

Editing For Translators

FAQs

How often is the course offered?

The Online Course in Editing for Translators is offered twice a year and lasts for four weeks.

Who is the course for?

The course is intended for translators, editors and technical writers of English who wish to improve the style, accuracy and overall quality of their final drafts.

What exactly does the course cover?

The contents of the course are: definitions and concepts of editing and revising; the five rules of copyediting; stylistic editing; fourteen practical guidelines for achieving clarity and concision; the revision parameters.

By applying the simple techniques of copyediting and stylistic editing described in the course, language professionals can turn their draft translations or papers into smooth, accurate and authentic texts in English.

How is the course taught?

The online material comprises Word and PDF documents with explanations, illustrations, exercises and sample solutions; PowerPoint presentations; Adobe Presentations with audio commentary; and Captivate training videos.

How much time do I need to dedicate to the course?

Roughly seven or eight hours of study are required per week. This comprises reading of the course materials, completion of exercises, supplementary reading, and viewing of training videos and presentations.

Can I do the work in my own time?

All the material is uploaded on Day 1 so participants can access it and do the work more or less when they like. However, each of the ten units has several exercises which should be completed according to a schedule.

Do I need to be connected at specific times?

The only synchronous activities, i.e. when students and teacher meet and work at the same time, are chat sessions, which are arranged periodically.

What level of English do I need?

The course is suitable for native writers of English. It is also open to translators and editors whose native language is not English but it is assumed that participants on the course already have a good level of English grammar.