

## Ordering Translations – Check List

Moment	Question	Done/ Checked
<b>Assignment Scope</b>	<p>What, exactly, is the translator supposed to do? Is the translator's job to merely change the language of the text? Or should the translator do more, including adaptation to local conditions and circumstances? How close to the original text should the translator be? How free can he or she be? How much adaptation is allowed? How much can be added or deleted?</p> <p>Are there images where texts are included in the image? Such image texts must be made translatable and editable prior to translation.</p> <p>Does the entire original text have to be translated? Or does the text contain culture specific clichés or customs, regulations, addresses, or other information that are not of any relevance or interest to the target language reader? If this information is deleted prior to the translation process, you save on costs and avoid misunderstandings.</p>	
<b>Subject Matter Competence</b>	<p>Is the translator a specialist in the field? If not, it stands to reason that the translation won't be of good enough quality. Being a native is of course not enough – the translator must know what he or she is writing about. A general text is obviously easier to translate than one dealing with particle physics.</p>	
<b>Terminology</b>	<p>Has the translator access to client experts to make sure that the the area-specific terms are translated correctly? Are there good quality Translation Memories (TMs) available?</p> <p>To ensure precision in the vocabulary used, are there term definition lists available?</p>	
<b>Time</b>	<p>The more time the translator has to complete the job, the more assured you can be of the result. Unreasonable deadlines increase both the cost and the risk of errors. When should the translation be ready?</p>	
<b>Quality</b>	<p>The translation must be proofread by another translator or writer before delivery. Is this to be done by us or by you?</p>	
<b>Target Group(s)</b>	<p>It is important for the translator to know the targets group(s) so he or she uses the correct style and relevant terminology. Whom is the translation intended for?</p>	
<b>Background Information</b>	<p>Web pages, previous translations that you were satisfied with, as well as brochures, technical documentation, translations memories, and other useful material may be very helpful for the translation process. Are there any reference materials?</p>	
<b>Original Text Quality</b>	<p>Grammatical errors or contextual ambiguities in the source text result in unnecessary questions or misunderstandings. Is the original text clear and free from errors?</p>	
<b>Commercial Texts</b>	<p>It is almost impossible to translate commercial or marketing materials as they have to be adapted and processed differently than traditional translations. Is the material to be translated of the kind that it needs to be written by a native copywriter?</p>	
<b>Format</b>	<p>In many cases the texts received are prepared for use in translation tools such as Trados, MemoQ, or Across. What format is your text in? In what format do you want it delivered?</p> <p>Of course plain text files are always an option.</p>	