



## SYLLABUS

### Editing and Revision

### Academic year 2025-2026

#### 1. Information about the study program

|                                 |   |
|---------------------------------|---|
| 1.1 University                  | Babeș-Bolyai University   |
| 1.2 Faculty                     | The Faculty of Letters  |
| 1.3 Department                  | Applied Modern Languages  |
| 1.4 Field of study              | Philology   |
| 1.5 Study cycle (BA/MA)         | MA  |
| 1.6 Study program/Qualification | European Master's in Translation Studies and Terminology/ Master's Degree |
| 1.7 Enrolment frequency         | Full time   |

#### 2. Information about the subject

|                   |  |                        |            |
|-------------------|--|------------------------|------------|
| 2.1 Course title  | Editing and Revision   | Course Code            | LMT 2211   |
| 2.2 Course tutor  |  |                        |            |
| 2.3 Seminar tutor | Anca Greere, Ph.D. Professor; Adriana Neagu, Ph.D. Associate Professor |                        |            |
| 2.4 Year of study | 2  | 2.5 Semester           | 1          |
|                   |  | 2.6 Type of assessment | E          |
|                   |  | 2.7 Course status      | Contents   |
|                   |  |                        | DSIN       |
|                   |  |                        | Mandator y |
|                   |  |                        | Yes        |

#### 3. Total estimated time (teaching hours per semester)

|   |         |               |    |  |        |
|---|---------|---------------|----|--|--------|
| 3.1 Number of hours per week  | 2       | of which: 3.2 | 1  | 3.3 seminar/ practical course (laboratory) | 1      |
| 3.4 Total number of hours in the curriculum   | 28      | of which: 3.5 | 14 | 3.6 seminar/ practical course (laboratory) | 14     |
| <b>Allotted time for individual study (ID) and self-study activities (SA)</b>               |         |               |    |  | Hour s |
| Study based on textbook/course manual/recommended reading/personal notes                    |         |               |    |  | 8      |
| Additional research in the library, by accessing scientific databases, or during field work |         |               |    |  | 10     |
| Preparation for seminars/laboratory classes, essays, portfolios and reports                 |         |               |    |  | 20     |
| Tutoring  |         |               |    |  | 8      |
| Assessment (examinations)   |         |               |    |  | 2      |
| Other activities .....  |         |               |    |  |        |
| <b>3.7. Total hours for individual study (ID) and self-study activities (SA)</b>            | 4X12=48 |               |    |  |        |
| <b>3.8. Total hours per semester</b>  | 6X12=72 |               |    |  |        |
| <b>3.9. Number of credits</b>   | 3       |               |    |  |        |

#### 4. Prerequisites (if necessary)

|                |     |
|----------------|-----|
| 4.1 Curriculum | N/A |
| 4.2 Skills     | N/A |



## 5. Conditions (if necessary)

|   |                          |
|---|--------------------------|
| 5.1. For delivering lectures                  | PPT; internet connection |
| 5.2. For teaching seminars/laboratory classes | PPT; internet connection |

## 6. Acquired specific competences

|                          |  |
|--------------------------|--|
| Professional competences | <p>C1. Knowledge and skills related to techniques, methods, and tools specific to specialized translation for various complex areas (science, technology, economics, and legal sector), according to student's option and language combination: A (Romanian), B and C (foreign languages)</p> <p>C2. Knowledge and skills related to techniques, methods, and tools specific to advanced terminology research and systematic work for various complex areas (science, technology, economics, and legal sector), according to student's option and language combination: A (Romanian), B and C (foreign languages)</p> <p>C4. Knowledge and skills related to IT tools in computer-aided specialized translation</p> <p>C5. Knowledge and skills related to marketing and management techniques, methods, and tools specific to professional specialized translation work</p> <p>C6. Knowledge and skills related to communication techniques, methods, and tools in multilingual professional situations relating to integration, negotiation, as well as to linguistic and cultural mediation</p> |
| Transversal competences  | <p>CT1. Optimal management of professional tasks and ability to meet the deadlines in a rigorous, effective, and responsible manner. Knowledge acquisition relating to the Code of ethics and compliance with the rules of ethics specific to the field (e.g. fairness, confidentiality)</p> <p>CT2. Use of networking techniques within a team. Development of empathic abilities to communicate interpersonally and to assume a leading role within the work team, with the purpose of ensuring both a more effective group activity and resource saving</p>   |

## 7. Course objectives (derived from the specific competences acquired)

|                                 |   |
|---------------------------------|---|
| 7.1 General objective of course | <p>The course provides students with key knowledge and skills required in linguistic and cultural mediation. The course focuses on the acquisition and development of core discursive competencies for the languages concerned, as well as the competencies required for various professional communication registers and for text/ discourse adaptation to specific communication circumstances.</p> <p>The course content is aligned with similar study programs offered by other European universities and complies with the principles outlined by the European Master's in Translation Network of the European Commission (EMT).</p> |
| 7.2 Specific objectives         | <p>Development of professional competences and transversal skills, as detailed. Awareness and knowledge of professional and business contexts relevant to the careers targeted.</p>   |



## 8. Contents

| 8.2 Seminars   | Teaching methods   | Remarks |
|--|--|---------|
| <ol style="list-style-type: none"> <li>1. Proofreading, basic principles;</li> <li>2. Proofreading signs;</li> <li>3. Principles of revision;</li> <li>4. Types of errors;</li> <li>5. Editing techniques - notes/bibliography systems;</li> <li>6. Editing techniques - notes/bibliography systems;</li> <li>7. Editing techniques - notes/bibliography systems;</li> <li>8. Types of revision. Standard SR EN 15038 vs ISO 17100</li> <li>9. Revision - monolingual and bilingual</li> <li>10. Harmonization and reconciliation</li> <li>11. Principles of LQI - Forms and methodologies. LQI grids. Applicability</li> <li>12. Application - LQI project. Grid development.</li> <li>13. Application - LQI project. LQI implementation</li> <li>14. Application - LQI project. Reporting and feedback.</li> </ol> | <ul style="list-style-type: none"> <li>- Text analysis</li> <li>- Text production</li> <li>- Revision exercises</li> <li>- Group projects</li> </ul> |         |
| <b>Bibliography</b> <ol style="list-style-type: none"> <li>1. Mossop, Brian (2001), <i>Revising and Editing for Translators</i>, Manchester, St. Jerome.</li> <li>2. <i>The Chicago University Press Manual of Style</i>, diferite ediții (disponibil online la <a href="http://www.chicagomanualofstyle.org/home.html">http://www.chicagomanualofstyle.org/home.html</a>).</li> <li>3. Nord, Christiane (1997), <i>Translating as a Purposeful Activity</i>, Manchester, St. Jerome.</li> </ol>   |  |         |

## 9. Validating course contents based on the expectations of epistemic communities, professional associations and of potential employers related to the field of study.



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| <p>Our academic objectives are correlated with and permanently checked against the directions of the epistemic community and the expectations of employers recruiting graduates of Applied Modern Languages programs, such as chambers of commerce and industry, European institutions, national and international bodies and companies, diplomacy structures, media, translation and tourism agencies, economic factors, and public establishments, to name a few. The Department of Applied Modern Languages collaborates on an ongoing basis with a number of socio-economic and professional stakeholders, namely with Viking, WeLocalize, Alstom, EXL, XTENSOS, in compliance with the standards issued by the Romanian Agency for Quality Assurance in Higher Education (ARACIS).</p> |
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## 10. Assessment (examination)

| Type of activity  | 10.1 Assessment criteria   | 10.2 Assessment methods  | 10.3 Weight in the final grade  |
|---|--|--|---------------------------------|
| 10.4 Lecture  | <ul style="list-style-type: none"> <li>• Correct use of correction/revision signs (penalty 0.5 points for each omission or incorrect/negligent use of correction signs)</li> </ul> | <p>Written exam</p> <p>2 components -</p> <ol style="list-style-type: none"> <li>1) a practical test focusing on correcting writing-editing errors in a given text</li> <li>2) theoretical/practical discussion re types of revision and LQI)</li> </ol> | <p>50% - 1)</p> <p>50% - 2)</p> |
| 10.5 Seminar  |  |  |                                 |
| 10.6 Basic performance standard   |  |  |                                 |
| The student must obtain minimum 5 (five) in both components for the average to be calculated. |  |  |                                 |



## 11. Labels ODD (Sustainable Development Goals)

|   |  |
|---|--|
|  | Eticheta generală pentru Dezvoltare durabilă |
|  |  |

|                                 |  |   |
|---------------------------------|--|---|
| Date<br>2025.02.16              | Course tutor's signature<br>Anca Greere, Ph.D. Professor<br>Anca Greere<br><i>Anca Greere</i><br>Adriana Neagu, Ph.D. Associate<br>Professor<br><i>Adriana Neagu</i> | Seminar tutor's signature<br>Anca Greere, Ph.D. Professor<br>Anca Greere<br><i>Anca Greere</i><br>Adriana Neagu, Ph.D. Associate<br>Professor<br><i>Adriana Neagu</i> |
| Date of approval:<br>2025.02.16 | Head of department's signature<br>Renata Georgescu, Ph.D. Associate Professor<br> |   |