University: *University of Presov*	
Faculty: *Faculty of Arts*	
Course code: *1IUKR / PTAŠP / 22*	**Course title:** *Administrative Texts and their Translation (PV)*

Type, scope and method of educational activity:

1 seminar per week, a total of 13 hours per semester

Teaching method: combined.

Number of credits: *2*

Recommended study semester: *6*

Study grade: *1.*

Prerequisites: *none*

Prerequisites for completing the course: *evaluated credit*

Class attendance - 10 points.
Continuous translations in class - 40 points.
Final thesis (test and translation) - 50 points.
Overall rating: A - 100.00 - 90.00%, B - 89.00 - 80.00%, C - 79.00 - 70.00%, D - 69.00 - 60.00%, E - 59 .00 - 50.00%, FX - 49.00 and less %.

Learning outcomes:

Knowledge: *A student who completes the course Administrative Style Texts and their Translation must know: the main types of administrative style documents; titles of documents in Slovak and Ukrainian; structure of Slovak and Ukrainian professional texts, differences in their construction; general rules for the translation of official administrative texts; the structure of administrative style texts; general requirements for the production of translated documents.*

Skills: *The graduate of the course is able to find, process and analyze information in dictionaries, machine translation systems and search databases; use context effectively, different types of dictionaries, internet resources; translate abbreviations, titles and proper names; should be able to translate an official letter from Slovak into Ukrainian; cooperation agreement; birth certificate; proof of education; official invitation; request, etc.*

Competences: *the graduate of the course uses the theoretical knowledge of the genre specificity of texts for their application in translation practice; adequately translates texts of administrative style, taking into account the linguistic, stylistic and compositional features of the source and target culture.*

Course content:

-   *introduction to the issue of translation of administrative style texts*
-   *strategies and techniques for translating official texts*
-   *the issue of adequacy and equivalence of translation*

- *names of documents, their translation into Slovak into Ukrainian*

	-	structure of Slovak and Ukrainian professional texts, differences in their construction
	-	translation of titles and proper names
	-	abbreviation translation specifics
	-	practical independent translation of various types of documents

Recommended literature:

1. Загальне документознавство: Навч. посіб. / Ю. І. Палеха, Н. О. Леміш. — К. : Ліра-К, 2008. — 393 с.
2. *ГОЛОВАЧ А.С. Зразки оформлення документів: для підприємств і громадян. – Донецьк, 1997.*
3. *КОПТІЛОВ, В.В. Теорія і практика перекладу. Київ 2002.*
4. *КОВАЛЬ А.П. Культура ділового мовлення. Київ 1974.*
5. *ПАХОМОВА, С. Словацько-український переклад текстів ділового стилю (електронний підручник).*
6. *KREDÁTUSOVÁ, J. Písomný prejav v ukrajinčine: administratívne písomnosti. Prešov: FF PU 2015.*
7. *KREDÁTUSOVÁ, J. Odborný preklad v praxi. Učebnica s cvičeniami pre ukrajinistov. Prešov: Filozofická fakulta Prešovskej univerzity.*
8. *TUŠER, A. Svet skratiek a značiek. Bratislava 1996.*
9. *URAZ, Š. Slovensko-ukrajinský a ukrajinsko-slovenský slovník bezpečnostno-právnej terminológie. Svidník 2020.*

Language required for the course: *slovak and ukrainian*

Notes: *The course has not yet been implemented.*

Course evaluation

Total number of evaluated students :

A	B	C	D	E	FX
0%	*0%*	*0%*	*0%*	*0%*	*0%*

Teacher: *prof. Svitlana Pakhomova, DrSc.*

Date of last change: *22.1.2022*

Approved by: *Doc. Mgr. Jarmila Kredátusová, Ph.D.*