

## *Professional Translation Russian / English documentation*

The Professional Translation course from Russian-English has been designed to meet the needs of professionals who wish to learn how to handle documentation and proceed with translations from Russian to English. The material is taught in **16 hours** and participants can register provided that they have competence of *B2-C1 level*, or if they are already native speakers of Russian with adequate knowledge of *English at the IGCSE level*.

Topics to be included in the course but not exclusive include common translation problems (grammar and lexical); working with business correspondence and translation of letters, faxes and e-mails; translating agreements (i.e. licenses, share sale & purchasing, loan services and agency), bank account documents (agreements, transfer orders, notifications); subsidiary documents (resolutions, minutes, charters, powers of attorney); and statutory documents of a Cyprus company, financial statements, balance sheets and profit and loss accounts.



The course follows a learner centered approach with individual hands-on experience working with case studies, group analysis and real work simulations.

The course is offered in either *two hour sessions, twice a week* for four weeks, or in the form of workshops for *3 days (5hrs per day)*, at the premises of the University of Cyprus, or at the premises of the interested organization. The cost for the program is €160/pp and is payable to KEPEAA.

**Who should participate:** This course is suitable for people working in *Banks, Auditing Offices, Law Offices, Accountants* and in general people that deal with Russian speakers in their professional world.

**Tutors:** All instructors of the Adult Education programs have Masters level qualifications and specialist training in teaching languages as a second/foreign language. They are likewise experienced university level language instructors.

*Registration* is through KEPEAA at 22 89 4151 or email [kepeaa@ucy.ac.cy](mailto:kepeaa@ucy.ac.cy)





**ΚΕΝΤΡΟ ΕΠΙΣΤΗΜΟΝΙΚΗΣ ΕΠΙΜΟΡΦΩΣΗΣ  
ΑΞΙΟΛΟΓΗΣΗΣ ΚΑΙ ΑΝΑΠΤΥΞΗΣ (Κ.Ε.Π.Ε.Α.Α)**

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### *Registration Form*

#### **Details of the Participant**

Name/Surname: .....

Address: ..... City: ..... Code: .....

Telephone Number: ..... Email: .....

Job Title: ..... Company Name: .....

Person responsible for the Registration  
(in case it's on behalf of a company): .....

Signature: ..... Date: .....

I' interested in:

**Group A:** Two hour sessions, twice a week for four weeks

**Group B:** Five hour sessions for three days

\* I have already completed a B2 , C1  level of Russian and have a Certificate of IGCESE  GCE "O"  
 level of English. *(the originals will be presented upon registration)*

This completed form should be forwarded to the KEPEAA offices at least two weeks before this course is offered:

Postal Address: Κ.Ε.Π.Ε.Α.Α., P.O.Box.20537, CY-1678 Nicosia  
Fax: 22895060  
e-mail: [kepeaa@ucy.ac.cy](mailto:kepeaa@ucy.ac.cy)

