

## COURSES, WORKSHOPS AND SEMINARS



# ti**formación**

Learn about ever-changing market demands and become a competitive and efficient translator. Our courses will provide you with the necessary tools to develop a successfully as a translator and to offer the skills required in the linguistic services sector.

Training courses are designed for translators who are seeking further training or need to adapt to the new demands in the translation sector, both for publishing and audiovisual products.

Some of our courses require on-site attendance, while others can be done online. We also offer web seminars.

Students taking a TI course will gain access to our job listings.

### **Assessment**

All courses are complemented with continuous assessment exercises. Students will be given a course completion certificate.



## MODULES

### Module 1

Promotion and marketing for translators

### Module 2

Translation and linguistic services

### Module 3

Writing and editing

### Module 4

Japanese



## MODULE 1: Promotion and marketing for translators

### Translators in the labour market: where to begin?

- Tax information
- Rate policies
- How to quote a project or service
- Negotiation skills

### Self-promotion tool for professional translators

- Social media
- Professional networks and self-promoting campaign management

### Project management

- Project management in a translation company
- Project management for freelance translators



## MODULE 2: Translation and linguistic services

### Translation for dubbing

- Script management
- Adjustment
- Dialogue adaptation
- Corrections and retakes

### Localisation and helping tools for the translation

- The lexical field of the translation project
- Creating lexical data bases and glossaries
- SDL
- Proofreading

### Subtitles

- Subtitling audiovisual products
- Dubbed script adaptation
- Software coding
- Embedding subtitles



## MODULE 3: Writing and editing

### Style edition

- Applying a Style Guide
- Solving syntactical problems
- Solving grammatical problems
- Solving tense problems

### Proofreading

- Standards
- Text presentation
- PDF editing

### Self-management and publishing products

- The publisher in the digital era
- Text preparation
- Edition
- Distribution
- Promotion



## MODULE 4: Japanese

### Japanese for translators

This course is structured in levels I, II and III.

After completing all three levels, the student will have reached an upper-intermediate translation knowledge level.

### Business Japanese

This course provides the student with the necessary tools to use Japanese in a business meeting or negotiation.

### Japanese conversation

Conversation sessions aimed to reinforce student speaking skills using audiovisual Japanese material.