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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 فسخودی  آدرس 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☺ |