

Assessment Format: Manual and Commentary

Main competences assessed

Theoretical A, B, C, D

Interpersonal A, B, C, D

Type

Formative (Assessment during the course, stages I and II) X

Summative (Assessment at the end of the course, stage III)

Student working format

Individual

Pairs

Groups X

Other (describe)

Task instructions

Students produce a website manual intended to assist freelancers when they negotiate with a prospective client who belongs to a different culture. Students submit an accompanying commentary of the website manual showing how it links to established models of culture (e.g. the iceberg theory, the onion model, the layer model).

Time

Suggested time: two weeks

Length (break down by task)

Length of manual: teacher decides if there should be a specified length

Suggested length of commentary: 600 – 800 words

Other constraints

Access to sources, formatting skills

Additional Comments

The lecturer establishes groups of three and assigns roles to each member.

All members of the groups **must contribute to all phases of the production**, but one member has a defined area of responsibility.

Suggested division of roles:

- Host culture / target culture / commentary;
- National differences / professional differences / commentary.

The group is graded as a whole. Each member will receive the same grade.

Assignment sheet with assignment is provided below.

Adaptations

Lecturer may provide links to existing websites and ask students to analyze and comment on them.

Assignment sheet

Negotiation manual and commentary

You are a freelancer trying to fix a contract with a foreign company that has no previous experience of translation.

1. Produce a website manual to assist you, and other freelancers like you, in the negotiation process. In the manual you need to:
 - define your client;
 - outline the
 - a) steps to take,
 - b) intercultural communication challenges that may arise within national and professional contexts;
 - indicate the different communication channels you would use;
 - indicate any protocol considerations.
2. Produce a commentary of the website manual showing how it links to established models of culture (e.g. the iceberg theory, the onion model, the layer model).

Submit the manual in a PDF document and the commentary in a Word document.