Taken from

<http://www.speakyourlanguages.com/courses/selfstudy2/index.htm>

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| **1.2 Language skills and the process of translation** |

The essence of translating is, of course, transferring meaning, that is, converting written ideas expressed in one language to another language.

Successful translators have excellent language skills and extensive vocabulary in both languages. They are constantly working to improve their languages. They pay attention to regional variations and to new and evolving vocabulary. They prepare for every assignment by learning specialized vocabulary.

But there is more to know about translating. Transferring meaning is more complex than it seems, and producing an error-free translation is not easy. A good translation is the result of:

1. thoroughly investigating the requirements for the translation project, and then
2. following a proven process to create the translation

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| **2.1 Source text, target text** |

**Source text** is the text a translator is given to translate into another language (in other words, the original text or the text you start with).

**Target text** is the translation of the source text (in other words, the final text or the text you end up with).

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| **2.2 Equivalent effect** |

**Equivalent effect** is when your target text has the same meaning and the same impact on the reader as the source text.

For example, if the source text is persuasive, your target text should also be persuasive. Or, if the source text makes the reader laugh, your target text should also make the reader laugh.

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| **2.3 Register** |

**Register** is the level of formality or form of language used for a particular situation. Your translation should have the same register as the source text. Examples of different registers are:

1. **Formal**: official or technical language.  
     
   Example: I am requesting that you stop talking.
2. **Casual**: language used in ordinary conversation or writing, that is, informal or colloquial.  
     
   Example: Be quiet!
3. **Slang**: language that is very informal, used more in speech than in writing, often used by a specific group of people.  
     
   Example: Shut up!
4. **Taboo**: language that is unacceptable and/or offensive.  
     
   Example: Shut the &%$# up!

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| **2.3.1 Chapter Review** |

Select the appropriate answer for each question. When you are done, click the **Grade the Test** button to submit your answers and find out your score.

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| http://www.speakyourlanguages.com/courses/selfstudy2/images/q.gif | 1.The source text is:  **A.**the original text**B.**the translated text |
| http://www.speakyourlanguages.com/courses/selfstudy2/images/q.gif | 2.the target text is:  **A.**the original text**B.**the translated text |
| http://www.speakyourlanguages.com/courses/selfstudy2/images/q.gif | 3.Equivalent effect means that the source and target text:  **A.**have the same meaning**B.**have the same impact on the reader**C.**both of the above |
| http://www.speakyourlanguages.com/courses/selfstudy2/images/q.gif | 4.Register refers to:  **A.**understanding the message**B.**typing translated text into a word processor**C.**the level of formality or form of language used for a particular situation |

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***4.The Process of Translation***

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| **4.1 The 10-Step Process of Translation** |

Once the requirements of a translation project are clear, the ten steps of the translation process are:

1. **First Draft Translation**  
     
     1. Analyze the text  
     2. Research  
     3. Develop a translation glossary  
     4. Write the first draft
2. **Intermediate Draft Translations**  
     
     5. Edit for style  
     6. Format the translation
3. **Final Translation**  
     
     7. Review for accuracy  
     8. Proofread  
     9. Deliver the project  
   10. Request feedback about the translation

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| 1. **5.1 Step 1: Analyze the text** |

The first thing you do is read through the entire source text to get a general understanding and to learn the register (formal, casual, slang, taboo) and tone (for example, polite, angry, humorous, serious).

Experienced translators know that a text is not just a series of words that can be translated one at a time. Rather, the text has meaning and must be thoroughly understood before beginning to translate it. So, one goal of the analysis step is to identify parts of the text — words, phrases, sentences or longer sections — that you do not clearly understand.

Understanding the entire text is just the beginning. You must also be able to translate the text into another language. So, another goal of text analysis is to identify parts of the source text that may be difficult to translate into your target language. It may be that you simply don't know the word in the target language or it may be that there is no exact equivalent in the target language or culture.

During the analysis step, you will also note other issues to consider, such as industry-specific or document-specific words to add to your glossary and document formatting requirements.

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| **5.2 Step 2: Research** |

During the analysis step, you identified words, phrases, sentences or longer parts that you may not fully understand. Now you can use every available resource (dictionaries, the Internet, native speakers and other translators) to help you understand everything in the source text.

Also, during the analysis step, you identified parts of the source text that may be difficult for you to translate. Now you must determine the best way to express these ideas in your target language. Here again, you can make use of monolingual dictionaries, bilingual dictionaries, the Internet, native speakers and other translators.

If the translation will be read in multiple regions, you have to avoid regional usage. This requires consulting multiple dictionaries or other sources. On the other hand, if the translation is for a specific region, you will have to select appropriate regional usage.

In practice, the analysis and research steps are not separate and distinct. In order to understand the text, you will probably do some research before completing your analysis. Also, during the research step, other issues may come up that require further analysis of the text. The point is you must both analyze and research until you understand the entire text and have a clear idea how to express the ideas in your target language.

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| **5.3 Step 3: Develop a translation glossary** |

During the analysis step, you will encounter words, phrases, names, abbreviations and acronyms that are unique to this document or industry. You will determine the best translation for most of these during your research.

It is important that you translate these document-specific or industry-specific words, phrases, names, abbreviations and acronyms the same way each time they are used. Readers get confused when terminology is not used consistently.

So, as you work you develop a translation glossary, a bilingual dictionary for all of these terms. This makes it easier for you to be consistent with terminology.

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| **5.4 Step 4: Write the first draft** |

Now you are ready to begin your first draft. At this point, it is best if you write freely, striving to let the words flow naturally in your target language.

Despite your best efforts during the analysis and research steps, you will still encounter problems when you actually start your first draft. You can wait to address these issues until you have finished your first draft. If a word does not come to mind, you might simply leave that word in the source language, plan to return to it later, and continue to write freely.

When you get to the end of your draft, you can go back and look at the problem areas. This time around, the right word might just come to you, or you might have to do more research to find a solution.

Now it's time to take a break! A little distance from the text will prove helpful before you begin to edit.

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| ***6.Intermediate Draft Translations*** |

**Once you have your first draft, you must refine it. This will involve several intermediate drafts.**

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| **6.1 Step 5: Edit for style** |

Editing for style goes beyond making sure there are no grammatical errors. Your translation must sound right in the target language. It should not sound like a translation. Your translation should seem correct and natural to a native speaker of your target language.

Also, translations must have an equivalent effect in the target language. A reader of the target text should react the same way as a reader of the source text.

These are your objectives while editing for style.

It's often helpful to read the text aloud, to hear if the text sounds right and has the same impact.

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| **6.2 Step 6: Format the translation** |

Your translation should be formatted exactly like the original document. During this step make sure that everything below matches the source document:

Font style  
Font size  
Spacing  
Indenting  
Centering  
Left or right justification  
Special characters  
Bold  
Italics  
Underlined text  
Colors  
Columns or tables  
Borders or shading  
Bullets or numbering  
Embedded graphics or photos

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| ***7.Final Translation*** |

**The final translation must be free of errors.**

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| **7.1 Step 7: Review for accuracy** |

Compare the source text and your target text sentence by sentence. Check each sentence to make sure that your translation is accurate and complete and that you did not leave out any sentences.

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| **7.2 Step 8: Proofread** |

Read the entire document, looking carefully for missing accent marks, incorrect word endings, punctuation errors, capitalization or spelling mistakes, and formatting problems.

It is always a good idea to have someone else proofread your translation after you have proofread it.

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| **7.3 Step 9: Deliver the project** |

Deliver your translation on time, in the agreed upon form (for example, electronic file or hard copy) and using the agreed upon method of delivery.

File your documents and any notes that might be useful for future projects.

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| **7.4 Step 10: Request feedback about the translation** |

The final step is to follow up by phone with the person you did the translation for and ask for feedback on the translation. If he or she is in any way dissatisfied, you may be able to correct any problems or misunderstandings. And if everyone is happy with the end result, your follow up phone call may lead to additional work.