

GOLDER RULE TO PURCHASING A TRANSLATION

- Ask me to translate only relevant sections of existing documents, or produce shorter versions in your own language and have these translated. You can ask me to give you a quick oral summary so that we can determine together which documents need to be fully translated.
- Remember that crafted translations require time. The added value that a good translation can offer also has a price-tag, and can earn you a lot of money in promoting your products on international markets. Distinguish between 'for- information' translation and 'for publication' work.
- Style, sentence length, word choice, and format: do not forget to explain whom your message is intended to: vector and audience. I may need to rewrite or adapt some part of the message. To avoid misunderstanding, clarify this upfront.
- Finalise your text. Working on a draft-in-progress will almost always be more time consuming. The more versions you have, the more likely it is that errors will creep into the final version. If your time constraints do not give you the choice, date- stamp each version and mark changes clearly from one version to the next for the translator's benefit.
- No one reads your text more carefully than your translator. This is good news for you, since it will allow you to identify unclear parts and to clarify your message. Nominate a designated interlocutor readily available for the translator to ask valuable questions.
- Have typeset copy proofread by me: last minute additions (headings, captions, word changes) can sabotage an otherwise effective document.
- Bilingual well-meant advice: bilinguals speak two languages fluently, but are not necessarily good at moving information between the two. As a professional translator, I am first and foremost a writer, bridging between languages and cultures, with appropriate style and terminology. A bilingual colleague may 'give you the gist' of a document, but is not a guarantee of written fluency or skill in translation, you need to consider translation professional services.
- Subject-matter experts/engineers: I will need to double check grammar, syntax and style before going to press, especially if your subject-matter expert is not a native speaker. Technical terms will be double checked as I will be on my toes for accuracy, using specialised dictionaries and professional electronic interfaces. Ask for an 'in-house' dictionary to be issued as part of my service to you.
- Recognise the value in keeping me for the next job: I will know your company lingo!