

Current Content

M1 English for Language Professionals

- Comma Usage
- Linguistic Fields Related to Translation and Interpreting
- Linguistic Bits and Pieces
- Active and Passive Voice
- 7 Things That Make English Challenging
- Common Punctuation Mistakes
- Capitalization Rules
- Myths About Writing
- The Importance of Punctuation
- How to Translate Proper Nouns
- Quality Writing and Its Parts
- Idioms and metaphors

M3 Skill Set: Translation

- Basic Steps of the Translation Process
- Linguistic Review and Its Role in Translation
- Translators and Formatting of Documents
- Post-Editing of Machine Translation
- What NOT to Translate
- Source Text Analysis
- PDF Review (Gatekeeping)
- Ethics for Translators
- Why CAT Tools Are Good for You
- Overview of Translation Pricing Units

M5 Tool Set

- Professional Social Networks
- Microsoft Excel Basics
- Most Frequently Used CAT Tools
- How to Google like a Pro
- How to use a Dictionary
- ProZ.com Basics
- ProZ.com: What's the Blue Board and WWA
- ProZ.com: Posting and Answering Questions
- Wordreference Basics
- Technical Equipment for Interpreters

M2 Business for Language Professionals

- Communicating with LSPs: Selling Your Services
- Communicating with LSPs: Marketing Your Services
- Time Management
- Writing and Effective Resume
- Overview of International Payment Methods
- Communicating with LSPs: Project Communication
- Communicating with LSPs: Administrative and Payments
- Setting Up a Home Office
- Protecting Yourself from Scam
- Payment Practices for Language Professionals
- Staying Legal

M4 Skill Set: Interpreting

- Public Speaking for Interpreters
- Historical Background of Interpreting
- I am Bilingual. Can I Interpret?
- The Process of Consecutive Interpreting
- The Process of Simultaneous Interpreting
- Sight Translation
- Ethics for Interpreters
- Teamwork for Interpreters
- Memory in Consecutive Interpreting
- Note-taking – Rozan's Method
- Translation for Interpreters
- Types of Simultaneous Interpreting

M6 Life & Lifestyle

- Eating and Exercising for Freelance Translators: How to Fight a Sedentary Lifestyle
- When Our Work Affects Us Emotionally: How to Cope with Heartbreaking Topics
- When Home Alone Hurts: Getting Connected and Preventing Isolation When Working at Home
- Office Ergonomics: The Quest for the Perfect Working Posture
- Computer Eye Strain: Taking Care of Your Eyes While Working on a Screen
- Yoga Break
- Mindfulness Practice for Linguists
- Receiving and Responding to Critique and Criticism
- Work-Life Balance for Freelancers