

Table of Contents

Purpose	2
Definitions	3
Technical translation how it's different from word-for-word translation.	4
Tips On Translation – Top 10	4
Importance on Developing Content Using a Glossary	4
Other Items to Watchout	5
Translation Process Consistency (Translation Project Management, etc.).....	5

Purpose

This purpose of this short whitepaper is to provide information about language solutions and how to write for translation and localization. It explains what translation, localization, globalization, language, source language, target language, and dialect mean. It also talks about why it's important to translate, such as to reach more consumers and comply with legal requirements.

In this article we explain what technical translation is and how it's different from word-for-word translation. It's important to adjust technical documentation to account for both national and technical cultures.

We also supply gives tips on how to write for translation, such as being clear and consistent in terminology and format, using function-oriented terms, and avoiding jargon.

Developing and using a glossary is also important for maintaining consistency across projects and products.

The article advises against using unexpanded acronyms, culturally specific formats, and American idioms. It's also important to be aware of the ambiguities of language and to use white space and images effectively in translated text.

Finally, the article talks about translation project management and the importance of appointing a contact person, scheduling sufficient time, and using translation memory tools. It's also important to involve reviewers and stay with the same translation company for consistency and expertise.

Definitions

Translation is the process of converting written or spoken language from one language to another while maintaining the meaning and intent of the original text. It involves understanding the source language and culture, and accurately conveying the message in the target language and culture. Translation can be used for a variety of purposes, such as business communication, legal documents, literature, and more.

Source language refers to the original language of a text that needs to be translated into another language. In translation, the source language is the language that the translator reads and understands in order to produce a translated version in the target language. The quality of the translation depends on the translator's ability to accurately convey the meaning and nuances of the source language into the target language.

Target language refers to the language into which a text is being translated. It is the language that the translated text is intended for and will be read or used in. In translation, the source language is the original language of the text being translated, while the target language is the language into which the text is being translated. The goal of translation is to accurately convey the meaning and intent of the source language into the target language.

Dialect refers to a particular form of a language that is specific to a particular region or group of people. In translation, it is important to consider the dialect of the source language and the target language to ensure that the translated text is appropriate for the intended audience. For example, American English and British English are two different dialects of the English language, and a translation from one dialect to the other may require adjustments to ensure that the meaning is accurately conveyed. Similarly, Spanish has different dialects in different regions, such as Castilian Spanish in Spain and Latin American Spanish in Latin America, and a translation from one dialect to another may require adjustments to ensure that the text is appropriate for the intended audience.

Technical translation is the process of conveying equivalent technical concepts in a foreign culture, technical specialty, and language.

Localization is the process of adapting a product or service to meet the language, cultural, and other specific requirements of a particular country or region. This includes translating content, adjusting formats and layouts, and ensuring that the product or service meets local legal and regulatory requirements. Localization goes beyond simple translation and aims to create a product or service that feels native to the target audience. It is an important aspect of global marketing and helps companies reach new markets and increase their international presence.

Globalization means that businesses and organizations are increasingly operating on a global scale, and therefore need to communicate with customers, partners, and employees in multiple languages. This requires translation and localization services to ensure that messages are accurately conveyed and culturally appropriate for each target audience. Globalization has also led to the development of translation technologies and tools, such as translation memory and machine translation, which help to streamline the translation process and make it more efficient.

Technical translation how it's different from word-for-word translation.

Technical translation involves conveying equivalent technical concepts in a foreign culture, technical specialty, and language. It is not a word-for-word translation, as the translated text is always longer or shorter than the original text. Technical translation requires adjusting or "localizing" technical documentation to account for both the larger national culture and the narrower technical culture. This includes adjusting for dialects, such as American English vs. British English, Castilian vs. Latin American Spanish, and Continental vs. Brazilian Portuguese. Technical translation also involves using precise specifications and avoiding culturally bound references. It is important to develop and use a glossary to maintain consistency and avoid unexpanded, rare, or internal-use acronyms. Additionally, culturally specific formats, standards, and units must be localized. Overall, technical translation requires a deep understanding of both the technical subject matter and the target language and culture.

Tips On Translation – Top 10

Listed below are the Top 10 Tips of writing for translation:

1. Keep the target audience in mind: Consider the cultural and linguistic differences of the target audience and adapt the translation accordingly.
2. Use clear and concise language: Avoid using complex sentences or technical jargon that may be difficult to understand for the target audience.
3. Maintain consistency: Use consistent terminology and formatting throughout the translation to ensure clarity and accuracy.
4. Use a glossary: Develop and use a glossary to maintain consistency and provide definitions to translation teams.
5. Avoid idioms and humor: Idioms and humor can be difficult to translate accurately and may not be understood by the target audience.
6. Be aware of text expansion: Text in translation may expand, so leave enough white space and avoid narrow columns.
7. Involve reviewers: Involve reviewers or vendors in the approval of technical terminology to ensure accuracy and consistency.
8. Use translation memory tools: Translation memory tools can improve consistency and reduce costs over time.
9. Stay with the same translation company: Continuity of project knowledge and expertise can be valuable in future projects.
10. Proofread and edit: Always proofread and edit the translation to ensure accuracy and clarity.

Importance on Developing Content Using a Glossary

Developing content using a glossary is important for maintaining consistency across projects and products because it helps to ensure that the same terminology is used consistently throughout all materials. This is particularly important in technical writing, where precise and accurate language is essential. A glossary provides a framework for supplying definitions to translation teams, which helps to maintain consistency across company projects and products and facilitates the efficient use of translation tools, reducing production time and costs. Additionally, a glossary can be useful in the indexation process, making it easier for users to find the information they need. Overall, using a glossary helps to ensure that technical documentation is clear, accurate, and consistent, which is essential for effective communication and understanding.

Other Items to Watchout

It is important to advise against using unexpanded acronyms, culturally specific formats, and American idioms in translated text because they can cause confusion and misinterpretation for the target audience. Unexpanded acronyms may not have equivalents in the target language, and culturally specific formats may not be applicable or understood in the target culture. American idioms may not translate well and may not have the same meaning in the target language.

It is also important to be aware of the ambiguities of language, such as words used as both nouns and verbs, and to use clear and concise language to avoid confusion. Effective use of white space and images can help accommodate text expansion in translation and improve visual communication for the target audience.

Overall, taking these factors into consideration can help ensure accurate and effective communication in translated text.

Translation Process Consistency (Translation Project Management, etc.)

Translation project management is important because it ensures that the translation and localization process is organized and efficient. Appointing a contact person is important because it provides a single point of contact for the translation company and ensures that communication is clear and consistent. This person can also provide important information about the target country and locale, which can help the translation company produce more accurate and culturally appropriate translations.

Scheduling sufficient time is important because it allows for proper translation, editing, reviews, quality control, layout, and other important steps in the translation process. Rushing the process can lead to errors, inconsistencies, and poor-quality translations.

Using translation memory tools is important because it improves terminology consistency and reduces costs over time. These tools allow for the reuse of previously translated content, which can save time and money in future translation projects.

Involving reviewers is important because it ensures that the translation is accurate and appropriate for the target audience. Reviewers can provide valuable feedback on technical terminology and cultural nuances, which can improve the quality of the translation.

Staying with the same translation company is important because it facilitates leveraging and ensures continuity of project knowledge. Translators and editors develop expertise over time, and working with the same company can help ensure consistency and accuracy in translations.