

The version you're consulting is not final. This course description may change. The final version will be published on 1st June.

5.00 credits

15.0 h + 15.0 h

Q1

Language :	French
Place of the course	Louvain-la-Neuve
Prerequisites	Good knowledge of the Microsoft Office suite and exchange formats
Main themes	Practical, theoretical and relational aspects of the different stages in the management of a translation/localisation project
Learning outcomes	<p>At the end of this learning unit, the student is able to :</p> <ol style="list-style-type: none"> 1 Ready translation and terminology resources for a translation/localisation project; 2 Get the most out of translation tools in preparing a translation/localisation project for translation/revision; 3 Communicate respectfully and constructively with different actors involved in a translation project; 4 Manage a translation/localisation project through each of the stages from enquiry to delivery, in a professional and timely fashion; 5 Work effectively as a member of a team. <p>Contribution of teaching unit to learning outcomes assigned to programme</p> <p>This unit contributes to the acquisition and development of the following learning outcomes, as assigned to the Master's degree in translation :</p> <ul style="list-style-type: none"> • 2.7, 2.8 • 6.2, 6.3 • 8.1, 8.2 <p>AA-FS-TL. To develop expertise and a high level of competence in the fields of terminology, terminotics, localisation, technical writing, and project management in translation and localisation, in order to be able to engage effectively in language service provision of this type.</p>
Evaluation methods	January and August/September term: assessment in the form of a written assignment. The practical details of the assignment will be communicated during the term on the Moodle platform.
Teaching methods	Lectures based on demonstrations and practical exercises In the classroom or practical work.
Content	<ul style="list-style-type: none"> • This course will thoroughly prepare students to the various steps of translation/localisation project management: Presentation of the different types of projects - documentation, software, web, audiovisual... • Analysis of the different types of files • Preparation of quotes, plannings, purchase order, invoices, etc. <p>Each step will be the subject of an in-context presentation and one or more practical exercises. Additional exercises are available on Moodle. The exercises are corrected or commented in the classroom.</p> <p>The course also studies the different actors of a translation project.</p> <p>It also looks into the human skills required for a project manager.</p>

Inline resources	Supports on Moodle
Bibliography	<ul style="list-style-type: none">• Matis, N. (2010). Comment gérer vos projets de traduction. Edi Pro Corporate.• https://www.translation-project-management.com/en
Faculty or entity in charge	LSTI

Programmes containing this learning unit (UE)				
Program title	Acronym	Credits	Prerequisite	Learning outcomes
Master [120] in Translation	TRAD2M	5		