

Institute of Translation studies

Prospectus

Educational courses in Translation

# PROSPECTUS

Institute of Translation  
Studies (Regd.)

BANGALORE - 10.

Institute of Translation studies

Prospectus

Institute of Translation studies

Propetus

Nothing can progress without translation - ES  
Bates

VISION

Excellence in Translation Studies

Global presence

MISSION

Be the torchbearer in developing translation infrastructure

Be proficient in every discipline of translation

Country's only professional body dedicated entirely to  
translation

Institute of Translation studies

Prospectus

## Institute of Translation Studies (Regd)

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President : Smt. Nirupama

Prof. G.Venkatasubbaiah

Director : B.R.Ravindranath

Institute of Translation Studies is a Registered society under Karnataka Societies Act 1960 and was established in April 2002, at Bangalore.

Our activities include :

- 1 Providing education and training in translation
- 2 R & D in Translation
- 3 Conducting programs for translators periodically
- 4 Providing assistance to translators in various manners
- 5 Providing authentication and certification
- 6 Providing translation service on a selective basis

The Institute has planned for the following activities for the immediate future

- 1 Publishing details of translation courses offered by various universities of India
- 2 Publishing Directory of Translators
- 3 Offering translation courses conducted by various universities and organizations all over the world.
- 4 Conducting a workshop for authors regarding problems and prospects of translation in to other languages
- 5 Conducting translation competitions

Courses Conducted by the Institute of Translation Studies  
under distance mode

Sl No	Title of the Course	Source Language
1	Composite Course in Translation	English and Kannada
2	Introductory Course in Translation	English
3	Introductory Course in Translation	German
4	Advanced Introductory Course in Translation	German
5	Advanced Course in Translation	English
6	Certificate Course in Translation	English
7	Certificate Course in Translation	Kannada
8	Certificate Course in Translation	Hindi
9	Certificate Course in Translation	Tamil
10	Certificate Course in Translation of Sentences	English
11	Certificate Course in Translation of Idioms	English
12	Certificate Course in Translation of Informed Consent Forms	English
13	Certificate Course in Translation of Literary Passages	English
14	Certificate Course in Translation of Legal documents	English
15	Certificate Course in Translation of Administrative terms and documents	English
16	PG Diploma in Translation	English

Those interested to join any of the above courses may contact the Institute

Course No. 1

Composite Course in Translation

Source Language: English

Target language: any Indian language

Mode : Distance

Duration : 60 days

Course Content

1. Introduction to principles of translation
2. Introduction to translation market
3. Practical translation Assignments

The 60 day Composite course for improvement of Translation skills is an attractive programme providing a high quality professional and practical training to the translators in the short term. The programme is geared up to help the candidates appearing for any translation test. This course also helps those who are resuming translation activity after a long gap of time.

Fee structure : Rs. 2000/

Course No. 2

Introductory Course in Translation

Source Language: English

Target language: any Indian language

Mode : Distance

Duration : THREE Months

Syllabus

1. Introduction to principles of translation
2. Introduction to translation market
3. Writing ability (in the target language)
  - i. Introduction to creative writing.
  - ii. Practice assignments of writing
    - a. Sentences
    - b. Essays
    - c. Short stories
4. Practical translation
  1. Words
  2. Sentences
  3. short passages

Course material:

- a. Practice assignments in creative writing
- b. Practice assignments in translation
- c. Reading material for translation

Expected Outcomes: This entry level course is meant for those who are interested in taking up translation for the first time. This course introduces the students to the field of translation with a view to check the aptitude and to test the present level of the students.

Fees: Rs. 2000/-

Course No. 3

Introductory Course in Translation- German

Source Language: German

Target language: any Indian language

Mode : Distance

Duration : Three Months

Syllabus

1. Introduction to translation
2. Practice assignments

Expected Outcomes: This entry level course is meant for those who are interested in taking up German to English translation for the first time. This course introduces the students to the field of translation with a view to check the aptitude and to test the present level of the students.

Fees: Rs. 2000/-

Course No. 4

Advanced Introductory Course in Translation

Source Language: German

Target language: any Indian language or English

Mode : Distance

Duration : Three Months

Syllabus

- 1 Introduction to principles of translation
- 2 Practice assignments

Expected Outcomes: This advanced introductory level course is meant for those who are interested in taking up German English translation after completing the entry level course.

Fees: Rs. 2000/-

Course No. 5  
Advanced Course in Translation

Source Language: English  
Target language: any Indian language  
Mode : Distance  
Duration : THREE Months

Syllabus

1. Introduction to principles of translation
2. Writing ability (in the target language)
  - I. Introduction to creative writing.
  - II. Practice assignments of writing
    - a. Sentences
    - b. Essays
    - c. Short stories
3. Practical translation
  - a. Words
  - b. Sentences
  - c. short passages

Course material:

1. Practice assignments in creative writing
2. Practice assignments in translation
3. Reading material for translation

Expected Outcomes: This course is intended for those students who have already started translation work. This course helps the students to translate fairly difficult passages. This course will be able to identify the vulnerable areas and those requiring improvements.

Fees: Rs. 2000/-

Course No. 6

Certificate Course in Translation

Source Language: English

Target language: any Indian language or English

Mode : Distance

Duration : SIX Months

Syllabus

- 1 Introduction to principles of translation
- 2 Introduction to translation market
- 3 General awareness

General awareness as expected of an average person who has not made study of any particular subject. This may include broad features of Indian geography, history, economy, political structure, judiciary, financial markets etc;

- 4 Writing ability (in the target language)

I. Introduction to creative writing.

II. Practice assignments of writing

- a. Essay b. Letter c. Short stories

5. Practical translation

- i. Words ii. Sentences iii. short passages

Course material:

- a) Practice assignments in creative writing
- b) Practice assignments in translation
- c) Reading material for creative writing
- d) Reading material for translation

The Institute of Translation Studies will also suggest reading material for improving general awareness

Expected Outcomes:

An attractive programme providing high quality professional and practical training to the translators. This course helps the students to learn translation skills step by step giving due weightage to all the essential aspects of learning translation. The students would be able to appreciate the need for studying each of the components separately.

Fees: Rs. 2000/-

Course No. 7

Certificate Course in Translation

Source Language: Kannada

Target language: any Indian language or English

Mode : Distance

Duration : SIX Months

Syllabus

1. Introduction to principles of translation
2. Introduction to translation market
3. General awareness

General awareness as expected of an average person who has not made study of any particular subject. This may include broad features of Indian geography, history, economy, political structure, judiciary, financial markets etc;

4. Writing ability (in the target language)

- I. Introduction to creative writing.
- II. Practice assignments of writing
  - a. ~~Essay~~ b. Letter c. Short stories

5. Practical translation

- a. Words b. Sentences c. short passages

Course material:

- a. Practice assignments in creative writing
- b. Practice assignments in translation
- c. Reading material for creative writing
- d. Reading material for translation

The Institute of Translation Studies will suggest reading material for improving general awareness

This course helps the students to learn translation skills step by step giving due weightage to all the essential aspects of learning translation. The students would be able to appreciate the need for studying each of the components separately.

Fees: Rs. 2000/-

Course No. 8  
Certificate Course in Translation

Source Language: Hindi

Target language: any Indian language or English

Mode : Distance

Duration : SIX Months

Syllabus

1. Introduction to principles of translation
2. Introduction to translation market
3. General awareness

General awareness as expected of an average person who has not made study of any particular subject. This may include broad features of Indian geography, history, economy, political structure, judiciary, financial markets etc;

4. Writing ability (in the target language)
  - I. Introduction to creative writing.
  - II. Practice assignments of writing
    - i. Essays
    - ii. Letters
    - iii. Short stories
5. Practical translation
  - i. words
  - ii. Sentences
  - iii. short passages

Course material:

1. Practice assignments in creative writing
2. Practice assignments in translation
3. Reading material for creative writing
4. Reading material for translation

The Institute of Translation Studies will also suggest reading material for improving general awareness

Expected Outcomes: An attractive programme providing high quality professional and practical training to the translators.

This course helps the students to learn translation skills step by step giving due weightage to all the essential aspects of learning translation. The students would be able to appreciate the need for studying each of the components separately.

Fees: Rs. 2000/-

Course No. 9

Certificate Course in Translation

Source Language: Tamil

Target language: Any Indian language or English

Mode : Distance

Duration : SIX Months

Syllabus

- 1 Introduction to principles of translation
- 2 Introduction to translation market
- 3 General awareness

General awareness as expected of an average person who has not made study of any particular subject. This may include broad features of Indian geography, history, economy, political structure, judiciary, financial markets etc;

- 4 Writing ability (in the target language)
  - I. Introduction to creative writing.
  - II. Practice assignments of writing
    - i. Essay
    - ii. Letter
    - iii. Short stories
5. Practical translation
  - i. Words
  - ii. Sentences
  - iii. short passages

Course material:

- 1 Practice assignments in creative writing
- 2 Practice assignments in translation
- 3 Reading material for creative writing
- 4 Reading material for translation

The Institute of Translation Studies will also suggest reading material for improving general awareness

Expected Outcomes: An attractive programme providing high quality professional and practical training to the translators. This course helps the students to learn translation skills step by step giving due weightage to all the essential aspects of learning translation. The students would be able to appreciate the need for studying each of the components separately.

Fees: Rs. 2000/-

Course No. 10  
Certificate Course in  
Translation of Sentences

Source Language: English

Target language: Any Indian language

Mode : Distance

Duration : SIX Months

Syllabus

- 1 Introduction to principles of translation
- 2 Introduction to translation market
- 3 Practice Assignments

Course material :

- a Practice assignments in translation
- b Reading material on translation

Expected Outcomes: This course is intended for those who desire to hone their skills of translating different situations. This provides opportunities for the students to be able to improve the grasping ability and also provide opportunity to improve the writing skills

Fees: Rs. 2000/-

Course No. 11  
Certificate Course in  
Translation of  
Idioms

Source Language: English

Target language: any Indian language

Mode : Distance

Duration : SIX Months

1. Introduction to Idioms in English
2. On translation of Idioms in English
3. Practical Translation  
Sentences with idioms

Expected outcome: Idioms play an important role in English. A command over idioms and translation of idioms improves the quality of translation to a considerable extent. This course recognizes the need to familiarize the vistas of usages of idioms in English.

This course is meant for those who desire to acquire an in-depth knowledge and skills to interpret idioms and presents an opportunity to hone the writing skills in their target language.

Fees: Rs. 2000/-

Course No. 12  
Certificate Course in Translation of  
Consent Forms

Source Language: English

Target language: Any Indian language

Mode : Distance

Duration : SIX Months

Syllabus

1. Introduction to Consent Forms
2. Scope for Consent Form translations
3. Creative writing skills
  - I. Introduction to creative writing
    - a. Principles
    - b. Practice assignments
4. Practice assignments of:
  - i. Essay writing
  - ii. Letter writing
  - iii. Short story writing

Practical Translation

Translation of sample Consent Forms

Expected outcome: Clinical trials is a booming business opportunity in India. This course introduces the student to a variety of experiments and concepts, documentation and medical knowledge. The practice of translating these sample Consent forms would enable the student to take up consent forms translations.

Fees: Rs. 2000/-

Course No. 13

Certificate Course in Literary Translation

Source Language: English

Target language: Any Indian language

Mode : Distance

Duration : SIX Months

### Syllabus

1. Introduction to Literary Translation
2. Creative writing skills
  - I. Introduction to creative writing
    - a. Principles
    - b. Practice assignments
3. Practice assignments of writing
  1. Essays
  2. Letters
  3. Short stories

### 4. Translation Practice Assignments

Translation of writings of popular authors -

Expected outcome: This course is meant for those who desire to take up literary translations as a major activity. This course provides an exposure for the students about the style of literary writings of a wide variety of popular English authors.

Fees: Rs. 2000/-

Course No. 14  
Certificate Course in  
Legal Translation

Source Language: English

Target language: any Indian language

Mode : Distance

Duration : SIX Months

Syllabus

1. Introduction to Legal Translation
2. Introduction to legal documents drafting
  - a. Principles
  - b. Practice assignments
3. Practical Translation

Translation of legal documents

Expected outcome:

This entry level course is meant for those who are in legal field desiring to take up translation activity or those who wish to take up translation of legal documents. This course serves as a test of aptitude and also an ability to develop competence in translation of legal documents.

Fees: Rs. 2000/-

Course No. 15

Certificate Course in Translation  
of Administrative documents

Source Language: English

Target language: any Indian language

Mode : Distance

Duration : SIX Months

Syllabus

1. Introduction to Translation of administrative documents
2. Scope of Translation of administrative documents
3. Introduction to drafting of administrative documents
  - a. Principles
  - b. Practice assignments
4. Practical Translation
  - a. Administrative terms
  - b. Administrative phrases
  - c. Administrative Circulars and documents

Expected outcome:

This course is meant for those in administrative field and who desire to take up translation as an aid to their admin duties. This course is also meant for those who wish to take up translation of admin documents as a major activity. This course helps in supporting administrative activities in the target languages.

Fees: Rs. 2000/-

Course No. 16

TWO year PG Diploma in Translation:

The TWO year PG Diploma Course is designed to impart education to persons interested in pursuing translation as a serious career. The students are provided with ample amount of study and reading material regarding the field of translation. This course is practical oriented and students are guided through a drill of practicing translation of passages connected with diverse fields.

Source Language: English

Target language: any Indian language

Mode : Distance

Duration : Two years

Minimum Qualifications : Bachelor's Degree

Syllabus

- 1 Introduction to principles of translation
- 2 Introduction to translation market
- 3 Writing ability (in the target language)

Practice assignments of:

- i) Comprehension
- ii) Essay writing
- iii) Letter writing
- iv) Short stories writing
- v) Report writing
- vi) Drafting legal documents

Practical translation

Nine modules of practice passages covering a wide range of subjects together accounting for translation of over 100000 words spread over 5000 sentences and 250 passages

Course material:

- 1 Practice assignments in creative writing
- 2 Practice assignments in translation
- 3 Reading material for creative writing

Fee structure: Rs. 18000/ for the entire course

Why study at INSTITUTE OF TRANSLATION STUDIES?

Institute of Translation Studies is a dedicated body in the field of translation and is the only body providing quality education in translation. No other institution/university in India is providing this type of courses in the field of Translation

Evaluation

Unlike in traditional educational courses where acquisition of knowledge is tested, the courses designed by Institute of Translation Studies evaluates the acquisition of translation ability. The entire course material is the examination material of the courses. The student gets back the evaluated answer book, including the guidelines as to how to execute better quality translations.

Grading

The students are allotted Grades on the basis of their performance.

Certificate

The Institute of Translation Studies will award a Certificate only to those who acquire the requisite proficiency. Other students are issued a Course Completion Certificate.

The Certificate issued by the Institute denotes that the individual has the degree of competency, practical knowledge and professionalism to undertake Translation assignments.

Placement

The Institute would also be assisting the candidates in procuring the assignments.

How to apply

Please fill up the attached Application Form and send the same to the Institute along with the requisite fee.

Course Fees

The Course fees are to be paid at the time of enrollment. All Payments may be made by way of Cheque/DD/Cash. Cheques and DDs can be made payable to Institute of Translation Studies payable at Bangalore

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## Institute of Translation Studies

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W eb: [www.instituteoftranslation.com](http://www.instituteoftranslation.com)

### Application Form

Form No:

Student No.:

Please enroll me for the following Translation course:

Source Language :

Target Language:

I furnish other details as under:

Sl No.	Particulars
1	Name
2	Age
3	Qualifications
4	Profession
5	Address
6	Email
7	Telephone
8	Details of the Cheque/DD

Date:

Signature

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