



YOUNG TRANSLATORS ACADEMY

"Martin Riker believes that making a book that evokes the spirit and particular energy of the original has to take precedence over making a book faithful to the original. He says that translators sometimes worry that steering away from a literal word-for-word translation will 'corrupt' the original text but says the fact is that a work in translation has already been corrupted by the act of translation itself. The new work, the translated work, is already an interpretation of the original, and unavoidably so."

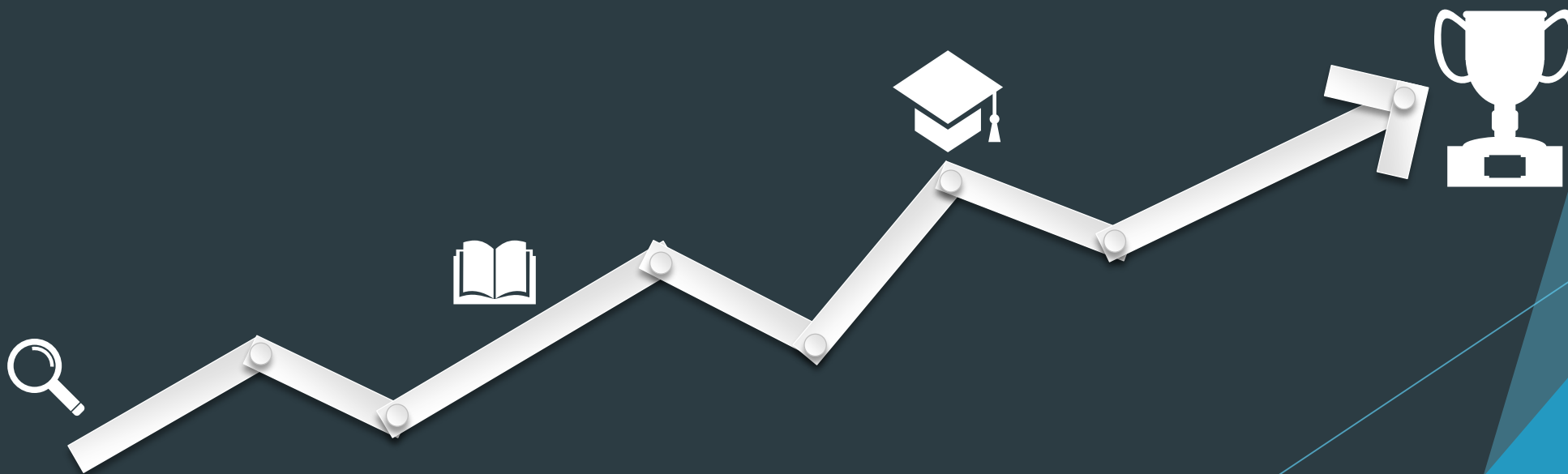
Congratulations!

Welcome to the team! You're going to be a great proofreader! You already have the skills, now we are going to help you make the most of them!



The Young Translators Academy

- ▶ Proofreading is a skill that you will be able to use for the rest of your life, you will need it frequently to finalise projects and to strive for perfection. We offer all translators & proofreaders the chance to develop their language-related skills. Proofreading is a profession in itself and that is why we expect you to invest in yourself to further develop your talent.



Your role in the process.

Firstly, it is important to understand our process so that your role makes sense and you are able to take on the responsibilities that are expected from you.



We receive a document, this could be via email or via our website.



The **translator** is contacted.



The **translator & the proofreader** will receive the special instructions for the document: writing style, tone of voice, jargon, etc.



The **translator** starts translating using **Smartcat**. Whilst the translator is translating, the **native speaker/proofreader** will proofread the translated work.



Once the **translator** is done and the **proofreader** is (almost) done proofreading, he/she will correct the mistakes & provide feedback to the translator. The **Quality Manager** then does the 3rd check.

What are your tasks?

- ▶ You ensure that the translator's work is checked and corrected, where necessary.
- ▶ You provide feedback in a feedback document so the translator is made aware of their mistakes.
- ▶ You check the new translator's tests and give them detailed feedback.

What should you pay attention to?

It's your job to check the translated texts & make sure they flow as nicely as possible. You do this by paying attention to the following:

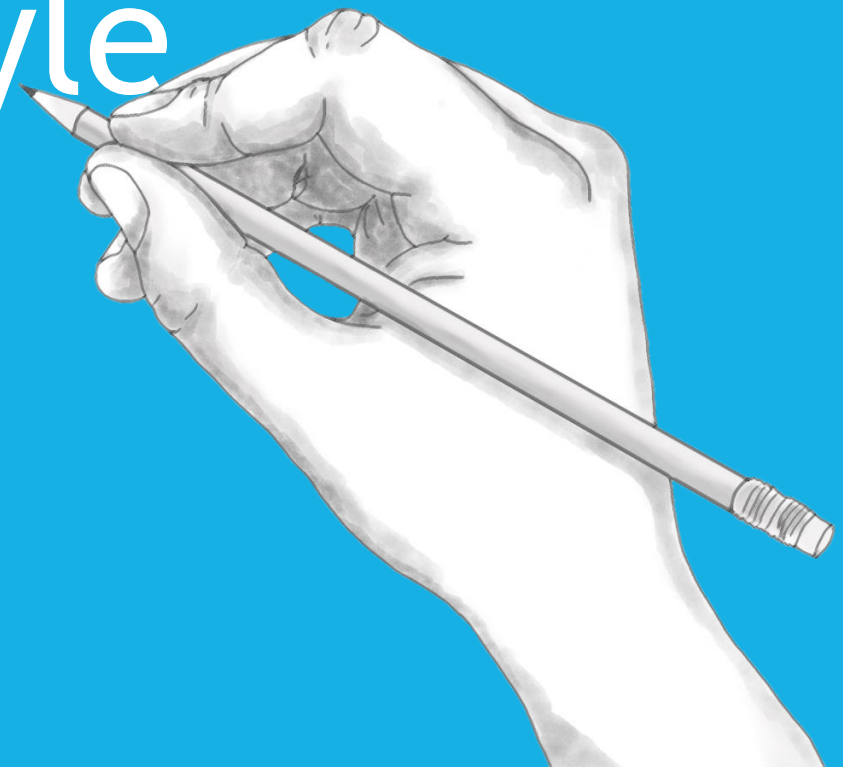
- ▶ Grammar (Speaks for itself)
- ▶ Spelling (Speaks for itself)
- ▶ Punctuation (Speaks for itself)
- ▶ Writing style
- ▶ Tone of voice
- ▶ Versatility
- ▶ Writing rhythm
- ▶ Translating rules

What we expect for each one of these elements is explained further in this handbook.

Getting the message across

- ▶ What makes a translation a good translation?
- ▶ A translation is good if it is "invisible", meaning it shouldn't be obvious that the text has been translated. The text should be pleasant to read.
- ▶ The text should maintain its elements for both the foreign and Dutch reader (writing style, tone of voice, feel).
- ▶ Your task is to determine if the message was interpreted and understood in the exact manner as the client intended it to be.

► Writing style



Writing style

- ▶ What kind of texts will you be dealing with? The translator will provide you with the interpretation of the writing style so that you can have more insight regarding how the reader would understand the original text.
- ▶ The writing style is how something is expressed in writing. How does the writer want the text to be understood by the reader? Concise or comprehensive? Informal or formal? Who is the text written for? And how should the text be interpreted?

Writing style

- ▶ The writing style of a text is the energy that the text carries. How can you safeguard this when checking a translation?
- ▶ The translator answers the following questions:
 - ▶ What is the author saying?
 - ▶ What does the author mean?
 - ▶ How does the author intend for the message to be interpreted?
 - ▶ Who is the text's intended audience?
 - ▶ Is the text concise or comprehensive?
 - ▶ Formal or informal?



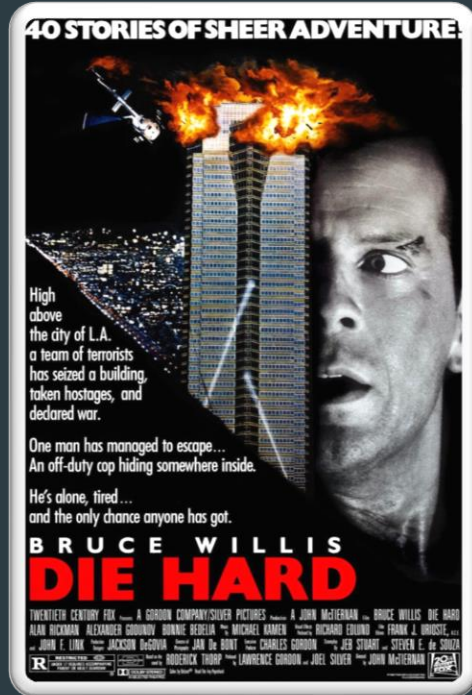
Tone of voice

Interpretation



- ▶ Sometimes books, films & series have a different title in other languages. This happens because words/sentences/expressions can have another collective interpretation in a different country.
- ▶ This is a result of among other things: Culture, collective interpretation, the news and other reasons. You are aware of these reasons, that is why you can apply nuances to make the translation more appropriate.

Interpretation



Die hard? 'Die' and 'hard' are both words that exist in the German language, therefore German readers will not read the title in English but in German, which would make the title sound very strange. That is why the title is replaced with a German title that carries the same feel.

Tone of voice



- ▶ The writing analysis should give you a better understanding of how the text should be interpreted. But what is the "tone of voice" of the company? You can easily figure this out by:
- ▶ We'll provide our interpretation of the document's tone of voice.
- ▶ We also advise you to visit the client's website. Looking at the images, that helps you understand how they want it to be interpreted. You can also look up some of the company's content that has already been translated to see the preferred synonyms for words (and pay attention to the writing style and context).
- ▶ Sometimes, we have already translated texts for the same client, feel free to ask us for old translations, this can make your work easier.
- ▶ It is your task to check if the translation matches the company's tone of voice.

► Versatility



Versatility



- ▶ Everyone has their own writing style and some people tend to use some words more often than others. That is okay, it is normal and human. It is important, however, to make sure that the text is not unilateral and that you check the translator's choice of words.
- ▶ We often see that people try to add lots of conjunctives:

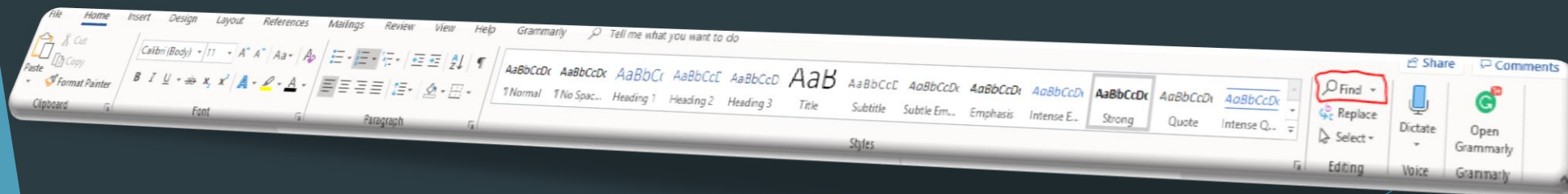
"This afternoon we are going to the pool, additionally we will go to the cinema this evening. There we will have a reunion with the volunteers of the swimming pool. Additionally, we will go to the town later."

- ▶ This is an exaggerated and simple example but now you get the point.
- ▶ So, it is your task to change this type of text to a text that flows and has a versatile and smooth choice of words.
- ▶ It's good to have one writing style and one tone of voice, but it's not good to constantly use the same words repeatedly.
- ▶ Be careful: Titles, names, jobs, etc. have to stay unchanged throughout the text for the purposes of professionalism. Intensifiers etc. can be versatile.

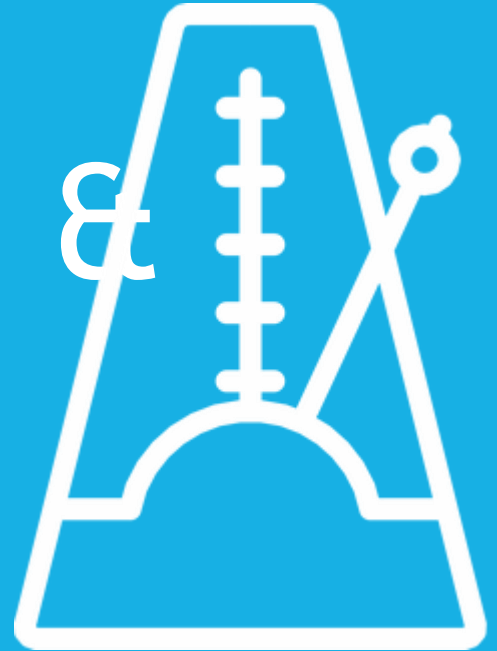
Versatility



- ▶ How you can ensure that the translation is versatile.
- ▶ 1. Re-read the text, be completely present when you are doing this so that each "mistake" can be easily identified. Does the text match the writing style, the tone of voice and is it versatile?
- ▶ 2. Determine what type of text it is, the translator will let you know if the original text is unilateral or versatile and why.
- ▶ 2. Check synonyms to help you interpret the message in various ways.
- ▶ 3. If you are not sure how often a word is used in a text, save the Smartcat document on your computer and open it in Word. Use the search function "find", which is circled in red.



Writing rhythm & ▶ patterns



Writing rhythm & patterns



- ▶ Everyone writes differently, which is good. It is important to be aware of the writing rhythm of the translated text. If you pay attention to the way you or someone else talks, you will notice that individuals generally end a paragraph or a sentence in the same tone. This also happens when writing a text.



Writing rhythm & patterns



- ▶ How can you ensure that the writing pattern is versatile and harmonious?
- ▶ On the right-hand side, you can see a visual representation of harmonious and inharmonious frequencies (rhythms, patterns). You can hear the difference in frequency in music: beautiful music (harmonious tones), alarms and growling animals (unharmonious tones), are you able to notice your reaction to those rhythms?
- ▶ The same applies to your text, make it versatile, but also make sure it flows nicely. Even if the original text does not read smoothly, you should change the text in such a way that it does read smoothly, this way we go the extra mile for our client as well.
- ▶ Your task is to determine if the text reads smoothly. If not, you turn it into a sentence or paragraph that flows nicely and write this down as a point of improvement for the translator.



Unharmonious



Harmonious

► Translating rules



Translating rules



- ▶ Certain words may not/cannot be translated, for example:
 - ▶ 1. Company names
 - ▶ 2. Proper nouns
 - ▶ 3. Scientific & Academic titles
- ▶ Did this happen? Then let us know immediately!
- ▶ Consistency: What do you call a "general director" in English? CEO, director, managing director, to name only 3. Check if these type of titles are translated consistently throughout the document. What if they aren't? Choose 1 of the synonyms and make it consistent throughout the entire text

Translating rules



- ▶ Quotes: This becomes a paraphrase when it is translated. After the translation of the quote is completed, [the original quote is to be placed between square brackets]
- ▶ Accidental gaps: Impossible to translate, think about words like: Trade-off, serendipity, gobbledygook, etc. You should be able to infer the message of these words from the sentence. Was the sentence difficult to understand? That means that the translator hasn't translated the message properly. If so, let us know!
- ▶ Puns: We try to translate the message behind the puns/poems/rhyme. Was the sentence difficult to understand? Then something is not right. If this is the case, let us know!
- ▶ Whenever you let us know that you don't understand a sentence, we will check the source text and come up with a solution with the translator/client.

What's the best
way to proofread a
► translation?



What's the best way to proofread a translation?



- ▶ 1. Read the translator's writing style analysis. First, scan the text purely for writing style, tone of voice, versatility and writing rhythm.
 - ▶ 2. Scan the text for grammar, orthography, and translation rules.
 - ▶ 3. Roel then scans the text last using a writing software to ensure that there are no more human errors.
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- ▶ English proofreaders get access to our premium Grammarly account to make the job a bit easier.

This is only an example of how you can go about the work, please find a way that works for you!

Tips



- ▶ There are multiple methods to proofread something. We will provide you with some tips, and you can then choose which ones you would like to use.
- ▶ 1. Read the text from the end to the beginning, word for word. This will make it easier to identify orthographic errors.
- ▶ 2. If a sentence isn't well-structured, take it apart and restructure it.
- ▶ 3. Read the text in chunks, in each chunk decide the elements that you are going to pay attention to. On the previous slide, we have provided an example.

► Giving feedback



Giving feedback



- ▶ We've created an improvement table to help you provide more structured and detailed feedback to our translators. This is what it looks like:
- ▶ In this improvement table, you'll be able to categorise the mistakes by grammar, word choice and sentence structure. There is also room for other comments regarding the translation. We expect you to give some examples; this will help the translator understand your feedback. You also provide an example of the most common mistake. Additionally, you give a grade to the translator for each component.

The tablet screen shows a form titled 'Improvement Table' with the following structure:

Opdracht X				
Verbeteringen	Cijfer vertaling (1-10)			
Mistakes sorted by:	Woordkeuze	Grammatica	Zinsconstructie	Overig
Statement: Woordkeuze				
Beschrijving fouten:				
<i>Alleen invullen wanneer er sprake is van fouten</i>				
Voorbeeld:				
Statement: Grammatica				
Beschrijving fouten:				
<i>Alleen invullen wanneer er sprake is van fouten</i>				
Voorbeeld:				
Statement: Zinsconstructie				
Beschrijving fouten:				
<i>Alleen invullen wanneer er sprake is van fouten</i>				
Voorbeeld:				
Statement: Overig				
Beschrijving fouten:				
<i>Alleen invullen wanneer er sprake is van fouten</i>				
Voorbeeld:				

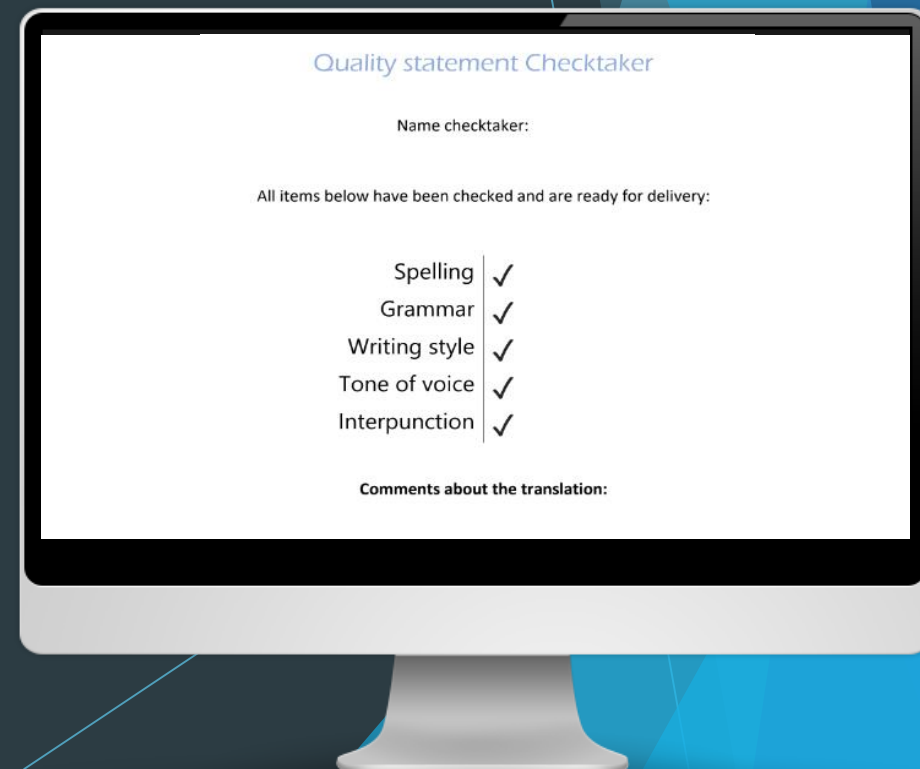
► Quality statement



Quality statement



- ▶ Finally, we ask you to approve the document per component before delivery. You cross off each component that has been completed correctly.
- ▶ We will also send the quality statement to the client with the final delivery.



► Correcting tests



Correcting tests



- ▶ Young Translators is growing quickly and we need more translators.
- ▶ We need your help to find the best translators.
- ▶ That is why we ask you to correct the tests for us. It is the same process as when going over a regular translation. Only this time, you will write down all of the mistakes and provide us with your general impression and skills of the translator.

What we ask from you

- ▶ Flexible availability
- ▶ Grammatical knowledge
- ▶ Good command of orthography
- ▶ Versatility of writing abilities
- ▶ Good use of punctuation
- ▶ Attention to detail
- ▶ A good feel for tone of voice
- ▶ Assessing writing style
- ▶ Assessing writing rhythm
- ▶ Making quality statements
- ▶ Giving feedback
- ▶ Correcting tests
- ▶ Providing feedback on the process

Sources that can
help you



Sources



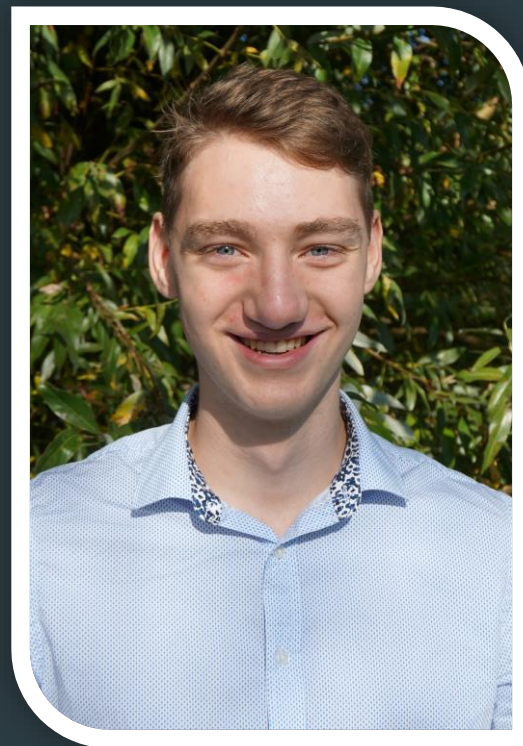
On our website, we have a staff portal where you can find everything you need regarding proofreading & translating. For instance, we have: lessons, handbooks, FAQ, updates, company information & sources that can help you when correcting!

Check the staff portal frequently for important information and for every few translations you complete, read a few lessons to become better at your job!

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Thanks!

- ▶ We greatly appreciate your efforts. You are a part of Young Translators and we hope that we can learn a lot from you! We look forward to your input in order to help improve this company!
- ▶ As a last note: Check out the Young Translators library if you are stuck!

