

# The Translator Guide

*The #1 resource for ambitious professional translators and students*



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**The Translator Guide** was created to provide translation professionals and students with a free source of career advice, business building tips, and translation best practices. Throughout this guide you will find articles on these three areas, and this resource will be updated twice a year with more advice, interviews, tools and links to additional resources.

## Top 4 Translator Resume Tips



**Within this article** I would like to provide a few tips on how to make your resume better. First of all, there isn't a perfect resume. Some translators have not yet finished college but make over \$100 grand a year working as a freelance translator or in a translation company. Every line on your resume should build the case of how much experience you have working in the translation industry and how valuable you will be for the company once they hire you. This is your chance to show-off and move on to the next step; the interview!!!

### Here are my Top 4 Translator Resume Tips:

1. Write a very short paragraph on the top of your resume explaining why you would fit in the company that you are applying to.
2. Add a summary of your qualifications, how many years of experience you have in the industry, familiarity with computers, add extra curriculum courses you have taken, and write 1-3 bullet points about your interpersonal skills and ability to work in a team.
3. Add your professional experience; this is your chance to show the firm how knowledgeable you are in the field. Make a list of places that you have worked as a translator before, add dates and provide all the languages that you are specialized in translation.
4. On the bottom of your resume, provide education and professional training, such as names of schools that you have attended, and all of the translation certifications that you have earned.

## Translator Designation Program



**What is a translator designation?** A translator designation is typically a certificate or certification program which confirms experience and or knowledge of translator professionals. When you walk into a doctor's office or law firm you see their certifications and diplomas on their wall

because everyone wants to be assured that they have taken the time to study and become certified as holding a high level of specialized knowledge within their area of work, earning a translator designation is similar to this, employers want to know they are hiring someone who is a specialist, not a generalist.

**Who completes translator designation programs?** Translator designation programs are completed by professionals around the world as developing markets mature and economies turn from mostly manufacturing based jobs to knowledge worker type jobs the demand for translator experts greatly increases. Some professionals who we know have completed translator designations in the past include:

- New Translators
- Students & Professors
- Experienced professional translators

**How much in tuition should I expect to pay for a translator designation program?** Our survey of the industry shows that most translator positions pay between \$250 and \$500 for translator designations. This is relatively inexpensive as this is about the same cost or slightly more than a single University course providing the skills needed to be a translator . In addition to expenses you may also need to incur testing or technology fees if your testing is done within a physical testing center. Books for most translator designation programs cost \$100-\$200 total.

**Why should I complete a translator designation?** First off, if everything else is held equal and you are competing against someone else with your same educational background and work experience than it will most likely help you give you an edge if you have completed a translator designation. These programs help potential employers know that you:

- Have re-invested in your own training and self-improvement
- Hold specialized knowledge within this niche area, potentially much more so than others competing for this job who do not hold a designation
- Are pro-active, goal-oriented and serious about your own career development

**How do I determine which translator designation offers the most value?** When you evaluate designations designed for translators consider whether that organization will allow you to complete the training while working or going to school full time. Almost all of us must earn these types of designations within already full schedules so it is critical that all video training, testing, and interaction may be completed 100% online without any hidden testing or technology fees that most Universities sneak into the fine print. Typically this will be clear on the organization's website but if it already clear email the team and ask them about whether there are any additional fees in addition to the tuition payment and purchasing of required texts.

**What is the Certified Translation Professional (CTP) Program?** The Certified Translation Professional (CTP) Program is a 100% online designation program for a translator professional

who is looking to work within the industry. This program was built by experienced translator experts to help train and verify the knowledge of other aspiring translator professionals.

**Who is this program not for?** This program is not for those looking to simply get a quick boost to their resume without doing any work. Like anything in life you get out what you invest into the program and our program is not something you can join and pass with flying colors by winging it or just using an online translator cheat sheet of some sort. If you are looking to build your credentials by paying for a designation in this space we are not the program for you. If on the other hand you are looking to complete an online translator training program and designation to greatly improve the depth of your knowledge within this industry while also verifying this knowledge then this program could be of huge value to you and your career.

## Translation and Confidentiality



**In the translation industry,** when it comes to confidentiality every translator and even clients should think of establishing a formal and valid Privacy and Confidentiality Agreement before the project to be translated is determined by both parties.

Translator's privacy and client's confidentiality comes first.

However, if needed, they should make the effort to keep all documents and personal information from being disclosed to a third party. A privacy agreement will demonstrate to the client a complete respect and professionalism in keeping the privacy and discretion of any document available to the public, unless otherwise advised.

A translator could find him or herself guilty when in order to finish a job he decides to subcontract a colleague to work and disclose confidential information without the client's permission, awareness or approval.

If you have been already working with a translation partner or intend to find someone to start a partnership, make sure to mention about your associate and also that he'll be providing his translation services in combined with yours in terms of your services.

When signing up for a translation task, think of how much time you will take to accomplish it and make sure you can deliver it yourself, but if time is still a problem and you think you're almost close to the deadline and you can't get it done, contact the client and be honest about the situation. You may be able to present him some options that could facilitate this process for both of you and still meet the deadline necessities. (E.g. consider getting some help from a translator you can trust and let your client know he will also be working on the job with you. It is very important to inform your client before you make any decision.).

Why is it important to submit a Privacy Agreement to a client?

- Your clients will trust you and your personal and professional ethics.
- It ensures the protection of the documents translated and presented by you.
- Make it a serious commitment – providing your clients not only the regular terms of service for a translation job but including a confidentiality agreement that will effectively determine its importance by being signed and dated by both; translator and client.

This will be a much appreciated way to perform your work and an appropriate factor to follow.

## How to Become a Successful Translator



Starting a translation career can be fun but it is also challenging, I have personally been both a freelance and in-house corporate translator in the past and here are some tips on becoming a successful translator.

1. Having the ability to write well is very important.
2. You have to know a second language just as well as you know your first so that you can converse with those who so speak the language natively.
3. A degree is not necessary, but holding a university degree or qualification in translation such as a certificate in translation can be very important when looking for jobs or working as a freelance translator.
4. Be confident in your target language and within the specific industries you serve clients in such as finance and banking or sports marketing.
5. Be familiar with the subject matter of what is to be translated before accepting assignments or full time positions.
6. Practicing your second or third languages daily or participating in exchange program or work abroad is highly recommended.

## Careers in Translation: Resume Repair

YOU'RE  
HIRED!

**You'd be amazed how many people "blowup"** at the resume stage. If I can't trust you with your own resume, how can I trust you with many translation tasks? Here are 3 simple resume changes that will maximize your chance of getting to the next step in your translation job search.

1. Tell me simply what box to put you in. Too many people keep their resumes vague and general, hoping to appeal to everyone.

Instead, it appeals to no one! Are you a medical translator? Simultaneous Interpreter? Both? Recent graduate trying to get your foot in the door as an intern? I either need you right now or I don't. Remember: People at translation agencies are busy. Make it easy for me to figure out if you fit. If you are mysterious, I may just file you away on the basis that I don't have time for a puzzle right now.

2. Tell me what you've achieved, compared to whom. For instance, too often resumes say: "I have worked in many translation agencies in the past". When they could say this: "I have translated over 100 documents in the past 1-3 weeks, which was 2nd best out of 8 people". If you don't have other people in the department to compare yourself to, try the market. For instance: "I have worked for a well known translation company for the past 2 years, and I have translated over 1000 documents". The bottom line is to give me some context, a basis of comparison. I don't just want to know that you did well. I want to know that you did better than the guy or gal next to you!

3. Leave out fluff and lists of buzzwords. So many resumes are headlined by a huge paragraph of buzzwords like this: Strategic, Leader, Execution-Oriented, Results-Focused, Ethical, Teamwork Oriented, Quantitative Ninja, blah, blah, blah. It is an annoying waste of time. The way I'll decide if you're able to execute is by reviewing your career history and finding out whether you executed. If you were in a job where you had to formulate strategy and your strategy worked, then I'll give you strategic. But you don't get credit for being strategic by typing it in a list at the top of your resume.

Your resume should contain contact info, a brief paragraph telling what box you fit in and what job you're looking for, a list of each position you've held with quantified achievements, and your education. That's it. Less is more. I heard a wit was once asked why he wrote a long book and he replied that he wrote a long book because he didn't have time to write a short one. That is very true. Put more time into your resume so it can say more with fewer words. Quantify your achievements, use comparisons and context, and rewrite anything that is vague and general. Translation companies are looking for people who get stuff done and that includes great communicators who can convey all the relevant info with conciseness and context.

## How to Succeed as a Professional Translator

**Not all translators have completed** a degree in translation or completed a degree in Foreign Languages, but that doesn't mean that you couldn't become a translator. In fact, many translators have had different backgrounds and have worked in different fields such as bilingual lawyers, accountants, secretaries or other related professions. Many of these jobs required learning a second language due to the amount of readings and researches that had to be completed in another language. So here are a few tips on what you could do to broaden your language skills and start out a career as a successful translator.



- **Immersion** – Consider the possibility of living or working abroad for at least 6-12 months.
- **Translation Courses** – Find yourself a good course or program; read books in foreign languages, if you are too busy working full time, look for an online training program.
- **Become Certified** – Pursuing a [certification](#) in translation or interpretation would help you succeed in your career. You will gain the ability to apply for more positions which are highly competitive and require specific designations or set levels of experience in the translation industry.
- **Getting to Know a Second Language very well** – Knowing more than just one language isn't enough to guarantee a successful career as a translator. You must have a solid foundation in the foreign language you will be working with.
- **Many Times**, to get experience within a new area you must accept projects that are on the edge of what you are comfortable completing. This is natural and the only way in which your abilities will grow. Many times however translators who have worked on just 2-3 projects will stretch the truth and claim expertise in areas they have never worked in or in industries they have never researched.

We hope these simple tips can be a helpful to your decision on considering the translation working field. Don't hesitate to email us if you have questions or concerns.

## Ways to find and Keep Well-Paying Clients

**When you work in the translation industry** it is best if you can find clients that will always have translation assignments for you and better yet, to have the ones that will keep coming back to you for the outstanding quality of your translation. To help you find and keep your most valuable customers, we suggest these simple to follow strategies:



- **Prioritize the deadline** – Always have in mind that your clients also have a deadline too. Besides producing an exceptional translation, you should also precisely meet these deadlines.
- **Be available to your clients** – make your contact information accessible to a client, if they can easily reach you, they'll keep coming back to you for more projects. (E.g. remember to set up your e-mail signature with your fast response phone number, correct e-mail address and even a fax number. Thus, any time a client needs your help with any project, they will know how and where to find you).
- **Following instructions** – No matter how challenging keeping up with a client's instructions can be, you must be capable to follow them. Do things exactly the way they have asked you to do, even if you consider them unnecessary. Paying attention to little details such as adding your initials in the file name can save your client's time and avoid needless misunderstandings.
- **Providing referrals** – You should not worry about providing referrals to your clients of other translators who work with the same language combination as you do. Instead, provide any information necessary to make your client trust in you. In case you cannot accomplish the work



in time, let your client be aware of that ahead of time, and help them find another translator to have the job completed. After all a client's work needs to be done even if you're not available to accomplish it.

- **Ask for Feedback** – Asking for a constructive criticism is all part of the process of a well done translation. If a client asks you to make changes or corrections in your translation, do it respectfully and instantly. Remember to always ask a client what is really important for them and what best meet their needs.
- **Show appreciation to your clients** – They are the ones that keep you making your flexible and self-sustained life style. Remember to demonstrate your gratitude to them by sending holiday cards for example. They will certainly think of that as a respectful way of being thankful for their partnership with you.
- **Earn what you're worth** – Don't bargain your rates with clients, instead prove to them that they will get a high level of service for the money they have paid for.

By following these tips the [CTP](#) team believes that you can find and maintain respectable clients and develop a long-term and honest partnership with them.

## Top 5 Frequently Asked Question About Becoming a Translator

Have you ever asked yourself some of these simple questions?



1. Am I qualified to become a professional translator?
2. How to get started in the translation industry?
3. How can I become a certified translator?
4. What are the benefits of becoming a certified translator?
5. How much should I charge for a translation job?

If you have asked yourself some of these questions, here are some helpful answers:

There isn't a specific academic requirement to become a professional translator, meaning that anyone who is fluent in two languages could become a translator or work as a professional translator. However, it is extremely important to know that all potential translators have some of the desirable requirements to perform the job. There are many challenging things about translating that are not immediately obvious, and this is part of what is covered within the [CTP Program](#) our [translator training](#) program.

Some of these include:

- Ability to write well and being familiar with the subject matter of what is to be translated.
- Knowing a target language as much as you know the source language and being able to speak and communicate as a native speaker.



- Having a degree is not necessary, but pursuing a specific qualification is important when searching for a job, especially if you would like to work as a freelance translator. The more qualifications, the better.

**Here is what we consider crucial** for someone who intends to expand their language skills and start out a career as a successful translator:

- Consider the possibility of engaging into an immersion program of living or studying abroad for at least 6-12 months.
- Find a good translation course or apply for an online translation certification program to become certified.
- Pursue a translation certification can help succeed in your career as a translator.

### **Wondering how to become a certified translator?**

You can find a number of [translation training](#) programs that will allow you to expand your language skills and meet the requirements to become a translator. The [CTP Designation Program](#) is one option available for translators who would like to improve their translation career prospects by completing a 100% on-line certification program. The CTP Program is the only professional certification for those who work in the translation industry or who would like to work within the industry. Remember that being certified can give you credibility when approaching new clients or applying for new projects.

If you're looking for a governmental recognized license you should find out what the government requirements are to become a certified translator. Each government has unique and ever-changing requirements that translators must fulfill; some of which may vary based on your specific location.

**There are several benefits of becoming a certified translator**, and we have listed some of the most important ones:

- Personal enjoyment – you have the freedom to choose which translation field you'd be interested in working with. The field of translation is vast. One may become a legal/medical translator, while others may want to become specialized in other fields such as business, marketing etc. A translator that works with numerous fields is more likely to have clients at all times.
- Self-sufficiency – here you have a great opportunity to start out your own translation business and set up your translation rates. The rate depends on the project, length of the project, your expertise in that field, timeline of the project, and other variables that any translator should consider.
- Work as a freelance translator – creating and establishing your working style, making your schedule to accommodate as many hours as you wish to work.

## How much to charge for a translation project.

Knowing how much to charge can help you grow your client list or improve the profitability of your freelance translation business. When starting a career as a translator the rates can vary from \$0.01 per word to \$0.30 per word. Here are some things you should consider before setting up your rates:

- Language – some languages are particularly in demand by employers at different times. But If you want to work with a language that has a large number of speakers and which is spoken in many countries, the ones to choose in order of 'usefulness' are: English, French, Spanish, Russian, Arabic, Chinese (Mandarin), German, Japanese, Portuguese and Hindi/Urdu.
- Deadline – how soon the job needs to be completed, text length and how flexible your schedule is to make sure you will deliver the job on time.
- Skills – are you handling a specific job for the first time? Are you familiar with the subject to be translated?
- Localization – Prices may vary from place to place, find out about the rates that are being charged within your city/country.

## Training to Become a Professional Translator



**It is important** to know the reasons you intend to become a certified translation professional. Is it for the money? Is it for the fame? Are you just interested in a part-time job or is it a hobby of yours?

In order to become a good translator you will need to have the knowledge of your intentions in order to becoming a good one.

You have to believe in them as the base of your entire Professional Translator career, that way you can develop your own rules, strategies and tools that will also determine your exclusive way of translating in a professional manner.

It is necessary to identify your clients and work, each and every single one of them has different ways of visualizing their final work results. Your intention as a Professional Translator is to translate your client's expectations with integrity and discipline to make your work worthwhile.

The ideal Professional Translator should also find pleasure while working with translation. Despite the fact that you could spend hours, or even weeks working on the same piece of work, motivation is crucial. If you enjoy what you do, then certainly your work will demonstrate that to your readers and clients.

While it is essential to produce fast translations for your clients, you must not compromise on the integrity of your documents.

In summary, to become a good translator, you will need to have good intentions in order to become a great one. You also need to believe in your work and potentials, listen carefully to your clients and understand their needs, and enjoy every moment of your translating work process. In the end you have the results and the expectations that you were hoping for.

## How to get an Internship with a Translation Agency



**Each day, many people wonder about what they will do** as soon as they graduate from high schools, colleges, or universities. They're not really sure of what kind of job to apply for, mainly because they either don't have the desired experience for the position in question or don't have the required qualifications. But, how would they pursue such experience if they never had a chance to work in the field?

The same process happens when you're ready to apply for a translator job position. Getting an internship with a translation agency or company could help you assemble some experience in the translation field as well as knowledge that you will gather along the way.

You can actually use all of the information you're gaining working as an intern to build up your own resume, this experience can make a big difference when applying for a permanent position. Future employers will appreciate reading and getting to know more about your experiences during an interview.

You can start by growing a simple and clean resume explaining a bit about yourself and what your goals are when it comes to the translation field. Make sure to emphasize your writing and reading skills. Be sure to highlight how much you know about the language you will be working with. Send your resume by mail or email to many translation agencies and companies that you may be interested in working for. That way you can put yourself out there and be open to many opportunities they have to offer you.

### **Dos and Don'ts when applying for an internship position:**

- Find out who is in charge of recruiting and email/mail your resume directly to this person; sending your application to a general receiver will most likely be received with less interest, than if it was received by the actual recruiter.
- Make sure to always check for spelling and grammar mistakes on your application form and remember to attach a copy of your resume if possible. Do not use short terms when writing

important email/mail messages. It may look unprofessional.

- Write a good explanation on why you would like to become part of the company.
- Internship programs are not always paid so being prepared for an unpaid internship is also part of the process. However, many companies will gladly invest their money on training and supporting their interns that are doing a good job.
- Remember to make a list of things you would like to know about the company/agency you intend to work for. You should learn about the company just as much as they want to know about you. It is important to find out about what they have to offer you in terms of benefits, working conditions and working hours.

The CTP team would like to wish you good luck in your future internship, and remember, you can always get in touch with us if you have any questions.

## Translator Internships



**There are many ways** to gain initial experience as a translator; a popular one is volunteering to work for free for a translation company. It is always better to do this with a local firm or sometimes this work can be done remotely over the web as well. But if you chose to not work for free, don't forget that the salary will depend on how many years of experience you have working as a translator.

If you are starting up your career as a translator you may have to accept very low pay for your first few projects so that you will be able to build a portfolio of past work to show to potential clients.

## Setting your Translation Rates



**There is a lot of demand for translators today.** Knowing how much to charge your client can help you grow your client list or improve the profitability of your freelance translation business. When starting a career as a translator the rates can vary from \$0.01 per word to \$0.30 per word. But the rate depends on the project, length of the project, your expertise in that field, timeline of the project, and other variables that any translator should consider.

If you have experience within a niche area, leverage that and position yourself as being more specialized in that space. Many times however, translators who have worked on just 2-3 projects will stretch the truth and claim expertise in areas they have never worked. Be upfront with your clients, be straightforward and honest with them and if needed slightly lower your rate on the first project or two in a new area until you prove yourself to them.

Here is list of some common ways of rating your translation work:

- **Charge By the word** – this is the most common way used by translators today. On top of that, you could also add a minimum fee. For instance, you could charge \$0.10 per word and have a minimum fee of \$25. (You can control the minimum fee by decreasing or increasing it at anytime). It gives you liability in the amount of work, and you are not "stuck" with very small projects.
- **By the hour** – often charged for those types of translation job where charging by the words wouldn't result in a reasonable payment (estimate how many hours it is going to take to translate). If the project will take too much of your time, the best way to get compensated in this case, is by charging your client by the hour.
- **By the Page** – usually for official and legal documents (ex. Birth Certificates, Marriage Licenses and other legal docs).
- **Flat Fee** – for small projects where you translate a minimum amount of words such as 250 words.
- **Geographic location** – Where you should live should not affect how much to charge your clients.

By working for a translation company, your salary should be determined by the agency. So it is up to you whether you want to work for yourself and set up your own rating, or work for an agency where the fee is established by them.

## Become a Certified Translator



**To become a Professional Certified Translator**, there isn't a specific academic requirement. But, it is extremely important that all translator candidates have a minimum of 1 year of experience working or studying a foreigner language or even have experienced living in a foreigner country.

The Certified Translation Professional (CTP) program offers the only 100% online translation certification program that could be taken from anywhere around the world. Our team also offers all support and guidance you might find necessary to get started in this amazing professional career.

You might be asking yourself, what are the benefits of becoming a certified translator? The benefits of becoming a certified professional in the translation field are many, and we've listed a few benefits below:

- **Financial Independency** – you have the opportunity to start your own translation business;

- Working as a Freelance – ability of creating your working style and work as many hours a day as you desire;
- Job Promotion – Chances to increase your salary; possibilities of working abroad;
- Personal Satisfaction – you get to choose which Translation area you would like to work with.

To find out about how to become a CTP certified translator professional and the benefits of our online course please read the CTP Program Overview or take our [Video Tour](#).

For additional information and to join the program [please click here](#).

You can also contact us sending your messages and/or concerns at [team@translationinstitute.org](mailto:team@translationinstitute.org)

## Online Translator Training

### Top 10 Benefits of Completing Translator Training Online



**There are many benefits to completing online translator training** programs but not all of these are immediately obvious. Completing your training online may or may not be the best option for your unique situation but it is important to at least be cognizant of the differences upfront before you enroll within any program. If you haven't considered these items in the past they may be able to save you over \$2,000 over the next few years.

**24/7 Support and Learning Resources:** Traditional schools are setup to provide you with customer service and support during business hours. Online [translator training](#) programs are setup to help you find answers efficiently at any time of the day with online forums, extensive FAQs, click to chat services, and more responsive email and phone call support as well.

**More Value - Less Tuition:** Traditional schools typically provide a lecture which is 1.5-2 hours in length. Why is this? One of the main reasons is that it takes a certain level of effort to get the professor and all of the students in the same room at the same time, so once this is accomplished you may as well fit in a few hours of training. What is wrong with this is that extensive scientifically backed research shows that most professionals start to lose focus and stop paying attention after 20-40 minutes and no studies have provided conclusive evidence that watching someone lecture for over an hour straight is a productive method of instruction. If you enroll into an online translator training program the host organization does not have to

force you to sit through 2 hours straight of lecture, video or audio resources can be broken up into concise, focused 5-20 minute segments which help you learn about one idea at a time or skip over supplemental videos if they cover an area which you are already familiar with. This is just one of the ways in which completing your translator training online can provide you with more value while typically paying 30-70% less in tuition.

**Adaptive and Dynamic:** Online translator training programs are typically built based on industry best practices, industry demands, and participant requests. This is in contrast to more traditional school-based programs which are provided on-campus and are typically structured around theory, a textbook, or a single professor's knowledge. While most on campus translator training programs completely change their course matter and subjects as professors come and go within departments online training programs typically are constantly building out their coverage of the niche area, always adapting, evolving, and improving. This is possible because knowledge is passed through digital media such as video and audio resources instead of being held in someone's mind and class notes of what "should be taught."

**Time is Money:** Everyone's time is worth something whether that is \$6/hour or \$60/hour you need to calculate what this number is in your case and calculate commuting costs to complete an in-person course or examination vs. an online training program. I believe if you take moderate estimates of this wasted time into account you will see that your commuting time is costing you almost as much if not more than the tuition. For example, if your time is worth \$27 an hour and you spend just 40 minutes commuting each way to campus every week for 16 weeks that total cost of your time is \$576. What is the real cost of not getting trained online?

**Superior Alumni Benefits:** Since online translator training programs must develop video and audio based resources it is much easier to then offer these same resources or related online training modules to alumni for little or no extra cost. The result is that alumni are actually treated like valuable members of a community instead of just someone that a more traditional school may contact for a donation to their foundation after a few years. Traditional universities and campuses must pay for their buildings, land, and overhead so in the end you are either paying an online training organization to develop great resources or you are paying more for a campus to keep up maintenance on their buildings and land. Which is more valuable to you and your career? A good example of how this is unfolding in other industries can be found in the movie rental business. In this industry everyone is asking themselves: Why pay \$5 per movie rental to pay for someone's building, electricity and overhead when you can pay \$10 or less a month and rent several movies through Netflix?

I hope these benefits of online translator training help you decide whether these types of



programs are right for you. If you have some follow up questions feel free to contact our team or read more about our Certified Translation Professional (CTP) program on [TranslationCertification.org](https://www.translationcertification.org)

## Top 5 Translator Certification Mistakes



**Below are the top five translator certification mistakes** we see being made by both translator and those looking to start their career within the field. If you have 2-3 minutes of your time to invest in reading and avoiding making these same mistakes you could help your career move forward at a much faster pace than otherwise possible.

1. Completing a more expensive on campus translator certification: By our team's estimates and records over 70% of translator certification participants is already working or studying full time while completing such the certification. Due to this it is important to strongly consider completing a certification in translator that is 100% online, meaning that the career coaching, video content, audio resources, forum, customer service, and testing is all online. If it is not you may have to work on another organization's business hours, pay technology fees, or spend your valuable time commuting in traffic to attend in-person sessions or examinations. Even if your time is only worth \$15 or \$25 an hour these extra annoyances get in the way of learning faster and can add up to a higher cost than what you pay in total tuition.

2. Not investing at least a full hour in learning how to position yourself as being certified: While almost everyone who completes a translator certification immediately adds this fact to their resume, most stop at that point when they could be doing much more. Once you have invested 100 hours+ in earning this type of a certification consider positioning yourself further through one of these methods:

- Adding details about being certified to your LinkedIn.com profile
- Adding the certification's logo to your resume to highlight this special training
- Making sure your resume is only 1 page long maximum so it is more likely to be read
- Adding a badge linking to the translator certification program's description on your personal bio website, blog or LinkedIn.com, Facebook, Twitter, or Youtube.com Profile page
- Building a one page profile website which promotes your experience and training much like a resume

3. Assuming you are not experienced enough to complete a translator certification program:

We get emails from undergraduates, graduate school students, and recent graduates every day who mistakenly believe that translator certifications are only for those with 3, 5 or 7 years worth of experience.

4. Not taking certification in translator serious enough: Everyone is busy and with several commitments to attend to each day it can be easy to put off reading, watching videos, or listening to audio resources for a certification program. It can help if you take a slow and steady approach and invest just 45 minutes a day each business day to covering the required reading and video-based materials for the program. Take notes while you study and start to put together a list of key ideas and pages to review in the future before your test.

5. Believing it is "too late" to complete a translator certification: It is common for professionals with 10, 15, or 20 years of previous work experience or small business ownership to want to re-train themselves to enter the translator industry either at an entry-level or mid-level position. This is natural and more common than you would think. Don't be discouraged by the fact that you have 0 experience in the industry and no training, everyone starts from scratch at some point and your real life experience will pay off while on the job as you hopefully come off as a more respectful, mature, pro-active, and responsible employee who will be able to handle the politics of the work environment much better than many younger professionals.

These translator certification mistakes are taken out of the over 3,000 emails our team at the Global Translation Institute every month. We hope that by sharing these we can add value to your first while you evaluate whether to join a professional translator certification program.

## The Term Translation



**Etymologically**, translation is a "carrying across" or "bringing across". The Latin translation derives from the perfect passive participle, *translatum*, of *transfere* ("to transfer" — from *trans*, "across" + *ferre*, "to carry" or "to bring"). The modern Romance, Germanic and Slavic European languages have generally formed their own equivalent terms for this concept after the Latin model — after *transferee* or after the kindred *traducere* ("to bring across" or "to lead across").

Additionally, the Ancient Greek term for "translation", *μετάφρασις* (*metaphrasis*, "a speaking across"), has supplied English with *metaphrase* (a "literal translation", or "word-for-word" translation)—as contrasted with *paraphrase* ("a saying in other words", from the Greek *παράφρασις*, *paraphrasis*). *Metaphrase* corresponds, in one of the more recent terminologies, to "formal equivalence", and *paraphrase* to "dynamic equivalence."

A widely recognized icon for the practice and historic role of translation is the Rosetta Stone, which in the United States is incorporated into the crest of the Defense Language Institute.

## What is Translation?



**Translation is the interpreting of** the meaning of a text and the subsequent production of an equivalent text, likewise called a "translation," that communicates the same message in another language. The text to be translated is called the source text, and the language that it is to be translated into is called the target language; the final product is sometimes called the target text.

Translation must take into account constraints that include context, the rules of grammar of the two languages, their writing conventions, and their idioms. A common misconception is that there exists a simple word-for-word correspondence between any two languages, and that translation is a straightforward mechanical process; such a word-for-word translation, however, cannot take into account context, grammar, conventions, and idioms.

Translation, when practiced by relatively bilingual individuals but especially when by persons with limited proficiency in one or both languages, involves a risk of spilling-over of idioms and usages from the source language into the target language. On the other hand, inter-linguistic spillages have also served the useful purpose of importing calques and loanwords from a source language into a target language that had previously lacked a concept or a convenient expression for the concept. Translators and interpreters, professional as well as amateur, have thus played an important role in the evolution of languages and cultures.

The art of translation is as old as written literature. Parts of the Sumerian Epic of Gilgamesh, among the oldest known literary works, have been found in translations into several Asiatic languages of the second millennium BCE. The Epic of Gilgamesh may have been read, in their own languages, by early authors of the Bible and of the Iliad.

With the advent of computers, attempts have been made to computerize or otherwise automate the translation of natural-language texts (machine translation) or to use computers as an aid to translation (computer-assisted translation).

## Translation Certificate



**Below is a brief interview regarding the translation certificate program** offered through the Global Translation Institute (GTI). **Why do professionals complete translation certificate programs?** Our team has identified three main groups of professionals who typically complete translation certificates, these include:

1) **Students & Recent Graduates:** Many professionals who have completed a two or four year degree find themselves without a job because their knowledge is not specialized enough. Everyone wants a job but companies generally want to hire professionals with every specific abilities, skills, training, and experience. The \$100,000 question is how do you get these skills and abilities if nobody will give you a chance to work for them as a translation in the first place? One way to improve what you can offer is completing a translation certificate, as note below these programs can help you position yourself within this competitive industry.

2) **Entry or Mid Level translation professionals:** The largest groups of translation certificate participants are those which are 1-5 years into their career as a translation and have identified the need for further training. The translation industry is so large that your responsibilities within the first few years of your career in this space may change drastically as you are trusted with more responsibility. As opportunities to be promoted or hired away into a better job arise you will want to be there with the specialized experience and training that employers value to give yourself the best shot at making that leap forward.

3) **Experienced Professionals:** The last type of professional we see commonly completing certificates in translation are those which have 5, 10, or 20+ years of experience within another field and now want to transfer their career over to being a translation position. In our experience these professionals are highly motivated to succeed but are hesitant about "starting over" or they question whether it is "too late" to make the move. Our advice to everyone is that if you know in your gut that you should make a move than trust yourself and write out a 3-5 year plan for making it happen. Most important things in business and life take hard work and sacrifice and it will likely never be easy to make this adjustment.

**How can I complete a certificate in translation? What is involved?** Most translation certificate programs will require you to read 300-800 pages worth of books on translation. In addition to the reading most will include video modules, lectures, expert audio interviews with industry experts, and practice examinations. The goal of most of these programs is to help you master the necessary skills to do well within at least an entry level translation job. All certificate

programs that we have reviewed end with some sort of test or examination, and the best programs will also examine your practical application of the material as well.

**How much does a online translation a certificate program cost to complete?** During our last survey of the translation industry we saw that programs typically cost \$700 to \$3,500 to complete. In addition to the costs of tuition and acquiring the required readings watch out for hidden technology, testing, or commuting costs which are often added in when completing programs at Universities or community colleges.

**Are these certificates complete online or on-campus somewhere in-person?** While many programs are offer on-campus a few of the most popular are now offered 100% online as most participants who complete translation certificates are already working or studying full time. Make sure whichever program you join that it requires a practical application of knowledge, career coaching, resume feedback, and some sort of online training component.

**What are the benefits of earning a certificate in translation?** The benefits of completing a program are diverse and go beyond what may be immediately obvious if you are considering completing a translation certificate. Some of the benefits of completing such a program include:

- Third party verification of your translation knowledge, skills, and abilities
- In depth training and specialized knowledge within the translation niche
- Career coaching, resume feedback, and support systems for alumni

#### **I am interested. How Can I Complete a Translation Certificate Program?**

To complete your translation certificate you will need to first identify which program you would like to complete. While there are many options available on the market, one which our team offers is the [Certified Translation Professional \(CTP\)](#) program. After identifying which certificate program to complete you will typically need to acquire some required readings (books), and then study for 3-6 months to prepare for the examination. Typically 75-100+ hours are needed to complete certificates within this field.

I hope these interview questions and answers help you evaluate whether you should be planning to complete a translation certificate. If you have any further questions about completing certificates in this area please email our team or read our FAQ on [TranslationCertification.org](http://TranslationCertification.org)

[Register or learn more about our Certified Translation Professional \(CTP\) certificate program.](#)

## Translation Agency Reputation



**From the moment you decide** to become a Professional Translator, you are establishing the intention of working with translation and you might be thinking about the possibilities of possessing professional credibility and developing a good business reputation throughout your work presentation.

Making mistakes and having negative information could cause problems for your business as a Professional Translator. Listen to your clients' ideas and suggestions and don't underestimate them. Even the hardest critique they might make towards your way of approaching a new translation work can be used to help you achieve your goals as a good translation provider. Properly and professionally addressing their concerns will also improve the image of your translation agency, whether you already have one or if you plan on opening an agency or working as a freelance in the future.

What could be so special about your translating job that would actually keep bringing your clients back to you? Could that be the way you approach and develop the translation of your documents? What about the attention and care you give to your clients that makes them require even more from your professional translation services? Other valuable qualities that might make a big difference and increase your business reputation are the tools you choose to work with including a neat and organized office and, the most important of all things as a Professional Translator; your performance.

All of these details are extremely important in order to earn a successful and well recognized Translation Agency Reputation. Remember your business is not only built by the big translation projects you work on, but also giving your small pieces of work the same meaning and respect that they deserve.

You will feel proud and rewarded by doing your best!

## Translation Techniques



**Within this post we present you some translating techniques** to help you achieve a better way to handle your translation tasks and we hope to answer some of the questions you may have before accepting a translation job.

There are a few things you should consider when committing yourself to any translation job, which can be very important for your personal gratification and development of the work, such as how familiar you are with the subject to be engaged. Are you familiar enough with the topic being translated? Do you have the right resources to do it and are you able to finish the job on time as agreed upon between you and your client? What would be a good reason for doing it? (E.g. gratification, financially, gain knowledge). Knowing the exactly answers to these questions will help you find good ways to approach a translation work and become even more qualified to more specific subject matter.

**Before you get started, let's take a quick look at these important topics:**

- Necessary equipment to work with - Having a good computer you can rely on is extremely important: it allows a fast word processing; consistent text storage space; easy way to get in touch with clients and to research specific topics and terms when necessary.
- Qualification to translate any subject matter – Being confident about the text contents to be translated, provides adequate results and increases your chances to be hired again by the same clients for future translation assignments.

**Review the translation job before getting started by following these tips:**

- How long does the document take to be translated? – Past experience may help you estimate how much time you will need to complete a translation project.
- What references are needed to get it done? – Make sure you have a reliable source of information you may need to complete the project. Using good and updated dictionaries are always very helpful.
- Preliminary prior steps before proceeding with translation – make a little checklist of the things you will need during the translation process.
- Quality of the original document – The quality of a document can affect in its translation context so be sure you're able to read it and understand clearly.
- Is there any other language in the translation textual context? - Are you familiar with this second language to be translated along with the actual target language?

Once you're done taking these prior steps to your translation process gets started you will be ready to continue with the actual translation job. You can either start translating the document from this point or highlight the words and expressions that you are not familiar with, and do a



little research before the translation process begins.

**Remember to revise your work using this simple checklist:**

- Look for any word or sentence you may have had difficulty while translating;
- Check the originality of the document's format;
- Any mistranslated words or phrases?
- Are there any grammatical mistakes?
- Does the document make sense? Make sure the reading is clear and understandable.
- Is the overall context of the document consistent? Look for words you may have translated differently without any specific reason.

This could be an arduous process but it sure makes a lot of a difference in the translator's performance and work presentation.

The CTP team hopes you find these tips useful and do not hesitate to email us with any questions you might have.

## **How Can I Become a Professional Translator?**



**Anyone who is considered bilingual**, meaning they are a native speaker of a language of habitual use and they are also able to speak, read and write a foreign language can become a translator.

A formal academic qualification is not necessary to become a translator, but getting a certification is a smart decision if you're thinking of working as a professional translator or want to be affiliated to a translation association. Most companies when searching for translators will look for

candidates with past experience in the industry and some sort of certification.

These five bullet points will help find out if you have the qualifications to become a successful translator. If;

- you have the knowledge of the source language as well as the target language
- you're a skilled and creative writer
- you're disciplined and organized
- you enjoy reading and learning
- you have great communication skills

Some people just happen to be natural translators and find this job very pleasant and self enriching. Others enter the translation profession through circumstance; whether they are living in a different country, traveling while working for their company, or even after marrying a foreigner.

So, if you're finished with your basic school and wish to follow a [translation study program](#) you can definitely become a translator in short time and start building your work reputation as well as gaining experience while engaging in the amazing world of translation.

Good luck and I hope these tips help you move forward.

## Eligibility to Become a Translator



**What does it take to become a translator?** How can I be eligible to become a professional translator?

Those are questions that you might have asked yourself when you first thought about applying for a certified translator program or simply wondered about the skills one should have to secure a professional translator job position.

You don't need an undergraduate diploma or any specific academic certification to be eligible to become a translator.

You may already be eligible to become a professional translator if:

- You have had over 12 months of experience either working or studying a language other than your native language;
- You have lived abroad and you have the knowledge of both, the source and target languages;
- You are familiar with the language and also with the culture of the language being used;
- You have the facility to speak and write a foreigner language correctly.

So far these are the most important steps you can take to be eligible to get a professional translator certification.

If you have these skills and you personally enjoy translating and intend to make this your full or part-time job, then you should take the first step and enroll in a certified translation program today.

## Translation Dictionaries



**Although it is one of the most useful** resources in the translation industry, it is not the best resource to rely on when translating. We know that the dictionary is a great tool to be used when looking for a term or a sought explanation. But you need to be aware that dictionaries become quickly outdated and yours may be too old to use. Otherwise, it can give you problems in the translation and can cause the use of misleading words.

Dictionaries do not have all the words and terms a translator needs, nor do they contain all the information which specialized references may have.

## Ways to Become a Translator



**There are two distinct ways** to become a translator: you may either have the talent and skill to translate; or you just happen to become a translator by circumstance, which could be through your current job or you may even be living abroad and find the opportunity to start a career as a translator.

Some translators just happen to be passionate about learning foreign languages and enjoy discovering and understanding cultural differences between other people and their cultures. This drives them to engage into a translation study program, course or certification so that they will have credibility to start working as a professional translator. It could be either on a freelance basis or work for a translation company.

Most of the people who work as translators find out about their abilities to translate later on in life in association with what they were already doing. Perhaps they traveled often to a foreign country on their current job position or they happened to be exchange students and translating was a good way of making money while studying and living abroad.

By [clicking here](#) you can also find out if you're eligible to join the CTP Certified Translation Professional program and join a qualified and reliable translation certification course.

## Direct Clients versus Translation Agencies



**If you decide to work for a translation agency** all you have to do is send out your resume and hopefully they will call you for an interview. But if you decide to work directly with clients, you should expect to spend a lot more time to approach potential client before obtaining your first client. You should also follow some additional steps in order to gain new clients or work with translation agencies.

1. **You can find a lot of translation agencies** in the Yellow Pages or in the internet, when it can be much harder for you to find clients through Yellow Pages or in the internet.
2. **You can send your resume** with your qualifications to translation agencies while also looking for potential clients of your own at the same time as these often take some time to develop.
3. **By working for a translation company** you know exactly how much you will get paid at the end of the week. It can be very different from working directly with clients where you have to establish a different price for different projects and most of the time the client will renegotiate the price.

## Legal Translation | How to Become a Legal Translator?



**Legal translation is the translation of texts** within the field of law. As law is a culture-dependent subject field, legal translation is not a simple task.

Only professional translators specializing in legal translation should translate legal documents and scholarly writings. The mistranslation of a passage in a contract, for example, could lead to lawsuits and loss of money.

When translating a text within the field of law, the translator should keep the following in mind. The legal system of the source text is structured in a way that suits that culture and this is reflected in the legal language; similarly, the target text is to be read by someone who is familiar with another legal system and its language. Most forms of legal writing, and contracts in particular, seek to establish clearly defined rights and duties for certain individuals. It is essential to ensure precise correspondence of these rights and duties in the source text and in the translation. Legal translation may also involve, Certificates of Accuracy, Witness Statements<sup>1</sup>, Depositions, Trusts, Wills, Articles of Incorporation, Litigation Documents, Immigration Documents, and Property/Exhibit Labels and in some cases attendance in court by the translator(s).

Apart from terminological lacunae, or lexical gaps, the translator may focus on the following aspects. Textual conventions in the source language are often culture-dependent and may not correspond to conventions in the target culture. Linguistic structures that are often found in the source language have no direct equivalent structures in the target language. The translator therefore has to find target language structures with the same functions as those in the source language.

Translators of legal texts often consult law dictionaries, especially bilingual law dictionaries. Care should be taken, as some bilingual law dictionaries are of poor quality and their use may lead to mistranslation.

## Translator Certification Program

### Online Course Option Offered By the Global Translation Institute (GTI)



One option available for professional translators who would like to improve their translation career prospects would be complete a relevant certification or training program. By completing such a program you may improve your resume, translation knowledge and increase the credibility of your business or experience while working with new potential clients.

The CTP Designation is the only professional certification program for professional who work in the translation industry or who would like to work within the industry. The CTP Program is a 100% online self-study program.

Learn more at [TranslationCertification.org](https://www.translationcertification.org)

## Eligibility to Become a Translator



**What does it take to become a translator?** How can I be eligible to become a professional translator?

Those are questions that you might have asked yourself when you first thought about applying for a certified translator program or simply wondered about the skills one should have to secure a professional translator job position.

You don't need an undergraduate diploma or any specific academic certification to be eligible to become a translator.

You may already be eligible to become a professional translator if:

- You have had over 12 months of experience either working or studying a language other than your native language;
- You have lived abroad and you have the knowledge of both, the source and target languages;
- You are familiar with the language and also with the culture of the language being used;
- You have the facility to speak and write a foreigner language correctly.

So far these are the most important steps you can take to be eligible to get a professional translator certification.

If you have these skills and you personally enjoy translating and intend to make this your full or part-time job, then you should take the first step and enroll in a certified translation program today.

## Translator Training Courses and Programs



Starting a career as a translator is not an easy task, but, it is not that complicated either. If you are just starting out as a translator and you don't have enough experience within the industry, here are the top 3 tips for how to gain training as a translator.

1. **Get an internship** with a translation company where you are going to work closely with other professionals and will have the opportunity to watch and interact with other professional translators with many years of experience. This can be a great way to gain more industry knowledge even if your first internship is non-paid.
2. **Practice your target language skills** by reading books, translating example documents, watching foreign movies and hanging out with others who speak the language fluently.
3. **Education is very important too**, by completing a relevant [translator certification program](#), university course or training program you may improve your resume, translation knowledge and increase the credibility of your business or experience while working with new potential clients.

## Interpreting Versus Translation



**Despite being used interchangeably**, interpretation and translation are not synonymous, but refer, respectively, to the spoken and written transference of meaning between two languages. Interpreting occurs in real time, in the presence — physical, televised, or telephonic — of the parties for whom the interpreter renders an interpretation. Translation is the transference of meaning from text to text (written, recorded, sign), with the translator having time and access to resources (dictionaries, glossaries, etc.) to produce a faithful, true, and accurate document or verbal artifact.

A very common, layman's misconception of interpretation is that it is rendered verbatim, that is, as a word-for-word syntactic translation of an utterance. That is impractical, because a literal, verbatim interpretation of a source-language message would be unintelligible to the target-language listener. For example, the Spanish phrase: *Está de viaje*, rendered verbatim to English translates as: *Is of voyage* (senseless in English), yet its faithful, true, and accurate denotational and connotational interpretations in context are: 'He/She/You is/are traveling' or 'He/She/You is/are out of town'. That is, the overall meaning, tone, and style in the target language are what matter, rather than the source-language syntax.

Interpretation is also held to a different standard of accuracy than translation. Translators have time to consider and revise each word and sentence before delivering their product to the client. While interpreters try to achieve total accuracy at all times, details of the original (source) speech can be omitted from the interpretation into the target language, especially if the source speaker talks very quickly, or recites long lists of figures without a pause.

## The procedure for translating to legal equivalence



*The procedure for translation to legal equivalence differs from country to country.*

**The standards of translation in Poland** are regulated by a relevant department of the Ministry of Justice and every translator wishing to provide such services must pass a formal examination. Afterwards such a person is recognized as a 'sworn' translator - just like in Mexico. However, for ordinary translations (business, administration, and correspondence) it is enough to have an independent expert in the field.

**Spain**, only sworn translators can do a sworn translation in Spain. To become a sworn translator in Spain you need to pass an exam by the Spanish Ministry of Foreign Affairs and Cooperation. Passing that exam allows you to apply for the certification as a "sworn interpreter". Then you register your stamp and signature and you communicate your rates for sworn translations to the Ministry, and they include your data in a public list of sworn interpreters.

**In South Africa**, the translator must be authorized by the High Court, and must use an original (or a sworn copy of an original) in his physical presence as his source text. The translator may only swear by his own translation. There is no requirement for an additional witness (such as a notary) to attest to the authenticity of the translation.



**In Mexico**, some local instances, such as the Superior Court of Justice, establish that a written and oral examination shall be passed for a translator to be recognized as an expert or "sworn" translator (this kind of translator does not swear before the court to be authorized).

**The U.S. Department of Labor**, Bureau of Labor Statistics states: "There is currently no universal form of certification required of interpreters and translators in the United States, but there are a variety of different tests that workers can take to demonstrate proficiency."

## Become a Translator Online



As we talked about [becoming a certified translator in our previous article](#), we now would like to explain a little more about the benefits of becoming a translator online.

There are many ways of getting started into a translator certification program. The CTP team believes you can teach yourself to become a professional translator with the help of our challenging 100% online course. Translators from around the world have started their careers by taking our program from the comfort of their own home or office.

You will have the ability to make your own study schedule according to your daily routine and get the most of the CTP program. The CTP program offers a study guide and assistance to our candidates through our required readings and others translation resources available on our website.

We truly believe our Study Guide and required readings can provide you a solid foundation towards the beginning of your successful certified translation professional career.

Here are our top 5 benefits of taking an online translation certification program:

1. Convenience - you can study and take our certification test from basically anywhere in the world.
2. Study Time – you can make your own schedule and study within your own pace.
3. Low costs – tuition offered from an online program costs less than regular on site programs; students are able to download many reading materials free from our website.
4. No classroom – if you have a full-time job, you can certainly save some time by not having to attend to a class and still enjoy family time and make your daily schedule easier.

5. Fast return on investment – the sooner you enroll at an online program the faster are your chances to start working as professional translator.

To learn more about our Program Details, and how to register for the program, [please click here.](#)

## Translation Evolution



**Translation as an activity** exists at least since mankind started developing trade millennia ago; so, if we include interpreting, it is no exaggeration to say that the origins of language industry are older than those of written language.

Modern language industry has developed rapidly following availability of the internet. Achievements of the industry include the ability to quickly translate long texts into many languages.

This has created new challenges as compared with the traditional activity of translators, such as that of quality assurance. There are some quality standards such as EN 15038 in Europe and ASTM F2575-06 in the USA.

There are language industry companies of different sizes; none of them is dominant in the world market so far.

There are human resources in translation of very different levels; internet has gathered professional translators, students, language teachers and professionals from other disciplines, all of them offering translation services. Apart from this, phenomena such as crowd sourcing are every day more frequent to find in big-scale translations, which has given place to several polemics.

One field of research in the industry includes the possibility of machine translation fully replacing human translation.

## Bilingual Dictionary | Translation Dictionary



**A bilingual dictionary or translation dictionary** is a specialized dictionary used to translate words or phrases from one language to another. Bilingual dictionaries can be unidirectional, meaning that they list the meanings of words of one language in another, or can be bidirectional, allowing translation to and from both languages. Bidirectional bilingual dictionaries usually consist of two sections, each listing words and phrases of one language alphabetically along with their translation.

In addition to the translation, a bilingual dictionary usually indicates the part of speech, gender, verb type, declension model and other grammatical clues to help a non-native speaker use the word. Other features sometimes present in bilingual dictionaries are lists of phrases, usage and style guides, verb tables, maps and grammar references. In contrast to the bilingual dictionary, a monolingual dictionary defines words and phrases instead of translating them.

## Prioritization and Omission of Information



**There are many little tips** and tricks which you pick up from completing dozens of translation projects. This series of posts will provide some of these tips to you so you can avoid making mistakes that others commonly make in the industry.

For example, there are times when the translator is required to take important decisions. The translator needs to know how to work with prioritization and omission of information from the original text to see how they are going to reach the end of the translation without changing its meaning. In this case, the translator depends crucially on their strategies to adapt their decisions into the translation being made. Be careful not to change the meaning of the original text.

## Translation Theories



**A good translation is not** necessarily a fast translation. It is required that you have a good knowledge of translation so extreme changes to the meaning won't happen to the text being translated. You always have to make sure that your translated text is keeping the same meaning as the original and be careful not to add new information.

To become a good translator, it is necessary to understand the internal system of a language and the context of the entire text being translated. Thus, the translator will be able to produce the same effect in both languages.

## Translation | Level of Reflection



**To translate properly**, it is essential that the translator increases the level of reflection on the nature and cognitive aspects of translation. Consequently, this fact will contribute for a very significant increase in the quality of their translations. In other words step back and really think about the meaning behind what you are translating instead of simply translating the literal words from one language into another. Make sure

the overall meaning and message behind the translation works remain consistent from the source to end translated documents.

## Translation Secondary and Tertiary Source



**Secondary sources are written accounts** of history based upon the evidence from primary sources. These are sources which, usually, are accounts, works, or research that analyze, assimilate, evaluate, interpret, and/or synthesize primary sources. These are not as authoritative and are supplemental documents concerning the subject under consideration. These documents or people summarize other material, usually primary source material. They are academics, journalists, and other researchers,

and the papers and books they produce. This includes published accounts, published works, or published research. For example a history book drawing upon diary and newspaper records.

Tertiary sources are compilations based upon primary and secondary sources. These are sources which, on average, do not fall into the above two levels. They consist of generalized research of a specific subject under consideration. Tertiary sources are analyzed, assimilated, evaluated, interpreted, and/or synthesized from secondary sources, also. These are not authoritative and are just supplemental documents concerning the subject under consideration. These are often meant to present known information in a convenient form with no claim to originality. Common examples are encyclopedias and textbooks.

The distinction between primary source and secondary source is standard in historiography, while the distinction between these sources and tertiary sources is more peripheral, and is more relevant to the scholarly research work than to the published content itself.

## Source Text | Translation Primary Source



**A source text is a text** (sometimes oral) from which information or ideas are derived. In translation, a source text is the original text that is to be translated into another language.

Primary sources are firsthand written evidence of history made at the time of the event by someone who was present. They have been described as those sources closest to the origin of the information or idea under study. These types of sources have been said to provide researchers with "direct, unmediated information about the object of study."

Primary sources are sources which, usually, are recorded by someone who participated in, witnessed, or lived through the event. These are also usually authoritative and fundamental documents concerning the subject under consideration. This includes published original accounts, published original works, or published original research. They may contain original research or new information not previously published elsewhere. They have been distinguished from secondary sources, which often cite, comment on, or build upon primary sources. They serve as an original source of information or new ideas about the topic. Primary and secondary, however, are relative terms, and any given source may be classified as primary or secondary, depending on how it is used. Physical objects can be primary sources.

## Translation Idiom



**An idiom is a phrase whose meaning** cannot be determined by the literal definition of the phrase itself, but refers instead to a figurative meaning that is known only through common use. In linguistics, idioms are widely assumed to be figures of speech that contradict the principle of compositionality; however, this has shown to be a subject of debate.

John Saeed defines an idiom as words collocated together happen to become fossilized, becoming fixed over time. This collocation -- words commonly used in a group -- changes the definition of each of the words that exist. As an expression, the word-group becomes a team, so to speak. That is, the collocated words develop a specialized meaning as a whole and an idiom is born. An idiom is a word or phrase that means something different than the words imply if interpreted literally. When a person uses an idiom, the listener might take the actual meaning wrong if he or she has not heard this figure of speech before.

Idioms don't usually cross language boundaries. In some cases, when an idiom is translated into another language, the meaning of the idiom is changed or does not make any sense as it once did in another language. Idioms are probably the hardest thing for a person to learn in the process of learning a new language.[citation needed] This is because most people grow up using idioms as if their true meanings actually make sense.

## Computer-Assisted Translation (CAT) | Translation Software



**Computer-assisted translation (CAT)**, also called "computer-aided translation", "machine-aided human translation (MAHT)" and "interactive translation", is a form of translation wherein a human translator creates a target text with the assistance of a computer program. The machine supports a human translator.

Computer-assisted translation can include standard dictionary and grammar software. The term, however, normally refers to a range of specialized programs available to the translator, including translation-memory, terminology-management, concordance, and alignment programs.

With the internet, translation software can help non-native-speaking individuals understand



web pages published in other languages. Whole-page translation tools are of limited utility, however, since they offer only a limited potential understanding of the original author's intent and context; translated pages tend to be more humorous and confusing than enlightening.

Interactive translations with pop-up windows are becoming more popular. These tools show several possible translations of each word or phrase. Human operators merely need to select the correct translation as the mouse glides over the foreign-language text. Possible definitions can be grouped by pronunciation.

## Translation of Religious Works



**Translation of religious works** has played an important role in history. Buddhist monks who translated the Indian sutras into Chinese often skewed their translations to better reflect China's very different culture, emphasizing notions such as filial piety.

A famous mistranslation of the Bible is the rendering of the Hebrew word קֶרֶן (keren), which has several meanings, as "horn" in a context where it actually means "beam of light".

As a result, artists have for centuries depicted Moses the Lawgiver with horns growing out of his forehead. An example is Michelangelo's famous sculpture. Some Christians with anti-Semitic feelings used such depictions to spread hatred of the Jews, claiming that they were devils with horns.

Saint Jerome, patron of translators (and of encyclopedists)

One of the first recorded instances of translation in the West was the rendering of the Old Testament into Greek in the third century B.C.E. The resulting translation is known as the Septuagint, a name that alludes to the seventy translators (seventy-two in some versions) who were commissioned to translate the Bible in Alexandria. Each translator worked in solitary confinement in a separate cell, and legend has it that all seventy versions were identical. The Septuagint became the source text for later translations into many languages, including Latin, Coptic, Armenian and Georgian.

Saint Jerome, the patron saint of translation, is still considered one of the greatest translators in history for rendering the Bible into Latin. The Roman Catholic Church used his translation (known as the Vulgate) for centuries, but even this translation at first stirred much controversy.

The period preceding and contemporary with the Protestant Reformation saw the translation of



the Bible into local European languages, a development that greatly affected Western Christianity's split into Roman Catholicism and Protestantism, due to disparities between Catholic and Protestant versions of crucial words and passages.

Martin Luther's Bible in German, Jakub Wujek's in Polish, and the King James Bible in English had lasting effects on the religions, cultures and languages of those countries.

See also: Bible translations and Translation of the Qur'an.

## History of Translation Theory



**Discussions of the theory and practice of translation** reach back into antiquity and show remarkable continuities. The distinction that had been drawn by the ancient Greeks between metaphrase ("literal" translation) and paraphrase was adopted by the English poet and translator John Dryden (1631-1700), who represented translation as the judicious blending of these two modes of phrasing when selecting, in the target language, "counterparts", or equivalents, for the expressions used in the source language:

When [words] appear... literally graceful, it were an injury to the author that they should be changed. But since... what is beautiful in one [language] is often barbarous, nay sometimes nonsense, in another, it would be unreasonable to limit a translator to the narrow compass of his author's words: 'tis enough if he chooses out some expression which does not vitiate the sense.

Dryden cautioned, however, against the license of "imitation", i.e. of adapted translation: "When a painter copies from the life... he has no privilege to alter features and lineaments..."  
Cicero

This general formulation of the central concept of translation — equivalence — is probably as adequate as any that has been proposed ever since Cicero and Horace, in first-century-BCE Rome, famously and literally cautioned against translating "word for word" (*verbum pro verbo*).

Despite occasional theoretical diversities, the actual practice of translators has hardly changed since antiquity. Except for some extreme metaphrasers in the early Christian period and the Middle Ages, and adapters in various periods (especially pre-Classical Rome, and the 18th century), translators have generally shown prudent flexibility in seeking equivalents — "literal" where possible, periphrastic where necessary — for the original meaning and other crucial "values" (e.g., style, verse form, concordance with musical accompaniment or, in films, with

speech articulatory movements) as determined from context.

In general, translators have sought to preserve the context itself by reproducing the original order of sameness, and hence word order — when necessary, reinterpreting the actual grammatical structure. The grammatical differences between "fixed-word-order" languages (e.g., English, French, and German) and "free-word-order" languages (e.g., Greek, Latin, Polish, and Russian) have been no impediment in this regard.

When a target language has lacked terms that are found in a source language, translators have borrowed them, thereby enriching the target language. Thanks in great measure to the exchange of calques and loanwords between languages, and to their importation from other languages, there are few concepts that are "untranslatable" among the modern European languages.

Samuel Johnson

In general, the greater the contact and exchange that has existed between two languages, or between both and a third one, the greater is the ratio of metaphrase to paraphrase that may be used in translating between them. However, due to shifts in "ecological niches" of words, a common etymology is sometimes misleading as a guide to current meaning in one or the other language. The English *actual*, for example, should not be confused with the cognate French *actuel* (meaning "present", "current") or the Polish *aktualny* ("present", "current") or Russian *актуальный* ("urgent, topical").

**The translator's role as a bridge for "carrying across"** values between cultures has been discussed at least since Terence, Roman adapter of Greek comedies, in the second century BCE. The translator's role is, however, by no means a passive and mechanical one, and so has also been compared to that of an artist. The main ground seems to be the concept of parallel creation found in critics as early as Cicero. Dryden observed that "Translation is a type of drawing after life..." Comparison of the translator with a musician or actor goes back at least to Samuel Johnson's remark about Alexander Pope playing Homer on a flageolet, while Homer himself used a bassoon.

Roger Bacon

If translation be an art, it is no easy one. In the 13th century, Roger Bacon wrote that if a translation is to be true, the translator must know both languages, as well as the science that he is to translate; and finding that few translators did, he wanted to do away with translation and translators altogether.

Martin Luther

The first European to assume that one translates satisfactorily only toward his own language may have been Martin Luther, translator of the Bible into German. According to L.G. Kelly, since Johann Gottfried Herder in the 18th century, "it has been axiomatic" that one works only toward his own language.

Compounding these demands upon the translator is the fact that not even the most complete dictionary or thesaurus can ever be a fully adequate guide in translation. Alexander Tytler, in his *Essay on the Principles of Translation* (1790), emphasized that assiduous reading is a more comprehensive guide to a language than are dictionaries. The same point, but also including listening to the spoken language, had earlier been made in 1783 by Onufry Andrzej Kopczyński, member of Poland's Society for Elementary Books, who was called "the last Latin poet". Herder Krasicki

The special role of the translator in society was well described in an essay, published posthumously in 1803, by Ignacy Krasicki — "Poland's La Fontaine", Primate of Poland, poet, encyclopedist, author of the first Polish novel, and translator from French and Greek:

"[T]ranslation... is in fact an art both estimable and very difficult, and therefore is not the labor and portion of common minds; [it] should be [practiced] by those who are themselves capable of being actors, when they see greater use in translating the works of others than in their own works, and hold higher than their own glory the service that they render to their country.

## Translation of Sung Texts



**Translation of a text** that is sung in vocal music for the purpose of singing in another language — sometimes called "singing translation" — is closely linked to translation of poetry because most vocal music, at least in the Western tradition, is set to verse, especially verse in regular patterns with rhyme. (Since the late 19th century, musical setting of prose and free verse has also been practiced in some art music, though popular music tends to remain conservative in its retention of stanzaic forms with or without refrains.) A rudimentary example of translating poetry for singing is church hymns, such as the German chorales translated into English by Catherine Winkworth.

Translation of sung texts is generally much more restrictive than translation of poetry, because in the former there is little or no freedom to choose between a versified translation and a translation that dispenses with verse structure. One might modify or omit rhyme in a singing

translation, but the assignment of syllables to specific notes in the original musical setting places great challenges on the translator. There is the option in prose sung texts, less so in verse, of adding or deleting a syllable here and there by subdividing or combining notes, respectively, but even with prose the process is almost like strict verse translation because of the need to stick as closely as possible to the original prosody of the sung melodic line.

Other considerations in writing a singing translation include repetition of words and phrases, the placement of rests and/or punctuation, the quality of vowels sung on high notes, and rhythmic features of the vocal line that may be more natural to the original language than to the target language. A sung translation may be considerably or completely different from the original, thus resulting in a contrafactum.

Translations of sung texts — whether of the above type meant to be sung or of a more or less literal type meant to be read — are also used as aids to audiences, singers and conductors, when a work is being sung in a language not known to them. The most familiar types are translations presented as subtitles projected during opera performances, those inserted into concert programs, and those that accompany commercial audio CDs of vocal music. In addition, professional and amateur singers often sing works in languages they do not know (or do not know well), and translations are then used to enable them to understand the meaning of the words they are singing.

## Translation Pidgins and Translation Cribbs



**Literal translations** ("cribs," "ponies") are sometimes prepared for a writer who is translating a work written in a language he does not know. For example, Robert Pinsky is reported to have used a literal translation in preparing his translation of Dante's *Inferno* (1994), as he does not know Italian. Similarly, Richard Pevear worked from literal translations provided by his wife, Larissa Volokhonsky, in their translations of several Russian novels.

Often, first-generation immigrants create something of a literal translation in how they speak their parents' native language. This results in a mix of the two languages in something of a pidgin. Many such mixes have specific names, e.g. Spanglish or Germish. For example, American children of German immigrants are heard using "rockingstool" from the German word "Schaukelstuhl" instead of "rocking chair".

## Target Language



**A target language** is a language that is the focus or end result of certain processes.

\* In applied linguistics and second-language pedagogy, the term "target language" refers to any language that learners are trying to learn in addition to their native language. The same concept is often expressed as "second language" or "L2."

\* In translation, the term "target language" is applied to the language that a source text is being translated into.

\* In computer science, a "target language" is the computer language that a compiler translates source code into.

## Literary Translation



**Translation of literary** works (novels, short stories, plays, poems, etc.) is considered a literary pursuit in its own right. Notable in Canadian literature specifically as translators are figures such as Sheila Fischman, Robert Dickson and Linda Gaboriau, and the Governor General's Awards annually present prizes for the best English-to-French and French-to-English literary translations.

Other writers, among many who have made a name for themselves as literary translators, include Vasily Zhukovsky, Tadeusz Boy-Żeleński, Vladimir Nabokov, Jorge Luis Borges, Robert Stiller and Haruki Murakami.

## Back-Translation



**A back-translation** is a translation of a translated text back into the language of the original text, made without reference to the original text. In the context of machine translation, this is also called a round-trip translation. It is analogous to reversing a mathematical operation; but even in mathematics such a reversal frequently does not produce a value that is precisely identical with the original.

Comparison of a back-translation to the original text is sometimes used as a quality check on the original translation. But while useful as an approximate check, it is far from infallible. Humorously telling evidence for this was provided by Mark Twain when he issued his own back-translation of a French version of his famous short story, "The Celebrated Jumping Frog of Calaveras County".

In cases when a historic document survives only in translation, the original having been lost, researchers sometimes undertake back-translation in an effort to reconstruct the original text. An example involves the novel *The Saragossa Manuscript* by the Polish aristocrat Jan Potocki (1761–1815). The polymath polyglot composed the book entirely in French and published fragments anonymously in 1804 and 1813–14. Portions of the original French-language manuscripts were subsequently lost; the missing fragments survived, however, in a Polish translation that was made by Edmund Chojecki in 1847 from a complete French copy, now lost. French-language versions of the complete *Saragossa Manuscript* have since been produced, based on extant French-language fragments and on French-language versions that have been back-translated from Chojecki's Polish version.

Similarly, when historians suspect that a document is actually a translation from another language, back-translation into that hypothetical original language can provide supporting evidence by showing that such characteristics as idioms, puns, peculiar grammatical structures, etc., are in fact derived from the original language.

For example, the known text of the *Till Eulenspiegel* folk tales is in High German but contains many puns which only work if back-translated into Low German. This seems clear evidence that these tales (or at least large portions of them) were originally composed in Low German and rendered into High German by an over-metaphrastic translator.

Similarly, supporters of Aramaic primacy—i.e., of the view that the Christian New Testament or its sources were originally written in the Aramaic language—seek to prove their case by showing that difficult passages in the existing Greek text of the New Testament make much better sense if back-translated into Aramaic—that, for example, some incomprehensible references are in fact Aramaic puns which do not work in Greek

## Mistranslations



**Literal translation of idioms** is a source of numerous translators' jokes and apocrypha. The following famous example has often been told both in the context of newbie translators and that of machine translation: When the sentence "The spirit is strong, but the flesh is weak" (an allusion to Mark 14:38) was translated into Russian and then back to English, the result was "The vodka is good, but the meat is rotten." This is generally believed to be

simply an amusing story, and not a factual reference to an actual machine translation error.

Literal translation can also denote a translation that represents the precise meaning of the original text but does not attempt to convey its style, beauty, or poetry. Charles Singleton's translation of *The Divine Comedy* (1975) is regarded as a literal translation.

## Literal Translation



**Literal translation**, also known as direct translation, is the rendering of text from one language to another "word-for-word" (Latin: "verbum pro verbo") rather than conveying the sense of the original. Literal translations thus commonly mis-translate idioms. Also, in the context of translating an analytic language to a synthetic language, it renders even the grammar

unintelligible.

A literal English translation of the German word "Kindergarten" would be "children garden," but in English the expression refers to the school year between pre-school and first grade. Literal translations in which individual components within words or compounds are translated to create new lexical items in the target language (a process also known as "loan translation") are called calques, e.g., "beer garden" from German "Biergarten."

Literal translation of the Italian sentence, "So che questa non va bene" ("I know that this is not good"), produces "Know(I) that this not go(it) well," which has English words and Italian grammar.



## Translation and Speaking Tips



The best way to practice speaking a second language is with native speakers of that specific language. Sometimes it can be very critical to find a native speaker and speak with them as often as possible. And if you live in a place where it is quite hard to find a native speaker, you should look for a tutor or schools that might be able to help students with conversation skills and overall communication skills.

Another possible way to practice your second language is by joining a club whose members' converse in that specific language; it could be a movie club, music club, travel club, etc. If a club does not exist in your city, we encourage you to start one and invite native speakers to help you get started. Good Luck!

## Machine Translation



**Early machine translations** were notorious for this type of translation as they simply employed a database of words and their translations. Later attempts utilized common phrases which resulted in better grammatical structure and capture of idioms but with many words left in the original language. For translating synthetic languages, a morphosyntactic analyzer and synthesizer is required.

The best systems today use a combination of the above technologies and apply algorithms to correct the "natural" sound of the translation. In the end though, professional translation firms that employ machine translation use it as a tool to create a rough translation that is then tweaked by a human, professional translator.

**Machine Translation** is a procedure whereby a computer program analyzes a source text and produces a target text without further human intervention. In reality, however, machine translation typically does involve human intervention, in the form of pre-editing and post-editing. An exception to that rule might be, e.g., the translation of technical specifications (strings of technical terms and adjectives), using a dictionary-based machine-translation system.

To date, machine translation—a major goal of natural-language processing—has met with limited success. A November 6, 2007, example illustrates the hazards of uncritical reliance on

machine translation.

Machine translation has been brought to a large public by tools available on the Internet, such as Yahoo!'s Babel Fish, Babylon, and StarDict. These tools produce a "gisting translation" — a rough translation that, with luck, "gives the gist" of the source text.

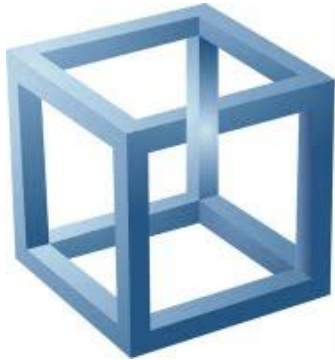
With proper terminology work, with preparation of the source text for machine translation (pre-editing), and with re-working of the machine translation by a professional human translator (post-editing), commercial machine-translation tools can produce useful results, especially if the machine-translation system is integrated with a translation-memory or globalization-management system.

Claude Piron

In regard to texts with limited ranges of vocabulary and simple sentence structure (e.g., weather reports), machine translation can deliver results that do not require much human intervention to be useful. Also, the use of a controlled language, combined with a machine-translation tool, will typically generate largely comprehensible translations.

Relying exclusively on unedited machine translation ignores the fact that communication in human language is context-embedded and that it takes a person to comprehend the context of the original text with a reasonable degree of probability. It is certainly true that even purely human-generated translations are prone to error. Therefore, to ensure that a machine-generated translation will be useful to a human being and that publishable-quality translation is achieved, such translations must be reviewed and edited by a human. The late Claude Piron wrote that machine translation, at its best, automates the easier part of a translator's job; the harder and more time-consuming part usually involves doing extensive research to resolve ambiguities in the source text, which the grammatical and lexical exigencies of the target language require to be resolved. Such research is a necessary prelude to the pre-editing necessary in order to provide input for machine-translation software such that the output will not be meaningless.

## Translation Misconceptions



**Newcomers to translation** sometimes proceed as if translation were an exact science — as if consistent, one-to-one correlations existed between the words and phrases of different languages, rendering translations fixed and identically reproducible, much as in cryptography. Such novices may assume that all that is needed to translate a text is to encode and decode equivalents between the two languages, using a translation dictionary as the "codebook".

On the contrary, such a fixed relationship would only exist were a new language synthesized and simultaneously matched to a pre-existing language's scopes of meaning, etymologies, and lexical ecological niches. If the new language were subsequently to take on a life apart from such cryptographic use, each word would spontaneously begin to assume new shades of meaning and cast off previous associations, thereby vitiating any such artificial synchronization. Henceforth translation would require the disciplines described in this article.

Another common misconception is that anyone who can speak a second language will make a good translator. In the translation community, it is generally accepted that the best translations are produced by persons who are translating into their own native languages, as it is rare for someone who has learned a second language to have total fluency in that language. A good translator understands the source language well, has specific experience in the subject matter of the text, and is a good writer in the target language. Moreover, he is not only bilingual but bicultural.

It has been debated whether translation is art or craft. Literary translators, such as Gregory Rabassa in *If This Be Treason*, argue that translation is an art – a teachable one. Other translators, mostly technical, commercial, and legal, regard their *métier* as a craft – again, a teachable one, subject to linguistic analysis, that benefits from academic study.

As with other human activities, the distinction between art and craft may be largely a matter of degree. Even a document which appears simple, e.g. a product brochure, requires a certain level of linguistic skill that goes beyond mere technical terminology. Any material used for marketing purposes reflects on the company that produces the product and the brochure. The best translations are obtained through the combined application of good technical-terminology skills and good writing skills.

Translation has served as a writing school for many prominent writers. Translators, including

monks who spread Buddhist texts in East Asia and the early modern European translators of the Bible, in the course of their work have shaped the very languages into which they have translated. They have acted as bridges for conveying knowledge and ideas between cultures and civilizations. Along with ideas, they have imported, into their own languages, loanwords and calques of grammatical structures, idioms and vocabulary from the source languages.

## Website Translators



**Most website translators** do not translate languages correctly. This usually happens when symbolic languages are translated into letter languages (for instance: Chinese to English). Ineffective website translators will also lose the language's sense and flow when they translate from a language like German to English. Believe it or not, there are many translators that have this type of weakness and some of them don't have all of the languages.

Some website translators don't work on certain platforms such as PHP. Before buying a translator you need to check out that the website translator works on a platform that is available at your web hosting company. There are a few website translators that will work on every kind of platform or at least the most common platforms. However, these website translators are the very expensive.

There is also another problem, which is probably the worse one. Some translators are not designed to work on certain templates such as word press. Most website translators will usually work only on standard HTML sites. Therefore, you must check to see if your website translator will work on the template you have available before applying it to your website. If an HTML website translator is installed on a word press site, it may malfunction and turn your whole site into one big mess. Again, this will end up in loss of traffic to your site.

## Translation Jobs - Top 10 resources for those looking for translation jobs.



Please find a list of **10 Translation Companies** located in the United States.

1. **Company:** AE Inc.-Translations. **Website** <http://www.aetrans.com>.
2. **Company:** Academy of Languages Translation and Interpretation Services (AOLTI). **Website** <http://www.aolti.com/>.
3. **Company:** Accurapid the Language Service. **Website** <http://www accurapid.com>.
4. **Company:** Advanced Language Translation. **Website** <http://www.advancedlanguage.com>.
5. **Company:** American Translation Partners (ATP). **Website** <http://americantranslationpartners.com>.
6. **Company:** Bruce International, Inc. **Website** <http://bruceinternational.com>.
7. **Company:** Asian Translation Service. **Website** <http://asiantranslation.com>.
8. **Company:** DTS Language Services, Inc. **Website** <http://www.dtstrans.com>.
9. **Company:** Certified Translation Services. **Website** <http://www.certifiedtranslationservices.com>.
10. **Company:** Global Language Solutions. **Website** <http://globallanguages.com>.

## Translation Fidelity vs. Transparency



**Fidelity (or faithfulness) and transparency** are two qualities that, for millennia, have been regarded as ideals to be striven for in translation, particularly literary translation. These two ideals are often at odds. Thus a 17th-century French critic coined the phrase *les belles infidèles* to suggest that translations, like women, could be either faithful or beautiful, but not both at the same time.

Fidelity pertains to the extent to which a translation accurately renders the meaning of the source text, without adding to or subtracting from it, without intensifying or weakening any part of the meaning, and otherwise without distorting it.

Transparency pertains to the extent to which a translation appears to a native speaker of the target language to have originally been written in that language, and conforms to the language's grammatical, syntactic and idiomatic conventions.

A translation that meets the first criterion is said to be a "faithful translation"; a translation that meets the second criterion, an "idiomatic translation". The two qualities are not necessarily mutually exclusive.

The criteria used to judge the faithfulness of a translation vary according to the subject, the precision of the original contents, the type, function and use of the text, its literary qualities, its social or historical context, and so forth.

The criteria for judging the transparency of a translation appear more straightforward: an unidiomatic translation "sounds wrong", and in the extreme case of word-for-word translations generated by many machine-translation systems, often results in patent nonsense with only a humorous value (see Round-trip translation).

Nevertheless, in certain contexts a translator may consciously strive to produce a literal translation. Literary translators and translators of religious or historic texts often adhere as closely as possible to the source text. In doing so, they often deliberately stretch the boundaries of the target language to produce an unidiomatic text. Similarly, a literary translator may wish to adopt words or expressions from the source language in order to provide "local color" in the translation.

In recent decades, prominent advocates of such "non-transparent" translation have included the French scholar Antoine Berman, who identified twelve deforming tendencies inherent in most prose translations,[13] and the American theorist Lawrence Venuti, who has called upon translators to apply "foreignizing" translation strategies instead of domesticating ones.

Many non-transparent-translation theories draw on concepts from German Romanticism, the most obvious influence on latter-day theories of "foreignization" being the German theologian and philosopher Friedrich Schleiermacher. In his seminal lecture "On the Different Methods of Translation" (1813) he distinguished between translation methods that move "the writer toward [the reader]", i.e., transparency, and those that move the "reader toward [the author]", i.e., an extreme fidelity to the foreignness of the source text. Schleiermacher clearly favored the latter approach. His preference was motivated, however, not so much by a desire to embrace the foreign, as by a nationalist desire to oppose France's cultural domination and to promote German literature.

For the most part, current Western practices in translation are dominated by the concepts of "fidelity" and "transparency". This has not always been the case. There have been periods, especially in pre-Classical Rome and in the 18th century, when many translators stepped beyond the bounds of translation proper into the realm of "adaptation".

Adapted translation retains currency in some non-Western traditions. Thus the Indian epic, the Ramayana, appears in many versions in the various Indian languages, and the stories are

different in each. Anyone considering the words used for translating into the Indian languages, whether those be Aryan or Dravidian languages, will be struck by the freedom that is granted to the translators. This may relate to devotion to prophetic passages that strike a deep religious chord, or to a vocation to instruct unbelievers. Similar examples are to be found in medieval Christian literature, which adjusted the text to the customs and values of the audience.

## *Interpretation Resources*

### What is Interpreting?



**Interpreting, or interpretation,** is the intellectual activity that consists of facilitating oral or sign-language communication, either simultaneously or consecutively, between two or among three or more speakers who are not speaking, or signing, the same language.

The words interpreting and interpretation both can be used to refer to this activity; the word interpreting is commonly used in the profession and in the translation-studies field to avoid confusion with other meanings of the word interpretation.

Not all languages employ, as English does, two separate words to denote the activities of written and live-communication (oral or sign-language) translators. Even English does not always make the distinction, frequently using translation as a synonym of interpreting, especially in nontechnical usage.

### Where Do Interpreters Work?



**The majority of professional full-time** conference interpreters work for international organizations like the United Nations, the European Union, or the African Union. See the Career opportunities with DG Interpretation in European Union's institutions.

The world's largest employer of interpreters is currently the European Commission, which employs hundreds of staff and freelance interpreters working into the official languages of the European Union. The European Union's other institutions (the European Parliament and the European Court of Justice) have smaller interpreting services.



The United Nations employs interpreters at almost all its sites throughout the world. Because it has only six official languages, however, it is a smaller employer than the European Union.

Interpreters may also work as freelance operators in their local, regional and national communities, or may take on contract work under an interpreting business or service. They would typically take on work as described above.

The U.S. military in Iraq and Afghanistan employ hundreds of interpreters to assist with its communications with the local population.

## Simultaneous Interpreting



**In simultaneous interpretation (SI)**, the interpreter renders the message in the target-language as quickly as he or she can formulate it from the source language, while the source-language speaker continuously speaks; sitting in a sound-proof booth, the SI interpreter speaks into a microphone, while clearly seeing and hearing the source-language speaker via earphones.

The simultaneous interpretation is rendered to the target-language listeners via their earphones. Moreover, SI is the common mode used by sign language interpreters. NOTE: Laymen often incorrectly describe SI and the SI interpreter as 'simultaneous translation' and as the 'simultaneous translator', ignoring the definite distinction between interpretation and translation.

## Consecutive Interpreting



**In consecutive interpreting (CI)**, the interpreter speaks after the source-language speaker has finished speaking. The speech is divided into segments, and the interpreter sits or stands beside the source-language speaker, listening and taking notes as the speaker progresses through the message. When the speaker pauses or

finishes speaking, the interpreter then renders the entire message in the target language.

Consecutive interpretation is rendered as "short CI" or "long CI". In short CI, the interpreter relies on memory; each message segment being brief enough to memorize. In long CI, the interpreter takes notes of the message to aid rendering long passages. These informal divisions are established with the client before the interpretation is effected, depending upon the

subject, its complexity, and the purpose of the interpretation.

On occasion, document sight translation is required of the interpreter during consecutive interpretation work. Sight translation combines interpretation and translation; the interpreter must read aloud the source-language document to the target-language as if it were written in the target language. Sight translation occurs usually, but not exclusively, in judicial and medical work.

The CI interpreter Patricia Stöcklin renders Klaus Bednarz's speech to Garry Kasparov.

The CI interpreter Patricia Stöcklin takes notes Garry Kasparov's speech.

The CI interpreter Patricia Stöcklin renders Garry Kasparov's speech to the audience.

Consecutively-interpreted speeches, or segments of them, tend to be short. Fifty years ago, the CI interpreter would render speeches of 20 or 30 minutes; today, 10 or 15 minutes is considered too long, particularly since audiences don't like to sit through 20 minutes of speech they cannot understand.

Often, if not previously advised, the source-language speaker is unaware that he or she may speak more than a single sentence before the CI interpretation is rendered and might stop after each sentence to await its target-language rendering. Sometimes, however, depending upon the setting or subject matter, and upon the interpreter's capacity to memorize, the interpreter may ask the speaker to pause after each sentence or after each clause.

Sentence-by-sentence interpreting requires less memorization and therefore lower likelihood for omissions, yet its disadvantage is in the interpreter's not having heard the entire speech or its gist, and the overall message is sometimes harder to render both because of lack of context and because of interrupted delivery (for example, imagine a joke told in bits and pieces, with breaks for translation in between). This method is often used in rendering speeches, depositions, recorded statements, court witness testimony, and medical and job interviews, but it is usually best to complete a whole idea before it is interpreted.

Full (i.e., unbroken) consecutive interpreting of whole thoughts allows for the full meaning of the source-language message to be understood before the interpreter renders it in the target language. This affords a truer, more accurate, and more accessible interpretation than does simultaneous interpretation.

## ***Interpreting Modalities***

### **On-site, Telephone and Video Interpreting**

**Interpreting services** can be delivered in multiple modalities. The most common modality through which interpreting services are provided is on-site interpreting.

#### ***On-site interpreting***

Also called "in-person interpreting," this delivery method requires the interpreter to be physically present in order for the interpretation to take place. In on-site interpreting settings, all of the parties who wish to speak to one another are usually located in the same place. This is by far the most common modality used for most public and social service settings.

#### ***Telephone interpreting***



Also referred to as "over-the-phone interpreting," "telephonic interpreting," and "tele-interpreting," telephone interpreting enables the interpreter to deliver interpretation via telephone. The interpreter is added to a conference call. Telephone interpreting may be used in place of on-site interpreting in some cases, especially when no on-site interpreter is readily available at the location where services are needed. However, telephone interpreting is more commonly used for situations in which all parties who wish to communicate are already speaking to one another via telephone (e.g. applications for insurance or credit cards that are taken over the phone, inquiries from consumers to businesses that take place via telephone, etc.)

#### ***Video interpreting***

With video interpreting, interpreters work remotely with a video camera and audio feed, so that the interpreter can hear and see the other parties, and vice versa. Much like telephone interpreting, video interpreting can be used for situations in which no on-site interpreters are available. However, video interpreting cannot be used for situations in which all parties are speaking via telephone only. Video interpreting requires all parties to have the necessary equipment. Some equipment enables interpreters to control the camera, in order to zoom in and out and to move the camera toward the parties that are speaking.

## Types of Interpreting

### Media Interpreting



**By its very nature, media interpreting** has to be conducted in the simultaneous mode. It is provided particularly for live television coverage such as press conferences, live or taped interviews with political figures, musicians, artists, sportsmen or people from the business circle. In this type of interpreting, the interpreter has to sit in a sound-proof booth where ideally he/she can see the speakers on a monitor and the set. All equipment should be checked before recording begins. In particular, satellite connections have to be double-checked to ensure that the interpreter's voice is not sent back and the interpreter gets to hear only one channel at a time. In the case of interviews recorded outside the studio and some current affairs programmed, the interpreter interprets what he or she hears on a TV monitor. Background noise can be a serious problem. The interpreter working for the media has to sound as slick and confident as a television presenter.

Media interpreting has gained more visibility and presence especially after the Gulf War. Television channels have begun to hire staff simultaneous interpreters. The interpreter renders the press conferences, telephone beepers, interviews and similar live coverage for the viewers. It is more stressful than other types of interpreting as the interpreter has to deal with a wide range of technical problems coupled with the control room's hassle and wrangling during live coverage.

### Escort Interpreting



**In escort interpreting**, an interpreter accompanies a person or a delegation on a tour, on a visit, or to a meeting or interview. An interpreter in this role is called an escort interpreter or an escorting interpreter. This is liaison interpreting.

### Public Sector Interpreting



**Also known as community interpreting** is the type of interpreting occurring in fields such as legal, health, and local government, social, housing, environmental health, education, and welfare services. In community interpreting, factors exist which determine and affect language and communication production, such as speech's emotional content, hostile or polarized social

surroundings, its created stress, the power relationships among participants, and the interpreter's degree of responsibility — in many cases more than extreme; in some cases, even the life of the other person depends upon the interpreter's work.

## Sign Language Interpreting



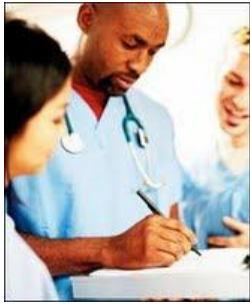
**When a hearing person speaks**, an interpreter will render the speaker's meaning into the sign language used by the deaf party. When a deaf person signs, an interpreter will render the meaning expressed in the signs into the spoken language for the hearing party, which is sometimes referred to as voice interpreting or voicing. This may be performed either as simultaneous or consecutive interpreting. Skilled sign language interpreters will position themselves in a room or space that allows them both to be seen by deaf participants and heard by hearing participants clearly and to see and hear participants clearly. In some circumstances, an interpreter may interpret from one sign language into an alternate sign language.

Deaf people also work as interpreters. They team with hearing counterparts to provide interpretation for deaf individuals who may not share the standard sign language used in that country. In other cases the hearing interpreted sign may be too pidgin to be understood clearly, and the Deaf interpreter might interpret it into a more clear translation. They also relay information from one form of language to another — for example, when a person is signing visually, the deaf interpreter could be hired to copy those signs into a deaf-blind person's hand plus include visual information.

In the United States, Sign Language Interpreters have National and State level associations. The Registry of Interpreters for the Deaf (RID) is the national certifying body. In addition to training requirements and stringent certification testing, the RID members must abide by a Code of Professional Conduct, Grievance Process and Continuing Education Requirement.

Sign Language Interpreters can be found in all types of interpreting situations, as listed in this article. Most interpreters have had formal training, in an Interpreter Training Program (ITP). ITP lengths vary, being available as a two-year or four-year degree or certificate. There are graduate programs available as well.

## Medical Interpreting



**Medical interpreting** is a subset of public service interpreting, consisting of communication, among medical personnel and the patient and his or her family, facilitated by an interpreter, usually formally certified and qualified to provide such interpretation services. In some situations medical employees who are multilingual may participate part-time as members of internal language banks. The medical interpreter must have a strong knowledge of medicine, common medical procedures, the patient interview, the medical examination processes, and the daily workings of the hospital or clinic where he or she works, in order to effectively serve both the patient and the medical personnel. Moreover, and very important, medical interpreters often are cultural liaisons for people (regardless of language) who are unfamiliar with or uncomfortable in hospital, clinical, or medical settings.

## Marketing Interpreting (Focus Group)



**In focus group interpreting**, an interpreter sits in a sound proof booth or in an observer's room with the clients. There is usually a one-way mirror between the interpreter and the focus group participants, wherein the interpreter can observe the participants, but they only see their own reflection. The interpreter hears the conversation in the original language through headphones and simultaneously interprets into the target language for the clients. Since there are usually anywhere between 2 to 12 (or more) participants in any given focus group, experienced interpreters will not only interpret the phrases and meanings but will also mimic intonation, speech patterns, tone, laughs, and emotions.

## Legal and Court Interpreting



**Legal, court, or judicial interpreting**, occurs in courts of justice, administrative tribunals, and wherever a legal proceeding is held (i.e. a conference room for a deposition or the locale for taking a sworn statement). Legal interpreting can be the consecutive interpretation of witnesses' testimony for example, or the simultaneous interpretation of entire proceedings, by electronic means, for one person, or all of the people attending.

The right to a competent interpreter for anyone who does not understand the language of the court (especially for the accused in a criminal trial) is usually considered a fundamental rule of justice. Therefore, this right is often guaranteed in national constitutions, declarations of rights, fundamental laws establishing the justice system or by precedents set by the highest courts.

Depending upon the regulations and standards adhered to per state and venue, court interpreters usually work alone when interpreting consecutively, or as a team, when interpreting simultaneously. In addition to practical mastery of the source and target languages, thorough knowledge of law and legal and court procedures is required of court interpreters. They often are required to have formal authorization from the State to work in the Courts — and then are called certified court interpreters. In many jurisdictions, the interpretation is considered an essential part of the evidence. Incompetent interpretation, or simply failure to swear in the interpreter, can lead to a mistrial.

## Conference Interpreting



**Conference interpreting** is the interpretation of a conference, either simultaneously or consecutively, although the advent of multi-lingual meetings has consequently reduced the consecutive interpretation in the last 20 years.

Conference interpretation is divided between two markets: the institutional and private. International institutions (EU, UN, EPO, et cetera), holding multi-lingual meetings, often favor interpreting several foreign languages to the interpreters' mother tongues. Local private markets tend to bi-lingual meetings (the local language plus another) and the interpreters work both into and out of their mother tongues; the markets are not mutually exclusive. The International Association of Conference Interpreters (AIIC) is the only worldwide association of conference interpreters. Founded in 1953, it assembles more than 2,800 professional conference interpreters in more than 90 countries.

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