



Universidad  
de Alcalá

# GUÍA DOCENTE

## **TRADUCCIÓN ESPECIALIZADA (JURÍDICO-ECONÓMICA) // - (LEGAL-ECONOMIC) SPECIALISED TRANSLATION**

**Grado en Lenguas Modernas y Traducción  
Universidad de Alcalá**

**Curso Académico 2018/19**  
**3º Curso – 2º Cuatrimestre**

**GUÍA DOCENTE**

Nombre de la asignatura:	<b>Traducción especializada (jurídico-económica) – (Legal-Economic) Specialised Translation</b>
Código:	791007 / 440024
Titulación en la que se imparte:	<b>Lenguas Modernas y Traducción</b>
Departamento y Área de Conocimiento:	<b>Filología Moderna</b>
Carácter:	<b>Obligatorio</b>
Créditos ECTS:	<b>8</b>
Curso y cuatrimestre:	<b>3º curso - 2º cuatrimestre</b>
Profesorado:	Lenguas Modernas y Traducción (Alcalá) David Fernández Vítores Carmen Pena Díaz Lenguas Modernas y Traducción (Guadalajara) David Fernández Vítores Carmen Pena Diaz
Horario de Tutoría:	David Fernández Vítores: Por determinar Por determinar
Idioma en el que se imparte:	<b>Inglés y español</b>

## 1.a COURSE DESCRIPTION

The aim of this module is to introduce students to legal and business translation from a theoretical, terminological and documented approach. The main features of these types of translation will be presented and a wide range of text types will be analysed, translated and discussed. Students will learn the main characteristics of legal and business language and get acquainted with the most frequent genres in these spheres of activity. They will be trained in the different translation stages, processes and procedures involved, and in the management of sources of information to justify their decision-making.

## 1.b PRESENTACIÓN / COURSE DESCRIPTION

### Prerrequisitos y Recomendaciones / Prerequisites and Recommendations

Students are expected to have a B2.2 level of English and Spanish (Common European Framework) when they start the course (which means that students are expected to be able to follow explanations, take notes, and ask questions, as well as provide the answers for the activities in both languages). Students in their 3<sup>rd</sup> year, for their part, will be expected to be well on their way to achieving an advanced level of

English (C1) in all four communicative skills and this will be taken into account in their final mark.

NOTE: Erasmus students must certify their level of English and Spanish (B2) at the beginning of the course in order to be admitted into the group.

## 2. COMPETENCIAS / OBJECTIVES

### Competencias genéricas / Generic competences:

1. To develop autonomy as learners
2. To improve communication skills
3. To develop and articulate independent and critical thinking based on supporting evidence
4. To use bibliographic and specialized sources efficiently and correctly
5. To demonstrate an ability to understand and express oneself, correctly and clearly, in English at C1 level of the European Framework for Languages
6. To develop the capacities for self-assessment and self-improvement
7. To develop team-work and time-management skills

### Competencias específicas / Specific competences:

1. To acquire the necessary concepts in order to describe the distinctive features of legal and/or business texts
2. To be able to identify and classify translation problems (especially those specific to legal and/or business texts) and apply translation procedures to solve them
3. To handle tools and documentation sources to solve translation problems and difficulties frequently found in legal and/or business documents and justify their solution
4. To acquire specialised knowledge of basic terminology, genres and formats related to legal and/or business translation in English and in Spanish.
5. To be able to translate prototypical legal, administrative, financial and business texts from English into Spanish/or Spanish into English.
6. To become aware of the factors affecting the decision-making when translating a legal/or business text

### 3. CONTENIDOS / COURSE CONTENTS

Contents	Total number of hours
1. Introduction to legal translation, legal language and legal texts	• 6 class hours
2. Introduction to Spanish Law and English Law: the Spanish legal system vs. the English legal system	• 6 class hours
3. Legal documents and their translation	• 20 class hours
4. Introduction to business translation, business language and business texts.	• 6 class hours
5. Introduction to company structure and operations	• 6 class hours
6. Business documents and their translation	• 20 hours

### 4. METODOLOGÍAS DE ENSEÑANZA-APRENDIZAJE.- ACTIVIDADES FORMATIVAS / METHODOLOGY AND CLASS ACTIVITIES

#### 4.1. Distribución de créditos (especificar en horas) / Student workload

Class contact hours:	64 hours = lectures [whole group sessions] seminars [reduced group sessions], workshops [activities] 2 hours = written exam
Students study hours:	136 hours (preparation of activities and tasks, readings and study time)
Total hours	200

#### 4.2. Estrategias metodológicas, materiales y recursos didácticos / Learning activities, materials and resources

Whole group sessions (theory) 1 hour/week	<ul style="list-style-type: none"> <li>- Introduction of concepts and strategies</li> <li>- Analysis and discussion of selected readings</li> <li>- Debate on diverse topics</li> </ul>
Reduced group sessions (practical) 2 hours/week	<ul style="list-style-type: none"> <li>- Presentation of translated texts</li> <li>- In-class correction of translations</li> <li>- Identification of translation problems</li> <li>- Proposal for informed solutions to translation problems</li> <li>- Discussion on sources and tools</li> </ul>
Workshops	<ul style="list-style-type: none"> <li>- Preparation, submission and discussion of a translation project</li> </ul>
Autonomous work	Readings, written activities, and preparation of weekly translations and individual project

## 5. EVALUACIÓN / ASSESSMENT: Procedimientos, criterios de evaluación y de calificación

All students will be graded following a process of continuous assessment. Different aspects of the course will be evaluated separately throughout the semester in order to obtain an overall continuous and formative final mark for the course mark. This means that all the students will have to participate actively and effectively in classes as well as in all the group activities. A minimum of 80% attendance is compulsory.

Exceptionally, those students who have been recognized as eligible for final evaluation in accordance with the terms in article 10 of the "NORMATIVA REGULADORA DE LOS PROCESOS DE EVALUACIÓN DE LOS APRENDIZAJES" (passed on 24-03-2011) may sit for a final exam which will include questions on all the topics covered in the class and a series of translation tasks.

Those students who do not pass the continuous evaluation or the final exam will have the right to be assessed again in June by a similar (extraordinary) exam plus various translation tasks.

Plagiarism will not be tolerated. Those students who commit plagiarism in any of the activities will receive a FAIL mark in the corresponding activity.

### Assessment criteria

Students should demonstrate they have acquired the main concepts and competences related to this module. Thus, by the end of the course, students are expected to be able to:

- Demonstrate they have acquired the necessary concepts in order to describe the distinctive features of legal, administrative, business and financial texts with a view towards their translation

- Identify translation problems, both general ones and chiefly those specific to legal texts
- Understand, identify and handle tools and documentation sources to solve common translation problems and justify their solution
- Demonstrate that they have acquired specialised knowledge of basic terminology, genres and formats related to legal translation in English and in Spanish
- Translate efficiently legal texts from English into Spanish.

Taking all this into consideration, students will be graded as follows:

#### Grading criteria

##### SOBRESALIENTE (A):

- Student fully understands legal translation concepts
- Student has no significant error related to translating (decoding / encoding) or target language use
- Student can translate legal texts efficiently and appropriately
- Student shows the ability to critically evaluate translations of legal texts in a clear way, demonstrating independent ideas and opinions
- Student has a very good use of English (C1)

##### NOTABLE (B)

- Student understands legal translation concepts
- Student has up to one important error related to translating (decoding / encoding)
- Student can translate legal texts efficiently and appropriately enough but have few linguistic or format errors
- Student shows the ability to critically evaluate translations of legal texts, demonstrating independent ideas and opinions
- Student has a good use of English

##### APROBADO (C- Pass)

- Student has some errors in understanding and putting into practice legal translation concepts and strategies
- Student has minor translation errors (encoding / decoding problems; choice of vocabulary, idioms, and register; faux senses and omissions) and / or significant errors in the target language
- Student can translate legal and economic texts in a basic and general manner
- Student shows the ability to critically evaluate translations of legal texts but in a very general way and has few critical opinions

##### SUSPENSO (F- Fail)

- Student has severe problems and shows inaccuracies in understanding and putting into practice legal translation concepts and strategies
- Student has major translation errors (encoding / decoding problems; choice of vocabulary, idioms, and register; faux senses and omissions)
- Student shows persistent serious inaccuracies in the target language
- Student cannot produce an acceptable translation of a legal text
- Student is not able to critically evaluate translation of a legal text

### Assessment procedures

Continuous assessment will be based on:

Assessment	Assessment criteria
- Participation in classes	Active participation in tasks, activities, discussions, etc.
- Tests	There may be tests, which may also include questions about the theoretical aspects discussed in class. Students must prove their ability to translate a legal and/or business text as well as to use the appropriate discourse. Translation and language errors will be penalised.
- Translation tasks	Students will submit different translation activities throughout the course in groups. In doing so, they must prove that they can translate fluently using appropriate language, source and tools. Translation errors and language mistakes in Spanish and English will be identified and discussed.
- Translation project	Students will work on an individual translation project, which may include some of following tasks: translation of the given text; creation of a glossary; correction of the translation by peers, etc.  Assessment will be based on the translation process, the final product and the students' ability to make effective corrections.

## 6. BIBLIOGRAFÍA / REFERENCES

### Basic bibliography

- ALCARAZ VARÓ, E. (2000). *El inglés jurídico*. Barcelona: Ariel.
- ALCARAZ VARÓ, E. y HUGHES, B. (2002). *El español jurídico*. Barcelona: Ariel.
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- ALCARAZ, E. (2002). *Legal Translation Explained*. Manchester: St. Jerome.
- BORJA ALBI, A. (2007). *Estrategias, materiales y recursos para la traducción jurídica (inglés-español)*. Madrid: Edelsa.
- BORJA ALBI, A. and PRIETO RAMOS, F. (2013). *Legal Translation in Context. Professional Issues and Prospects*. Bern: Peter Lang.

- CAO, D. (2009). *Translating Law*. London: Multilingual Matters.
- GALLEGO HERNÁNDEZ, D. (2014) *Traducción económica: entre profesión, formación y recursos documentales*, Servicio de publicaciones de la Universidad de Soria
- IBÁN, I. (2000) *Introducción al Derecho Español*. Baden-Baden: Nomos.
- LYALL, F. (2002) *An Introduction to British Law*. Baden-Baden: Nomos.
- MAYORAL ASENSIO, R. (2003) *Translating Official Documents*. Manchester: St. Jerome.
- PÉREZ ROMÁN, C. and FERRIE, M.F. (2005) *Introduction to Business Translation*, Editorial Universidad de Puerto Rico
- PIZZARO SÁNCHEZ, I. (2010) *Análisis y traducción del texto económico*, Oleiros: Netbiblo
- ŠARČEVIĆ, S. (2000) *New Approach to Legal Translation*. The Hague: Kluwer Law International.
- SUAU JIMÉNEZ, F. (2010). *La traducción especializada (en inglés y español en géneros de economía y empresa)*. Madrid: Arco/Libros.

### Dictionaries of legal terms

- ALCARAZ, E. and HUGHES B. (1993). *Diccionario de términos jurídicos (inglés-español, español-inglés)*. Barcelona: Ariel.
- ALCARAZ, E. and HUGHES, B. (1996). *Diccionario de términos económicos, financieros y comerciales (inglés-español, español-inglés)*. Barcelona: Ariel.
- ALVAREZ, T. et al. (2004). *Harrap's Business Dictionary – Diccionario English-Spanish Español-inglés*. Edinburgh: Chambers Harrap Publishers Ltd.
- BOSSINI, F., GLEESON, M. and ARANA. S. (2008). *Diccionario bilingüe de términos legales. Inglés-Español/Español-Inglés*. Granada: Comares.
- Black's Law Dictionary*. Saint Paul: West Group.
- COLLIN, P. H. (2001). *Dictionary of Business*. London: Peter Collin Publishing Ltd.
- Diccionario Jurídico Espasa*. (2007). Madrid: Espasa-Calpe.
- LUCCA, J.L. (2001) *Elsevier's Economics Dictionary English, French, Spanish, Italian, Portuguese, German*. Amsterdam: Elsevier.
- POZO, J. R. del (2005). *Diccionario de expresiones y términos económicos y financieros: Inglés-español Español-inglés*. Madrid: Instituto de Estudios Económicos.
- TAMAMES, R. and GALLEGRO, S. (2006, 2010). *Diccionario de Economía y Finanzas*, Madrid: Alianza Editorial.

### Web site resources

- EUR-Lex, El acceso al Derecho de la Unión Europea: <http://eur-lex.europa.eu/>
- InterActive Terminology for Europe: <http://iate.europa.eu>



- Judiciary of England and Wales: <http://www.judiciary.gov.uk/>
- Lex Juridica: <http://www.lexjuridica.com>
- Ministerio de Justicia de España: <http://www.justicia.es>
- Pórtico Legal <http://www.porticolegal.com>
- UK Legislation <http://www.legislation.gov.uk/>