**TRANSLATING A REFERENCE (Part 2)**

**ANSWERS**

Task A:

Meanings of key words:

*Unternehmen/Firma = company, firm, business Angebot = quotation, offer*

*Aufgabe = responsibility, task Termin = deadline, date/time, appointment*

*Verkaufs = sales Zoll = customs*

Answer to final question: the text is about Nina Schmidt's responsibilities in the company she worked for and the tasks she carried out there.

Task B:

1) Textile training courses/colleges, textile or commercial companies, job specifications for jobs in textiles, sales, imports, exports, etc.

2) Wikipedia and Google can help a lot, also friends and any family members who are involved in the commercial, design, textile fields.

3). Most definitely in this case, indeed, with any text including specialised terminology such as this one. Your client may well know the terminology in English as well as German, may even provide you with a glossary of specialist terminology, or at least an explanation as to e.g. the process/idea referred to, which will all help. In this particular case the client provided the following terms:

Dispositionsabteilung = planning department

Akkreditiv = letter of credit

Präferenzkontrolle = checking tariff preferences

Kollektionsvorlagen = presenting collections

Exklusivitätszusagen = exclusivity agreements

Task C:

1a) Verkaufs = sales, -sachbearbeiter = person responsible, specialist, contact etc. > sales specialist/contact/coordinator/administrator/manager, etc.

1b) Langzeit = long-term, -lieferanten = suppliers, -erklärungen = declarations, explanations > long-term supplier declarations

1c) Aussen = external/field, -dienst = service/work, -mitarbeiter = employee > external employee, representative, agent etc.

2. The clues to proper nouns are capital letters, no preceding article ('a' 'the'), usually singular, sometimes names or foreign words, etc. Some proper nouns in this text are: Nürnberg, Atlas, MAX TEXTIL, Heimtextil, Frankfurt, Decosit/Mood, Brüssel

Task D:

1) As a result of your previous research, e.g. in parallel texts, and the knowledge you have gained about the textile context.

2) Possible choices:

a) -sachbearbeiter = contact, administrator, person responsible for/in charge of

b) -beauftragte = representative, agent, officer

c) Abwicklung = processing, arranging

d) Erstellung = preparing, producing

e) Muster = swatch(es), sample(s)

An example showing how to justify your choice:

'swatch' was chosen because it is defined as 'a sample, especially of fabric' in the OED, labelled 'textil' in the online dictionaries consulted, e.g. http://dict.leo.org/ and, moreover, appeared on several of the websites of leading UK textile companies researched, e.g. http://www.dunelm-mill.com/webapp/wcs/stores/servlet/ProcessMadeToMeasureRequest?storeId=10551&productId=3&step=2&categoryId=10-15041&colourId=1&startCategoryId=0-15006&catalogId=11100&fabricPageNum=3&filter\_2=2:Style&filter\_1=1:Style

Task E:

1) Identical format to the original. (Always do this unless otherwise instructed by your client).

2) By copying the original document and then overtyping it (or by translating it in translation software).