

NATIONAL ASSOCIATION OF EDUCATIONAL TRANSLATORS AND INTERPRETERS OF SPOKEN LANGUAGES

BEST PRACTICES FOR TRANSLATION OF DOCUMENTS

FOR TRANSLATORS

PLAN



- Verify that the English document is the **final version**.
- **Check** for grammar, idioms, unclear language and **clarify** with the owner of the document.
- Make sure the document is received in an **editable format**.
- If the document includes **metaphors, idioms, or jargon**, clarify with the owner before starting.
- If there are **illegible** or **blurry** sections of text in the document, ask for clarification before starting the process.

EXPLAIN

- Explain that an accurate translation requires **time** and **research**. Rush jobs are subject to inadequacies.
- Be clear about your **deadline** and **request more time** if needed.
- Explain to the owner of the document that translations will potentially **take up more space** than the English versions.



TRANSLATE

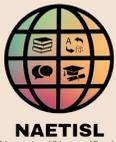


- Make sure to know the **intended audience** for the translation.
- **Read** and **understand** the entire body of the text before starting.
- Make sure the information **has a flow** and the reader will understand.
- Make sure you are aware of **previous translations** of the **same topic**, discuss terms and ensure consistency within the same **school district**.
- Convey messages and **avoid** word-for-word translations.
- Match the **design** and **format** as best as possible.
- Check for **typographical errors**.

AFTERWARDS

- Allow for adequate time to have the translation **reviewed** by a **proofreader** and for you to review their **feedback**.
- If a **glossary** is not available, **create one** after the fact to help you or other translators with documents in the future.
- Create your **translation team** to translate, edit and proofread documents.





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FOR SCHOOL LEADERS AND EDUCATORS

LANGUAGE

- Use **plain text, avoid jargon and technical terms**, and be mindful of the nuances of language. Avoid using metaphors, jokes, or colloquialisms that will not translate well.
- **Highlight words** that you do not want translated such as names of local organizations, programs, and other proper nouns. Federal agencies and programs, and names of community-based organizations that serve immigrant communities may already have approved translated names.
- Is a translated document needed? Your Language Access Plan should include information about **reaching low-literacy families** or families who speak a language that does not have a written format
- To protect accuracy and completeness, **rush translations are not recommended**.
- Machine translation and online widgets should only be **used in combination** with a human proofreader to ensure accuracy.
- Remember: **Interpreters** (who relay information verbally) may not be proficient at translating documents.
- Utilize **infographics and images** to help tell the story of what you are trying to convey.
- Incorporate storytelling when possible. Some communities can relate to **stories or anecdotes** when making decisions or asking for help. If possible, incorporate short and engaging video and audio messages.

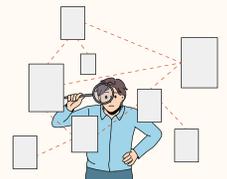


GRAPHICS AND FORMAT

- Translators can work more efficiently with **editable documents** in formats such as Word.
- Keep in mind that the more graphics, images, tables or designs you have on your document, the **longer the translation process** will take.
- Remember that most languages tend to **use more words** to explain concepts than English. A translated document will usually be longer than the English version.
- Make sure graphics or photos are **culturally appropriate**. Ask for community input on the images to be used.

REVIEW AND SEND

- Give **clear directions and reasonable deadlines** to the translator.
- Send the translator the **final version** of your document with no edits, track changes or notes.
- **Develop relationships** with community organizations or family groups that can review translations done for your school.
- Send the **finalized and formatted** translated documents and the original English-language document to a reviewer.
- **Inform the translator** of edits/changes needed as recommended by reviewers..



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