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| مقطع تحصیلی:کاردانی■کارشناسی🞎 رشته: مترجمی آثار مکتوب و متون رسمی ترم: دوم سال تحصیلی: 1398- 1399 نام درس:.ترجمه رسمی متون اداری و بازرگانی نام ونام خانوادگی مدرس: عارفه امینی فسخودیآدرس email مدرس: Arefe.amini@gmail.com تلفن همراه مدرس:09126366912  |
| جزوه درس: ترجمه رسمی متون اداری و بازرگانی . مربوط به هفته : اول■ دوم 🞎سوم🞎  text: دارد ■ندارد🞎 voice:دارد🞎 ندارد ■ power point:دارد🞎 ندارد■تلفن همراه مدیر گروه : ............................................  |
| Dear all,the followings are the important issues which should be borne in mind during the whole term:* Course book: Ashley, A. (2005). *Oxford Handbook of Commercial Correspondence.* Oxford University Press.
* You can either use the printed book or the PDF. The PDF of the book has been shared with you.
* Procedure: During the first 15-20 minutes of each session, you are given feedback on your previously submitted assignments and your questions and difficulties are dealt with. Then, the new lesion is presented to you. Next, a short relevant text is translated **collaboratively and cooperatively** in the class. In the end, you are assigned a text to work on at home.
* Assignments: They are expected to be assigned **before the beginning** of the following session. Otherwise, they will **not be accepted**.
* The importance of class participation: Your active participation is of **high importance**. Please do not underestimate it.
* Assessment: **Not only will your performance on the final exam be assessed, your active participation as well as carefully completed and timely submitted assignments will also be considered**.
* The attached pictures provide you with more information on the course, content, assessment, and regulations. Please read them carefully. You are also provided with some information on the course’s instructors.
* Please feel free to contact me on WhatsApp whenever you have any questions.
* Wish you all health, happiness, and prosperity. ☺

Good luck☺ |