

НАЦІОНАЛЬНИЙ АВІАЦІЙНИЙ УНІВЕРСИТЕТ
Факультет лінгвістики та соціальних комунікацій
Кафедра англійської філології і перекладу

КОНСПЕКТ ЛЕКЦІЙ

з навчальної дисципліни «Основи професійної діяльності
перекладача»

спеціальність 035 «Філологія»

Укладач:

канд. пед. н., доц. Семигінівська Т.Г.

Lecture 1

Специфіка професійної діяльності перекладача. Предмет і завдання курсу «Основи професійної діяльності перекладача».

1.1. Translation as a Career

Translation is not a get-rich-quick scheme. Anyone who decides to pursue translation, either as a freelancer or as a full-time career, must be prepared to invest a great deal of time and effort with a view to making it a long-term, preferably a lifelong pursuit. Not everyone who knows more than one language is *ipso facto* a potential translator. But many are and they stand to benefit from it.

When you stop and think about it everything in life is translation. We translate our feelings into actions. When we put anything into words, we translate our thoughts. Every physical action is a translation from one state to another. Translating from one language into another is only the most obvious form of an activity which is perhaps the most common of all human activities. This may be the reason people usually take translation for granted, as something that does not require any special effort, and at the same time, why translation is so challenging and full of possibilities.

There is nothing easy or simple about translation, even as there is nothing easy or simple about any human activity. It only looks easy because you are used to doing it. Anyone who is good at a certain activity can make it appear easy, even though, when we pause to think, we realize there is nothing easy about it.

Translation in the formal sense deals with human language, the most common yet the most complex and hallowed of human functions, language is what makes us who we are. Language can work miracles, language can kill, and language can heal.

Transmitting meaning from one language to another brings people together, helps them share each other's culture, benefit from each other's experience, and makes them aware of how much they all have in common.

1.2. Requirements to a professional Translator/Interpreter

To pursue a translation career means to become a servant of language, a master well worth serving. But more importantly, it means serving your people and other people, bringing them closer together, working towards better understanding among people and nations everywhere. Linguistic isolation breeds xenophobia, prejudice, fear. Translating means building bridges across all the chasms of ignorance and isolationism that surround us.

So if your work is not always appreciated, take heart. Notoriety is reserved for evil, while the recognition of good is almost always slow in coming. Over the ages, translators brought the world closer together, moved it from paganism to monotheism, from the Dark Ages to the Renaissance, from the rule of despots to the time of enlightenment and individual freedom, a process which is still going on, and will continue for a long time to come.

There are thousands of students in universities who major in foreign languages. Many of them wonder what to do with their degree once they graduate. Many consider the possibilities of translation, only to find out there is little opportunity to break into this field, since there seems to be a gap between the formal education stage and the professional stage of working as a trained or accredited translator. This course is supposed to point anyone interested in translation in the right direction. The rest is up to you. Once you begin to pursue your own translation career, you will start formulating your own guidelines, develop your own techniques, and be ever on the lookout for new words, new knowledge, new linguistic sources, and a better understanding of how to communicate words and ideas, which, after all, is what translation is all about.

From ancient Egypt to the Renaissance to today's world, translators have played a key role in moving the world from one stage of civilization to the next.

Lecture 2

Вміння, навички, інструменти та організація роботи перекладача.

1.1. Translation and Interpretation Terms

Balanced translation – is one that can be considered the middle ground between source and target languages as to the respect of meaning, structure, etc. of both languages. A translator adopts the

original text into the target language using the normal word order, grammar and syntax of the target language preserving the meaning of the source language. This is what translators normally try to achieve.

Conference interpretation – simultaneous interpreting of a speaker's statements at a conference, symposium or any other large meeting.

Consecutive interpretation – one of three modes of interpreting (along with simultaneous and sight interpretation), in which a speaker pauses every few sentences to allow the interpreter to interpret what has just been said.

Court/Legal interpretation – interpreting at legal proceedings, which is performed by a court interpreter who has special subject matter knowledge.

Cultural adaptation – adjusting translation to the cultural environment of the target language to make it suitable for the target audience.

Freelancer – a self-employed translator or interpreter who works independently directly with the clients and might as well do projects for translation agencies.

Guide or escort interpreter – an interpreter who accompanies visitors from a particular country abroad or foreign visitors that come to visit a country to ensure that they are able to communicate during their stay. This requires frequent travel and ability to interpret on a variety of subjects both professional and informal.

Human translation – translation performed by a real human translator as opposed to translation performed by a machine.

Interpretation, interpreting – is the process of facilitating oral communication from one language to another. It is performed by an interpreter.

Interpreter – one who renders oral communication from one language into another language.

Literal translation – is one that closely matches the wording and structure of the source language. The literal meaning of words is taken as if from the dictionary (out of context), but target language grammar is respected. Literal translation often appears unnatural, hard to read and understand, and therefore should be avoided unless a translator is specifically asked to do a literal translation.

Literary translation – translation of work of literature such as novels, short stories, poetry, etc.

Medical interpretation – interpreting in various medical settings such as doctors' offices, hospitals, clinics, rehabilitation centers, etc. This type of interpretation is done by medical interpreters who have special subject matter knowledge.

Machine translation – translation performed by computers using various computer programs without a human translator's input in the process. Machine translation cannot be relied upon as its accuracy is very low and the meaning in most cases is distorted.

Native language – is the first language a person learns and usually is known as a person's "mother tongue".

Sight interpretation – is one of three modes of interpreting (along with consecutive and simultaneous interpretation), in which an interpreter reads a document written in one language and orally interprets information into another language.

Sign language interpreter – is an interpreter who facilitates communication between people who are deaf or hard of hearing and people who can hear. Sign language interpreter must be fluent in English and Sign Language (SL).

Simultaneous interpretation – is one of three modes of interpreting (along with consecutive and sight interpretation), in which an interpreter interprets the message orally at the same time as the speaker is speaking. The interpreter usually sits in a booth and listens through a headset or other equipment. Depending on situation, also known as conference interpreting or whispering.

Source language – the language in which text was originally written.

Target language – the language into which text is translated.

A language - Native language

Most people have one A language, although someone who was raised bilingual may have two A languages or an A and a B, depending on whether they are truly bilingual or just very fluent in the second language.

B language – Fluent language

Fluent here means near-native ability – understanding virtually all vocabulary, structure, dialects, cultural influence, etc. A certified translator or interpreter has at least one B language, unless he or she is bilingual with two A languages.

C language – Working language

Staff translators – full-time translators working for a specific employer

Telephone interpretation – interpreting a conversation over the phone.

Translation, translating – the process of facilitating written communication from one language to another. It is performed by a translator. Translation should almost always be done by a native speaker into his/her own mother tongue.

1.2. Translator VS Interpreter

Translator – one who renders written text from one language into another language.

The key difference between translation and interpretation lies within the choice of communication channel. Simply put, translation deals with written communication, while interpreting is all about the spoken word.

Interpreting and translation are two closely related linguistic disciplines. Yet they are rarely performed by the same people. The difference in skills, training, aptitude, and even language knowledge are so substantial that few people can do both successfully on a professional level.

On the surface, the difference between interpreting and translation is only the difference in the medium: the interpreter translates orally, while a translator interprets written text. Both interpreting and translation presuppose a certain love of language and deep knowledge of more than one tongue. Translation and interpretation are the ultimate jobs for people who love language. However, there are a lot of misunderstandings about these two fields, including the difference between them and what kind of skills and education they require.

Both translation and interpretation (sometimes abbreviated as T + I) require superior language ability in at least two languages. That may seem like a given, but in fact there are many working translators whose language skills are not up to the task. You can usually recognize these unqualified translators by extremely low rates, and also by wild claims about being able to translate any language and subject.

Translation and interpretation also require the ability to accurately express information in the target language. Word for word translation is neither accurate nor desirable, and a good translator/interpreter knows how to express the source text or speech so that it sounds natural in the target language. The best translation is one that you don't realize is a translation, because it sounds just like it would if it had been written in that language to begin with. Translators and interpreters nearly always work into their native language, because it's too easy for a non-native speaker to write or speak in a way that just doesn't sound quite right to native speakers. Using unqualified translators will leave you with poor-quality translations with mistakes ranging from poor grammar and awkward phrasing to nonsensical or inaccurate information.

And finally, translators and interpreters need to understand the cultures of both the source and target languages, in order to be able to adapt the language to the appropriate culture. In short, the simple fact of speaking two or more languages does not necessarily make a good translator or interpreter – there's a lot more to it. It is in your best interest to find someone who is qualified and certified. A certified translator or interpreter will cost more, but if your business needs a good product, it is well worth the expense.

For some reason, most lay people refer to both translation and interpretation as "translation." Although translation and interpretation share the common goal of taking information that is available in one language and converting it to another, they are in fact two separate processes.

Lecture 3

Професійна місія та етика перекладача

1.1. Distinction between an interpreter and a translator

Interpreting and translating can be a lonely job. Though interpreters usually travel to the location where their services are needed and they work in a variety of settings, translators usually work alone, and they must frequently perform under pressure of deadlines and tight schedules. There are some opportunities for interpreters and translators to socialize and share experience with their colleagues by attending various workshops, trainings, conferences, participating in professional associations and on-line forums, but for the most part, interpreting and translating is a lonely process. And it is due to their dedication and love of what they do, that many interpreters and translators keep going, taking great pride in their professions.

1.2. Interpreting in the first person

A professional interpreter will always interpret in the first person. If a client says: “I had a surgery in December”, the interpreter will start the sentence with “I... “instead of: “He said that he...”

Talk to the other party directly and not to the interpreter. Instead of saying: “Ask him what his birthday is”, you should directly ask a non-English speaker using first-person language: “What is your birthday?”

A non-English speaker may understand more English than he/she can express. Do not reduce him/her to a nonentity being talked about rather than being talked with. The fact that a person does not speak your language does not make him stupid. Whether or not a person speaks English, he/she should be treated with respect. Vocal intonations, facial expressions and body language still convey a great deal of information regardless of language barrier.

1.3. Sensitive issues

1.3.1. Avoiding side conversation

Have only one person speak at a time and avoid side conversations. If you do not want something to be interpreted, *do not say it!* The interpreter will interpret *everything* that is said at a meeting.

When hiring an interpreter for an interpreting session be sensitive to cultural and/or religious differences as well as varieties and dialects of certain languages. Consider your situation and the non-English speaker, when deciding whether a male or female interpreter would be more appropriate for a particular interpreting session. In some cultures female interpreters might not feel comfortable interpreting for male clients.

1.3.2. Subject matter knowledge

When you need an interpreter to interpret specialized subjects, make sure that the interpreter knows and understands the subject matter. Being fluent in a foreign language does not automatically make a person knowledgeable in many subjects. As an example, just being fluent in English has not helped me to better understand physics. Interpreters cannot know terminology in all fields.

1.3.3. Interpreter's opinion

Do not ask the interpreter about his/her opinion. You are not talking to the interpreter, but – to a non-English speaker. Interpreters' job is only to interpret and help the communication take place, and not to render personal opinions. If you are interested in the interpreter's opinion for cultural, linguistic or other reasons, talk to the interpreter after you are finished talking with the other party or beforehand.

1.3.4. Professional interpreting

Do not rely too much on friends or relatives of a non-English speaker who may speak both languages and can help with interpretation. If somebody speaks a foreign language it does not mean that he/she can interpret. One has to think in two languages at the same time and present the information in a culturally and linguistically appropriate manner. Professional interpreting requires formal training and experience.

1.3.5. Interpreter's job

Do not assume that interpreter can provide other services to a non-English speaker like giving a ride to him/her, calling somewhere on his/her behalf, etc. Interpreter's job is to interpret. Period. Interpreter is not a taxi driver or a dispatcher. Interpreters should not be asked to provide services on their own time.

1.4. Sample Code of Ethics

There are codes of ethics in different professions such as doctors, lawyers, etc.; and in some fields they are more standardized than in others. For example, all REALTORS® abide by the articles of the code of ethics, which describe in detail how a REALTOR® should behave in certain situations maintaining his or her professional conduct and doing it in an ethical way.

All interpreters also abide by the code of ethics, but there is no one standard code of ethics in interpreting industry. Code of ethics for interpreters can be defined as a set of moral principles and rules that guide the professional conduct of interpreters. Interpreters may abide by different codes of ethics, which are created by the organizations where interpreters' services are needed or by professional associations. Each organization can develop their own code of ethics and ask interpreters to sign it. They then would keep a signed copy in the file so that the interpreter does not have to sign it every time he or she comes to interpret at a particular organization.

Although there is no standard code of ethics for interpreters, the rules and principles of the codes of ethics from various organizations are very similar, and they all come down to the following fundamental principles:

Accuracy

Interpreters should accurately and completely transmit the meaning of a message without omitting, deleting or editing, without embellishments or explanations, and with awareness of any cultural differences that might exist between the parties.

Confidentiality

Interpreters must protect the privacy of all knowledge and information gained during their course of duty. They should protect the interest of the clients as their own, and they shall not divulge any private information. Interpreters also should not derive personal profit or advantage from any private information that they gained while acting in a professional capacity.

Unbiasedness/ Impartiality

Interpreters should remain a neutral third party in an interaction and should not be on one side or the other. This also includes eliminating one's own opinions and values from interpreting session.

Knowledge

Interpreters should excel in the target language to be able to recreate the message with its original style and meaning, and should have an excellent knowledge of the source language and the subject area, as well as the culture of both worlds. Interpreters must not accept a job for which they are poorly qualified (i.e. lack of knowledge of a particular subject).

Education

Interpreters should continuously improve their professional skills and expand their knowledge of both languages including learning any special terminology necessary to perform the assignments.

Professionalism

Interpreters should behave and present themselves in a professional manner at all times regardless of the familiarity or unfamiliarity with the individuals involved. Interpreters should also not accept assignments for which a conflict of interest may arise.

Discretion

Interpreters should make sound judgments in all situations so that no individual is put into jeopardy nor is the professional appropriateness of the interpreter is questioned. Interpreters must also not deceive a client by words, deeds or omissions.

Respect

Interpreters should treat all the parties involved in communication in respectful and unprejudicial manner including other colleagues - interpreters.

This constitutes a sample of the interpreters' code of ethics, which applies to translators as well. Codes of ethics of different organizations might be bigger or smaller, more detailed or more general than this sample, but most all of them are based on the principles described above.

Lecture 4

БІЛІНГВІЗМ. ВПЛИВ БІЛІНГВІЗМУ НА НАВИЧКИ ПЕРЕКЛАДУ

1.1. Bilingualism. Bilingual service providers

The term bilingual is very much abused and the number of people who are truly bilingual is very small. You may have seen job advertisements for a 'Bilingual Secretary'. I suppose the argument is that a person who is that well qualified would not be working as a secretary. (This is no reflection on the abilities of a good secretary).

The number of people who are listed in the Institute of Translation and Interpreting Directory as being competent to work into more than one language is very small. There is a term called 'language of

habitual use'. You may have learned one language as a child and then moved to a different country. The language of that country will probably become your language of habitual use. There is also the term 'main language' in use in the European Community. The ITI demands evidence of any claim to be bilingual before the person concerned can be listed as having this qualification. The 'main language' would be the natural choice for listing in the directory. Assessment of any claim for an additional language is done by taking an examination or submitting written evidence in support of the claim.

Certainly in the Western World, it would appear that English (in its various guises) is the *lingua franca*. It offers the following definitions on bilingualism:

Bilingual service providers are people who possess two sets of skills – language and professional skills, so that they can give the same standard of service in the context of two languages and cultures. In order to provide an equal standard of service to all clients, the people providing the service should have adequate standards of training and qualifications in both sets of skills. For example, allowing people to give medical advice or gather information upon which medical decisions are made when they are not qualified and solely on the grounds that they happen to speak French or Urdu is as bad as giving good medical advice which cannot be understood.

Total bilingualism or ambilingualism means having an equal or complete functional competence in two languages, which involves an equal understanding of both cultures. Bilingualism is usually described as using two languages in daily life – but not necessarily in the same context. Therefore, one can be bilingual but not have a command of both languages in the same subject area.

Bilingual service providers should have an adequate competence in both languages and an objective understanding of the implications concerning both cultures in the subject area in which they work.

Being bilingual does not necessarily include the ability to interpret or translate. This requires additional skills in order to transfer concepts between languages.

You may be able to translate quite correctly into a foreign language but it will eventually become evident that the translation was not written by a 'native'. The only way to get around this is to get the text checked by a 'native' but this is usually an unsatisfactory compromise. Probably the least satisfactory task is 'laundering' a text produced by a non-native speaker and given to you with the bland statement, 'I've already translated this, will you please have a quick look at it just to check the English'. More often than not, it is quicker to translate the piece afresh. The person submitting the request is under the illusion that he is saving money in this way. He will no doubt have spent some considerable time on producing the draft and it is difficult to tell the person concerned that the time may have been less than productive. You can, of course, learn something from the terminology used in some cases. If I do not feel happy about accepting a 'laundering' assignment I will politely decline the offer and explain the reasons why.

1.2. Target language deprivation

There is a risk of becoming linguistically schizophrenic. Because your brain is so fluent in both languages, it is fooled into thinking that the structure you have put together in the target language is correct merely because it is correct in the source language. **SLIDE** Target language deprivation is one of the problems experienced by translators working in their adopted country. They become so totally immersed in the language and culture that they lose their linguistic edge – they begin to think like a native.

I know in my own case that it took me at least six months to speak proper English again after having lived in Sweden for 10 years. This was despite reading or at least glancing through an English language newspaper and magazines most days.

1.3. Retaining a sharp tongue

To understand a language properly and to translate it successfully you must keep up with cultural change. This is why the best translations are made by a native speaker who is resident in the country where the target language is spoken. A language undergoes continuous change and development – sometimes to its detriment, unfortunately. (I was chided with the statement, 'That's very old school' for having this attitude – but that is my opinion. I'm homeostatic and sometimes resent change.). The best of both worlds, of course, is being able to travel to the source language country to work on assignments. This allows you to retain the sharp edge of your mother tongue while keeping up to date with the source language and culture.

1.4. Localization

This is a relatively new term but illustrates the importance of the command of the target language. If a translation is to be used in published form, such as a catalogue or manual, a serious client will send your translation to his counterpart in the country where the translated document can be checked to ensure that

- it is suitable for the intended market,
- terminology reflects what is in current use, and
- the language used is pitched at the right level.

1.5. Stereotypes

In no country will there be universal agreement about ideas that underlie that country's culture. There will be people who hold cultural values quite strongly and those who hold them not at all. The attribution of cultural traits to individuals from a given culture is called 'stereotyping'. The word has negative connotations but you should be aware that stereotyping is not necessarily bad. In fact, it is a natural consequence of the ways in which we communicate.

It is important to note the following about stereotypes:

- Stereotypes are automatic, and cannot be avoided. They are the ways in which we organise our thinking in new situations.
- Stereotypes are derived from experience with members of other groups or from secondary sources. In either case, they arise because we have too little accurate information to go on.
- Stereotypes can be moved closer to reality by increased contact with the group that is being stereotyped.
- If the stereotyper's perception of another group is positive or neutral, the stereotyper will believe (wrongly) that the other group is 'just like us'.
- Stereotypes, in and of themselves, do not lead to miscommunication. The problems arise if they are inaccurate and are held too rigidly. The predictions made by them will be wrong, and this will lead to misunderstanding.
- If we want to communicate effectively with strangers, we should not seek to avoid stereotypes. What we need to do is to increase the complexity and accuracy of our stereotypes. We can do this by constantly questioning them.

Language reflects culture and the translator must understand cultural and stereotypical ways to reproduce the meaning of the source text. Good examples are business letters where a letter written by a French person would appear very polite whereas a letter written by a German person might appear blunt and almost rude. In these cases, the English translator must adapt the letter so that the English reader will react in the same way to the letter as would a French or German reader. One of the dilemmas of being totally fluent in a second language is which cultural affiliation to adopt. My philosophy is to adopt the one that is most beneficial in the circumstances at the time.

Lecture 5

Виконання перекладу: точка зору перекладача/клієнта

1.1. The client's viewpoint

One of the purposes of translation is to add value to an original document as well as facilitating communication and comprehension. Since a company's documentation is often the only tangible evidence that it exists, any translation must be of the same high quality as the original. The quality of the original may not always be high and often the translation is of a better quality but more of this later.

Consider your reaction when you receive a document from a foreign client. It is likely that you will pay far more attention to it if the document is in a language that you comprehend. The same applies when you send documentation to a client – it is far more likely to be favourably received if it is professionally translated into the client's language.

1.2. Who should you get to translate?

The principal criteria applied to the selection of a translator are:

1. Use only a translator who translates into his mother tongue (or language of habitual use as it is sometimes called). Ideally, the translator should have formal training as a translator and be qualified as a Member of a recognized professional association such as the Institute of Translation and Interpreting.

2. Use only a translator who has experience of your product or service segment. It is inappropriate to

ask a translator with experience of, say, only electronic engineering to translate a text on property management.

To do otherwise is unprofessional and unethical.

1.3. The service provider and the uninformed buyer

The term ‘seller’ is a misnomer since translations cannot be sold from stock. Although I think that many buyers often believe that this is the case. As I wrote in the introductory chapter, some potential buyers are woefully ill-informed of the skills needed for translation. Here is the opportunity to do some effective marketing. The buyer has some idea of what he wants and it is up to you to advise him of what is involved and what the realistic costs are. The following lists some of the false ideas and how you should advise, or dare I say, educate the buyer.

Common client misconceptions and reality

CLIENT MISCONCEPTION	REALITY
A translator works on his own and needs no support from the client.	Dialogue between translator and client is essential since, even though the translator should have experience in the client’s subject area, there will be times when clarification on poorly-written or ambiguous text will be necessary or advice on terminology will be sought
A translated text of, say, 5000 words can be produced overnight and costs no more than 20 €.	A qualified translator is a highly skilled professional and is no less equal in stature to other professions that demand a similar level of education and experience.
The client has already attempted a translation, or may have asked a member of staff to do so. The client then requests that you ‘just have a look at the text and tidy it up’.	You should reject a request of this type and inform the client that the result would be a poor compromise and would probably cost as much, if not more, to ‘tidy’ up than it would to make a new translation.
If you have a computer, it can do the translation for you and your charges should be lower.	Translation tools such as computer-aided translation need the skills of an experienced translator to interact with the computer to produce a professional result. The client is paying for your skills as a ‘knowledge worker’ and for the end result. Make the client aware of the benefits you are offering. Would the client demand that a solicitor charge less because he uses the same efficiency tools such as word-processing software, databases?
The client makes the bold statement, ‘I only need a rough translation, you needn’t spend too much time on it’.	We as professionals do not produce ‘rough translations’. You need to explain to the client that you will produce an accurate translation but that the level of quality control will mean that the output is suitable for information purposes but not for general publication.

You may know these truths to be self-evident but need to ensure that the potential client understands that translation is a skilled and demanding profession. Some international companies may have their own staff translators either in-house or at their various international subsidiaries. This is ideal if the people concerned have the appropriate training and experience, and translate into their mother tongue. If it is not cost-effective to retain such resources then the obvious step is to establish a beneficial working relationship with an external resource.

There is a variety of external resources available but the challenge is how to select the best translation services provider for your particular needs. This choice is particularly difficult if you do not have the staff to assess the quality of the translations provided – you have to rely on the integrity of the service provider.

1.4. How to find a translation services provider

If you look in the section for Translators and Interpreters in the London Business Pages, for example, you will find literally hundreds of firms from 'one-man bands' to translation companies with a significant number of permanent staff. Faced with this dilemma, it is difficult to know whom to choose. If you really want to play it safe, ask a translation service provider if its quality management system is accredited to ISO 9001. The proportion of translation services providers who are accredited to this standard (ISO 9001: 2000 – previously 9002:1994) and others such as 'Investors in People' is quite small. However, on this basis you may wish to extend your search a little. There are agencies who, in their advertising, make the bold statement 'ISO 9002 applied for'. This implies no qualification whatsoever. An organization is either accredited or it is not accredited. Regrettably the potential buyer may not be aware of this.

Most advertisers offer much the same in terms of the range of services, speedy delivery, and number of languages. Very few offer differentiated services and the statement 'all languages, all subjects' often belies the actual resources available. There are three principal types of translation service provider. The individual freelance translator or practitioner working from one or more languages and into one target language. This may be the best option if you need translation into a single language. It is natural that the individual practitioner will have limited resources but, if you can work within these limitations, then your requirements can be met.

Translations agencies who, as the name suggests, act as an agency or broker. These are sometimes staffed by as few as two or three administrators. There are good and bad agencies. If you are an uninitiated buyer of translation services it is useful to have a list of questions to ask when asking for details. Translation companies have their own in-house translators and quality controllers who work under what might be considered ideal conditions. Staff translators can discuss linguistic challenges with colleagues and have a greater advantage in this respect over individual practitioners. Many of the latter work in isolation – one of the dilemmas of working as a freelance. Those who shun isolation and network with colleagues are at an advantage.

1.5. Is price any guide to quality?

Good quality translation takes time and costs money. All buyers of translation services will want value for money but this does not necessarily mean that the cheapest is the least expensive in the long term. Many translation services providers will quote a low price for translation, just to get a 'foot in the door', but will then add supplements for additional services such as:

- 'technical translation';
- independent checking;
- layout;
- project management;
- glossary compilation.

It is therefore important to ask what is included in the price. It is also important to ask what the translation services provider's quality policy is and request a copy of it. This will give a good indication whether or not the translation services provider is serious about quality management or is just paying lip service to the concept.

A reliable method is to use a translation services provider who is recommended by a colleague or associate. Again the caveat is whether or not the colleague is able to assess the quality provided. Translation is but one element of the documentation value chain so it is important that the source document be suitable for the intended reader. A translation services provider has great difficulty making 'a silk purse out of a sow's ear'.

The following presents a number of options when seeking a services provider. Although 'No' is written in some cases, such services or attribute may not be appropriate to the individual translator. ISO 9001:2000 is a case in point.

A good example of how a statement could lead to misinterpretation is, *'I'll blow up the fax and send it in bits!'*. Admittedly, this is a statement taken out of context and could be expressed more clearly as, *'I'll enlarge the original fax pages and send each as two enlarged halves'*, rather than a statement of intention to destroy the fax machine and send the pieces. I was once asked to define what 'communication' is. This can be any number of things but, in translation, I consider the following to be appropriate.

The different gaps and their significance are shown in the following table:

Quality gap	How the quality gap arises
Gap 1 – the gap between what the client expects and the project manager’s understanding of what the client wants	The gap arises when the project manager does not understand what the client considers to be important to the translation process. The client may expect a perfectly-formatted, independently-checked and edited translation (although has not specifically stated so) whereas the project manager believes that the translation will be used for information purposes only and requires no special layout.
Gap 2 – the gap between the project manager’s perception of what the client wants and the actual specification for the translation	The gap arises when the project manager does not draw up a specification that is detailed enough to show clearly what is required. This may leave the translator who actually carries out the translation unsure about what exactly is intended. The gap may be a consequence of the translation requirements not being stated adequately by the client. For example, the client may expect the translation to be provided in a particular software format whereas the translator is not informed of this.
Gap 3 – the gap between the client specification and how the client views what is delivered	This gap arises when the delivered translation does not correspond to what was specified by the client. One example is the translation being longer than expected. It is the client’s perception that is important but there may be a number of intangible factors that were not anticipated.
Gap 4 – the gap between the client’s experience and external communication to the client.	This arises when the translation provider cannot deliver what is promised in advertising or promotion material. In other words, the translation provider must make sure that what is promised is, in fact, delivered.
Gap 5 – the gap between the client’s expectation and the client’s experience	A client’s expectation is affected by his own experiences, the recommendations of others and the claims made by the translation services provider. The translation services provider must bear in mind that the client’s experience is determined by his perception of what is supplied, not by the perception held by the translation services provider.

Lecture 6

Робоче середовище та фахові інструменти перекладача. Самооцінка перекладача

1.1. Translator’s self-evaluation

Objective:

- to define the criteria for determining the skill level of a potential translator

You may want to read this chapter carefully to try to make an honest determination as to where on this scale you find yourself at this time. If you are below Level 2+, you need to keep practicing. If you are at Level 3 or higher, you can start doing some professional translating. After Level 4 you are ready for some serious translating, and at Level 5 you can start making a living as a translator.

1.2. Translator Skill Levels

Level 0

No functional ability to translate the language. Consistently misunderstanding or cannot comprehend at all.

Level 0+

Can translate all or some place names (i.e. street or city designations), corporate names, numbers and isolated words and phrases, often translating these inaccurately.

In rendering translations, writes using only memorized material and set expressions. Spelling and representation of symbols (letters, syllables, characters) are frequently incorrect.

Level 1

Sufficient skill to translate the simplest connected written material in a form equivalent to usual printing or typescript. Can translate either representations of familiar formulaic verbal exchanges or simple language containing only the highest-frequency grammatical patterns and vocabulary items, including cognates when appropriate. Translated texts include simple narratives of routine behavior; concrete descriptions of persons, places and things; and explanations of geography and government such as those simplified for tourists. Mistranslations common.

In rendering translations, writes in simple sentences (or clauses), making continual errors in spelling, grammar and punctuation, but translation can be read and understood by a native reader used to dealing with foreigners attempting to translate his/her language.

Level 1+

Sufficient skill to translate simple discourse for informative social purposes in printed form. Can translate material such as announcements or public events, popular advertising notes containing biographical information or narration of events and straightforward newspaper headlines. Has some difficulty with the cohesive factors in discourse, such as matching pronouns with referents.

In rendering translations, writing shows good control of elementary vocabulary and some control of basic syntactic patterns, but major errors still occur when expressing more complex thoughts. Dictionary usage may still yield incorrect vocabulary of forms, although can use a dictionary to advantage to translate simple ideas. Translations, though faulty, are comprehensible to native readers used to dealing with foreigners.

Level 2

Sufficient skill to translate simple authentic written material in a form equivalent to usual printing. Can translate uncomplicated, but authentic prose on familiar subjects that are normally present in a predictable sequence, which aids the translator in his/her work. Texts may include description and narration in context, such as news items describing frequently occurring events, simple biographical information, social notices, formatted business letters and simple technical material written for the general reader. The prose is predominantly in familiar sentence patterns. Some mistranslations.

In rendering translations, has written vocabulary sufficient to perform simple translations with some circumlocutions. Still makes common errors in spelling and punctuation, but shows some control of the most common formats and punctuation conventions. Good control of morphology of language (in inflected languages) and of the most frequently used syntactic structures. Elementary constructions are usually handled quite accurately, and translations are understandable to a native reader *not* used to reading the translations of foreigners.

Level 2+

Sufficient skill to translate most factual material in nontechnical prose as well as some discussions on concrete topics related to special professional interests. Has begun to make sensible guesses about unfamiliar words by using linguistic context and prior knowledge. May react personally to material, but does not yet detect subjective attitudes, values or judgments in the material to be translated. In rendering translations, often shows surprising fluency and ease of expression, but under time constraints and pressure language may be inaccurate and/or incomprehensible. Generally strong in either grammar or vocabulary, but not in both. Weaknesses or unevenness in one of the foregoing or in spelling results in occasional mistranslations. Areas of weakness range from simple constructions, such as plurals, articles, prepositions and negatives, to more complex structures, word order and relative clauses. Normally controls general vocabulary, with some misuse of everyday vocabulary still evident. Shows a limited ability to use circumlocutions. Uses dictionary to advantage to supply unknown words. Translations are understandable to native readers not used to dealing with foreigner's attempts to translate the language, though style is obviously foreign.

Level 3

Able to translate authentic prose on unfamiliar subjects. Translating ability is not dependent on subject matter knowledge. Texts will include news stories similar to wire service reports, routine

correspondence, general reports and technical material in his/her professional field, all of which include hypothesis, argumentation and supported opinions. Such texts typically include grammatical patterns and vocabulary ordinarily encountered in professional reacting. Mistranslations rare. Almost always able to correctly translate material, relate ideas and make inferences. Rarely has to pause over or reread general vocabulary. However, may experience some difficulty with unusually complex structures and low-frequency idioms.

In preparing translations, control of structure, spelling, and general vocabulary is adequate to convey his/her message accurately, but style may be obviously foreign. Errors virtually never interfere with comprehension and rarely disturb the native reader. Punctuation generally controlled. Employs a full range of structures. Control of grammar good, with only sporadic errors in basic structures, occasional errors in the most complex frequent structures and somewhat more frequent errors in low-frequency complex structures. Consistent control of compound and complex sentences. Relationship of ideas presented in original material is consistently clear.

Level 3+

Increased ability to translate a variety of styles and forms of language pertinent to professional needs. Rarely mistranslates such texts or rarely experiences difficulty relating ideas or making inferences. Ability to comprehend many sociolinguistic and cultural references. However, may miss some nuances and subtleties. Increased ability to translate unusually complex structures and low-frequency idioms; however, accuracy is not complete.

In rendering translations, able to write the language in a few prose styles pertinent to professional/educational needs. Not always able to tailor language to suit original material. Weaknesses may lie in poor control of low-frequency, complex structures, vocabulary or the ability to express subtleties and nuances.

Level 4

Able to translate fluently and accurately all styles and forms of the language pertinent to professional needs. Can translate more difficult prose and follow unpredictable turns of thought readily in any area directed to the general reader and all materials in his/her own special field, including official and professional documents and correspondence. Able to translate precise and extensive vocabulary, including nuances and subtleties, and recognize all professionally relevant vocabulary known to the educated nonprofessional native, although may have some difficulty with slang. Can translate reasonably legible handwriting without difficulty. Understands almost all sociolinguistic and cultural references.

In rendering translations, able to write the language precisely and accurately in a variety of prose styles pertinent to professional/ educational needs. Errors of grammar are rare, including those in low-frequency complex structures. Consistently able to tailor language to suit material and able to express subtleties and nuances.

Level 4+

Increased ability to translate extremely difficult or abstract prose. Increased ability to translate a variety of vocabulary, idioms, colloquialisms and slang. Strong sensitivity to sociolinguistic and cultural references. Increased ability to translate less than fully legible handwriting. Accuracy is close to that of an educated translator, but still not equivalent.

In rendering translations, able to write the language precisely and accurately, in a wide variety of prose styles pertinent to professional/educational needs.

Level 5

Can translate extremely difficult and abstract prose (i.e., legal, technical), as well as highly colloquial writings and the literary forms of the language. Translates a wide variety of vocabulary and idioms, colloquialisms, slang and pertinent cultural references. With varying degrees of difficulty, can translate all kinds of handwritten documents. Able to understand how natives think as they produce a text. Accuracy is equivalent to that of a well-educated translator.

In rendering translations, has writing proficiency equal to that of a well-educated native. Without nonnative errors of structure, spelling, style or vocabulary, can translate both formal and informal correspondence, official reports and documents and professional/educational articles, including writing for special purposes which might include legal, technical, educational, literary and colloquial writing.

1.3. Interpreter's professional environment and tools

1. Set up your home office in the front of the house to take advantage of the flow of energy, since energy enters your home through the front door. If you're in the back, it's more difficult to receive any energy. This will also be beneficial if you will be receiving clients and conducting business with others in your home office. Once energy enters through the front door it flows up, so it is preferable to be on the entry level or above, as opposed to a level below the main floor of the house. It's difficult for energy to move down into the basement.

2. Look at the position of your desk. Sit so that you face the doorway or room entrance. Sitting with your back to the door means you don't know if someone is approaching – so you are more vulnerable to surprises. Because you can't see what's coming, this vulnerability may trigger unnecessary fears, or “negative energy”. The best position for your desk is in the corner that is diagonally opposite the office door. If you can't move your desk to face the room entrance, put up a small convex mirror in the corner of your monitor so that you can see behind you. Have a wall behind your chair, rather than a window, for symbolic support. If you have no choice, keep the blind down and make sure to sit in a tall-backed chair for support.

3. Be comfortable with your computer equipment. Do not get stuck with the keyboard and mouse that come with your PC: replace them. Both need to be ergonomically friendly, with curvy shapes that benefit the flow of energy through your fingers and hands. You also need to position your computer monitor to avoid any hint of glare. Glare is very negative from a feng shui point of view. It interferes with concentration and peace of mind.

4. Keep your workspace clean and clutter-free in order to allow a free flow of chi throughout the room (i.e. the life force or vital energy that links people with their surroundings). Keep the cords to your office equipment well hidden.

5. Improve lighting. Get a really good desk lamp for your work area. The nice pool of light that you have with a desk lamp brings in energy, and really helps your concentration and focus.

6. Clear the effects of electromagnetic stress from your computer by taking frequent breaks. Plus you can place a clear quartz or rose quartz crystal next to it to absorb negative emissions.

7. Don't sleep in the same room where your computer is. Electronic items such as computers, fax machines or even television sets can produce too much yang energy and disturb sleep patterns. Yang is the opposite of yin, which encourages rest and relaxation. Keep your home-based office out of the bedroom. If you don't have a choice, use a room divider to separate your office from your sleep area. At the very least, if it's near your bed, cover your PC with an attractive cloth when it's not in use, or hide the office area with a screen at night so that you don't mix energies when you move from work to sleep.

8. Place plants in your office. A plant will bring life into your workspace and will also absorb toxins in the air.