provokes the question of where and why it all *went* wrong with the Kelly family. His parents are afraid for him. "I don't want him to become a criminal. I imagine they start in a small way and when they *find* they *get away* with it they *progress*," says his mother.

Текст 2

The violent end to the siege in the small mountain town of Bailey *came* after the gunman threatened *to harm* the two female students he was *holding*.

Park County Sheriff Fred Wegener *said* police had decided to storm a second-floor classroom at Platte Canyon High School, where the gunman was *holding* the two girls, after he broke off negotiations.

The local sheriff said he *believed* the gunman *had shot* the hostage and then himself, but could not confirm this.

The incident began when the man *entered* the school around noon (1800 GMT) with a gun and a rucksack, which he claimed *held* an explosive device, police *said*. He then *took* six hostages. Negotiators later *arranged* the release of four of them.

Bailey *lies* 56km (35 miles) south-west of the state capital, Denver.

The school *has* nearly 800 students. It was in Jefferson County in 1999 where two students killed 13 people at Columbine High School before *taking* their own lives.

Текст 3

Asda stores chief Archie Norman *was branded* a "Scrooge" yesterday after *withdrawing* Christmas bonuses from women who *have taken* maternity leave.

As part of a crackdown on absenteeism, management is reducing or *withdrawing* the festive pay-out to anyone who *has taken* time off within the last six months.

The company has made no exception for pregnant women and could now be *taken to court* for sex discrimination by GMB general union. The fact that fathers who *have taken* paternity leave could also lose their bonus, will *prove* no defence to any lawsuit, employees' representatives *argue*.

Employees will not be paid the bonus if they *have* an absence rate within the last six months of 3,4 per cent — approximately four days on a 37,5 hour shift.

Тема занятия: Добавления и опущения

Добавления представляют собой расширение текста подлинника, вызванное необходимостью полной передачи его содержания, а также различиями в грамматическом строе двух языков. В первом случае можно говорить о *лексических* добавлениях, во втором — о *грамматических*.

Например:

The workers went on wage strike. — Рабочие объявили забастовку с **требованием повышения** заработной платы (лексическое добавление).

I need help until I find a job. — Мне нужна помощь до тех пор, пока я **не найду работу** (грамматическое добавление). Лексическое добавление является по сути частным случаем конкретизации. Конкретизация как переводческий приём может быть связана не только с использованием словарной единицы более конкретного значения (см. раздел 1), но и с расширением текста подлинника за счет включения в него дополнительных, уточняющих элементов.

Например:

*The authorities are scared of a **leakage**.* — Власти опасаются утечки **информации**.

The new plan will only bring insecurity to first-time house-buyers. — Новый план только вселит чувство неуверенности в завтрашнем дне в тех, кто покупает дом в первый раз. *Like other European carmakers, **Volkswagen** is suffering from the strength of **the euro** against the dollar.* — Как и другие европейские производители автомобилей, **компания** «Фольксваген» испытывает трудности из-за усиления **курса** евро по отношению к доллару. Опущение как тип переводческих трансформаций представляет собой операцию, обратную добавлению, т. е. оно подразумевает сокращение текста перевода по сравнению с подлинником. Такого рода опущение может быть следствием объективных расхождений между грамматическими системами двух языков.

Например:

*He **is** a scientist.* — Он **ученый** (грамматическое опущение). В других случаях опущение может затрагивать избыточные компоненты традиционного словоупотребления. Например, излишним с точки зрения русского языка может быть употребление двух близких по семантике слов

(так называемых парных синонимов). В таком случае один из двух синонимов опускается.

Например:

*The UN agencies should be **streamlined and tailored** to the present situation.* — Агентства ООН должны быть приспособлены к нуждам сегодняшнего дня (лексическое опущение). Иногда избыточными с точки зрения традиций русского языка могут оказаться и другие части предложения, а также придаточные предложения. Например:

*Summer rains in Florida may be violent **while they last**.* — Летом во Флориде бывают сильные дожди. Еще один случай опущения связан с частым употреблением в английском тексте (особенно в газетно-информационных материалах) числительных, названий мер и весов и т. д., что несвойственно русской языковой традиции.

Например:

*The plane went down in a rural area. Joe Morris, **46**, who lives nearby, said he was sleeping when he heard a loud noise.* — Самолет упал в сельской местности. Джо Моррис, живущий поблизости, сообщил, что он проснулся от сильного шума.

Практические задания

Упражнение 1. Письменно переведите на родной и русский язык атрибутивные словосочетания. Обратите внимание на то, что для адекватного перевода данных словосочетаний на русский язык необходимо использовать приём добавления.

safety violations
wildlife movement
environmental protest
bilateral countries
teenage smoking rate
nuclear non-proliferation treaty
frontline soldiers
Labour ministers
sports editor
bank raid
defence cuts
economic proposals
oil painting
German election
military technology programs
opinionpoll

Упражнение 2. Письменно переведите предложения, используя приём добавления при передаче выделенных слов и словосочетаний.

1. If convicted, he could face *life in prison*.
2. *Safety and environmental* considerations have kept restructuring costs high.
3. It is general knowledge that Susan has already confessed *to the crime*.
4. Georgine hesitated, then *shook* her head.
5. He was wearing a velvet jacket with frogged fastening, reminiscent of a *Victorian smoking-jacket*.
6. Do you know what I'd really like now? What I need is *a good strong black coffee*. There's a chance of any, I suppose?
7. We heard small arms fire, but *the resistance* fought back.
8. *United Airlines* was forced to seek new financing after the Government denied its bid for \$1 bn loan guarantee.
9. *De Beers* yesterday admitted that production problems had left it unable to keep up with raising gem demand.
10. The policeman *waved me on*.
11. Workbooks for home-schooling were created *to accommodate mass education*.
12. *Titanic* was made by *Fox* which is owned by Rupert Murdoch.
13. Cigarette manufacturers must place *health warnings* on cigarette packages.
14. The researchers believe that the risk of death is lower in men who jogged for a number of years compared to men who were *sedentary* over a 20-year period.
15. The police confirmed the device was a battery charger from *Argos*.
16. Bilateral aid tends to favour allies and ex-colonies. *Nordic aid* is an exception to this dismal trend.

Упражнение 3. Письменно переведите предложения, используя приём опущения при переводе выделенных слов и словосочетаний.

1. The Liberal Democrats have to fight for *each and every* seat and about the only weapon they have in that fight is their membership.
2. The Japanese have a strong aesthetic sense: they *beautify, embellish, adorn and decorate* everything they touch.
3. The present urgency, while not as great to you personally, warrants an equal sacrifice of your *comfort, and convenience*.
4. Nowadays society is more complex and government listens mainly to specialized opinion, which requires MPs to concentrate on a small number of *issues and causes*.
5. Even the ebullient Dr. Benson was *remote and withdrawn*.
6. Dr. Kennedy remained *stiff and unbending*.
7. Commander David Tucker, the head of the anti-terrorist squads said the bombs were "unjustifiable, dangerous and destined *to injure and maim and disrupt* London.
8. Despite *the chaos and disruption* of London's busy streets, thousands of commuters struggled into work.

9. Once I turned back to music I *really and truly* enjoyed, then a kind of success came.

10. Justin Vaisse, author of a new book about Muslims in France, told the Guardian that Mr. Redeker's article stemmed from an "anti-Islam agenda" and "was stupid, politically irresponsible and very *weak and feeble*".

11. He apologized for his wife who was not able *to come and call on us*.

12. Though he was outdoors only briefly, he was *chilled to the bone by the bitter cold*.

13. The colleague who came to see her talked at great length about his future in the new institution *that was being created*.

14. I knew she went for nocturnal walks. Presumably it was because she was foolish enough to venture further that she met the end *she did*.

15. She greeted Mandy unsmilingly, cast *a surprised and rather startled* look at her hair and, without introducing herself, invited Mandy to follow her.

16. "He has a good support in Iran, and people really respect him," says Behrooz Norouzi, 36, a theology instructor in the city of Isfahan.

17. After some *Kellogg's Corn Flakes* and a cup of coffee, he strolled along the edge of the sea once more.

18. Clare parked her car on the rusty-red asphalt in front of the double-fronted guesthouse, built of honey-coloured *Cotswold stone*.

19. Not a single dentist had come forward to report a young woman coming to *him or her* with a missing tooth crown.

20. These values of freedom are *right and true* for every person.

21. The officials still hoped to finish the *rescue and salvage* operations in a day or two.

22. Renewable energies such as wind, hydro, solar and biomass emit no greenhouse gases, but tend to cost more than coal, oil or gas, *which do*.

Упражнение 4. Письменно переведите следующие тексты:

Текст 1

Television Sponsorship Hoping to Change Image

American television was founded on the idea of sponsorship — the term "soap opera" originates from soap manufacturers like Procter & Gamble which commissioned daytime programmes — yet in the UK the idea is only five years old and in some quarters is still regarded with suspicion by advertisers, agencies and some viewers.

All that may be about to change, however. One of the country's biggest and canniest advertisers, Mars, is negotiating sponsorship deals with Granada TV for Coronation Street and Gladiators.

The idea is that Mars's Pedigree pet foods division would sponsor the *Street*, Britain's most popular programme. For a nation of pet-lovers, the idea makes sense. But it won't come cheap, with figures of J10m bandied about for a

programme that goes out three times a week and attracts 18m viewers a time. Separately, one of Mars's confectionary brands, possibly Snickers, would sponsor Gladiators. The latter programme attracts a large proportion of children, a fact recognized by its previous sponsor, Kellogg's Frosties.

Текст 2

Soap Gets Lost in Rush to Take a Quick Shower

More than a century of soap production is ending at Lever Brother's Port Sunlight factory on Merseyside because so many people are switching to shower gels, moisturizers, liquid soaps and body washes.

A decade ago Lever Brothers' share of the British market in "personal washing products" was 40 per cent. Today it is 20 per cent with the rest made up of gels and liquid cleansers.

Helen Fenwick, a Lever Brothers spokesman, said: "This isn't the end of soap but anyone who's ever chased a bar of soap around a shower will appreciate the new products that have replaced it.

People everywhere are looking for convenience, whether in washing, cooking or shopping. For example, we have had tremendous success with laundry tablets.

Elsewhere people are turning more and more to ready-made meals, prepared salads and even throwaway contact lenses.

Liquid soaps, gels and the like made up 60 per cent of the market in personal washing products in the early Nineties. Now they're up to 80 percent."

Текст 3

Ученые назвали главный продукт для интеллекта

Специалисты выяснили, что какой продукт способствует интеллектуальному развитию детей.

Ученые заявили, что частое употребление рыбы положительно влияет на интеллектуальное развитие ребенка. Рыба также способствует строительству новых клеток и помогает иммунной системе человека, пишет orthodox.od.ua.

Выяснилось, что содержащиеся в морепродуктах жирные кислоты Омега-3 оказывают благоприятный эффект на развитие нервной системы.

В своем научном проекте ученые из Университета Северной Каролины напомнили, что в рыбе содержится большое количество фосфора, который чрезвычайно полезен для мозга. Наибольшую пользу для организма приносит мясо пикши, трески, камбалы, зубатки, скумбрии.

Эксперты также указали на то, что рыба помогает образованию новых клеток в организме детей, а витамины А и Д защищают от проблем костной системы.

Как сообщила врач-диетолог Елена Тихомирова, вещества, которые содержатся в рыбе, действительно оказывают положительное влияние на мозговую и нервную деятельность человека.

«Могу сказать про взрослых, что действительно рыба очень полезный продукт для питания, там практически нет вредных веществ. И, действительно, употребление рыбы влияет на интеллектуальную деятельность, да и на физическую. В рыбе только полезные жиры и ее можно есть практически без вреда для фигуры. Рыба еще очень полезна для костей. Рыба полезна для сосудов — она снижает уровень плохих холестерина, положительно сказывается на иммунной системе. Вообще такой универсальный продукт», — подчеркнула она.

Упражнение 5. В каждой из предлагаемых ниже фраз есть слово или словосочетание, нуждающееся либо в расширении, либо в сужении значения. Опираясь на внутрифразовый контекст, письменно переведите их, пользуясь приёмом конкретизации или генерализации:

1. His hands were short and broad.
2. There was a similar campaign about 10 years ago.
3. From her corner she could see every inch of the big room.
4. It turned my limbs leaden.
5. Our challenge now is to promote ideas of freedom.
6. The lady's hat was an elaborate affair of ribbons and feathers.
7. Martin's performance at the exam was, unfortunately, far from perfect.
8. It is now perfectly clear to me that my previous pattern of life was gone for ever.
9. If you make up your mind to visit Madrid I can be of some help to you. I've got a nice little place there and I'm sure you'll find it very comfortable.
10. All the houses along the seafront promenade had black, blank windows, for this was a summer place, in February it was only half alive.
11. She had been in perfect health when she stepped off the kerb in Piccadilly and the car had killed her.
12. James looked furtively at Irene, and across from her to Soames. "He's fond of her, I know," he thought. "Look at the way he's always giving her things."

Упражнение 6. Определите, каким словом вы перевели бы существительное men, которое требует конкретизации:

1. Before he left, Columbus also told his men to build a fort and moat to impress the Indians.
2. The news trickled back that General Lee had issued orders that no private property in Pennsylvania should be touched, that looting would be punished by death... Not turn the men loose in the rich storehouses of that prosperous state?
3. Scarlett was indignant that he had read her mind. She liked to believe herself a mystery to men, but she knew Rhett thought her as transparent as glass.
4. Nowadays the only news was that which passed from mouth to mouth. Short of paper, short of ink, short of men, the newspapers had suspended publications after the siege began, and the wildest rumors appeared from nowhere and swept through the town.

5. The Vikings began their expeditions from the Scandinavian countries about 800 A.D. and went on until about 1000 A.D. While trading, looting and conquering, these tall, blond, blue-eyed men found their way to the British Isles, the Frankish empire and the Mediterranean, to the Baltic lands, Russia, Byzantium, Iceland, Greenland and America.

Упражнение 7. Письменно переведите следующий текст:

Government considers nationalizing British Steel

MPs and peers are currently on their Easter break and were not due to return until 22 April, but both are now going back to Westminster for the hastily convened sitting.

Parliament sat on both Saturday and Sunday on the outbreak of World War Two in 1939. And there have been only five occasions since then when it sat on a Saturday, showing the importance the government is placing on the law.

Speaking at Downing Street on Friday, Sir Keir said the government wanted to pass the legislation in a single day, adding the future of the company "hangs in the balance". He said steelmaking was "essential for our future" and that he would always "act in the national interest to protect British jobs and British workers".

"Jobs, investment, growth, our economic and national security are all on the line," the prime minister said.

The BBC understands from a senior government source the emergency legislation being voted on in Parliament on Saturday would not give ministers the power to nationalise British Steel - another bill would be needed to do that.

Industry Minister Sarah Jones told BBC Breakfast the preference was for private investment alongside government funding to secure British Steel's future, but there was not currently a company "that is there willing to invest at this point".

Chinese company Jingye, which bought British Steel in 2020, says it has invested more than £1.2bn in the company to maintain operations, but has been suffering financial losses of around £700,000 a day.

The business department said the new law would give the government powers to order raw materials to keep the site's two running blast furnaces going, with supplies otherwise due to run out in the coming weeks.

It added it would also allow ministers to direct the company's board and workforce, and ensure anyone at the plant "who takes steps to keep it running, against the orders of the Chinese ownership" can be reinstated if they are sacked.

Упражнение 8. Письменно переведите следующий текст.

FROM "THE COMPLETE GUIDE TO CUSTOMER SERVICE" BY L.M.LASH

The Meaning of Customer Service

The term "customer service" has a broad meaning and includes different activities such as:

- a department that receives telephone calls and letters from dissatisfied customers and answers them,

- a front-line service employee who is pleasant and helpful to customers,
- a repair engineer who arrives promptly and fixes a problem with a machine, computer, or device,
- a waiter or waitress who delivers the correct order of food promptly and pleasantly,
- a hospital out-patient clinic that efficiently and pleasantly moves patients in and out of the clinic,
- a government agency that promptly and pleasantly offers the advice needed by a taxpayer,
- a bank clerk who promptly and efficiently processes check reorders,
- a pharmaceutical sales person who promptly and pleasantly supplies pharmacies with the latest products and is able to provide accurate information about them,
- a car manufacturer that promptly and efficiently supplies its dealers with new cars and the right parts,
- a training department that effectively supplies its company or organization with training programs that solve performance problems,
- a switchboard that promptly and efficiently handles telephone calls,
- a telecommunications company that promptly and efficiently installs a telephone system etc.

Until recently the term "customer service" was used only in the positive sense, meaning good customer service that was prompt, efficient, pleasant and helpful. In today's economy, the two words can be modified by an adjective and denote a good customer service and a bad customer service. That means that today consumers have a new choice: to buy good or bad customer service, just as they can choose to buy a good product or a bad product.

The relationship between profitability and customer service is not obvious. Profitability can be determined by many concrete measurements, depending on a company's goals: return on equity, net profit margin compared with competitors, compound asset growth, compound equity growth, return on total capital, dividends, share of market growth, earnings per share, and so on.

Customer service does not have this range of concrete measurements. It may be easy for a group of people to agree on one or two top performers in a given field in terms of customer service. The author offers an example of Maytag, which features "ten years' trouble-free operation" and the idle Maytag repairman. One might compare Maytag with its competitors such as General Electric. The service ratings a consumer might give both companies relate to their own experiences, with the products of the two companies, with advertising they have seen, or based on word-of-mouth advertising from friends. But the consumer might have difficulty comparing Maytag's service with the service given by Neff or Miele, which market their products primarily in Europe.

To compare profitability, Maytag's net profit margin or return on equity can be compared with that of General Electric, Neff, or Miele. Dun & Bradstreet's key business ratios show whether Maytag's numbers are among the top quartile,

median, or bottom quartile of the field. Using these ratios, one can prove factually Maytag's profitability in relation to its competitors and in relation to other unrelated industries.

There are no standard concrete measurements of customer service. But the process of installing concrete measurement standards has begun and is well under way. The author gives Marriott hotel as an example. At this hotel, for example, guests find a card to order breakfast and hang outside the door before retiring. The card states a service guarantee. If Marriott delivers a guest's breakfast more than 15 minutes late, the breakfast is free. In this way, Marriott is giving birth to a concrete measurement of customer service in the hotel industry for the delivery of room service breakfasts. Perhaps key service ratios will soon be published that show, for the hotel industry, the percentage of room service breakfasts served on time or within a 15-minute tolerance by the top quartile, median, and bottom quartile performers. But, at present, there are no concrete measurements proving that to be highly profitable, a company or organization must deliver superior customer service.

Service Starts with Commitment

The commitment to good customer service is affected by the circumstances in which service is delivered and the opportunities it allows for service to occur. Some service situations appear to be well defined and intensely regulated. If a customer goes to McDonald's for a Big Mac, fries, and a Coke, he expects these standard products to be delivered quickly and politely in clean surroundings at the McDonald's price. In this situation, the employee has little opportunity for creativity. The customer's only expectation of an automated teller machine is that a check-cashing transaction with a machine will result in the receipt of money from an account. Other service situations, however, require far more exercise of service skills. If a patient is being told that he needs open-heart surgery, the doctor delivering this news and performing the surgery had better look and act like the world's greatest heart surgeon and be able to explain everything—from the operating procedure to the size of the bedpans—like the world's greatest instructor with heavenly powers on her side. If a patron visits a hairdresser before an important engagement, the hairdresser needs to have the skills—both technical skills and customer service skills—to convince the patron that she looks her best when she leaves the premises. A committed service organization views all situations in which customer and organization come into contact as crucial opportunities for service performance or, as Jan Carlzon of SAS calls them, "moments of truth."

At the McDonald's in Bracknell, England, the milkshake machine was broken for several days. Rather than meeting harassed employees, customers were treated to employees who cheerfully recommended every other drink McDonald's had to offer. When the restaurant ran out of ketchup, customers were enthusiastically offered mustard sauce, curry sauce, or sweet and sour sauce for their fries. The

author points out that during construction work at Houston's Hobby Airport in 1981, car rental customers faced a long, dark, unguided trek through the construction site to the rental cars, which were all parked together in unmarked spaces. This 20- to 30-minute ordeal completely negated the pleasant and efficient two- or three-minute rental procedure at the airport rental counter, yet no car rental company seized the opportunity to post a guide and distinguish itself as a superior service company.

Without a service philosophy or a sense of mission, an organization turns service opportunities into service ordeals. Commitment to superior service, on the other hand, can make an impossible situation a bearable or even a memorable service event.

A very important factor in providing proper service is reputation. Some companies continue to prosper under superior service reputations earned many years ago. Harrods Department Store in London is such an example.

It seems logical to believe that it takes a long time to build a good reputation for service, but if service deteriorates, the news will spread fast. Yet this is not always the case. Faster global communication speeds the news of outstanding service. Frequent customers notice and talk about dramatic changes in service delivery. Advertising provides a means only of reaching infrequent and prospective customers.

When service deteriorates several factors may help the organization rest on its reputation. Customers particularly by infrequent customers may still remember clever marketing and advertising slogans, campaigns, and programs. Long-serving employees who still make every effort to deliver superior service may also remember these same slogans, campaigns, and programs. Top management's decline in service commitment does not necessarily mean that the entire organization has lost this goal. Isolated units may still be keenly interested in service delivery.

In the famous food halls at Harrods it is possible to be ignored for over twenty minutes when trying to make a purchase and for a customer to be "told off" for being unaware of the new take-a-number_system at the cheese counter. Yet it is also possible for customers to watch their meat orders being cut and packaged by a butcher who takes great pride and care in the process and who even carries purchases to customers' cars.

Another important element in delivering good or superior service is consistency. Consistency is a key element in the selection and continued listing of restaurants and hotels in guidebooks and ratings such as those produced by Michelin. Michelin relies not only on the regular visits to restaurants and hotels by their inspectors but also on comments by users of the guides. As stated in the opening: "Your opinions, whether praising or criticizing, are welcomed and will be examined on the spot by our inspectors in order to make our Guide even better."

Consistency is a critical element in service delivery. Perhaps because it disappoints high expectations, customers perceive inconsistent service as worse than overall poor service. Inconsistent service may provoke truly violent customer reaction. The confirmed hotel room that isn't available upon arrival because of overbooking, the inedible anniversary dinner in a recommended restaurant, the backed-up toilet that the regular plumber is unable to fix when one has a house full of guests, provide disproportionate irritation

Методическое обеспечение

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Самостоятельная работа студентов

Для получения компетенций по учебной дисциплине важным этапом является самостоятельная работа студентов. На самостоятельную работу обучающегося дневной формы получения образования отводится 186 часов. Всего на изучение дисциплины «Письменный перевод» отводится 310 часов, из них аудиторных – 124 часа ($310 - 186 = 124$).

Содержание самостоятельной работы обучающихся включает все темы учебной дисциплины из раздела «Содержание учебного материала». При изучении учебной дисциплины используются следующие формы самостоятельной работы:

- ознакомление со списком рекомендуемой литературы, изучение необходимой литературы по изучаемым темам, подбор дополнительной литературы;
- изучение теоретического материала дисциплины с использованием специальной литературы, консультации с преподавателем;
- подготовка к практическим занятиям с использованием основной и дополнительной литературы;
- подготовка к выполнению диагностических форм контроля (тесты, контрольные работы, устные опросы и т.п.);
- подготовка к зачетам и экзамену.

Основными видами самостоятельной работы студентов по учебной дисциплине «Письменный перевод» являются:

- выполнение специальных предпереводческих и переводческих упражнений на сопоставление текстов оригинала и перевода с целью классификации переводческих приемов, использованных в переводе, и поиска допущенных в переводе ошибок, их квалификации и исправления;
- сопоставление текста оригинала и нескольких вариантов перевода с целью выбора оптимального варианта;
- составление глоссариев по различным экономическим отраслям;
- редактирование и саморедактирование переводов;
- работа с интернет-ресурсами;
- выполнение специальных упражнений на перевод прецизионной информации;
- освоение новых лексических единиц, клише.

МЕТОДИЧЕСКИЕ РЕКОМЕНДАЦИИ И МАТЕРИАЛЫ ДЛЯ СРС (САМОСТОЯТЕЛЬНОЙ РАБОТЫ СТУДЕНТОВ)

№ п/ п	Тема и содержание	Объе м часов	Цель	Срок выполнен ия	Контроль СРС	
					Форма контрольн. мероприят ия	Срок контрольн. мероприят ия
СРС по теоретической части дисциплины						
СРС по практической части дисциплины						
	Перевод информационн ого сообщения	2	Изучение особенностей перевода информационн ого сообщения, ознакомление с теоретическими и практическими особенностями письменного перевода		Тест	

Для более эффективного изучения выделенной темы для СРС студентам рекомендуется сначала прочитать теоретический материал по заданной теме, внимательно изучить комментарии и примеры, после чего можно переходить к выполнению практических заданий. В ходе их выполнения студентам рекомендуется обращаться к следующим источникам:

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Материалы для контроля знаний студентов по СРС

Образец теста

Donald Trump tells banks he will give laws a 'haircut'

President Donald Trump has promised sweeping reforms to "horrendous" US banking regulations that were introduced after the financial crisis.

"We're going to do a very major haircut on Dodd-Frank," he said, referring to the Wall Street and consumer protection rules Barack Obama enacted in 2010.

Dodd-Frank aimed to prevent banks taking on too much risk and to separate their investment and commercial arms.

But Mr Trump said he wants "some very strong" change to help the bank sector.

"We want strong restrictions, we want strong regulation. But not regulation that makes it impossible for the banks to loan to people that are going to create jobs," the president told a group of about 50 business leaders at a White House meeting.

"We're going to be doing things that are going to be very good for the banking industry so that the banks can loan money to people who need it."

Mr Trump had promised during his election campaign to relax rules on big banks, and subsequently ordered a review of the industry's regulations.

Michelle Fleury, the BBC's New York business correspondent, says Republican policymakers are trying to see how they can pay for tax cuts.

"They are trying to see if there is anything in Dodd-Frank that would save the government money and be used for tax reform," our correspondent says.

'Costly and confusing'

But she added that any change would require a major piece of legislation passing through Congress. And Mr Trump's failure to push through healthcare reforms had shown how tough this might be.

The president's remarks have the backing of Jamie Dimon, chairman and chief executive of one of the world's biggest banks, JP Morgan Chase.

In his annual letter to shareholders, released on Tuesday, he said the regulatory burden "is unnecessarily complex, costly and sometimes confusing".

Dodd-Frank was designed to resolve the too-big-to-fail problem that meant banks facing collapse had to be bailed out rather than wound down.

КОНТРОЛЬ ЗНАНИЙ СТУДЕНТОВ

Диагностика качества усвоения знаний проводится в рамках текущего контроля и промежуточной аттестации. Мероприятия текущего контроля проводятся в течение семестра и включают в себя следующие формы контроля:

- письменный опрос лексического минимума по изучаемой теме;
- устный опрос максимума слов по изучаемой теме;
- перевод предложений со сложными грамматическими конструкциями;
- письменный перевод текстов разных жанров с английского языка на русский.

Результат текущего контроля за семестр оценивается отметкой в баллах по десятибалльной шкале и выводится, исходя из отметок, выставленных в ходе проведения мероприятий текущего контроля в течение семестра.

Требования к обучающемуся при прохождении промежуточной аттестации. Обучающиеся допускаются к промежуточной аттестации по учебной дисциплине при условии успешного прохождения текущей аттестации (выполнения мероприятий текущего контроля) по учебной дисциплине предусмотренной в текущем семестре данной учебной программой. Промежуточная аттестация проводится в форме зачета.

МЕТОДИЧЕСКИЕ МАТЕРИАЛЫ ДЛЯ КОНТРОЛЯ ЗНАНИЙ СТУДЕНТОВ

Оценка успеваемости студентов осуществляется по результатам:

- выполнения упражнений и заданий по темам учебной дисциплины;
- самостоятельного (под контролем ведущего преподавателя)

выполнения домашних и контрольных переводов в аудитории;

- анализа работы на занятиях;
- во время зачёта в конце 8 семестра и экзамена в конце 9 семестра.

Текущий контроль

Текущий контроль проводится на каждом занятии в соответствии с тематикой занятия и нацелен на своевременное выявление и ликвидацию возможных пробелов в знаниях, умениях и навыках обучающихся.

Примеры упражнений для текущего контроля:

Практические задания

Упражнение 1. Письменно переведите следующие предложения, обращая особое внимание на передачу устойчивых словосочетаний.

1. White House hopeful Rudy Giuliani has become the first US presidential candidate *to take a tough stand* against illegal immigration.

2. She lives with her parents and doesn't have to worry about *losing touch with existing friends* or *missing out on gossip* from her home town. Living at home is also a big saving on accommodation.

3. Investors have enjoyed three or four exceptionally favourable years and some may have become overexcited, *taking on more risk* than sensible.

4. *In theory* this is an attractive idea, but it seldom works *in practice*.

5. Fraudsters have plenty of methods *at their disposal to get their hands on your accounts*.

6. A police spokeswoman said: "We are trying to facilitate lawful protest but if people are going *to break the law*, we are going *to take action*."

7. Five crews battled the flames for more than six hours before *bringing them under control*.

8. Police confirmed last night that they were still looking for four people, but could not *rule out the possibility* that visitors to the hotel might have been trapped inside.

9. The ship took its contented passengers into a calm Mediterranean spring. Tweed jackets *gave way* to linen ones, trouser-suits to sundresses.

10. The Prime Minister believes it would be wrong to *call a snap election* because he feels it is important to prove to voters that he can *deliver change*.

11. A number of immigrants have suffered strokes and have been left disabled because they *do not have access* to any of the care available in Britain.

12. Senior officers claim that criminals often *level charges against them* in an attempt to *throw doubt on their guilt*.

13. The shadow Foreign Secretary has warned Cameron not to follow his example and lurch to the right, as happened when he *came under pressure* in 1999.

14. The government plan, which *came into force* in April, *lays down national rules* that all councils in England must follow when making their decisions.

15. To have politicians *taking over the role* of the judiciary *would set a very dangerous precedent*.

16. Where Blair and Bush *were at one* in believing in the use of military force, Brown tends to think that more good can be achieved by aid and trade.

17. Self-supporting students are now likely *to leave university* with a 30,000 debt, and then contemplate the impossibility of *gaining a foothold* in the overheated housing market.

18. The Sunday Telegraph revealed how the former Portuguese colony (Guinea Bissau) is in danger of becoming Africa's first "narco state" because of the extent to which Colombian drug barons *have taken a grip on the country*.

Упражнение 2. Письменно переведите следующие предложения, обращая особое внимание на передачу фразеологических оборотов.

1. Half of the faux pas involved violations of patient confidentiality
2. For any party leader, persuading the voters otherwise is a tall order.
3. Among the upper and middle class, most young men pulled every string they could to avoid fighting in a war that few of them agreed with.
4. This was a far cry from the usual charges against Ms. Reno.
5. Panics among international investors are as old as the hills.
6. It could become more difficult to assign contracts based on price alone and increased watchdog attention means it will be harder to turn a blind eye on safety.
7. The city fathers have finally given the green light to the first new building project in the city.
8. Of the three workers who were in the immediate vicinity two are so seriously injured that their chances are slim. The third might survive given appropriate medical care, but it will be touch and go.
9. "My treat," said George firmly, leading the way. Jonathan made a half-hearted protest, "Why don't we go Dutch?"
10. A couple of glasses of wine had released his inhibitions long enough for him to accept the challenge, but the Dutch courage hadn't lasted for fifty minutes.
11. The members of the environmental movement are between a rock and a hard place. They don't like global warming and they don't like nuclear energy. But if they want to prevent global warming, they are going to have to embrace nuclear energy.
12. I think a good accountant could pretty much make a living anywhere doing taxes. If you are not out to make a killing, that is.
13. Even if you love what you are doing, some days a one-person business feels like a one-ton albatross.
14. It's such a mixture of truth and falsehood. Our job is to sift the wheat from the chaff.
15. Sean Connery got a big hand from friends and fans at the Lincoln Center.
16. I doubt she gave a hoot what Violet said. She'd had quite a checkered past.
17. Something rang the bell with him, distantly perhaps but clear enough to make him stop.
18. According to the servants, Miss Birtley has always disliked him, and made no bones about showing it.
19. He looked more than ever like a youngster playing hookey from high school.
20. Analysts say the mining concessions could become a bone of contention in the fragile new government of President Joseph Kabila.
21. Corporate bosses are mostly seen as bureaucrats who have risen to the top of the organization and got their fingers in the till. In other words, they set their own pay.

22. Angola can join OPEC and still produce as much as it wants and sell at pleasure through non-transparent channels. It's like having cake and eating it, too.

23. I don't mind telling you I'm like a cat on hot bricks until I've got her safe!

24. There were chestnuts to be picked out of the fire, and he was for it.

25. America's talk-show queen, the world's richest black person, is aiming to transfer her Midas touch to the world of politics, as she tries to market Barack Obama as the first black American president. Sen Obama could certainly do with a touch of Oprah magic.

26. When he is neck and neck in the polls with Mr. Brown, Mr. Cameron will need his base willing him to win.

27. The introduction of university tuition fees, a policy that barely scraped through in the Commons, was one of the most shameful con-tricks perpetrated by Tony Blair while in office.

28. Biotech companies are sometimes accused of cutting corners to get drugs approved and to overstate their effectiveness.

29. The reality is not all doom and gloom. The right to pursue happiness will surely eventually take root in a less violent and more liberal form among cultures that are inimical to it.

30. International events often prove awkward and traumatic-tests. Some of these are "bolt from the blue" moments which demand a response — such as September 11, 2001 — while others are closer to what Churchill called the "gathering storm" sort of crisis.

31. If you invest equities, you have to accept that market ups and downs are inevitable.

32. The move is a further sign that the star is losing interest in keeping up his status as an A-list leading man and is beginning to turn his back on Hollywood.

Упражнение 3. Письменно сделайте реферативный перевод следующих текстов:

Текст 1

Why Beijing is not backing down on tariffs

In response to why Beijing is not backing down to Donald Trump on tariffs, the answer is that it doesn't have to.

China's leaders would say that they are not inclined to cave in to a bully – something its government has repeatedly labelled the Trump administration as – but it also has a capacity to do this way beyond any other country on Earth.

Before the tariff war kicked in, China did have a massive volume of sales to the US but, to put it into context, this only amounted to 2% of its GDP.

That said, the Communist Party would clearly prefer not to be locked in a trade war with the US at a time when it has been struggling to fix its own considerable economic headaches, after years of a real estate crisis, overblown regional debt and persistent youth unemployment.

However, despite this, the government has told its people that it is in a strong position to resist the attacks from the US.

It also knows its own tariffs are clearly going to hurt US exporters as well.

Trump has been bragging to his supporters that it would be easy to force China into submission by simply hitting the country with tariffs, but this has proven to be misleading in the extreme.

Beijing is not going to surrender.

China's leader Xi Jinping told the visiting Spanish Prime Minister Pedro Sanchez on Friday that his country and the European Union should "jointly resist the unilateral bullying practices" of the Trump administration.

Sanchez, in turn, said that China's trade tensions with the US should not impede its cooperation with Europe.

Their meeting took place in the Chinese capital in the hours before Beijing again increased its tariffs on goods from the US - though it has said it will not respond to further US tariff increases.

Next week Xi will visit Malaysia, Vietnam and Cambodia. These are all countries which have been hit hard by Trump's tariffs.

His ministers have been meeting counterparts from South Africa, Saudi Arabia and India, talking up greater trade co-operation.

In addition, China and the EU are reportedly in talks about potentially removing European tariffs on Chinese cars, to be replaced by a minimum price instead, to rein in a new round of dumping.

In short, wherever you look, you can see that China has options.

And analysts have said that these mutual tariff increases by the two superpowers are now becoming almost meaningless, as they've already passed the point of cutting out much of the trade between them.

So, the tit-for-tat tariff increases in both directions have become more like symbolism.

China's Foreign Ministry spokesperson Mao Ning has, over the past two days, posted images of Chairman Mao on social media, including a clip during the Korean War when he told the US that "no matter how long this war lasts we will never yield".

Above this, she posted her own comments, saying: "We are Chinese. We are not afraid of provocations. We won't back down."

When the Chinese government wheels out Chairman Mao, you know they're getting serious.

Текст 2

Trump's five tariffs goals

Donald Trump announced a massive tariff plan last week that would have upended the global economic order as well as long-established trading relationships with America's allies.

But that plan - or at least a significant part of it - is on ice after the president suspended higher tariffs on most countries for 90 days while leaning into a trade war with China. So with this partial reversal, is Trump any closer to realising his goals on trade? Here's a quick look at five of his key ambitions and where they now stand.

1) Better trade deals

WHAT TRUMP SAID: *For decades, our country has been looted, pillaged, and plundered by nations near and far, both friend and foe alike*

Trump's original trade plan packed a big punch that landed around the world, with a flat 10% baseline tariff on everyone (including some uninhabited islands) and additional "reciprocal" tariffs on the 60 countries that he said were the worst offenders. It sent allies and adversaries scrambling, as they stared down the prospect of a debilitating blow to their economies.

The White House has been quick to boast about all the world leaders who have reached out to the president to make deals and offer trade concessions – "more than 75", according to Treasury Secretary Scott Bessent.

Although the administration hasn't released a list of all the countries that Trump said on Tuesday were "kissing my ass" and promising to do anything, the US has announced it is in negotiations with South Korea and Japan, among others.

THE TAKEAWAY: America's trading partners have 90 days to strike some sort of agreement with Trump, and the clock is ticking. But the fact that talks are happening indicates that the president has a good chance of getting something for his efforts.

- What are tariffs and why is Trump using them?
- What does the tariff pause mean for global trade?

2) Boosting American industry

WHAT TRUMP SAID: *Jobs and factories will come roaring back into our country...We will supercharge our domestic industrial base.*

Trump has said for decades that tariffs are an effective way of rebuilding America's manufacturing base by shielding it from unfair foreign competition. While some factories may be able to increase production in current facilities, more substantive efforts take time. And for business leaders to pull the trigger on "reshoring" their

production lines and investing in new US factories, they will want to know that the rules of the game are relatively stable.

The president's on-again, off-again tariff moves over the past week are inherently unstable, however. For the moment, it's difficult to predict where the final tariff levels will land and which industries will receive the greatest protections. It could be car manufacturers and steel producers today, and high-tech electronics companies tomorrow.

THE TAKEAWAY: When tariffs are applied and removed seemingly at the president's whim, it's much more likely that companies – both in the US and abroad – will hunker down and wait for the dust to settle before making any big commitments.

3) Facing off with China

WHAT TRUMP SAID: *I have great respect for President Xi of China, great respect for China, but they were taking tremendous advantage of us.*

After Trump's tariff about-face on Wednesday, several White House officials – including Treasury Secretary Bessent - were quick to say that Trump's goal was to drop the hammer on the real villain, China.

"They are the biggest source of the US trade problems," Bessent told reporters, "and indeed they are the problem for the rest of the world.

If Trump wanted a battle of wills with China, testing each side's tolerance for economic and political pain, he got one – even if the president and his aides have hinted that they are looking for an exit ramp.

On Wednesday, Trump said that he blamed past US leaders, not China, for the current trade dispute. The prior day, White House press secretary Karoline Leavitt said the president would be "incredibly gracious" if China reaches out to make a deal.

THE TAKEAWAY: Even if this showdown is one Trump wants, picking a fight with the second-largest economy in the world, with military power to match, comes at enormous risk. And along the way America may have alienated the allies it needs most in such a confrontation.

- Why Trump is hitting China - and what might happen next

4) Raising revenue

WHAT TRUMP SAID: *Now it's our turn to prosper, and in so doing, use trillions and trillions of dollars to reduce our taxes and pay down our national debt, and it'll all happen very quickly.*

During last year's presidential campaign, Trump regularly touted that his proposed tariffs would bring in vast sums in new revenue, which the US could then use to shrink its budget deficit, fund tax cuts and pay for new government programmes.

A study last year by the nonpartisan Tax Foundation estimated that a 10% universal tariff – which is what Trump has landed on for at least the next 90 days – would generate \$2tn in new revenue over the next 10 years.

To put that in context, the tax cuts Congress recently included in its non-binding budget blueprint would cost approximately \$5tn over the next 10 years, according to the Bipartisan Policy Center.

THE TAKEAWAY: Trump wanted more tariff revenue, and if he sticks with his baseline tariffs, plus the additional levies on certain imports and larger ones on China, he's going to get it – at least until Americans switch to more domestic production, when the tariff money gusher could turn to a trickle.

- Is the US making \$2bn a day from tariffs?

5) Lower prices for US consumers

WHAT TRUMP SAID: *Ultimately, more production at home will mean stronger competition and lower prices for consumers. This will be indeed the golden age of America.*

Analysts and experts have offered a grab bag of other explanations about why Trump made such an aggressive move on trade last week. Was he trying to drive down interest rates, or devalue the US dollar or bring the world to the table for a new, global agreement on trade? The president himself hasn't spoken much about those kinds of elaborate schemes.

One thing he has talked about relentlessly, however, is his desire to lower costs for American consumers - and he has promised that his trade policy will help address this. While energy prices dipped in the week since Trump announced his tariff plan, that may have been a result of fears that the trade wars could trigger a global recession.

The consensus among economists is that new tariffs will drive up consumer prices, as tariffs are tacked on to the price of imports and, eventually, when there is less competition for US-made products. Last year, the Tax Foundation estimated that a 10% universal tariff would increase costs for American households by an average of \$1,253 in its first year. Economists also warn that lower-income Americans will be hardest hit.

THE TAKEAWAY: An increase in prices is an arrow moving in the wrong direction – and it represents an enormous potential liability for both Trump's political standing and his party's future electoral prospects.

ИТОГОВЫЙ КОНТРОЛЬ

Итоговый контроль проводится в целях оценки качества усвоения студентами теоретических и практических знаний по итогам изучения учебной дисциплины в конце 8 семестра в виде зачета и в конце 9 семестра в виде экзамена.

Содержание зачёта\экзамена

Контроль проводится в устной и письменной форме. Устная форма контроля включает ответ на вопрос (список вопросов прилагается) и письменный перевод фрагмента текста.

1. Письменный перевод текста с английского языка на русский.
2. Письменный перевод текста с русского языка на английский.

Вопросы к зачёту

1. Письменный перевод, его специфика.
2. Установление значения слов.
3. Лексические преобразования при переводе.
4. Грамматические преобразования при переводе.
5. Грамматико-синтаксические преобразования.
6. Перевод стандартных формул и оборотов.
7. Язык радио и теленовостей.
8. Лексическое значение слова.
9. Перевод прецизионной информации.
10. Перевод названий, имен собственных, топонимов, этнонимов.
11. Перевод позиционно-номинальной информации.
12. Интернациональная и псевдо-интернациональная лексика.
13. Передача модальности переводе.
14. Ложные друзья переводчика.
- 15.

Вопросы к экзамену

1. Оформление цитирования и сносок
2. Особенности перевода газетно-информационных текстов.
3. Специфика перевода научных текстов.
4. Специфика номинации и ее отражение при переводе.
5. Инкотермс как единая система международных правил толкования терминов.
6. Особенности перевода деловой переписки.
7. Стиль перевода нормативных текстов.
8. Особенности перевода коммерческих договоров.
9. Структура коммерческого договора.
10. Специфика перевода рекламных текстов.

11. Виды технических текстов.
12. Синтаксические трансформации при переводе.
13. Замены частей речи при переводе.
14. Трансформации при переводе.
15. Особенности перевода отглагольных существительных.
16. Перевод терминов.
17. Неологизмы и способы их образования.
18. Типы словарей.
19. Предпереводческая подготовка.
20. Электронные энциклопедии и справочники в работе переводчика.

Примеры текстов для контрольного перевода

Контрольный перевод 1

The economies of Argentina, Brazil, Peru and Chile have all boomed in recent years on the back of exporting more commodities to China like soya, iron ore, copper and other metals. But Mexico has mostly suffered from competition with China particularly as it supplies similar manufactured products like shoes and clothing to the US market. Indeed, many in Mexico see China as more of a threat than an opportunity. They point to the loss of foreign investment in Mexico's assembly industries, which has shifted to China because wages there are generally much lower. Mexico also has a large trade deficit with China of more than twenty billion dollars.

President Calderon is hoping to change all this. He is keen for Chinese companies to come to Mexico as China's foreign investment last year was a eager four million dollars. That compares unfavourably with the hundreds of millions of dollars Chinese companies have invested in Peru's mining industry and Venezuela's oil and gas sectors. Mexican law prevents foreign investment in the state-owned petrol company, but the president is still hoping for joint business ventures in the steel, car and computer industries.

A large trade delegation from Brazil is also in China this week. Businessmen from Latin America's two largest economies are clearly keen to get a share of the growing demand from China's burgeoning middle class.

Контрольный перевод 2

Республика Белару́сь, официальное сокращённое название Белару́сь — государство в Восточной Европе. Население на 1 октября 2016 года составляет 9 505 200 человек, территория — 207 600 км². Занимает девяносто третье место по количеству населения и восемьдесят четвёртое по территории в мире.

Столица и самый крупный город государства — город Минск. Государственными языками являются белорусский и русский.

Унитарное государство, президентская республика. 20 июля 1994 года пост президента занял Александр Лукашенко, впоследствии побеждавший также на выборах 2001, 2006, 2010 и 2015 годов.

Подразделяется на 6 областей, город Минск имеет особый статус города республиканского подчинения.

На северо-западе республика граничит с Литвой, на западе с Польшей, на севере с Латвией, на востоке с Россией, на юге с Украиной.

Объём ВВП по паритету покупательной способности за 2013 год составил 166,786 млрд долларов США (около 17 620 долларов США на душу населения).

Правительство Беларуси рассчитывает на рост ВВП на 0,2% за первое полугодие 2017 года, а по итогам года рассчитывает на рост до 1,7% по сравнению с 2016 годом. Такой показатель обозначен в постановлении Совета министров «О реализации задач социально-экономического развития Республики Беларусь на 2017 год», опубликованном на Национальном правовом интернет-портале.

Денежная единица — белорусский рубль.

ПРОТОКОЛ СОГЛАСОВАНИЯ УЧЕБНОЙ ПРОГРАММЫ УВО

Название учебной дисциплины, с которой требуется согласование	Название кафедры	Предложения об изменениях в содержании учебной программы учреждения высшего образования по учебной дисциплине	Решение, принятое кафедрой, разработавшей учебную программу (с указанием даты и номера протокола)

ДОПОЛНЕНИЯ И ИЗМЕНЕНИЯ К УЧЕБНОЙ ПРОГРАММЕ УО
на ____ / ____ учебный год

№ п/п	Дополнения и изменения	Основание

Учебная программа пересмотрена и одобрена на заседании кафедры

_____ (протокол № ____ от _____ 20__ г.)
(название кафедры)

Заведующий кафедрой

(ученая степень, ученое звание)

(подпись)

(И.О.Фамилия)

УТВЕРЖДАЮ
Декан факультета

(ученая степень, ученое звание)

(подпись)

(И.О.Фамилия)