

Best Practices for Translation

- Translator has a knowledge of formal aspects of the target language at a native level, including grammar, spelling, punctuation, capitalization, and syntax.
- Translator has native-language knowledge of the source language, the language from which he or she is translating. Generally, the translation should be into the language the translator knows at an educated level.
- Translator has knowledge of the cultural aspects of both language groups.
- Translator is a native speaker or has native speaker knowledge of the language.
- Translator knows the audience.
- Translator conveys meaning rather than word –for-word translations.
- Translator is trained or experienced in the colloquial lexicon.
- Translator is skilled in proofreading or secures a proofreader for all work.
- Translator is certified if the material to be translated is a legal document.

Tips for translators:

- Finalize your written text before starting the translation. (Aparicio and Durban 2003.)
- Read and understand the entire body of the text before beginning translation.
- Make a list of terms or phrases that you do not understand and research them.
- Use a spell-check program, if available.
- Check for text enhancements: italics, underlined text or bolded text.
- Check for capitalization, punctuation, and typographical errors.
- Verify the format against the original version. Count every paragraph, bullet, box and format feature contained in the original version to be certain you have accounted for everything.
- Allow for adequate time to have materials reviewed by the proofreader.
- Review the proofreader's changes and recommended revisions and decide if they are appropriate.
- Review the final translation one more time before publishing.

Best Practices for Interpretation

Interpreters should possess the following attributes:

- Interpreter possesses extensive vocabulary in both languages.
- Interpreter interprets the message completely and accurately.
- Interpreter allows parties to speak for themselves.
- Interpreter refrains from interjecting personal opinions.
- Interpreter does not engage in side conversations.
- Interpreter does not change the register (the level of speech) whether very technical or erudite, or a child's speech.
- Interpreter is courteous and professional.
- Interpreter is experienced and able to document his or her qualifications.

Best Practices when you Use an Interpreter

Suggestions for working effectively with interpreters:

- Keep grammatical constructions as simple as possible.
- Speak clearly and loudly.
- Be sure that the interpreter is positioned so as to be able to hear and to be heard by both parties for whom she or he is interpreting.
- Make eye contact with the party to whom you are speaking.
- Use the first person when speaking to enhance direct communication.
- Avoid long strings of sentences. (Because of different grammatical structures in English and Spanish, and because English is an *implicit* language and Spanish is an *explicit* language, more words (25 to 33 percent) are needed to translate an English text into Spanish).
- Allow time for the interpreter to interpret the full message.
- Avoid idiomatic words and phrases.
- Avoid the use of slang.
- Develop a list of high-frequency words and phrases; provide this list to the interpreter with ample time for review and preparation.
- Provide language resources, such as dictionaries and access to the Internet.
- If there is a presentation of written information, make sure the interpreter has it before the meeting so the interpreter can read it before the meeting begins.
- If you are at a large meeting and have the interpreting equipment available, it is important to make sure that the participants are aware that it is available and that it is easy to get the equipment.