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КАФЕДРА ЕВРОПЕЙСКИХ ЯЗЫКОВ

«Устный перевод с первого иностранного языка в деловой сфере»  
РАБОЧАЯ ПРОГРАММА ДИСЦИПЛИНЫ

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Перевод и переводоведение

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*Наименование направленности (профиля)/ специализации*

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с ограниченными возможностями  
здоровья и инвалидов

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«Устный перевод с первого иностранного языка в деловой сфере»  
Рабочая программа дисциплины

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УТВЕРЖДЕНО

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## 1. Пояснительная записка

### 1.1. Цель и задачи дисциплины

Цель дисциплины: дать студенту знания, умения и навыки, необходимые ему для осуществления его профессиональной деятельности в области устного перевода текстов делового стиля.

Задачи:

- научить студента создавать эквивалентный перевод исходного текста с учетом всех требований русского языка;
- научить его приемам передачи на русском языке специальной (деловой) информации, заложенной в тексте;
- дать ему инструментарий, достаточный для дальнейшего самостоятельного решения проблем, возникающих в его профессиональной деятельности.

Содержание дисциплины охватывает круг теоретических вопросов и практических проблем, связанных с переводом текстов деловой направленности.

### 1.2. Формируемые компетенции, соотнесённые с планируемыми результатами обучения по дисциплине

Компетенция (код и наименование)	Индикаторы компетенций (код и наименование)	Результаты обучения
ПК-3 Способен осуществлять устный последовательный перевод	3.1 Переводить с одного языка на другой в режиме последовательного перевода	Знать: - основные переводческие приемы в области устного перевода. - уметь применять основные переводческие приемы в области последовательного перевода;
	3.2 Сохранять коммуникационную цель исходного сообщения	Уметь - учитывать важность контекста и особенности целевой аудитории;
	3.3 Быстро переключаться с одного языка на другой	Уметь: - пользоваться переводческим инструментарием, в т.ч. системами переводческой записи;
	3.4 Использовать надлежащие формулы речевого этикета	- порождать текст, соединяющий в себе эквивалентность оригиналу и соответствие речевым и стилистическим нормам русского языка.
	3.5 Соблюдать профессиональную этику	3. Владеть: способностью отбирать и использовать в научной и практической деятельности необходимую информацию по проблемам, связанным с предметом курса, с

		использованием как традиционных, так и современных образовательных технологий.
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### 1.3. Место дисциплины в структуре образовательной программы

Дисциплина относится к части, формируемой участниками образовательных отношений блока дисциплин учебного плана.

Для освоения дисциплины необходимы знания, умения и владения, сформированные в ходе изучения следующих дисциплин и прохождения практик: Теория перевода, Практический перевод с 1 иностранного языка.

В результате освоения дисциплины формируются знания, умения и владения, необходимые для изучения следующих дисциплин и прохождения практик: Преддипломная практика, ГИА.

### 2. Структура дисциплины

Общая трудоёмкость дисциплины составляет 2 з.е., 72 академических часа (ов).

Объем дисциплины в форме контактной работы обучающихся с педагогическими работниками и (или) лицами, привлекаемыми к реализации образовательной программы на иных условиях, при проведении учебных занятий:

Семестр	Тип учебных занятий	Количество часов
7	Практические занятия	32
Всего:		32

Объем дисциплины (модуля) в форме самостоятельной работы обучающихся составляет 40 академических часа(ов).

### 3. Содержание дисциплины

#### РАЗДЕЛ I. Особенности делового текста.

Различия в характере и организации делового текста в русскоязычной и англоязычной традициях. Нейтральность делового текста. Терминологическая насыщенность делового текста. Безэквивалентная лексика. Клише делового языка. Принципы перевода текстов, принадлежащих к различным видам делового дискурса. Генерирование и первичное редактирование переводов.

#### РАЗДЕЛ II. Устный последовательный перевод делового текста.

Основные особенности устного последовательного перевода. Приемы сокращенной переводческой записи. Мнемотехника. Активация линейной памяти. Запоминание тематических рядов на русском и английском языке. Лексико-синтаксические конверсивы. Переводческие соответствия, автоматизация навыков их употребления. Клишированные словосочетания. Речевая компрессия. Лексическое свертывание. Лексико-семантические преобразования. Использование базовых и специфических приемов в деловых текстах. Особенности произношения носителей различных акцентов английского языка. Этика устного перевода. Генерирование и первичное редактирование переводов.

#### 4. Образовательные технологии

Для проведения занятий лекционного типа по дисциплине применяются такие образовательные технологии как интерактивные лекции, проблемное обучение. Для проведения занятий семинарского типа используются групповые дискуссии, анализ ситуаций и имитационных моделей.

В период временного приостановления посещения обучающимися помещений и территории РГГУ для организации учебного процесса с применением электронного обучения и дистанционных образовательных технологий могут быть использованы следующие образовательные технологии:

- видео-лекции;
- онлайн-лекции в режиме реального времени;
- электронные учебники, учебные пособия, научные издания в электронном виде и доступ к иным электронным образовательным ресурсам;
- системы для электронного тестирования;
- консультации с использованием телекоммуникационных средств.

#### 1. Оценка планируемых результатов обучения

##### 1.1 Система оценивания

Форма контроля	Макс. количество баллов
В течение семестра:	
устные ответы на занятиях	20 баллов
выполнение домашних заданий	20 баллов
контрольные работы	20 баллов
Промежуточная аттестация	40 баллов
Итого за семестр	100 баллов

Полученный совокупный результат конвертируется в традиционную шкалу оценок и в шкалу оценок Европейской системы переноса и накопления кредитов (European Credit Transfer System; далее – ECTS) в соответствии с таблицей:

100-балльная шкала	Традиционная шкала		Шкала ECTS
95 – 100	отлично	зачтено	A
83 – 94			B
68 – 82	хорошо		C
56 – 67	удовлетворительно		D
50 – 55			E
20 – 49	неудовлетворительно	не зачтено	FX
0 – 19			F

##### 1.2 Критерии выставления оценки по дисциплине

Баллы/ Шкала ECTS	Оценка по дисциплине	Критерии оценки результатов обучения по дисциплине

Баллы/ Шкала ECTS	Оценка по дисциплине	Критерии оценки результатов обучения по дисциплине
100-83/ А,В	отлично/ зачтено	<p>Выставляется обучающемуся, если он глубоко и прочно усвоил теоретический и практический материал, может продемонстрировать это на занятиях и в ходе промежуточной аттестации.</p> <p>Обучающийся исчерпывающе и логически стройно излагает учебный материал, умеет увязывать теорию с практикой, справляется с решением задач профессиональной направленности высокого уровня сложности, правильно обосновывает принятые решения.</p> <p>Свободно ориентируется в учебной и профессиональной литературе.</p> <p>Оценка по дисциплине выставляется обучающемуся с учётом результатов текущей и промежуточной аттестации.</p> <p>Компетенции, закреплённые за дисциплиной, сформированы на уровне – «высокий».</p>
82-68/ С	хорошо/ зачтено	<p>Выставляется обучающемуся, если он знает теоретический и практический материал, грамотно и по существу излагает его на занятиях и в ходе промежуточной аттестации, не допуская существенных неточностей.</p> <p>Обучающийся правильно применяет теоретические положения при решении практических задач профессиональной направленности разного уровня сложности, владеет необходимыми для этого навыками и приёмами.</p> <p>Достаточно хорошо ориентируется в учебной и профессиональной литературе.</p> <p>Оценка по дисциплине выставляется обучающемуся с учётом результатов текущей и промежуточной аттестации.</p> <p>Компетенции, закреплённые за дисциплиной, сформированы на уровне – «хороший».</p>
67-50/ D,E	удовлетво- рительно/ зачтено	<p>Выставляется обучающемуся, если он знает на базовом уровне теоретический и практический материал, допускает отдельные ошибки при его изложении на занятиях и в ходе промежуточной аттестации.</p> <p>Обучающийся испытывает определённые затруднения в применении теоретических положений при решении практических задач профессиональной направленности стандартного уровня сложности, владеет необходимыми для этого базовыми навыками и приёмами.</p> <p>Демонстрирует достаточный уровень знания учебной литературы по дисциплине.</p> <p>Оценка по дисциплине выставляется обучающемуся с учётом результатов текущей и промежуточной аттестации.</p> <p>Компетенции, закреплённые за дисциплиной, сформированы на уровне – «достаточный».</p>
49-0/ F,FX	неудовлет- ворительно/ не зачтено	<p>Выставляется обучающемуся, если он не знает на базовом уровне теоретический и практический материал, допускает грубые ошибки при его изложении на занятиях и в ходе промежуточной аттестации.</p>

Баллы/ Шкала ECTS	Оценка по дисциплине	Критерии оценки результатов обучения по дисциплине
		<p>Обучающийся испытывает серьёзные затруднения в применении теоретических положений при решении практических задач профессиональной направленности стандартного уровня сложности, не владеет необходимыми для этого навыками и приёмами.</p> <p>Демонстрирует фрагментарные знания учебной литературы по дисциплине.</p> <p>Оценка по дисциплине выставляются обучающемуся с учётом результатов текущей и промежуточной аттестации.</p> <p>Компетенции на уровне «достаточный», закреплённые за дисциплиной, не сформированы.</p>

### 5.3. Оценочные средства (материалы) для текущего контроля успеваемости, промежуточной аттестации обучающихся по дисциплине

#### Контрольные вопросы

1. В чем состоят особенности построения русскоязычного делового текста в отличие от английского?
2. В чем проявляется эмоциональная нейтральность делового текста?
3. Какие проблемы для перевода представляет терминологическая насыщенность делового текста?
4. Какую роль в деловом тексте играет безэквивалентная лексика?
5. Приведите примеры клише, свойственных деловому языку, и их соответствий на русском языке.
6. Назовите известные вам приемы переводческой записи.
7. Что такое мнемотехника?
8. Что такое лексико-синтаксические конверсивы?
9. Что такое переводческие соответствия?
10. Как добиться автоматизации употребления переводческих соответствий?
11. Что такое речевая компрессия?
12. Что такое лексическое свертывание?
13. Назовите известные вам лексико-семантические преобразования.
14. Что такое «ложные друзья переводчика»?
15. Приведите примеры «ложных друзей переводчика».

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- F. Comply with all Third Party Terms (as defined in Section 5 below).

### 2.2. Except as otherwise permitted by this EULA or by mandatory law (meaning a law that the parties cannot change by contract), You must not, and must not allow Your Permitted Third Parties, to do the following:

- A. Modify or remove any proprietary notices or markings on or in the Software;
- B. Transfer License Keys to any other person or entity;
- C. Download Updates from Licensor or an authorized provider unless You have a valid support agreement;
- D. Install Updates on Enterprise Products (e.g., server, networking, storage, integrated solutions, and data protection appliances) that have gone end of service life unless Licensor otherwise agrees in writing;
- E. Install and operate counterfeit versions of Software (i.e. software provided by anyone other than Dell or an authorized representative of Dell) on Dell hardware;
- F. Violate or circumvent any technological use restrictions in the Software;
- G. Sell, loan, rent, lease, sublicense, distribute or encumber (e.g., by lien, security interest, etc.) the Software;
- H. Use any trademarks or service marks of Licensor, its affiliates or suppliers;
- I. Provide access to the Software or allow use by any third party, other than Permitted Third Parties, without Licensor's prior written consent;
- J. Copy, republish, upload, post or transmit the Software in any way;

- K. Modify or create derivative works based upon the Software, or decompile, disassemble, reverse engineer, or otherwise attempt to derive source code from the Software, in whole or in part;
- L. Attack or attempt to undermine the security, integrity, authentication or intended operation of the Software;
- M. Use the Software on a service bureau, rental or managed services basis;
- N. Create or permit others to create Internet "links" to the Software or "frame" or "mirror" the Software on any other server, wireless or Internet-based device;
- O. Use the Software to create a competitive offering;
- P. Use the Software to create other software, products or technologies unless the Software contains Development Tools as described in Section 7;
- Q. Share or publish the results of any benchmarking of the Software without Dell's prior written consent;
- R. Use the Software for high risk activities, including without limitation online control systems, or use in hazardous environments requiring fail-safe performance, such as in the operation of nuclear facilities, aircraft navigation or communications systems, air traffic control, life support, weapons systems or in any other device or system in which function or malfunction of the Software could result in death, personal injury or physical or environmental damage;
- S. Use the Software for activities related to weapons of mass destruction, including but not limited to, activities related to the design, development, production or use of nuclear materials, nuclear facilities, nuclear weapons, missiles or support of missile projects, or chemical or biological weapons; and
- T. Assign this EULA, or any right or obligation under this EULA, or delegate any performance, without Dell's prior written consent, unless You are transferring the Software in accordance with the Transferability Section 3 below. Even if Dell consents to an assignment, You remain responsible for all obligations under this EULA that You incurred prior to the effective date of the assignment.

3. **Transferability.** If You are an individual consumer, You may transfer the Software on a permanent basis as part of the sale or transfer of the hardware system on which the Software is loaded, provided that You retain no copies of any version of the Software. If You are a business entity, You may not transfer the Software to another person or entity without the express written permission of Dell, unless allowed by applicable law stating that transfer may not be restricted (note that a transfer fee may be charged by Dell).

4. **Compliance Verification.** If You are a business entity, You must: (a) maintain and use systems and procedures that allow You to accurately track Your use of the Software; (b) certify to Dell in writing, at Dell's request, that Your use of Software fully complies with this EULA, indicating the number of Software licenses deployed at that time; and (c) cooperate fully and timely with Dell and its auditors if Dell notifies You that it will conduct an audit to confirm Your compliance with this EULA. Any such audit will be conducted during normal business hours. If Dell determines that You have over-deployed Software, You agree to immediately purchase licenses at the then-current list price to bring Your use into compliance. If You over-deployed Software by 5% or more, then You agree to pay the total cost of the audit, in addition to any other liabilities You may have.

5. **Third Party Software.** "Third Party Software" is software, including open source software, that is contained in or provided with the Software and is licensed by a third party under its own terms of use ("Third Party Terms"). Third Party Software is governed solely by the applicable Third Party Terms and not by this EULA. Third Party Terms may be provided with the Third Party Software or may be included in the OST Table. For certain open source software, the applicable Third Party Terms may entitle You to obtain the corresponding source files. You may find

corresponding source files for such open source software at [//opensource.dell.com/](https://opensource.dell.com/) or in the “About” or “Read Me” file of Software, or other locations that Licensor may specify.

6. Free Software. “Free Software” means Software that is provided to You without additional charge (e.g., scripts that enable customer installation; code that enables You to monitor Your use of Dell products; etc.). You may only use Free Software on or with equipment or in the operating environments for which Dell has designed that Free Software to operate. Licensor may terminate any license to Free Software at any time in its sole discretion. You may not transfer Free Software to anyone else.

7. Development Tools. If the Software includes development tools, such as scripting tools, APIs or sample scripts (collectively “Development Tools”), and unless there is a separate agreement between You and Dell or Licensor for the Development Tools, You may use such Development Tools to create new scripts and code for the purpose of customizing Your use of the Software (within the parameters set forth in this EULA and in the Development Tools themselves) and for no other purpose.

8. Evaluation Software. This EULA does not license use of Software for evaluation purposes (“Evaluation Software”) except to the extent these terms may be invoked by the separate license terms and conditions accompanying that Evaluation Software.

9. Support Services Not Included. If You purchase maintenance and support for Software, such services are identified in Your Order and will be provided under a separate services agreement.

10. Termination. For Subscription Software, this EULA automatically terminates at the end of Your subscription period unless You renew Your rights. Licensor may terminate this EULA if You or a Permitted Third Party commits a material breach of this EULA and fails to cure such breach within thirty (30) days following Your receipt of notice of the breach from Dell. This right to terminate applies accordingly if Dell or the Reseller from whom You made Your purchase does not receive timely payment for the licenses to the Software or for the hardware on which the Software is loaded, if any. When this EULA terminates, all licenses granted automatically terminate and You must immediately cease use of the Software and return or destroy all copies of the Software. Except as otherwise agreed by Dell, You will not get a refund from Dell if this EULA is terminated. Rights and obligations under Sections of this EULA that, by their nature should survive, will survive termination, as well as obligations for payment.

11. Warranty Disclaimer. Under this EULA, Licensor provides neither any warranties for the Software nor does it provide support for the Software. Your rights under any warranties and any support entitlements for Software acquired for a fee are solely between You and the Reseller or Dell entity from whom You procured the Software and related support, and are defined under the commercial terms agreed between You and such selling entity. Accordingly, except as otherwise offered by Dell, the Software is provided by Licensor under this EULA “As Is” without any warranties or conditions. To the maximum extent permitted by applicable law, Licensor, on behalf of itself and its affiliates and suppliers: (a) makes no express warranties or conditions related to the Software; (b) disclaims all implied warranties and conditions related to the Software, including merchantability, fitness for a particular purpose, title, and non-infringement; and (c) disclaims any warranty or condition arising by statute, operation of law, course of dealing or performance, or usage of trade. Licensor does not warrant uninterrupted or error-free operation of the Software. This Section does not affect or modify any of the statutory warranty rights that are available to consumers.

12. Limitation of Liability.

12.1. Limitations on Damages. The limitations, exclusions and disclaimers set forth in a Pre-Existing Agreement or Dell Terms of Sale that applies your Order (in each case, the “Order Terms”) shall apply to all disputes, claims or controversies (whether in contract, tort or otherwise) between You and Licensor or Dell related to or arising out of: (a) this EULA; (b) the breach, termination or validity of this EULA; or (c) any Orders (each, a “Dispute”). In the absence of applicable Order Terms, the terms set forth in this Section shall apply to all Disputes.

The terms of this Section are agreed allocations of risk constituting part of the consideration for Licensor’s licensing of Software to You and will apply even if there is a failure of the essential purpose of any limited remedy, and regardless of whether a party has been advised of the possibility of the liabilities. If applicable law prohibits any portion of the limits on liability stated below, the parties agree that such limitation will be automatically modified, but only to the extent required to make the limitation compliant with applicable law.

A. Limitation on Direct Damages. Except for Your obligation to pay for the Software, or for Your violation of the License Grant and License Conditions set forth herein or of Licensor’s or Dell’s intellectual property rights, the total liability of You and Licensor (including Licensor’s affiliates and suppliers) arising out of any Dispute is limited to the amount You paid for the Software that is the subject of the Dispute, but excluding amounts received as reimbursement of expenses or payment of taxes. Notwithstanding anything otherwise set forth above, Licensor and its affiliates have no liability for any direct damages resulting from Your use or attempted use of Third Party Software, Free Software or Development Tools.

B. Disclaimer of Certain Other Damages. Except for Your obligation to pay for the Software, or for Your violation of the License Grant and License Conditions set forth herein or of Licensor’s or Dell’s intellectual property rights, neither You nor Licensor (including Licensor’s affiliates and suppliers) shall have any liability under this EULA for special, consequential, exemplary, punitive, incidental or indirect damages, or for lost profits, loss of revenue, loss or corruption of data, loss of use or procurement of substitute products or services.

12.2. Regular Backups. You are solely responsible for Your data. You must back up Your data before Licensor or a third party performs any remedial, upgrade or other work on Your production systems. You acknowledge that it is a best practice to have more than one back up copy of Your data. If applicable law prohibits exclusion of liability for lost data, then Licensor will only be liable for the cost of the typical effort to recover the lost data from Your last available back up.

12.3. Limitation Period. Except as stated in this Section, all claims must be made within the period specified by applicable law. If the law allows the parties to specify a shorter period for bringing claims, or the law does not provide a time at all, then claims must be made within 18 months after the cause of action accrues.

### 13. Additional Terms.

13.1. Notices. The parties will provide all notices under this EULA in writing. Unless provided otherwise in an Order, You must provide notices to the local Dell entity in Your Order, or, if Your Order is not with a Dell entity, by e-mail to [Dell\\_Legal\\_Notices@dell.com](mailto:Dell_Legal_Notices@dell.com).

13.2. Waiver and Severability. Failure to enforce a provision of this EULA will not constitute a waiver of that or any other provision of this EULA. If a court of competent jurisdiction determines that any part of this EULA or document that incorporates this EULA by reference is

unenforceable, that ruling will not affect the validity of all remaining parts.

13.3. Modifications. This EULA may only be modified in writing signed by both parties; provided, however, that Licensor may, in its sole discretion, update the Licensor Table, the OST Table, the UOM Terms and the Subscription Terms at any time. Any changes that Licensor makes to the Licensor Table, the OST Table, the UOM Terms or the Subscription Terms will only apply to Orders that occur after Licensor posts those changes online.

13.4. Governing Law and Jurisdiction. If You obtained the Software directly from Dell, then the governing law and jurisdiction provisions set forth in Your Order Terms shall apply to this EULA. Otherwise the following shall apply:

A. Subject to Section 13.4 D and 13.5, if You are domiciled in the United States or Canada: (1) this EULA and any Dispute is governed by the laws of the State of Texas (excluding the conflicts of law rules) and the federal laws of the United States; and (2) to the extent permitted by law, the state and federal courts located in Texas will have exclusive jurisdiction for any Dispute. Both parties agree to submit to the personal jurisdiction of the state and federal courts located within Travis or Williamson County, Texas, and agree to waive any and all objections to the exercise of jurisdiction over the parties by those courts and to venue in those courts.

B. Subject to Section 13.4 D, if You are domiciled outside of the United States or Canada: (1) this EULA and any Dispute is governed by the substantive laws in force in the country in which the Licensor is located (as indicated in the Licensor Table located at [www.dell.com/swlicensortable](http://www.dell.com/swlicensortable)), without regard to its conflict of law rules; and (2) the exclusive place of jurisdiction for any Dispute shall be in such country.

C. In any event, neither the U.N. Convention on Contracts for the International Sale of Goods, nor the Uniform Computer Information Transaction Act shall apply to this EULA or any Dispute.

D. If You are an individual consumer, this Section 13.4 does not deprive You of the protection afforded to You by the provisions of mandatory consumer protections laws that are applicable to You, nor does it prevent you from seeking remedies or enforcing your rights as a consumer under such laws.

13.5. Dispute Resolution and Binding Individual (non-class) Arbitration. This Section only applies if You are an individual consumer that resides in (or obtained the Software in) the United States or Canada. All Disputes shall be resolved exclusively and finally by binding individual arbitration. This means You and Licensor waive any right to litigate disputes in a court or before a jury and neither You nor Licensor shall be entitled to join, consolidate, or include any claims belonging to or alleged or arising from, by or on behalf of any third party to an arbitration brought hereunder, or to arbitrate any claim as a class action, class representative, class member, or in a private attorney general capacity. If You reside in (or obtained the Software in) the United States, the arbitration will be administered by the American Arbitration Association (AAA), or JAMS. If You reside in (or obtained the Software in) Canada, arbitration will be at ADR Chambers pursuant to the general ADR Chambers Rules for Arbitration located at [www.adrchambers.com](http://www.adrchambers.com). The arbitration shall be conducted in the English language. The arbitration panel shall have exclusive authority to resolve any arbitrability issues including any dispute over this EULA or this arbitration provision's scope, application, meaning and enforceability. The arbitration panel shall be empowered to grant whatever relief would be available in court, including without limitation preliminary relief, injunctive relief and specific performance. Any award of the arbitration panel shall be final and binding immediately when

rendered, and judgment on the award may be entered in any court of competent jurisdiction. If any portion of this arbitration agreement is found unenforceable, the unenforceable portion shall be severed and the remaining arbitration terms shall be enforced (but in no event will there be a class arbitration). Consumer claimants (individuals whose transaction is intended for personal, family or household use) may elect to pursue their claims in small-claims court rather than arbitration. Licensor will be responsible for paying any individual consumer's arbitration/arbitrator fees. Notwithstanding the foregoing, Licensor may apply to any relevant government agency or any court of competent jurisdiction to preserve its rights under this EULA and to obtain any injunctive or preliminary relief, or any award of specific performance, to which it may be entitled, either against You or against a non-party; provided, however, that no such administrative or judicial authority shall have the right or power to render a judgment or award (or to enjoin the rendering of an arbitral award) for damages that may be due to or from either party under this EULA, which right and power shall be reserved exclusively to an arbitration panel proceeding in accordance herewith.

13.6. Third Party Rights. Other than as expressly set out in this EULA, this EULA does not create any rights for any person who is not a party to it, and no person who is not a party to this EULA may enforce any of its terms or rely on any exclusion or limitation contained in it.

13.7 Entire Agreement. You acknowledge that You have read this EULA, that You understand it, that You agree to be bound by its terms, and that this EULA, along with the Order Terms into which this EULA may be incorporated (as applicable), is the complete and exclusive statement of the agreement between You and Licensor regarding Your use of the Software. All content referenced in this EULA by hyperlink is incorporated into this EULA in its entirety and is available to You in hardcopy form upon Your request. The pre-printed terms of Your purchase order or any other document that is not issued or signed by Licensor or Dell do not apply to Software. You represent that You did not rely on any representations or statements that do not appear in this EULA when accepting this EULA.

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### Not professional advice

If you need specific advice (for example, medical, legal, financial or risk management), please seek a professional who is licensed or knowledgeable in that area.

## GOOGLE TERMS OF SERVICE

Effective 31 March 2020 | [Archived versions](#) | [Download PDF](#)

### What's covered in these terms

We know it's tempting to skip these Terms of Service, but it's important to establish what you can expect from us as you use Google [services](#), and what we expect from you.

These Terms of Service reflect [the way that Google's business works](#), the laws that apply to our company, and [certain things that we've always believed to be true](#). As a result, these Terms of Service help define Google's relationship with you as you interact with our services. For example, these terms include the following topic headings:



What you can expect from us, which describes how we provide and develop our services  
What we expect from you, which establishes certain rules for using our services  
Content in Google services, which describes the intellectual property rights to the content that you find in our services – whether that content belongs to you, Google or others  
In case of problems or disagreements, which describes other legal rights that you have, and what to expect in case someone violates these terms.

Understanding these terms is important because, by using our services, you're agreeing to these terms.

Besides these terms, we also publish a Privacy Policy. Although it's not part of these terms, we encourage you to read it to better understand how you can update, manage, export and delete your information.

Service provider

Google services are provided by, and you're contracting with:

Google LLC

organised under the laws of the State of Delaware, USA, and operating under the laws of the USA

1600 Amphitheatre Parkway  
 Mountain View, California 94043  
 USA

Age requirements

If you're under the age required to manage your own Google Account, you must have your parent or legal guardian's permission to use a Google Account. Please ask your parent or legal guardian to read these terms with you.

If you're a parent or legal guardian, and you allow your child to use the services, then these terms apply to you and you're responsible for your child's activity on the services.

Some Google services have additional age requirements as described in their service-specific additional terms and policies.

Your relationship with Google

These terms help define the relationship between you and Google. Broadly speaking, we give you permission to use our services if you agree to follow these terms, which reflect how Google's business works and how we earn money. When we speak of 'Google', 'we', 'us' and 'our', we mean Google LLC and its affiliates.

What you can expect from us

Provide a broad range of useful services

We provide a broad range of services that are subject to these terms, including:

apps and sites (such as Search and Maps)

platforms (such as Google Play)

integrated services (such as Maps embedded in other companies' apps or sites)

devices (such as Google Home)

Our services are designed to work together, making it easier for you to move from one activity to the next. For example, Maps can remind you to leave for an appointment that appears in your Google Calendar.

Improve Google services

We're constantly developing new technologies and features to improve our services. For example, we invest in artificial intelligence that uses machine learning to detect and block spam and malware, and to provide you with innovative features like simultaneous translations. As part

of this continual improvement, we sometimes add or remove features and functionalities, increase or decrease limits to our services, and start offering new services or stop offering old ones.

If we make material changes that negatively impact your use of our services or if we stop offering a service, we'll provide you with reasonable advance notice and an opportunity to export your content from your Google Account using Google Takeout, except in urgent situations such as preventing abuse, responding to legal requirements or addressing security and operability issues.

What we expect from you

Follow these terms and service-specific additional terms

The permission that we give you to use our services continues as long as you meet your responsibilities in:

these terms

service-specific additional terms, which could, for example, include things like additional age requirements

We also make various policies, Help Centres and other resources available to you to answer common questions and to set expectations about using our services. These resources include our Privacy Policy, Copyright Help Centre, Safety Centre and other pages accessible from our policies site.

Although we give you permission to use our services, we retain any intellectual property rights that we have in the services.

Respect others

Many of our services allow you to interact with others. We want to maintain a respectful environment for everyone, which means that you must follow these basic rules of conduct: comply with applicable laws, including export control, sanctions and human trafficking laws respect the rights of others, including privacy and intellectual property rights don't abuse or harm others or yourself (or threaten or encourage such abuse or harm) – for example, by misleading, defrauding, defaming, bullying, harassing or stalking others don't abuse, harm, interfere with, or disrupt the services

Our service-specific additional terms and policies provide additional details about appropriate conduct that everyone using those services must follow. If you find that others aren't following these rules, many of our services allow you to report abuse. If we act on a report of abuse, we also provide a fair process as described in the Taking action in case of problems section.

Permission to use your content

Some of our services are designed to let you upload, submit, store, send, receive or share your content. You have no obligation to provide any content to our services and you're free to choose the content that you want to provide. If you choose to upload or share content, please make sure that you have the necessary rights to do so and that the content is lawful.

Licence

Your content remains yours, which means that you retain any intellectual property rights that you have in your content. For example, you have intellectual property rights in the creative content that you make, such as reviews that you write. Or you may have the right to share someone else's creative content if they've given you their permission.

We need your permission if your intellectual property rights restrict our use of your content. You provide Google with that permission through this licence.

What's covered

This licence covers your content if that content is protected by intellectual property rights.

## What's not covered

This licence doesn't affect your privacy rights – it's only about your intellectual property rights

This licence doesn't cover these types of content:

publicly available, factual information that you provide, such as corrections to the address of a local business. That information doesn't require a licence because it's considered common knowledge that everyone's free to use.

feedback that you offer, such as suggestions to improve our services. Feedback is covered in the [Service-related communications](#) section below.

## Scope

This licence is:

worldwide, which means that it's valid anywhere in the world

non-exclusive, which means that you can license your content to others

royalty-free, which means that there are no fees for this licence

## Rights

This licence allows Google to:

host, reproduce, distribute, communicate and use your content – for example, to save your content on our systems and make it accessible from anywhere that you go

publish, publicly perform or publicly display your content, if you've made it visible to others

modify and create derivative works based on your content, such as reformatting or translating it

sublicense these rights to:

other users to allow the services to work as designed, such as enabling you to share photos with people that you choose

our contractors who've signed agreements with us that are consistent with these terms, only for the limited purposes described in the [Purpose](#) section below

## Purpose

This licence is for the limited purpose of:

operating and improving the services, which means allowing the services to work as designed

and creating new features and functionalities. This includes using automated systems and algorithms to analyse your content:

for spam, malware and illegal content

to recognise patterns in data, such as determining when to suggest a new album in Google Photos

to keep related photos together

to customise our services for you, such as providing recommendations and personalised search

results, content and ads (which you can change or turn off in [Ads Settings](#))

This analysis occurs as the content is sent, received and when it is stored.

using content that you've shared publicly to promote the services. For example, to promote a Google app, we might quote a review that you wrote. Or to promote Google Play, we might show a screenshot of the app that you offer in the Play Store.

developing new technologies and services for Google consistent with these terms

## Duration

This licence lasts for as long as your content is protected by intellectual property rights.

If you remove from our services any content that's covered by this licence, our systems will stop making that content publicly available in a reasonable amount of time. There are two exceptions:

If you already shared your content with others before removing it. For example, if you shared a photo with a friend who then made a copy of it, or shared it again, then that photo may continue to appear in your friend's Google Account even after you remove it from your Google Account.

If you make your content available through other companies' services, it's possible that search engines, including Google Search, will continue to find and display your content as part of their search results.

## Using Google services

### Your Google Account

If you meet these age requirements you can create a Google Account for your convenience. Some services require that you have a Google Account in order to work – for example, to use Gmail, you need a Google Account so that you have a place to send and receive your email. You're responsible for what you do with your Google Account, including taking reasonable steps to keep your Google Account secure, and we encourage you to regularly use the Security Check-Up.

Using Google services on behalf of an organisation

Many organisations, such as businesses, non-profits and schools, take advantage of our services.

To use our services on behalf of an organisation:

an authorised representative of that organisation must agree to these terms

your organisation's administrator may assign a Google Account to you. That administrator might require you to follow additional rules and may be able to access or disable your Google Account.

Service-related communications

To provide you with our services, we sometimes send you service announcements and other information. To learn more about how we communicate with you, see Google's Privacy Policy.

If you choose to give us feedback, such as suggestions to improve our services, we may act on your feedback without obligation to you.

Content in Google services

Your content

Some of our services give you the opportunity to make your content publicly available – for example, you might post a product or restaurant review that you wrote, or you might upload a blog post that you created.

See the Permission to use your content section for more about your rights in your content, and how your content is used in our services

See the Removing your content section to learn why and how we might remove user-generated content from our services

If you think that someone is infringing your intellectual property rights, you can send us notice of the infringement and we'll take appropriate action. For example, we suspend or close the Google Accounts of repeat copyright infringers as described in our Copyright Help Centre.

Google content

Some of our services include content that belongs to Google – for example, many of the visual illustrations that you see in Google Maps. You may use Google's content as allowed by these terms and any service-specific additional terms, but we retain any intellectual property rights that we have in our content. Don't remove, obscure or alter any of our branding, logos or legal notices. If you want to use our branding or logos, please see the Google Brand Permissions page.

Other content

Finally, some of our services gives you access to content that belongs to other people or organisations – for example, a store owner's description of their own business, or a newspaper article displayed in Google News. You may not use this content without that person or organisation's permission, or as otherwise allowed by law. The views expressed in the content of other people or organisations are their own, and don't necessarily reflect Google's views.

Software in Google services

Some of our services include downloadable software. We give you permission to use that software as part of the services.

The licence we give you is:

worldwide, which means that it's valid anywhere in the world

non-exclusive, which means that we can license the software to others

royalty-free, which means that there are no fees for this licence

personal, which means that it doesn't extend to anyone else

non-assignable, which means that you're not allowed to assign the licence to anyone else. Some of our services include software that's offered under open-source licence terms that we make available to you. Sometimes there are provisions in the open-source licence that explicitly override parts of these terms, so please make sure that you read those licences.

You may not copy, modify, distribute, sell or lease any part of our services or software. Also, you may not reverse engineer or attempt to extract any of our source code unless you have our written permission or applicable law lets you do so.

When a service requires or includes downloadable software, that software sometimes updates automatically on your device once a new version or feature is available. Some services let you adjust your automatic update settings.

#### In case of problems or disagreements

By law, you have the right to (1) a certain quality of service, and (2) ways to fix problems if things go wrong. These terms don't limit or take away any of those rights. For example, if you're a consumer, then you continue to enjoy all legal rights granted to consumers under applicable law.

#### Warranty

We provide our services using reasonable skill and care. If we don't meet the quality level described in this warranty, you agree to tell us and we'll work with you to try to resolve the issue.

#### Disclaimers

The only commitments that we make about our services (including the content in the services, the specific functions of our services or their reliability, availability or ability to meet your needs) are (1) described in the Warranty section, (2) stated in the service-specific additional terms or (3) provided under applicable laws. We don't make any other commitments about our services.

And unless required by law, we don't provide implied warranties, such as the implied warranties of merchantability, fitness for a particular purpose and non-infringement.

#### Liabilities

##### For all users

These terms only limit our responsibilities as allowed by applicable law. Specifically, these terms don't limit Google's liability for death or personal injury, fraud, fraudulent misrepresentation, gross negligence or willful misconduct.

Other than the rights and responsibilities described in this section (in case of problems or disagreements), Google won't be responsible for any other losses, unless they're caused by our breach of these terms or service-specific additional terms.

##### For business users and organisations only

If you're a business user or organisation, then to the extent allowed by applicable law:

You'll indemnify Google and its directors, officers, employees and contractors for any third-party legal proceedings (including actions by government authorities) arising out of or relating to your unlawful use of the services or violation of these terms or service-specific additional terms.

This indemnity covers any liability or expense arising from claims, losses, damages, judgments, fines, litigation costs and legal fees.

Google won't be responsible for the following liabilities:

loss of profits, revenues, business opportunities, goodwill or anticipated savings

indirect or consequential loss

punitive damages

Google's total liability arising out of or relating to these terms is limited to the greater of (1) US\$500 or (2) 125% of the fees that you paid to use the relevant services in the 12 months before the breach

If you're legally exempt from certain responsibilities, including indemnification, then those responsibilities don't apply to you under these terms. For example, the United Nations enjoys certain immunities from legal obligations and these terms don't override those immunities.

#### Taking action in case of problems

Before taking action as described below, we'll provide you with advance notice when reasonably possible, describe the reason for our action and give you an opportunity to fix the problem, unless we reasonably believe that doing so would:

- cause harm or liability to a user, third party or Google
- violate the law or a legal enforcement authority's order
- compromise an investigation

- compromise the operation, integrity or security of our services

#### Removing your content

If we reasonably believe that any of your content (1) breaches these terms, service-specific additional terms or policies, (2) violates applicable law, or (3) could harm our users, third parties or Google, then we reserve the right to take down some or all of that content in accordance with applicable law. Examples include child pornography, content that facilitates human trafficking or harassment, and content that infringes someone else's intellectual property rights.

#### Suspending or terminating your access to Google services

Google reserves the right to suspend or terminate your access to the services or delete your Google Account if any of these things happen:

- you materially or repeatedly breach these terms, service-specific additional terms or policies
- we're required to do so to comply with a legal requirement or a court order

- we reasonably believe that your conduct causes harm or liability to a user, third party or Google – for example, by hacking, phishing, harassing, spamming, misleading others or scraping content that doesn't belong to you

If you believe that your Google Account has been suspended or terminated in error, you can appeal.

Of course, you're always free to stop using our services at any time. If you do stop using a service, we'd appreciate knowing why so that we can continue improving our services.

#### Settling disputes, governing law and courts

For information about how to contact Google, please visit our contact page.

Californian law will govern all disputes arising out of or relating to these terms, service-specific additional terms or any related services, regardless of conflict of laws rules. These disputes will be resolved exclusively in the federal or state courts of Santa Clara County, California, USA, and you and Google consent to personal jurisdiction in those courts.

To the extent that applicable local law prevents certain disputes from being resolved in a California court, then you can file those disputes in your local courts. Likewise, if applicable local law prevents your local court from applying California law to resolve these disputes, then these disputes will be governed by the applicable local laws of your country, region or other place of residence.

#### About these terms

By law, you have certain rights that can't be limited by a contract like these Terms of Service.

These terms are in no way intended to restrict those rights.

These terms describe the relationship between you and Google. They don't create any legal rights for other people or organisations, even if others benefit from that relationship under these terms.

We want to make these terms easy to understand, so we've used examples from our services. But not all the services mentioned may be available in your country.

If these terms conflict with the service-specific additional terms, the additional terms will govern for that service.

If it turns out that a particular term is not valid or enforceable, this will not affect any other terms.

If you don't follow these terms or the service-specific additional terms, and we don't take action right away, that doesn't mean we're giving up any rights that we may have, such as taking action in the future.

We may update these terms and service-specific additional terms (1) to reflect changes in our services or how we do business – for example, when we add new services, features, technologies, pricing or benefits (or remove old ones), (2) for legal, regulatory or security reasons or (3) to prevent abuse or harm.

If we materially change these terms or service-specific additional terms, we'll provide you with reasonable advance notice and the opportunity to review the changes, except (1) when we launch a new service or feature, or (2) in urgent situations, such as preventing ongoing abuse or responding to legal requirements. If you don't agree to the new terms, you should remove your content and stop using the services. You can also end your relationship with us at any time by closing your Google Account.

## Тематика итоговых презентаций по дисциплине

Не предусмотрены.

## 6. Учебно-методическое обеспечение и информационное обеспечение дисциплины

### 6.1. Список источников и литературы

#### Основная литература

##### *Учебники и учебные пособия*

Перевод - мост между мирами [Электронный ресурс] / М-во образования и науки Рос. Федерации, Федер. гос. общеобразоват. учреждение высш. образования "Рос. гос. гуманитарный ун-т", Ин-т лингвистики ; [отв. ред. Е. В. Семенюк]. - Режим доступа : <http://elib.lib.rsuh.ru/elib/000013198>. - Загл. с экрана. - 127 с.

Роль перевода в развитии языков и межкультурной коммуникации [Электронный ресурс] : сборник статей / Рос. гос. гуманитарный ун-т ; сост. К. Т. Гадилия, О. А. Самойленко ; под ред. К. Т. Гадилия, Р. И. Розиной. - Электрон. дан. - Москва : РГГУ, 2017. - 155, [1] с. - Режим доступа : <http://elib.lib.rsuh.ru/elib/000011247>. - Загл. с экрана. - Библиогр. в конце ст. - ISBN 978-5-7281-1871-8.

##### *Словари*

1. Александрова, З.Е. Словарь синонимов русского языка. - М., 2003. - 564 с.
2. Ермолович, Д.И. Англо-русский словарь персоналий. - М., 1993. - 336 с.
3. Краснов, К.В. Англо-русский словарь "ложных друзей переводчика" - М., 2004. - 80 с.
4. Мюллер, В.К. Новый русско-английский словарь. – М., 2005.
5. Новый большой англо-русский словарь. В 3 т. - М., 1999.

## Дополнительная литература

### Учебная литература

1. Аликина, Е. В. Переводческая семантография. Запись при устном переводе : учебное пособие для академического бакалавриата / Е. В. Аликина. — Москва : Издательство Юрайт, 2019. — 145 с. — (Бакалавр и магистр. Академический курс). — ISBN 978-5-534-09830-3. — Текст : электронный // ЭБС Юрайт [сайт]. — URL: <https://biblio-online.ru/bcode/438114> (дата обращения: 13.11.2019).

2. Технология последовательного перевода : учебное пособие / Л.А. Гаврилов, Р.И. Зарипов. — 2-е изд., испр. и доп. — М. : ФОРУМ : ИНФРА-М, 2017. — 146 с. — (Высшее образование: Бакалавриат). — [www.dx.doi.org/10.12737/24842](http://www.dx.doi.org/10.12737/24842). - Режим доступа: <http://znanium.com/catalog/product/546730>

### Справочные издания

1. Словари персоналий
2. Словари географических названий.
3. Bartlett, J. Caplan. J. Familiar Quotations. Любое издание.
4. Longman Dictionary of Language and Culture. Последнее издание.
5. Webster's Third International Dictionary. Любое издание.

## 6.2. Перечень ресурсов информационно-телекоммуникационной сети «Интернет», необходимый для освоения дисциплины

<http://edition.pagesuite-professional.co.uk/launch.aspx?referral=other&refresh=5d0RiK311wS7&PBID=c4c5af3f-e733-4c9e-9067-6b472efa41dc&skip=>

<http://www.cadoutsourcingservices.com/>

<http://www.daff.gov.au>

<http://www.huntingtoningalls.com/>

<http://www.multitran.ru>

<http://www.m-w.com>

[http://www.pentaximaging.com/files/scms\\_docs/K20D\\_Manual.pdf](http://www.pentaximaging.com/files/scms_docs/K20D_Manual.pdf)

<http://www.scribd.com>

Национальная электронная библиотека (НЭБ) [www.rusneb.ru](http://www.rusneb.ru)

ELibrary.ru Научная электронная библиотека [www.elibrary.ru](http://www.elibrary.ru)

Электронная библиотека Grebennikon.ru [www.grebennikon.ru](http://www.grebennikon.ru)

Cambridge University Press

ProQuest Dissertation & Theses Global

SAGE Journals

Taylor and Francis

JSTOR

## 1.3 Профессиональные базы данных и информационно-справочные системы

Доступ к профессиональным базам данных: <https://liber.rsuh.ru/ru/bases>

Информационные справочные системы:

1. Консультант Плюс
2. Гарант



## **2. Материально-техническое обеспечение дисциплины**

Для обеспечения дисциплины используется материально-техническая база образовательного учреждения: учебные аудитории, оснащённые компьютером и проектором для демонстрации учебных материалов.

Состав программного обеспечения:

1. Windows
2. Microsoft Office
3. Kaspersky Endpoint Security

## **3. Обеспечение образовательного процесса для лиц с ограниченными возможностями здоровья и инвалидов**

В ходе реализации дисциплины используются следующие дополнительные методы обучения, текущего контроля успеваемости и промежуточной аттестации обучающихся в зависимости от их индивидуальных особенностей:

для слепых и слабовидящих: лекции оформляются в виде электронного документа, доступного с помощью компьютера со специализированным программным обеспечением; письменные задания выполняются на компьютере со специализированным программным обеспечением или могут быть заменены устным ответом; обеспечивается индивидуальное равномерное освещение не менее 300 люкс; для выполнения задания при необходимости предоставляется увеличивающее устройство; возможно также использование собственных увеличивающих устройств; письменные задания оформляются увеличенным шрифтом; экзамен и зачёт проводятся в устной форме или выполняются в письменной форме на компьютере.

для глухих и слабослышащих: лекции оформляются в виде электронного документа, либо предоставляется звукоусиливающая аппаратура индивидуального пользования; письменные задания выполняются на компьютере в письменной форме; экзамен и зачёт проводятся в письменной форме на компьютере; возможно проведение в форме тестирования.

для лиц с нарушениями опорно-двигательного аппарата: лекции оформляются в виде электронного документа, доступного с помощью компьютера со специализированным программным обеспечением; письменные задания выполняются на компьютере со специализированным программным обеспечением; экзамен и зачёт проводятся в устной форме или выполняются в письменной форме на компьютере.

При необходимости предусматривается увеличение времени для подготовки ответа.

Процедура проведения промежуточной аттестации для обучающихся устанавливается с учётом их индивидуальных психофизических особенностей. Промежуточная аттестация может проводиться в несколько этапов.

При проведении процедуры оценивания результатов обучения предусматривается использование технических средств, необходимых в связи с индивидуальными особенностями обучающихся. Эти средства могут быть предоставлены университетом, или могут использоваться собственные технические средства.

Проведение процедуры оценивания результатов обучения допускается с использованием дистанционных образовательных технологий.

Обеспечивается доступ к информационным и библиографическим ресурсам в сети Интернет для каждого обучающегося в формах, адаптированных к ограничениям их здоровья и восприятия информации:

для слепых и слабовидящих: в печатной форме увеличенным шрифтом, в форме электронного документа, в форме аудиофайла.

для глухих и слабослышащих: в печатной форме, в форме электронного документа.

□ для обучающихся с нарушениями опорно-двигательного аппарата: в печатной форме, в форме электронного документа, в форме аудиофайла.

Учебные аудитории для всех видов контактной и самостоятельной работы, научная библиотека и иные помещения для обучения оснащены специальным оборудованием и учебными местами с техническими средствами обучения:

□ для слепых и слабовидящих: устройством для сканирования и чтения с камерой SARA CE; дисплеем Брайля PAC Mate 20; принтером Брайля EmBraille ViewPlus;

□ для глухих и слабослышащих: автоматизированным рабочим местом для людей с нарушением слуха и слабослышащих; акустический усилитель и колонки;

□ для обучающихся с нарушениями опорно-двигательного аппарата: передвижными, регулируемыми эргономическими партами СИ-1; компьютерной техникой со специальным программным обеспечением.

## **9. Методические материалы**

### **9.1 Планы семинарских занятий**

Все занятия проводятся по одной схеме.

Задания:

1 Определите особенности текста. Каков его потенциальный потребитель? Где он может быть использован?

2 Выполните перевод текста.

## Аннотация

Дисциплина реализуется в Институте лингвистики кафедрой европейских языков. Содержание дисциплины охватывает круг теоретических вопросов и практических проблем, связанных с переводом текстов деловой направленности.

Цель дисциплины: дать студенту знания, умения и навыки, необходимые ему для осуществления его профессиональной деятельности в области устного перевода текстов делового стиля.

Задачи:

- научить студента создавать эквивалентный перевод исходного текста с учетом всех требований русского языка;
- научить его приемам передачи на русском языке специальной (деловой) информации, заложенной в тексте;
- дать ему инструментарий, достаточный для дальнейшего самостоятельного решения проблем, возникающих в его профессиональной деятельности.

Дисциплина направлена на формирование следующих компетенций:

ПК-3 Способен осуществлять устный последовательный перевод	3.1	Переводить с одного языка на другой в режиме последовательного перевода
	3.2	Сохранять коммуникационную цель исходного сообщения
	3.3	Быстро переключаться с одного языка на другой
	3.4	Использовать надлежащие формулы речевого этикета
	3.5	Соблюдать профессиональную этику

Знать:

- основные переводческие приемы в области устного перевода.
- уметь применять основные переводческие приемы в области последовательного перевода;

Уметь:

- пользоваться переводческим инструментарием, в т.ч. системами переводческой записи;
- учитывать важность контекста и особенности целевой аудитории;
- порождать текст, соединяющий в себе эквивалентность оригиналу и соответствие речевым и стилистическим нормам русского языка.

Владеть:

способностью отбирать и использовать в научной и практической деятельности необходимую информацию по проблемам, связанным с предметом курса, с использованием как традиционных, так и современных образовательных технологий.

Рабочей программой предусмотрены следующие виды контроля:  
текущий контроль успеваемости в форме устного опроса, письменной  
контрольной работы; аттестация в форме зачета.

Общая трудоемкость освоения дисциплины составляет 2 зачетные единицы.

