TRANSLATION QA CHECKLIST

DATE: 05/10/2023
PROJECT ID: 10400195
TRANSLATOR'S INITIALS: Jack

Your translation should always follow the standard or current official rules of the target language regarding grammar and spelling. Try to avoid a literal translation of the source document. Any spelling or typing mistakes can easily be removed with the spellchecker but remember that not all mistakes are detected electronically. You should always read through your finished work to check for any incorrect wording and spelling mistakes.

We expect translators to **proofread and review their own work against the source text before delivery** regardless of whether the translation is going to be revised by a second linguist or not. It is the translator's task to ensure all specialist terminology is correct.

GENERAL

• Was translation carried out according to instructions, supplied reference material, glossary, style guide etc. where provided?   YES ☒ NO ☐ N/A ☐

ACCURACY

• Is all the content in the original document present in the translation?   YES ☒ NO ☐ N/A ☐

• Has all the content been translated?   YES ☒ NO ☐ N/A ☐

• Is all spelling and grammar accurate?   YES ☐ NO ☐ N/A ☒

• Are all numbers rendered correctly?   YES ☒ NO ☐ N/A ☐

• Are all names rendered correctly?   YES ☒ NO ☐ N/A ☐

• Have technical or industry specific terms been double-checked for accuracy?   YES ☒ NO ☐ N/A ☐

TONE & REGISTER

• Is the style of language suitable for this kind of text for the target culture/audience?   YES ☒ NO ☐ N/A ☐

• Is the reader addressed befitting this type of text for the target culture/audience?   YES ☒ NO ☐ N/A ☐

FLUENCY

• Does the translation read like an original document in the target language?   YES ☐ NO ☐ N/A ☒

• Have grammatical structures been adapted to achieve fluency?   YES ☒ NO ☐ N/A ☐

• Has literal translation been avoided?   YES ☒ NO ☐ N/A ☐

PRESENTATION

• Does the text in the translation follow the same formatting as in the original document, e.g. fonts, fonts size, colors used, line spacing etc.?   YES ☒ NO ☐ N/A ☐

• If there is a contents page, have the page numbers been updated?   YES ☐ NO ☒ N/A ☐

• Are tables and diagrams formatted well, so that they are ready for presentation? YES ☐ NO ☒ N/A ☐

• If the translation has expanded/contracted in comparison to the source text, has the content been formatted so that the document is ready for presentation? YES ☐ NO ☒ N/A ☐

• Have local conventions on numbers, currency, etc. been considered? YES ☒ NO ☐ N/A ☐

CONSISTENCY

• Is the translation consistent in terminology? YES ☒ NO ☐ N/A ☐

• Is the translation consistent in style? YES ☐ NO ☐ N/A ☐

EXCLUSIONS / SPECIAL NOTES

• If there were words from the source text that had to be <u>kept as-is</u> in the target text, the linguist needs to identify those terms and notify the Project Manager upon delivery. Were these terms <u>kept as-is</u> identified?
YES ☒ NO ☐ N/A ☐

• **For languages using a special font**, the linguist is required to declare that they followed the prescribed font, or that they notified the Project Manager as to which font they actually used. Was this step completed?
YES ☒ NO ☐ N/A ☐

• There are rare instances wherein the source text itself contains mistakes (omissions, typos, etc.). Was the Project Manager informed about these?
YES ☐ NO ☐ N/A ☒

I hereby certify that all the above information is correct.
YES ☒ NO ☐