

HONOURS BACHELOR'S DEGREE IN TRANSLATION — CO-OP PROGRAM

SKILLS OF TRANSLATORS-IN-TRAINING	
WORK TERM I (2nd year completed)	<p><i>The trainee will</i></p> <ul style="list-style-type: none"> • have a good command of English (source language) and an very good command of French (target language); • be able to understand simple texts of a general nature written in the source language and reproduce their meaning in the target language with minimal lexical, syntactic, stylistic and cultural interference; • be familiar with the methodology and cognitive process involved in translation; • be familiar with the main reference manuals (<i>Guide du rédacteur</i>, unilingual and bilingual dictionaries, encyclopedias, etc.); • understand the code of ethics; • know how to use the most common word-processing software packages and format a text; • have a beginner's knowledge of a third language (German or Spanish).
WORK TERM II (3rd year completed)	<p><i>In addition to the skills listed above, the trainee will</i></p> <ul style="list-style-type: none"> • be able to understand and translate more specialized texts, in particular, administrative and economic texts; • be able to use effectively the major terminology banks (<i>TERMIUM Plus, GDT</i>) and the Internet; • be familiar with the major computerized translation tools (Internet, machine translation products, translation memory, automated dictionaries, etc.); • be able to do term and vocabulary research and prepare terminology records; • have mastered the basics of <i>thème</i> (translation into English, the trainee's second language); • have an intermediate knowledge of a third language (German or Spanish).
WORK TERM III (4th year completed)	<p><i>In addition to the skills listed above, the trainee will</i></p> <ul style="list-style-type: none"> • be able to understand and translate texts from a variety of subject fields (technical, commercial, legal); • be familiar with the basic principles of text editing and proofreading; • be familiar with the principal theories of translation; • have a good knowledge of the Canadian translation industry and market.

Bureau de l'enseignement coopératif

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