Who is the course for?
This course is designed for translators, editors and writers of business and other specialized and technical documents. Learning activities focus on requirements for the production of final English drafts of deliverable quality.

What does the course cover?
The course comprises eight units: (1) introduction outlining the types of editing and revision and the five C’s of quality editing; (2) proofreading and copyediting — typography and grammar; (3) proofreading and copyediting — usage and elimination of stereotyping; (4) stylistic editing — plain language techniques; (5) stylistic editing — morphosyntactic flexibility; (6) structural editing — conceptual and physical structure; (7) content editing; (8) revision.

How is the course taught?
Teaching material, including Word and PowerPoint presentations, explanations, examples and exercises will be posted on MIIS’s “Moodle” online learning platform. Students will download assignments and meet the deadlines set in the course schedule. The professor will check your assignments, give you individualized feedback via e-mail, and post model solutions. The final assignment will be designed to cover all course components and thus help consolidate students’ learning.

Course textbook

Recommended reading


http://www.bartleby.com/61/charts/A4proof.html

http://www.espressographics.com/text/prooferader.html

Professor Malcolm Williams
May 20 – June 16, 2012
30 hours

Tuition: $1,100.00 USD

Registration Deadline: April 30, 2012
About The Instructor

MALCOLM WILLIAMS

Malcolm Williams holds a B.A. in French and Latin (University of Leicester, U.K.), an M.A. in French Language and Literature (McMaster University, Hamilton, Ontario), and a Certificate in Business Management (Dalhousie University, Halifax, Nova Scotia). In 2001, he completed a Ph.D. in Translation Studies (University of Ottawa) — the first doctorate in this discipline to be awarded by a Canadian translation school. He is a certified member of the Association of Translators and Interpreters of Ontario (ATIO) and the Council of Translators, Terminologists and Interpreters of Canada (CTTIC). His professional background includes 21 years with the Canadian government’s Translation Bureau, where he worked as a translator, reviser, trainer, evaluator, director and account manager, and a number of years as a freelance translator, reviser and editor. He is currently an associate professor at the School of Translation and Interpretation of the University of Ottawa and a member of the Faculty of Graduate and Postdoctoral Studies of that university. He teaches courses in general, specialized and technical translation, writing techniques and editing/revision and, this winter, is teaching a new course entitled “Professional and Commercial Aspects of Translation.” In addition, he coordinates the School’s internship and conference interpreting programs.

Dr. Williams’s primary research interests are in translation quality assessment (TQA) and training. He is the author of *Translation Quality Assessment: An Argumentation-centred Approach* (2005) and coauthor, editor and project director of *The Canadian Style: A Guide to Writing and Editing*, the federal government’s style manual (2nd edition, 1997; 1st edition 1985). He has published a number of articles on TQA and translation pedagogy and is currently developing a textbook on French-English translation.

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