DIPLOMA IN TRANSLATION
SEMESTER-1
DT-103T
Administrative and Functional Translation

MAX. MARKS: 100
EXTERNAL: 70
INTERNAL: 30
PASS: 40%
CREDITS: 5

COURSE OBJECTIVES	
CO1	Explain the nature and scope of administrative and functional translation
CO2	Identify common formats and language used
CO3	Translate administrative texts such as notices, circulars, letters, reports, and government documents accurately
CO4	Use appropriate terminology and register in functional and official translation

INSTRUCTIONS FOR EXAMINATIONS

1. The syllabus prescribed should be strictly adhered to.
2. The question paper will consist of three sections: A, B, and C. Sections A and B will have four questions each from the respective sections of the syllabus and will carry 10 marks each. The candidates will attempt two questions from each section.
3. Section C will have fifteen short answer questions covering the entire syllabus. The candidates will attempt ten questions and each question will carry 3 marks.
4. The examiner shall give a clear instruction to the candidates to attempt questions only at one place and only once. Second or subsequent attempts, unless the earlier ones have been crossed out, shall not be evaluated.
5. The duration of each paper will be three hours.

Section A

Unit 1: Official Correspondence: Translating memos, notices, and orders;
Unit 2: Administrative Terminology: Government departments and hierarchies.

Section B

Unit 3: Commercial Translation: Business reports, balance sheets, and bank forms;
Unit 4: Legal and Judicial Terminology: Translating affidavits and contracts.