**TRANSLATING A REFERENCE (Part 2)**

**The entire task (i.e. parts A, B, C, D, E and F) should take about two hours in all, but the times are only approximate and don't worry if it takes you much longer - translation is a process that can take a very long time...**

**Pre-translation Tasks**

*(See answer sheet for answers to the tasks)*

Task A.

This text, the second part of Nina Schmidt's reference, is rather different from the first. Although relatively short, it is more difficult because it amounts to a list of highly technical words, which you will need to research. Start by reading the text in the document, **08 Zeugnis für Frau Nina Schmidt\_DE.docx**, and listing any familiar words in the text, e.g. *Export,* *Unternehmen, Firma, Aufgabe, Zoll, Angebot, Termin, Ware, Kosten, Kunde, Preisliste, telefonisch*, etc. Now check on the meanings. This will help you to understand the gist. What is the text about?

 15 minutes

Task B.

Now you are ready to start your research. Start by looking for parallel (i.e. similar) 'texts'. From what you know about Nina Schmidt, 1) Where will you look? Find and have a look at these to get an idea of the knowledge and skills and the tasks the training and work might involve. 2) Where/who else could you consult? 3) Could you ask your client? Make a list of possible sources of help/further research and find out as much as you can

 15+ minutes

Task C.

Strategies for finding the correct meaning/term in this context:

1) Breaking down words:

a) Verkaufssachbearbeiterin

b) Langzeitlieferantenerklärungen

c) Aussendienstmitarbeiter

2. Identifying proper names - what are the clues? List three or more proper nouns.

 15 minutes

Task D.

Selecting an appropriate term in the context: if you look up the following words in a dictionary you will find several alternatives for each:

a) -sachbearbeiter: contact, administrator, clerk, official, person responsible, officer etc.

b) -beauftragte: agent, representative, commissioner, appointee, delegate, etc.

c) Abwicklung: process(ing), arranging(arrangement), developing(development)

d) -Erstellung: creation(creating), preparation (preparing), issuing, production (producing, compilation (compiling

e) Muster: sample, model, pattern, example, swatch

One or more of these terms could be appropriate in this context. 1) Which alternative(s) do you feel suit the context? 2) Why? Write a sentence to justify your choice for each of the 5 terms. Note, you need to say more than, '"It sounded right," to convince your client who may not agree with you.

 15 minutes

Task E.

**Translate the text**. 1) What format will you choose? 2) How will you ensure this?

 45 minutes

Task F.

Compare your translation to the one in document **09 Reference\_for\_Nina\_Schmidt\_EN.docx**, and read the 5 annotations.

Write similar annotations to justify 3-5 decisions you made; these will resemble the arguments you used to justify your choices in Task D. Again, you need to say more than, "It sounded/felt right": you may have to work hard to persuade your client that your choice is the correct one and for this you need *evidence* in the form of facts based on your previous research, knowledge of English grammar and style, conventions in a reference, etc. Remember to quote your sources to make your reasons more convincing.

 15 minutes