



Checklist for Translation Assignments

Before I can start with the actual translation, some points need to be clarified.

► Text volume, price, deadline

- ✓ Can the text be supplied electronically (→ electronic count) ?
- ✓ Text volume ?
- ✓ Desired delivery date ?
- ✓ Cost, budget ?

► Text type, content and language

- ✓ Which document type is used and who is the intended **reader group** ?
- ✓ Is the text **intended for publishing**, or is it **for internal use** only ?
- ✓ Is the text **confidential** ?
- ✓ English as **target language**: British, American, or international English ?
- ✓ Can you provide any **reference material**, e.g. previous versions, similar texts, terminology ?
- ✓ This is often relevant for the translation of software manuals: Are **screenshots** of the program interfaces already available in the target language ?
- ✓ Is there an **expert** in your company that I can **contact** for technical questions ?

► Layout

- ✓ Do you require an unformatted target text or shall the translation be written in the original **layout** ?
- ✓ Is it necessary to edit **images/diagrams** or are they already available in the target language ? Do I have to write key lists for the illustrations ?
- ✓ Do I need a **new DTP program** for editing, which may have to be procured ?