



COURSE UNIT (MODULE) DESCRIPTION

Course unit (module) title	Code
Basics of Text Editing / Redagavimo pagrindai	

Academic staff	Core academic unit(s)
Coordinating: Prof. dr. Vilma Zubaitienė Other: lect. Donata Katinaite	Vilnius University Faculty of Philology Institute of Foreign Languages

Study cycle	Type of the course unit
First cycle	Optional

Mode of delivery	Semester or period when it is delivered	Language of instruction
Lectures, seminars, workshops		Lithuanian

Requisites	
Prerequisites: None	Co-requisites (if relevant): None

Number of ECTS credits allocated	Student's workload (total)	Contact hours	Individual work
5	128	48	80

Purpose of the course unit		
To introduce the principles of text editing and the work of a language editor. To learn how to identify non-normative variations in language or style, and to develop the ability to correct the language and style of texts.		
Learning outcomes of the course unit	Teaching and learning methods	Assessment methods
After completing this course, students will be able to: - speak and use the correct Lithuanian language and know its normative requirements; - analyze and explain linguistic phenomena from various perspectives (phonetic, grammatical, lexical, stylistic, etc.) using appropriate terminology; - identify and explain different language styles and genres; - identify the pragmatic features of a text and to convey them; - find the information they need quickly and efficiently, analyze it critically, choose reliable sources of information; - undertake editorial practice in translation agencies, publishing houses, editorial offices or elsewhere.	Literature study, problem solving, discussion, pair work, collaborative work in the classroom, presentation and discussion on editing work, editing analysis of translation.	Educational assessment – during seminars, discussions and individual assignments. Summative assessment – practical tasks in the final examination. Cumulative assessment: - preparation for seminars (homework), work during seminars (20 %), - mid-term test (30 %), - final examination (50 %).

Content	Contact hours	Individual work: time and assignments
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	Lectures	Tutorials	Seminars	Workshops	Laboratory work	Internship	Contact hours, total	Individual work	Tasks for individual work
1. Concept and types of editing. Principles of editing. Editorial responsibility and ethics. The need for editing.	2		1	2			5	2	Listen to a conversation with G. Ambrazaitė ir M. Karaciejus <i>Kaip dirba redaktorius?</i> Read A. Niauronytė's article <i>Mūsų literatūros Nobelis priklausys ir nuo teksto redaktoriaus</i>
2. Lithuanian punctuation. The tendencies of the usage of punctuation marks (point, semicolon, dash, hyphen, quotation marks, parentheses etc.) in contemporary Lithuanian. The main principles of punctuation.	1		2				3	5	Analysing punctuation and spelling, correcting mistakes.
3. Proofreading: correcting spelling, punctuation and language errors.	1			5			6	10	Reading: N. Linkevičienė, <i>Skiriamieji ženklai</i> („Redagavimo pradmenys“). Proofreading, analyzing each other's work.
4. Basic tools and resources for editors. Adaptation and grammaticalisation of foreign words (proper names and place names).	1			4			5	9	Proofreading, grammarise and adapt foreign proper names and place names.
5. Analysis of the text from an editorial point of view: functional and individual style, accuracy, liveliness and correctness of language.			1	5			6	10	Reading: N. Linkevičienė, <i>Stiliaus reikalavimai</i> („Redagavimo pradmenys“). Identify the points to be corrected in the text and explain the corrections. Text editing.
6. Mid-term test			2				2	6	Prepare for the test. Analyze mistakes.
7. Editing stages: assessing the text (language, individual style, etc.), editing, coordinating with the author/translator, revising.			2	6			8	12	Reading: A. Smetona, <i>Melioruotuose kalbos laukuose</i> . R. Urnėžiūtė, <i>Yra redaktorių, kurių pavardė knygos metrikeje – tarsi kokybės ženklas</i> . Listen to the interview with G. Radvilavičiūtė about the influence of English on the Lithuanian language on LRT radio programme <i>Pirmas sakiny</i> s. Text editing.
8. Lithuanian word order: neutral and inversive, grammatically determined and free. Word order in the texts of different functional styles.			4				4	8	Text editing.
9. Terminology issues: terminology system, correctness of newly made words, etc.				3			3	8	Text editing.
10. Editing the text in accordance with functional style, genre and register. Individual style.			2	4			6	10	Text editing.
Total	5		13	30			48	80	

Assessment strategy	Weight %	Deadline	Assessment criteria
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I. Preparing for workshops and seminars (homework), working during workshops and seminars	20 %	Throughout the semester	2 points – active participation in workshops and seminars, asking questions, finding answers, preparing for workshops, showing creativity. 1 point – participation in exercises and seminars, attempts to raise questions and find answers, not always prepared for the seminars and workshops. 0.5 point – no activity during classes, often unprepared. 0 points – more than 30 % of the classes are missed.
II. Mid-term test	30 %	Mid-semester	3 points – more than 90 % of the task is completed. 2 points – more than 70 % of the task is completed. 1 point – more than 50 % of the task completed. 0 points for less than 49 % of the task or no task.
III. Final exam	50 %	Exam session	5 points – more than 90 % of the task is completed. 4 points – more than 80 % of the task is completed. 3 points – more than 70 % of the task is completed. 2 point – more than 60 % of the task is completed. 1 point – more than 50 % of the task completed. 0 points for less than 49 % of the task or no task.

Author (-s)	Publishing year	Title	Issue of a periodical or volume of a publication	Publishing house or web link
Required reading				
N. Linkevičienė	2013	<i>Redagavimo pradmenys</i>		Vilniaus universiteto leidykla. Prieiga per internetą http://www.flf.vu.lt/lt/mokslas/elektroniniai-istekliai#vadoveliai-mokymo-priemonės
	2014	<i>Europos Sąjungos institucijų vertimo į lietuvių kalbą vadovas</i>		
	2020	<i>Europos Sąjungos institucijų vertimo į lietuvių kalbą vadovas</i>	<i>II d. Kalbos taisyklų</i>	
A. Drukteinis	2020	<i>Lietuvių kalbos skyryba. Taisyklės, komentarai, patarimai</i>		Vilnius: Mokslo ir enciklopedijų leidybos centras. Prieiga per internetą http://www.vlkk.lt/media/public/file/Leidiniai/Liet_k_s_kvryba.pdf
R. Vladarskienė, P. Zemlevičiūtė	2021	<i>Lietuvių kalbos rašyba. Taisyklės, komentarai, patarimai</i>		http://www.vlkk.lt/media/public/file/Nutarimai/Projektai/Ra%C5%A1yba_20211216.pdf
A. Balčiūnienė, A. Drukteinis, R. Kazlauskaitė, J. Vaskelienė	2024	<i>Praktinė lietuvių kalbos gramatika</i>		Vilniaus universiteto leidykla
Recommended reading				
		<i>Lietuvių kalbos išteklių informacinė sistema</i>		https://ekalba.lt/
		<i>VLKK svetainė</i>		www.vlkk.lt
		<i>Lietuvos Respublikos terminų bankas</i>		http://terminai.vlkk.lt
		<i>Lietuvos vietovardžiai</i>		http://www.vlkk.lt/aktualiausias-temos/lietuvos-vietovardziai
		<i>Pasaulio vietovardžiai</i>		https://pasaulio-vardai.vlkk.lt/
		<i>Visuotinė lietuvių kalbos enciklopedija</i>		https://www.vle.lt
		<i>Mokomoji tarties ir kirčiavimo programa</i>		https://tartis.vdu.lt/zodynas/

		<i>Lietuvių žargono bazė</i>		file:///C:/Users/Lenovo/Downloads/lietuviu_zargono_baze.pdf
D. Dilytė	2006	<i>Redaktoriaus ir vertėjo dialogas vertėjos akimis</i>		http://www.llvs.lt/?recensionas=46
A. Smetona	2008	<i>Melioruotose kalbos laukuose</i>		http://m.kauno.diena.lt/naujienos/laisvalaikis-ir-kultura/kultura/kalbininkas-smetona-gyvos-kalbos-ganytojas-790596
R. Umėžiūtė	2011	<i>Yra redaktorių, kurių pavardė knygos metrikoje – tarsi kokybės ženklas</i>		https://www.bernardinai.lt/2011-04-11-rita-urneziute-yra-redaktoriu-kuriu-pavarde-knygos-metrikoje-tarsi-kokybes-zenklas/
B. Mossop	2014	<i>Editing and Revising for Translators</i>		Routledge
A. Niauronytė	2023	<i>Mūsų literatūros Nobelis priklausys ir nuo teksto redaktoriaus</i>		https://www.15min.lt/kultura/naujiena/literatura/aira-niauronyte-musu-literaturos-nobelis-priklausys-ir-nuo-teksto-redaktoriaus-286-2016516?fbclid=IwAR3vYGYXmZpejpchKdKak0Tpo9wi9R695vhc-D1mkgpFDmqg3IJaxenBq398