# Certified
# Translation
# Masterclass

by **tarjama** WORDSMITHS

Built to give you everything you need to **become a leading expert in EN<>AR translation** and language technology

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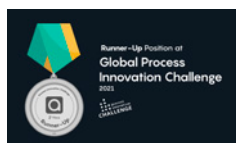
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tarjama

# Who We Are

## Leader in Translation & Language Technology Across the Arab Region

Tarjama is a smart language solutions company helping organizations globally scale with multilingual content of every format and language.

Since our foundation in 2008, we've been successfully delivering multi-million-word translation projects for leading organizations across all sectors in the Arab region.

We've been globally recognized as a leader in translation and content creation.

# About Tarjama's Certified Translation Masterclass

## Training is a key enabler to accelerate your career in translation

Our masterclass goes beyond theoretical education — we believe a student can only learn by doing, and by putting theories into practice.
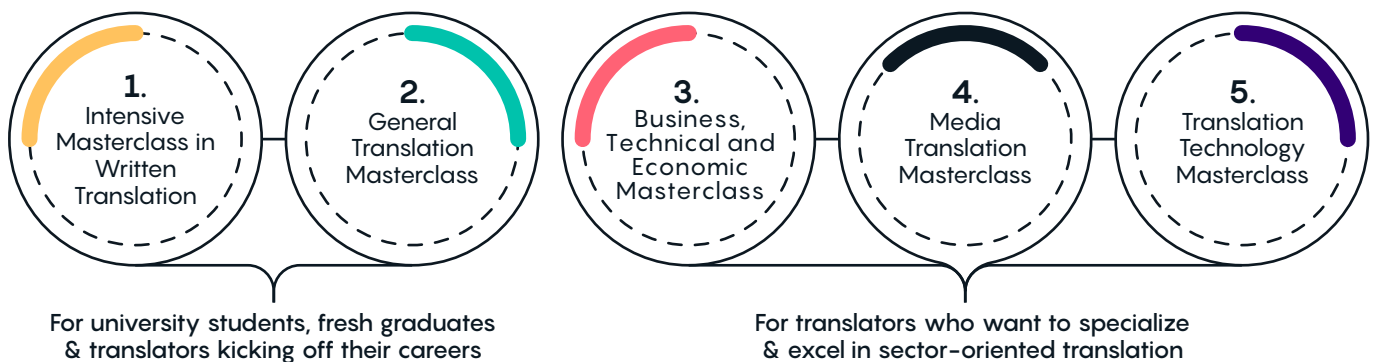
Using our years of translation experience, top-expert linguists and language technology, we've developed all-encompassing curriculums to train translators in EN<>AR translation so they can excel in the current labor market.

## Who is it for?

University Students & Graduates

Independent Translators

Translators within Firms

Absolutely anyone

# Choose the training program that suits your needs

We offer a full curriculum of courses to support students, fresh graduates, and translators at all levels of their careers.

**1.**
Intensive Masterclass in Written Translation

**2.**
General Translation Masterclass

**3.**
Business, Technical and Economic Masterclass

**4.**
Media Translation Masterclass

**5.**
Translation Technology Masterclass

For university students, fresh graduates & translators kicking off their careers

For translators who want to specialize & excel in sector-oriented translation

## Translation Technology
### for Higher Productivity & Quality

Throughout every translation course, you'll learn and master how to use translation technology and CAT tools to your advantage.

**CleverSo** is the first translation management system developed by and for the Arab region. With built-in CAT tools such as translation memory, term banks, and text editor, CleverSo helps you work more productively and deliver higher quality.

**amt** *arabic machine translation by tarjama* is trained using the largest database of Arabic business translations. Translators use Tarjama Advanced MT to generate instant, initial translations that they review and add their creative touch to.

# Intensive Masterclass in Written Translation

🕐 **Duration**: 50 hours

**Overview:** This course is intended for graduates and translators who are seeking to develop their translation skills across various sectors. It consists of 4 training modules that cover the tools and features used in translation technology, the methods and challenges of translation for the core business sectors, and practical sessions where you learn how to produce high-quality translations.

| Training Module | Duration | Learning |
|---|---|---|
| Intro to Translation Technology | 5 Hours | ◎ Learn the capabilities & features of CleverSo (translation management system)<br>◎ Learn how to use CleverSo individually and as a team<br>◎ Learn how to make the most out of CleverSo |
| Business & Consulting Translation | 15 Hours | ◎ Get a detailed walkthrough of the types of business & consulting translation required in the current labor market<br>◎ Learn the features and challenges of business & consulting translation<br>◎ Learn the methods and strategies specific to business & consulting translation<br>◎ Use Cleverso to complete a set of business and consulting translation tasks and put into practice what you've learned |
| Financial Translation | 15 Hours | ◎ Get a detailed walkthrough of the types of financial translation required in the current labor market<br>◎ Learn the features, challenges, and strategies of financial document translation.<br>◎ Use Cleverso to complete a set of financial translation tasks and put into practice what you've learned |
| Legal Translation | 15 Hours | ◎ Get a detailed walkthrough of the types of legal translation required in the current labor market<br>◎ Learn the differences between legal language and ordinary language<br>◎ Learn the features, challenges, and strategies of legal document translation.<br>◎ Use Cleverso to complete a set of legal translation tasks and put into practice what you've learned |

## ⓐ General Translation Masterclass

🕐 **Duration**: 15 hours

**Overview**: This course is intended for graduates and translators who are seeking to develop their general translation skills. It covers the different types of general translations, and the best strategies and methods of application. Additionally, you'll learn how to use CAT tools to your advantage and put them into practice.

| Training Module | Duration | Learning |
|---|---|---|
| General Translation Course | 15 Hours | ◙ Get a walkthrough of the different types of general translation and learn the differences between general and specialized translation<br>◙ Learn general translation strategies and methods and apply them when translating general texts<br>◙ Use outputs of Tarjama Machine Translation in completing general texts translation - with efficiency and high quality<br>◙ Use CleverSo Program to complete translation tasks. |

## ⓐ Business, Technical and Economic Masterclass

🕐 **Duration**: 15 hours

**Overview**: This course is intended for graduates and translators who are seeking to master Business, Technical and Economic translation. Our translation trainers who specialize in commerce and economics cover all the features, types, and strategies used to generate high-quality, efficient translation in this field.

| Training Module | Duration | Learning |
|---|---|---|
| Commercial & Economic Translation Course | 15 Hours | ◙ Learn the specific features of Business, Technical and Economic texts<br>◙ Master the strategies and methods of Business, Technical and Economic translation and apply them<br>◙ in translation<br>Use Cleverso Program to complete several Business, Technical and Economic translation tasks |

# ◙ Media Translation Masterclass

🕐 **Duration**: 15 hours

**Overview:** This course is intended for graduates and translators who are seeking to master media translation. Our media translation trainers cover all the features, types, and strategies used to generate high-quality, efficient media translation.

| Training Module | Duration | Learning |
|---|---|---|
| Media Translation Course | 15 Hours | ◙ Learn the specific features and structure of media texts<br>◙ Learn the features of journalistic headings in English and Arabic<br>◙ Master strategies and methods of media translation and apply them in translation<br>◙ Use outputs of Tarjama Machine Translation in translating a press release<br>◙ Use Cleverso Program to complete several media translation tasks |

# ◙ Translation Technology Masterclass

🕐 **Duration**: 15 hours

**Overview:** This course is intended for graduates and translators who are seeking to master translation technology. It covers the latest translation technology, best practices in using them, and practical exercises to put what you learn into practice.

| Training Module | Duration | Learning |
|---|---|---|
| Technology–Aided Translation Course | 15 Hours | ◙ Learn about the evolution of translation mechanisms and workflows over time<br>◙ Understand the key technological innovations needed to support your translation process<br>◙ Learn the features of Cleverso Program (the first translation management system developed for the Arabic language)<br>◙ Learn how to use CleverSo to reduce time and increase productivity<br>◙ Learn the features of Tarjama Machine Translation Engine and best practices on how to perform MTPE |

# Our Specialized Trainers

### Dr. Hala Alshahrani
Dean of the College of Languages, Assistant Professor of Applied Linguistics, Princess Norah University

- Diploma in education and expert in academic program quality assurance
- Project manager of the College of Languages Strategic Plan (2020-2025)
- Interest in computational linguistics research & discourse analysis
- Aspires to provide students with high-quality education in the translation field and to offer the best learning opportunities, student support and experiences.

### Emad Al Akhras
Translation & Training Manager

- +18 years of experience in translator qualification, management, performance monitoring & enhancement, capacity building, selection & hiring, & translation QA.
- Worked with high-profile clients, including big four firms, banking institutions, NGOs, ministries, and governments.
- Organizes training programs & holds capacity building sessions across a diverse set of areas.
- Completed TQA for large translation projects (+7 million words) for high-profile clients
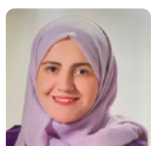
### Noor Al Khateeb
Professional Translator & Supervisor

- +9 years translation experience, extensive skills in supervising junior translators and improving their performance.
- Conducting translators' evaluation to help them overcome their weaknesses and enhance their strengths
- Wide experience in training related to translation process and strategies.
- Wide experience translating fields such as medicine, media, consulting, and many others. In addition to her experience in proofreading and editing.

### Hala Habash
Translator, QA Specialist & Trainer

- +9 years translation experience, mainly in consumer, business, and finance domains.
- BA and MA in En< >Ar translation.
- Experience supporting novice translators & junior translators in honing their skills and abilities with focus to translation.
- Assessed in-house linguists and ensured company's translation standards are adhered by providing reports of linguist performance

### Tasneem Alashqar
Professional Translator & Supervisor

- Professional translator managing translation, translators training, Arabization, proofreading & content creation for leading organizations in the GCC region.
- Skilled in managing translators' training and guiding them on effective ways to improve their skills, productivity and performance.
- Experience translating a wide range of content types including medical, business, literature, educational, marketing, human resources, and legal.

# Register now!

Tarjama Training Program will give your translation career the boost it deserves

Go to **tarjama.com/trainings**

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**2022**