

## Lesson 3 -> Translator Guidelines

## Lesson overview

#### Screen 01

1. Introduction: talking head

Describe topic in 1-2 sentences

2. Introduction: narration + bullet points

- Why is this topic important?

#### Screen 02

3. Outcomes: narration + bullet points:

What will you learn in this lesson? What skills will you develop?

- On completion of this lesson, you will:

•••

## **Lesson Content**

Check thermo translator guidelines as an example!

Screen 01

Screen 02

Screen 03

... etc.

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Set realistic timelines

Guidelines for translators

- Translating UI texts
- Following terminology
- Ask questions
- Activating tag settings in Trados
- Spell check
- QA

Context - Translators often don't have sufficient context in TM. So, provide a PDF of the source document. This makes a huge difference.

Provide glossaries for key terms and reference material where available. Translators are often all-rounders and may not always have the very specific product or industry knowledge of a technical writer.

## **Lesson Summary**

Key take aways

Take the lesson quiz to check your knowledge!

**Lesson Quiz** 

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# Module 2: Preparing translation resources

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