GUIDELINES FOR PRESENTATION (students)

1. FREELANCE TRANSLATOR/INTERPRETER:
INTRODUCTION
This task consists of a group presentation on the procedure established in your country for appointing freelance translators/interpreters (as to contents, please refer to "Guide"). The task will be assessed by the lecturers and professors taking part in the IP. The grade obtained by the group will be used for the final IP-assessment of each student.

REQUIREMENTS
Language: English or French
Duration of the oral presentation: 10 minutes
Tools: Power-Point presentation (max. 15 slides)

GUIDE

1. Does the notion of "a freelance translator/interpreter" exist in your country? If yes, what is it called in your language?
2. Is there a document/code/ institution in your country that regulates the professional conduct of freelance translators? If yes, please specify!
3. What are the contracting requirements? For example, is there a university degree required, professional experience, or other?
4. Who are the main contractors?
5. How is the professional relationship maintained? (contracts, conditions)
6. Is there any feedback provided by the contractor/employer?
7. What are the advantages of freelancing?
8. Are freelance translators/interpreters required to continuously develop their professional knowledge and skills? If yes, please describe!
9. Please add any other useful information: contacts, web sites, bibliography, references, etc.

ASSESSMENT CRITERIA

As to contents,
- Accuracy
- Appropriateness of the data presented
- Logical/clear description of the system
- Critical reflection and thinking (your opinion regarding the system in question)
- Appropriate use of relevant evidence to support and illustrate information provided

As to expression,
- Clarity and confidence when communicating ideas and information
- Fluency (ability to express)
- Team work

As to format,
- Well-structured presentation
- Coherent presentation
- Clear and concise presentation
- Use of an appropriate design/lay-out

As to language,

- *Use of an appropriate language register* (colloquialisms should be avoided)

Some recommendations:
- Your presentation should include a table of contents as well as an introduction at the beginning (on the 2nd or 3rd slide) and final conclusions at the end.   - All group members should participate in the oral presentation (by indicating at the beginning of the presentation who is going to talk about each of the items).   - Each slide should have a clear heading.   - Summarize the key concepts and the main ideas of your presentation.   - Slides should not contain a lot of detailed information: audience might find it hard to follow and perceive the idea, therefore use a few key words (max. 35 words).   - If possible, use additional visual materials.   - Consider timing!

GRADING SYSTEM

Grade	Description
A+	Exceptional
A	Excellent
B+	Very Good
B	Good
C+	Satisfactory
C	Adequate
D	Marginal
F	Failure