

Assamese Style Guide

Published: December, 2017

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1 About this style guide

This style guide is intended for the localization professional working on localized products that run on a Microsoft platform. It's not intended to be a comprehensive coverage of all localization practices, but to highlight areas where Microsoft has specific preferences or deviates from standard practices for Assamese localization.

The primary goal of this guide is to help you understand and learn how to address all of the necessary linguistic and stylistic nuances of Assamese during the localization of your products and services.

The style guide covers guidelines and recommendations for translating the Microsoft voice into Assamese including words, grammatical structures, the needs of the audience, and the intent of the text that are to be considered. Each of these areas is supplemented with samples.

Other language considerations covered in this style guide are accessibility, trademarks, geopolitical concerns and specific software considerations.

We welcome your feedback, questions and concerns regarding the style guide. Please send your feedback via [Microsoft Language Portal](#).

1.1 Recommended reference material

Unless this style guide or the [Microsoft Language Portal](#) provides alternative instructions, use the orthography, grammar, and terminology in the following publications:

Normative references

When more than one solution is possible, consult the other topics in this style guide for guidance.

1. Medhi, Kaliram; Oxomiya Byakaran aru Bhaxatattva
2. Goswami, Golok Chandra; Oxomiya Byakaranar Moulik Bichar
3. Goswami, Golok Chandra; Oxomiya Byakaran-Prabex
4. Saikia Bora, Lilawati; Oxomiya Bhaxar Ruptattva
5. Sharma, Suresh; Advanced Comprehensive Anglo-Assamese Dictionary
6. Neog, Dr. Maheswar; Barua, Navakanta; Devasharma, Rajanikanta (Edit.); Aadhunik Asamiya Abhidhaan
7. Barua, Hemchandra; Hemkosha
8. Handique, Chandrakanta; Chandrakanta Abhidhan
9. Deka, Pranabjyoti; Jyoti Dwibhasik Abhidhan
10. www.Xobdo.org – Assamese online Dictionary

Microsoft User interface reference

A helpful reference is the [Windows User Experience Interaction Guidelines](#).

2 Microsoft voice

Microsoft's brand personality comes through in our voice and tone—what we say and how we say it. The design of Microsoft products, services, and experiences hinges on crisp simplicity.

Three principles form the foundation of our voice:

- **Warm and relaxed:** We're natural. Less formal, more grounded in honest conversations. Occasionally, we're fun. (We know when to celebrate.)
- **Crisp and clear:** We're to the point. We write for scanning first, reading second. We make it simple above all.
- **Ready to lend a hand:** We show customers we're on their side. We anticipate their real needs and offer great information at just the right time.

The Microsoft voice targets a broad set of users from technology enthusiasts and casual computer users. Although content might be different for different audiences, the principles of Microsoft voice are the same. However, Microsoft voice also means keeping the audience in mind. Choose the right words for the audience: use technical terms for technical audiences, but for consumers use common words and phrases instead.

These key elements of Microsoft voice should extend across Microsoft content for all language locales. For each language, the specific choices in style and tone that produce Microsoft voice are different. These guidelines are relevant for US English as well as many other languages.

Guidelines

Keep the following guidelines in mind:

- Write short, easy-to-read sentences.
- Avoid passive voice—it's difficult to read and understand quickly.
- Be pleasant and ensure that explanations appear individualized.
- Avoid slang and be careful with colloquialisms—it's acceptable to reassure and connect with customers in a conversational tone, but be professional in doing so.

2.1 Choices that reflect Microsoft voice

Translating Assamese in a way that reflects Microsoft voice means choosing words and grammatical structures that reflect the same style as the source text. It also means considering the needs of the audience and the intent of the text.

The general style should be clear, friendly and concise. Use language that resembles conversation observed in everyday settings as opposed to the formal, technical language that's often used for technical and commercial content.

When you are localizing source text written in Microsoft voice, **feel free to choose words that aren't standard translations** if you think that's the best way to stay true to the intent of the source text.

Because Microsoft voice means a more conversational style, literally translating the source text may produce target text that's not relevant to customers. To guide your translation, consider the intent of the text and what the customer needs to know to successfully complete the task.

2.1.1 Word choice

Terminology

Use terminology from the [Microsoft Language Portal](#) where applicable, for example key terms, technical terms, and product names.

Short word forms and everyday words

Microsoft voice text written in US English prefers short, simple words spoken in everyday conversations. In English, shorter words are friendlier and less formal. Short words also save space on screen and are easier to read quickly. Precise, well-chosen words add clarity, but it's important to be intentional about using everyday words that customers are accustomed to.

The following table lists some common words that are used for Microsoft voice in US English.

en-US word	en-US word usage
App	Use <i>app</i> instead of <i>application</i> or <i>program</i> .
Pick, choose	Use <i>pick</i> in more fun, less formal or lightweight situations ("pick a color," not "choose a color") and <i>choose</i> for more formal situations (don't use <i>select</i> unless necessary for the UI).

Drive	For general reference to any drive type (hard drive, CD drive, external hard drive, etc.). Use specific drive type if necessary.
Get	Fine to use as a synonym for "obtain" or "come into possession of" but avoid for other general meanings.
Info	Use in most situations unless <i>information</i> better fits the context. Use <i>info</i> when you point the reader elsewhere ("for more info, see <link>").
PC	Use for personal computing devices. Use <i>computer</i> for situations about PCs and Macs. Don't switch between <i>PC</i> and <i>computer</i> .
You	Address the user as <i>you</i> , directly or indirectly through the use of first- and second-person pronouns like "you." Avoid third-person references, such as "user," as they sound formal and impersonal. For information on localizing <i>you</i> , see the section Pronouns .

Shorter words are generally more conversational in tone, save space on screen, and are easier to read quickly.

en-US source term	as-IN word	as-IN word usage
Share (verb)	ভাগবতৰা কৰক	Use instead of ভাগ-বতৰা কৰক
Pick, choose	পচন্দ	লওক, পচন্দ কৰক
Drive	ড্ৰাইভ	Use this in all the general mention of "Drive"

2.1.2 Words and phrases to avoid

Microsoft voice avoids an unnecessarily formal tone. The following table lists US English words that add formality without adding meaning, along with more common equivalents.

en-US word/phrase to avoid	Preferred en-US word/phrase
Achieve	<i>Do</i>
As well as	<i>Also, too</i>
Attempt	<i>Try</i>

Configure	<i>Set up</i>
Encounter	<i>Meet</i>
Execute	<i>Run</i>
Halt	<i>Stop</i>
Have an opportunity	<i>Can</i>
However	<i>But</i>
Give/provide guidance, give/provide information	<i>Help</i>
In addition	<i>Also</i>
In conjunction with	<i>With</i>
Locate	<i>Find</i>
Make a recommendation	<i>Recommend</i>
Modify	<i>Change</i>
Navigate	<i>Go</i>
Obtain	<i>Get</i>
Perform	<i>Do</i>
Purchase	<i>Buy</i>
Refer to	<i>See</i>
Resolve	<i>Fix</i>
Subsequent	<i>Next</i>
Suitable	<i>Works well</i>
Terminate	<i>End</i>
Toggle	<i>Switch</i>
Utilize	<i>Use</i>

The following table lists US English words, words or phrases to avoid in Assamese, and recommended equivalent words or phrases that convey the Assamese Microsoft voice:

en-US source	as-IN old word/phrase	as-IN new word/phrase
Attempt	চেষ্টা	প্রয়াস
In addition	সংযোগত	ইয়াৰ সৈতে
Give/provide guidance, give/provide information	পথ-প্রদর্শক, তথ্য প্রদান কৰা	সহযোগীতা

2.2 Sample Microsoft voice text

The source and target phrase samples in the following sections illustrate the intent of the Microsoft voice.

2.2.1 Address the user to take action

US English	Assamese target	Explanation
The password isn't correct, so please try again. Passwords are case-sensitive.	পাছৱৰ্ডটো শুদ্ধ নহয়, সেয়েহে অনুগ্রহ কৰি পুনৰাই চেষ্টাকৰক। পাছৱৰ্ডসমূহ বৰ্ণ-সংবেদনশীল।	The user has entered an incorrect password so provide the user with a short and friendly message with the action to try again.
This product key didn't work. Please check it and try again.	এই প্রডাক্ট কীটোৱে কাম নকৰিলে। অনুগ্রহ কৰি এইটো পৰীক্ষা কৰি পুনৰাই চেষ্টা কৰক।	The user has entered incorrect product key. The message casually and politely asks the user to check it and try again.
All ready to go	সম্পূৰ্ণৰূপে সাজু	Casual and short message to inform user that setup has completed, ready to start using the system.
Would you like to continue?	আপুনি অব্যাহত ৰাখিব বিচাৰেনে?	Use of the second person pronoun "you" to politely ask the user if they would like to continue.
Give your PC a name—any name you want. If you want to change the background color, turn high contrast off in PC settings.	আপোনাৰ PC-টোক এটা নাম দিয়ক - আপুনি বিচৰা যিকোনো নামেই দিবপাৰে। যদি আপুনি পৃষ্ঠভূমিৰ ৰং সলনি কৰিব বিচাৰে, তেন্তে PC ছেটিংছতথকা উচ্চ বিষমতাক অফ কৰক।	Address the user directly using the second person pronoun to take the necessary action.

2.2.2 Promote a feature

US English	Assamese target	Explanation
Picture password is a new way to help you protect your touchscreen PC. You choose the picture—and the gestures you use with it—to create a password that's uniquely yours.	আপোনাৰ টাচ স্ক্ৰীণ PC-টোক সুৰক্ষা প্ৰদান কৰাত সহায় কৰিবলৈ চিত্ৰ পাছৱৰ্ডটো হৈছে এটি নতুন উপায়, এটা অনন্য পাছৱৰ্ড যিটো কেৱল আপোনাৰ সেইটো সৃষ্টি কৰিবলৈ, আপুনি চিত্ৰখন আৰু ইয়াৰ সৈতে ব্যৱহাৰ কৰা জেচাৰসমূহ পছন্দ কৰক।	Promoting a specific feature with the use of em-dash to emphasize the specific requirements to enable the feature which in this situation is picture password.
Let apps give you personalized content based on your PC's location, name, account picture, and other domain info.	আপোনাৰ PC-ৰ অৱস্থান, নাম, একাউন্ট চিত্ৰ আৰু অন্য ডমেইনৰ তথ্যৰ ওপৰত ভিত্তি কৰি এপ্সমূহে আপোনাক ব্যক্তিগত কৰি থোৱা সামগ্ৰী প্ৰদান কৰে।	Promoting the use of apps. Depending on the context of the string you can add familiarity to the text by using everyday words for example, PC.

2.2.3 Provide how-to guidelines

US English	Assamese target	Explanation
To go back and save your work, click Cancel and finish what you need to.	পুনৰাই ঘূৰি গৈ আপোনাৰ কামখিনি সংৰক্ষণ কৰিবলৈ, বাতিল কৰক ক্লিক কৰি আপুনি যিটো কৰিব বিচাৰিছে সেইটো কৰক।	Short and clear action using the second person pronoun.
To confirm your current picture password, just watch the replay and trace the example gestures shown on your picture.	আপোনাৰ সাম্প্ৰতিক চিত্ৰ পাছৱৰ্ড নিশ্চিত কৰিবলৈ, কেৱল প্ৰত্যুত্তৰ চাওক আৰু আপোনাৰ চিত্ৰত দেখুওৱা জেচাৰসমূহ ট্ৰেচ কৰক।	Voice is simple and natural. The user isn't overloaded with information; we tell them only what they need to know to make a decision.

2.2.4 Explanatory text and support

US English	Assamese target	Explanation
The updates are installed, but Windows 10 Setup needs to restart for them to work. After it restarts, we'll keep going from where we left off.	আপডেটসমূহ ইনষ্টল কৰা হৈছে, কিন্তু সেইবোৰে কাম কৰিবলৈ Windows 10 ছেটআপটো পুনঃআৰম্ভ কৰিব লাগিব। ইয়াৰ পিছত পুনঃআৰম্ভ কৰে, আমি য'তেই এৰি থৈ আহিছিলোঁ তাৰপৰাই আৰম্ভ কৰিম।	The language is natural, the way people talk. In this case voice is reassuring, letting the user know that we're doing the work. Use of "we" provides a more personal feel.

If you restart now, you and any other people using this PC could lose unsaved work.	যদি আপুনি এতিয়া পুনঃআৰম্ভ কৰে, তেন্তে আপুনি বা এই PC-টো ব্যৱহাৰ কৰি থকা অন্য ব্যক্তিয়ে সংৰক্ষণ কৰি নোথোৱা কামখিনি হেৰুৱাব পাৰে।	Voice is clear and natural informing the user what will happen if this action is taken.
This document will be automatically moved to the right library and folder after you correct invalid or missing properties.	আপুনি অশুদ্ধ বা হেৰোৱা ধৰ্মসমূহ শুদ্ধ কৰাৰ পাছত এই নথিপত্ৰখন স্বয়ংক্ৰিয়ভাৱে সঠিক লাইব্ৰেৰী আৰু ফোল্ডাৰলৈ যাব।	Voice talks to the user informatively and directly on the action that will be taken.
Something bad happened! Unable to locate downloaded files to create your bootable USB flash drive.	কিবা ভুল হ'ল। আপোনাৰ বুটযোগ্য USB ফ্লাচ ড্ৰাইভ সৃষ্টি কৰিবলৈ ডাউনলোড কৰি থোৱাফাইলসমূহ চিনাক্ত কৰিবলৈ অক্ষম।	Without complexity and using short sentences inform the user what has happened.

3 Language-specific standards

Information about Assamese-specific standards, such as phone number formats, date formats, currency formats, and measurement units are available from the [GoGlobal Developer Center](#).

3.1 Grammar, syntax and orthographic standards

This section includes information on how to apply the general language and syntax rules to Microsoft products, online content, and documentation.

3.1.1 Abbreviations

Common abbreviations

You might need to abbreviate some words in the UI (mainly buttons or options names) due to lack of space. This can be done in the following ways:

The abbreviations are formed by taking the first letter of the word followed by full stop (.) They are also formed by taking the first letter or the first syllable of the word for example, ইণ্টা. Abbreviated form of ইণ্টাৰনেট

This refers to all menus, menu items, commands, buttons, check boxes, etc., which should be consistently translated in the localized product.

English	Assamese
Profile	(+) প্র'ফা.
Insert	(+) আন্তঃস.
Layout	(+) লেআউ.

List of common abbreviations:

The following table lists common Assamese expressions and their associated, acceptable abbreviations.

Assamese example	Acceptable abbreviation
(+) বিশেষ দ্রষ্টব্য	বি.দ্র.
(+) অনুকাৰ শব্দ	অনুক.
(+) অনুৰোপ শব্দ	অনুৰো.
(+) অব্যয়	অব্য.
(+) কৃদন্ত বিশেষণ	কৃদ. বিণ.
(+) ক্ৰিয়া বিশেষণ	ক্ৰি. বিণ.
(+) ধাতু	ধা.
(+) বিশেষ্য	বি.
(+) সৰ্বনাম	সৰ্ব.
(+) স্ত্ৰীলিঙ্গ	স্ত্ৰী.
(+) সহকাৰী	সহঃ

Additional guidelines:

- Use a non-breaking space (CTRL+SHIFT+SPACEBAR) in any abbreviation.
- If non-breaking spaces can't be used (in Help files, for example) it's also acceptable to write these abbreviations without a space to avoid having one letter move to the beginning of the next line.

In addition to common measurements such as km, m, cm, mm, and so on, the abbreviations in the following table are used in the product user interface and in technical documentation.

Measurement	English abbreviation	Assamese abbreviation	Comment/example
Gigabyte	GB	জি.বি.	(+) মোৰ ম'বাইলত 1 জি.বি. স্মৃতি আছে।
Gigabit	GBit	জি.বিট	
Kilobyte	KB	কে.বি.	(+) মই 256 কে.বি. ডাউনল'ড কৰিলোঁ।
Kilobit	KBit	কে.বিট	
Megabyte	MB	এম.বি.	(+) ডিস্ক খনত আৰু 25 এম.বি. খালী আছে।
Megabit	MBit	এম.বিট	
Terabyte	TB	টি.বি.	
Terabit	TBit	টি.বিট	
Bits per second	Bit/s	বিট./ছে	Use same type for similar measurements, for example, frames per second => F/s
Megabits per second	MBit/s or Mbps	এম.বিট /ছেঅথবা এমবিপিএছ	(+) মোৰ ডাটা কাৰ্ড খনৰ গতি 16এম.বিট /ছেঅথবা 260 এমবিপিএছ
Kilobits per second	KBit/s or Kbps	কে.বিট /ছে অথবা কেবিপিএছ	(+) মোৰ ডাটা কাৰ্ড খনৰ গতি 260কে.বিট /ছে অথবা 260 কেবিপিএছ
Bytes per second	B/s	বিট./ছে.	
Megabytes per second	MB/s	এম.বিট/ছে	

Measurement	English abbreviation	Assamese abbreviation	Comment/example
Kilobytes per second	KB/s	কে.বিট /ছে	
Point	Pt.	n/a	No plural form
Inch	"	"	" is acceptable in Packaging and tables, but not in body text.
Megahertz	MHz	এম.হাৰ্টজ	
Hertz	Hz	হাৰ্টজ	

Don't abbreviate these words:

English	Assamese translation
Pound	পাউণ্ড
Degree	ডিগ্রী
Ruble	ৰুবল
Yuan	যুৱান
Yen	য়েন

Measurements and numerals

In addition to common measurements such as km, m, g, cm, mm, etc., the following abbreviations are used in technical documentation:

Measurements	Abbreviation
gigabyte	GB
gigahertz	GHz
kilobyte	kB
kiloherz	kHz

megabyte	MB
megahertz	MHz

Leave a non-breaking space (CTRL+SHIFT+SPACE) between the number and the measurement in Assamese.

	Incorrect	Correct
10KB	10KB	10 KB
48MB RAM	48MB RAM	48 MB RAM

3.1.2 Acronyms

Acronyms are words made up of the initial letters of major parts of a compound term. Common examples are WYSIWYG (What You See Is What You Get), DNS (Domain Name Server), and HTML (Hypertext Markup Language).

Localized acronyms

Examples: (+) বেঘনীসেহাসুৰ = বেঙুনীয়া, ঘন-নীলা, সেউজীয়া, হালধীয়া, সুমথিৰা, ৰঙা
 (+) লসাগু = লঘিষ্ঠ সাধাৰণ গুণিতক
 (+) গসাউ = গৰিষ্ঠ সাধাৰণ উৎপাদক
 (+) গসাগু = গৰিষ্ঠ সাধাৰণ গুণিতক
 (+) অগপ = অসম গণ পৰিষদ
 (+) অভাউসা = অসমীয়া ভাষা উন্নতি সাধিনি সভা

Unlocalized acronyms

The following list contains examples of acronyms and abbreviations that are considered commonly understood; these acronyms and abbreviations should not be localized or spelled out in full in English:

- ANSI (American National Standards Institute)
- ISO (International Standards Organization)
- ISDN
- DOS
- DSL

- CD
- DVD
- PDF
- IP
- GPS

If you're unsure what an acronym or abbreviation stands for or refers to, contact your PM.

3.1.3 Adjectives

In Assamese adjective modifies a noun or a pronoun by describing, identifying, or quantifying words. An adjective often precedes the noun or the pronoun which it modifies. There are different types of adjectives in the Assamese language. This are:

1. Proper Adjective—beautiful (সুন্দৰ), ugly (লেতেৰা)
2. Verbal Adjective—edited (সম্পাদিত), drawn (অংকিত)
3. Adjective—Very much, too much, too many (অতি, অধিক)
4. Adverb—quickly (দ্রুতভাৱে)

Examples:

- (+) বাম ভাল ল'ৰা
- (+) সুন্দৰ কিতাপ
- (+) সম্পাদিত ফাইলটো খোলক
- (+) ফটোখন অতি সুন্দৰ
- (+) দ্রুতভাৱে প্ৰৱেশ কৰক

Possessive adjectives

The frequent use of possessives is a feature of English language.

In Assamese possessive adjectives are used to show ownership or possession. The Assamese possessive adjectives are:

Subject pronoun	Possessive adjective
মই	মোৰ
তুমি	তোমাৰ

Subject pronoun	Possessive adjective
সি	তাৰ
তাই	তাইৰ
আমি	আমাৰ
সিঁহঁত	সিঁহঁতৰ

Examples:

(+) That's **my** folder. (এইটো মোৰ ফ'ল্ডাৰ) "**My**" is an adjective which shows that I am the owner of the folder.

(+) What is **your** phone number? (তোমাৰ ফোন নম্বৰ কোনটো?) Here the possessive adjective "**your**" is used to modify the noun phrase "phone number"

3.1.4 Articles

General considerations

An article is a word that combines with a noun to indicate the type of reference being made by the noun. The articles in the English language are "a," "an" and "the." But in Assamese language articles are not used. For example:

an icon = for Assamese, only write icon (আইকন)

a filename = ফাইলনাম

The folder = ফ'ল্ডাৰ

Unlocalized feature names

Microsoft product names and non-translated feature names should be treated as proper nouns in Assamese:

English example	Assamese example
Windows Mail shares your Internet Connection settings with Internet Explorer	(+) Windows Mail আপোনাৰ ইণ্টাৰনেট সংযোগ ছেটিংছ Internet Explorer-ৰ সৈতে ভাগ-বতৰা কৰে।

English example	Assamese example
Website addresses will be sent to Microsoft	(+) ৱেবচাইট ঠিকনা Microsoft-লৈ প্ৰেৰণ কৰা হ'ব।

Localized feature names

By contrast, translated feature names are used with a definite or indefinite article as they are not treated as proper names.

Examples:

English example	Assamese example
Activate a window by hovering over it with the mouse	(+) মাউচেৰে ইয়াৰ ওপৰেৰে হ'ভাৰিং কৰি কোনো উইণ্ড' সক্ৰিয় কৰক
Select a location closest to your office.	(+) আপোনাৰ অফিচৰ কাষৰ কোনো অৱস্থান চয়ন কৰক।

Articles for English borrowed terms

When faced with an English loan word previously used in Microsoft products, consider the following options:

- Motivation: Does the English word have any formally motivated features that would allow a straightforward integration into the noun class system of the Assamese language?
- Analogy: Is there an equivalent Assamese term whose article could be used?
- Frequency: Is the term used in other technical documentation? If so, what article is used most often?

The internet may be a helpful reference here.

Check the [Microsoft Language Portal](#) to confirm the user of a new loan word and its proper article to avoid inconsistencies.

Articles 'the' always used in English Borrowed Terms. But Assamese language articles are not used.

Example: The Homepage—(+) মূখ্যপৃষ্ঠা

3.1.5 Compounds

Compounds should be understandable and clear to the user. Avoid overly long or complex compounds. Keep in mind that unintuitive compounds can cause intelligibility and usability issues.

English examples	Assamese example
Internet Accounts	(+) ইণ্টাৰনেট একাউন্টসমূহ
Logon script processing	(+) লিপি পৰিচালনা লগ অন কৰক
Workgroup Administrator	(+) বৰ্কৰ্গপ ব্যৱস্থাপক
Internet News Server Name	(+) ইণ্টাৰনেট বাতৰি চাৰ্ভাৰৰ নাম

Assamese examples of compounds
(+) ইণ্টাৰনেট
(+) মৃত্যুদণ্ড
(+) হতাহতি
(+) মৰামৰি
(+) গুৰুভক্তি

3.1.6 Conjunctions

For en-US Microsoft voice, conjunctions can help convey a conversational tone. Starting a sentence with a conjunction can be used to convey an informal tone and style.

en-US old use of conjunctions	en-US new use of conjunctions
As <product> gains features, there is a risk that older content may not display correctly.	But because of these features older content may not display correctly.

Sometimes, use of conjunctions to start a sentence would provide a light informal tone.

en-US source text	as-IN old use of conjunctions	as-IN new use of conjunctions
As <product> gains features, there is a risk that older content may not display correctly.	যদি এই সুবিধা দুটা আপোনাৰ কম্পিউটাৰত নাই, তেন্তে নতুন ফাইলটো ইয়াত খোল নাখাব।	এই কম্পিউটাৰটোত এই সুবিধা নথকাৰ কাৰণে ফাইলটো খুলিব নোৱাৰে।

3.1.7 Gender

In Assamese, gender is not grammatical. Moreover, only animate subjects in Assamese distinguish gender. Gender is indicated by sex and it's distinguished in these different ways either with some qualifying terms, or using different words or by using suffix as elaborated below:

i) In Assamese, qualifying terms to indicate male and female are "মতা" and "মাইকী" respectively

Ex- (+) মতা গৰু "male cow" = he cow, (+) মাইকী গৰু "female cow" = she cow

ii) Gender indicated by using different used as in other NIA language:

(+) ল'ৰা "boy" (+) ছোৱালী "girls"

(+) দাদা/ককাই "elder brother" (+) বো/ন-বো "sister-in-laws"

iii) The suffixes used to indicate feminine are -ঈ, -নী. These are illustrated below-

a) The female suffix -ঈ is added to the masculine form ending with a consonant.

Ex- (+) পগলা "mad man" (+) পগলী "mad woman"

b) The female suffix -নী is added to the masculine ending words either simply or words ending.

Ex- (+) কলিতা "man of Kalita caste" (+) কলিতানী "woman of Kalita caste" etc.

You should always recognize your audience's sensitivity to male and female stereotypes. Instead of stressing gender differences or reinforcing stereotypical distinctions between men and women, use language that's as neutral as possible. The neutral approach also applies to the localization of scenarios, comparisons, examples, illustrations, and metaphors.

Create a balance when assigning roles and functions to men and women (active vs. passive roles, leading vs. secondary roles, technical vs. non-technical professions, and so on). Scenarios, pictures, metaphors, and comparisons should be based on areas and attributes common to both genders.

Instead of using phrases which mention the two genders separately, use a general term that includes both genders such as "people" "users" or "persons."

Avoid writing sentences that refer to a single person whose gender is unknown. You can often avoid this situation by rewriting the sentence to make the subject plural. In cases where a reference to a single person is impossible to avoid, don't use "he or she" "him or her" or "his or hers." The language in Microsoft products should sound natural, as if part of a spoken conversation. Also, generally avoid the use of slashes to combine both genders (although sometimes exceptions are made—see table below).

Use the following strategies to avoid the use of overtly gender-based expressions:

Linguistic method	Example	Context
Use a Neutral noun	(+) ব্যক্তি, নেতা, দলপতি, পাকৈত, কৰ্মচাৰী, ব্যৱহাৰকৰ্তা	Concept descriptions, explanations
We write gender separately	(+) সি, তাই, তেওঁ	Only in exceptional cases such as License Terms, sometimes in tables (headers or column/row titles, for example)

3.1.8 Genitive

In Assamese "ৰ" is used to indicate genitive case marker.

Examples:

Nominal: (+) ৰামৰ কিতাপ
Ram-GEN book
"Ram's book"

Pronominal: (+) আমাৰ ঘৰ
Our-GEN house
"Our house"

Convention 1 (for example, attaching a genitive "s" to (trademarked) product names is not feasible, as it could be interpreted as a modification of such names.)

Example: Microsoft Office Word = It's protocol to write as "Microsoft Office Word," not as Microsoft Office Word's.

3.1.9 Localizing colloquialism, idioms, and metaphors

The Microsoft voice allows for the use of culture-centric colloquialisms, idioms and metaphors (collectively referred to "colloquialism").

Choose from these options to express the intent of the source text appropriately.

- Don't attempt to replace the source colloquialism with an Assamese colloquialism that fits the same meaning of the particular context unless it's a perfect and natural fit for that context.
- Translate the *intended* meaning of the colloquialism in the source text (not the literal translation of the original colloquialism in the source text), but only if the colloquialism's meaning is an integral part of the text that can't be omitted.
- If the colloquialism can be omitted without affecting the meaning of the text, omit it.

Examples:

English source	Assamese translation
Let's see if you have to do anything first.	চাই লওক আপুনি প্ৰথমে কিবা কৰিবলগীয়া হয়নে নহয়।
Pick the people and apps you can share stuff with	সেইসকল ব্যক্তি আৰু এপ্লছক লওক যিসকলৰ লগত আপুনি বস্তু ভাগ-বতৰা কৰিব পাৰে।
Here are some nearby networks—pick one to get online right away.	ইয়াত কাষৰীয়া কিছুমান নেটৱৰ্ক আছে - তৎক্ষণাত অনলাইন হ'বলৈ এটা লওক।
Here's how to change your password.	আপোনাৰ পাছৱৰ্ড এনেকৈ পৰিৱৰ্তন কৰক।
You're almost done customizing these settings.	আপুনি এই ছেটিংছক অনুকূলন কৰা প্ৰায় সমাপ্ত কৰিলে।

3.1.10 Modifiers

Modifiers are words, phrases, or clauses that provide description in sentences. Modifiers allow writers to take the picture that they have in their heads and transfer it accurately to the heads of their readers. In Assamese, adverbs and adjectives prototypically function as modifiers, but they also have other functions. Moreover, other constituents can function as modifiers as the following examples show (the modifiers are in red color):

(1) Adjectives Modifiers:

The file selected is either too big or too small

(+) (চয়নিত ফাইল হয় অতি ডাঙৰ নহয় অতি সৰু)

(2) Adverbs Modifiers:

Windows automatically archived this message.

(+) (Windows স্বয়ংক্রিয়ভাৱে এই বাৰ্তা সংগ্ৰহীত কৰে।)

Without modifiers, sentences would be no fun to read. Carefully chosen, well-placed modifiers allow you to depict situations with as much accuracy as words will allow.

3.1.11 Nouns

General considerations

Many languages differentiate between different noun classes based on features such as animacy, shape, gender, and so on. English loan words must be integrated into the noun class system of your language. When faced with an English loan word not previously used in Microsoft products, consider the following options:

- **Motivation:** Does the English word have any formally motivated features that would allow a straightforward integration into the noun class system of your language?
- **Analogy:** Is there an equivalent Assamese term that could be used to justify the noun class the noun gets assigned to?
- **Frequency:** Is the term used in other technical documentation? If so, what noun class is it assigned to most often? The Internet may be a helpful reference here.

If the choice of noun class is left up to you, ensure that you provide consistent translations within the Microsoft product. Consult with your translation team lead and team members to decide what noun class to assign.

English example	Assamese example
Delete it from server.	(+) চাৰ্ভাৰৰ পৰা বিলোপ কৰক।

English example	Assamese example
Enter a password to log into the server	(+) চাৰ্ভাৰত লগ ইন কৰিবলৈ এটা পাছৱৰ্ড প্ৰৱিষ্ট কৰক।
DNS cannot resolve the server IP address	(+) DNS-এ চাৰ্ভাৰৰ IP ঠিকনাটো সমাধান কৰিব নোৱাৰে।
Verify the name of the server's certificate	(+) চাৰ্ভাৰৰ প্ৰমাণ-পত্ৰৰ নাম সত্যাপন কৰক।

Inflection

The examples below show how English loanwords inflect for number in Assamese.

English example	Assamese example
Clients	(+) ক্লায়েন্টসকল
Websites	(+) ৱেবচাইটসমূহ
Downloads	(+) ডাউনলোডসমূহ
Proxies	(+) প্ৰক্সিসমূহ

Plural formation

In Assamese, generally plural formed from the singular noun by addition of suffixes.

Example: (+) ফাইলবিলাক, ব্যৱহাৰকাৰীসকল, ফ'ন্ডাৰসমূহ

3.1.12 Prepositions

Assamese uses post-position where English uses preposition. Such post-positions in Assamese occur after the possessive case forms of the nouns or pronouns concerned. For example- "for me" /মোৰ বাবে/ or মোৰ কাৰণে/, "on the table" / মেজৰ ওপৰত/

Common Assamese post-positions:

পৰা, দ্বাৰা, হতুৱাই, সৈতে, যোগেদি, কাৰণে, বাবে, নিমিত্তে, তলত, ওপৰত, পাছত, নিচিনা, দৰে ইত্যাদি।

US-English expression	Assamese expression
migrate to	...লৈ প্ৰব্ৰজন
Migrate from	...ৰ পৰা প্ৰব্ৰজন

US-English expression	Assamese expression
import to	...লৈ আমদানি
import from	...ৰ পৰা আমদানি
export to	...লৈ ৰপ্তানি
export from	...ৰ পৰা ৰপ্তানি
update to	...লৈ উল্লীত
upgrade to	...লৈ উদ্ধগতি
change to	...লৈ সলনি
click on	...ক্লিক কৰক
connect to	...সৈতে সংযোগ কৰক
welcome to	...লৈ স্বাগতম

The examples below contain frequently occurring noun phrases that are preceded by a preposition. Use this table as a reference.

US-English expression	Assamese expression
in the toolbar	সঁজুলি দণ্ডিকাত
on the tab	টেবত
by the menu	তালিকাৰ দ্বাৰা
on the net	নেটত
from the Internet	ইণ্টাৰনেটৰ পৰা
on the Web	ৱেবত
on a web site	ৱেবচাইটত
on a web page	ৱেবৰ পৃষ্ঠাত

Be aware of proper preposition use in translations. Many translators, influenced by the English language, omit them or change the word order.

For the Microsoft voice, use of prepositions is another way to help convey a casual or conversational tone. Starting or ending a sentence with a preposition is acceptable practice in conveying Microsoft voice.

en-US old use of prepositions	en-US new use of prepositions
Developers can go to the application management site to find the apps for which they are looking.	Developers can go to the application management site to find the apps they are looking for.

The concept of prepositions does not exist in Assamese.

3.1.13 Pronouns

In Assamese pronoun is often defined as a word which can be used instead of a noun. For example, instead of saying "Ram is a student," the pronoun "he" can be used in place of the noun "Ram" and the sentence becomes "He is a student." Assamese pronouns are classified as personal (I, we, you, he, she, they), demonstrative (this, these, that, those), relative (who, which, that, as), indefinite (for example, each, all, everyone, either, one, both, any, such, somebody), interrogative (who, which, what), possessive, sometimes termed possessive adjectives (my, your, his, her, our, their), and reflexive (for example, myself, herself). The entire pronoun depends upon its function in the sentence structure.

There are only three persons in Assamese pronoun, such as first person, second person and third person. All of this may sound confusing, but if you study the chart below, it will be clearer:

Person	Singular	Plural
1st (প্ৰথম পুৰুষ)	I (মই)	We (আমি)
2nd (দ্বিতীয় পুৰুষ)	You (তই)	You (তহঁত)
2nd Respected form	You (তুমি)	You (তোমালোক)
3rd (তৃতীয় পুৰুষ)	He/she (সি, তাই)	They (সিঁহত)
3rd Respected form	He/she (আপুনি)	They (আপোনালোক)

Personal pronouns are a powerful way to express all the attributes of the Microsoft voice. The source text is moving away from indirect methods of referring to the user as

"user" and instead addressing the user directly through first- and second-person pronouns like "you." Avoid third-person references, such as "user," they sound formal and impersonal.

en-US old user reference	en-US new user reference
Users can change when new updates get installed.	You can change when new updates get installed.
This setting provides users with the best display appearance.	Choose one of these schemes or make your own.

For Assamese Microsoft voice, pronouns are used in direct style of source tone and style. This should essentially use "You" (আপুনি), "Your" (আপোনাৰ) and "My" (মোৰ) wherever possible. Depending upon the status or rank of the person addressed to, "You" may have three manifestations; so you may use আপুনি (hon.), তুমি (equal), and তই (inferior & intimate). আপুনি (hon.), is recommended to use in Microsoft voice of Assamese wherever needed.

as-IN old user reference	as-IN new user reference
নতুন উন্নীতসমূহ স্থাপন হ'লে ব্যৱহাৰকৰ্তাই পৰিবৰ্তন কৰিব পাৰিব।	নতুন আপডেটসমূহ ইনষ্টল হ'লে আপুনি পৰিবৰ্তন কৰিব পাৰিব।
এই ছেটিংছে ব্যৱহাৰকৰ্তাসকলক উৎকৃষ্ট প্ৰদৰ্শন প্ৰদান কৰে।	এই স্কীমসমূহৰ কোনোবা এটা পছন্দ কৰক বা নিজে এটা তৈয়াৰ কৰক।

3.1.14 Punctuation

This section explains how to use Assamese-specific punctuation in place of the US-English punctuation found in the source interface and content. Follow these basic rules for the use of punctuation marks in Assamese.

- | ends a sentence.
- , is used as a separator when several name or items are written consecutively and also short pauses.
- ! is usually used after an interjection or exclamation to indicate strong feeling.
- ? Marks interrogation.
- ; binds two sentences more closely than they would be if separated by a full stop.
- : informs that what follows proves, clarifies, explains, or simply enumerates

elements of what is referred to before.

' marks omissions

"" are used to denote either speech or a quotation.

' ' are used to denote either speech or a quotation.

() are used to contain optional or additional material in a sentence that could be removed without destroying the meaning of the main text.

{ } marks repeated or joined lines in poetry and music; in mathematics it's used to delimit sets.

[] square brackets are used to enclose explanatory or missing [...] material, especially in quoted text.

< > often used to enclose highlighted material.

- used to join words

_ indicates a sudden break in thought, indicates that something follows

... Indicates a pause in speech, an unfinished thought; at the end of a sentence indicates a trailing off into silence.

Bulleted lists

In Assamese the sign of bulleted lists is the same as in English.

Comma

The comma is used in Assamese languages, principally for separating things. Also Commas are used to separate items in lists. But not be used before the final conjunction.

Examples:

(1) (+) মানুহজনে ক'লে, তেওঁ তাক ঘৰত দেখি আহিছে।

(2) (+) আমাৰ ঘৰলৈ ৰাম, হৰি, যদু আৰু মধুও আহিব

Colon

The colon is used in Assamese language for the following reason.

(1) syntactical-deductive: introduces the logical consequence, or effect, of a fact stated before.

Example: (+) অসমৰ বানপানী সমস্যা এটা ৰাষ্ট্ৰীয় সমস্যা: মুখ্যমন্ত্ৰী

(2) syntactical-descriptive: introduces a description—in particular, makes explicit the elements of a set.

Example- (+) মূল্য: পাঁচটকা

For these cases colon shouldn't be used in Assamese language.

Example:

US English	Assamese target	Comment
Man proposes: God disposes.	(+) মানুহে প্ৰস্তাৱ দিয়ে কিন্তু ভগৱানে নিষ্পত্তি কৰে।	In Assamese language the word—কিন্তু is used against the colon.

Dashes and hyphens

Three different dash characters are used in English.

In Assamese dashes are used to join words.

Example: (+) সু-খবৰ, ভাত-পানী

Hyphen

The hyphen is used to divide words between syllables, to link parts of a compound word, and to connect the parts of an inverted or imperative verb form.

In Assamese hyphens are indicates a sudden break in thought, indicates that something follows. Example: (+) তুমি ভালদৰে পঢ়া-শুনা কৰা – এয়ে মোৰ কামনা।

En dash

The en dash is used as a minus sign, usually with spaces before and after. En Dash gets its name from its length. It's one "N" long (En is a typographical unit that's almost as wide as "N"). In English typography, En Dash is used to express a range of values or a distance.

In Assamese En Dash also used to express a range of values or a distance.

Example: 6–10 years, read as "six to ten years."

Em dash

The em dash should only be used to emphasize an isolated element or introduce an element that's not essential to the meaning conveyed by the sentence. Em Dash gets

its name from the width of it, which is roughly one "M" long or two "N" long (Em is a typographical unit twice the length of en—and almost the length of capital "M"). The Em Dash can be typed as two En Dashes. Em Dash is used to set off parenthetical elements, which are abrupt. This is different from commas separating parenthetical elements. For instance:

The tea—with cardamom and other spices—was delicious and fragrant.

In Assamese Em Dash is not used in any sentences.

Ellipses (suspension points)

Omission from a sentence of words needed to complete the construction or meaning. The triple-dot (...) punctuation mark is also called a suspension point, points of ellipses; an ellipsis can also be used to indicate a pause in speech, an unfinished thought, or, at the end of a sentence, a trailing off into silence.

Example: (+) জীৱন নদীৰ দুটি পাৰে..

Period

In Assamese, use a period [/] at the end of a sentence that makes a statement. There is no space between the last letter and the period. Use one space between the period and the first letter of the next sentence.

Example: (+) আপুনি নিৰ্দিষ্ট কৰি থোৱা নতুন প্ৰিণ্টাৰ ছেটিংছটোৱে প্ৰভাৱ ল'ব পৰা নাই। প্ৰিণ্টাৰ ড্ৰাইভাৰটো স্থাপন বা পুনৰ স্থাপন কৰক।

Occasionally, a statement will end with a question. When that happens, it's appropriate to end the sentence with a question mark [/?].

Example: (+) ইয়াৰ পৰিৱৰ্তে আপুনি ক'ন্ডাৰত সংৰক্ষণ কৰিবলৈ বিচাৰে নেকি?

Quotation marks

Follow these basic rules for the use of quotation marks in Assamese.

- When we quote somebody's speech without any change or modification then we have to use quotation mark i.e. "Double Inverted Comma."

Example: (+) মানুহজনে ক'লে, "মই আজি কামলৈ নাযাওঁ।"

- If one needs to insert quoted phrase within a sentence that's already quoted, then "Single Inverted Commas" are used for the phrase which is inserted.

Example:(+) এজনেআলোচনাপ্রসংগতলিখিছে

"মাধৱকন্দলিপ্ৰাকশঙ্কৰীকৰিআছিল। শঙ্কৰদেৱেলিখাপূৰ্বকৰি অপ্রমাদীমাধৱ কন্দলিআদি কথাষাৰেইতাৰপ্রমাণ।"

- When we need to mention names of plays or books then we have to quote them within single inverted commas...

Example: (+) 'ৰাম বিজয়' শঙ্কৰদেৱে ৰচনা কৰিছিল।

Parentheses

In English, there is no space between the parentheses and the text inside them.

In Assamese Parentheses (চন্দ্ৰ বন্ধনী) used to mark off explanatory or qualifying remarks in writing. There is no space between the parentheses and the text inside them.

Example:(+) পণ্ডিতমন্য (যিনিজকেপণ্ডিতবুলিভাবে)

3.1.15 Sentence fragments

For the Microsoft voice, use of sentence fragments helps convey a conversational tone. They are used whenever possible as they are short and to the point.

Use short and to the point sentences to convey any meaning.

en-US source text	as-IN long form	as-IN sentence fragment
Use the following steps.	এই কাৰ্যটো কৰিবলৈ তলত দিয়া পদক্ষেপসমূহ অনুসৰণ কৰক	এনেকৈ কৰক

3.1.16 Subjunctive

In general, the subjunctive is a verb mood that's used to express an action or state of being in the context of the speaker's reaction to it. Frequently, the sentences that contain a subjunctive verb are used to express doubt, uncertainty, denial, desire/wish, commands, reactions or a strong emotional attitude to the clause containing the subjunctive verb.

In Assamese Subjunctive mood also specifically associated with the past tense + heten (হেতেন) /

Example: (+) if my father was a teacher he would teach me. (যদি মোৰ দেউতা শিক্ষক হ'ল হেতেন তেওঁ মোক শিকালে হেতেন)

3.1.17 Symbols & non-breaking spaces

A symbol is something such as an object, picture, written word, sound, or particular mark that represents something else by association, resemblance, or convention.

Examples:

Symbol	Meaning of the symbol
😊	হাঁহি
☀	সূৰ্য
♥	প্ৰেম
=D>	হাততালি
♀	পুৰুষ
♪	সঙ্গীত

The non-breaking space is also known as a hard space or fixed space. In HTML non-breaking space is created by replacing the space with " ".

Examples: লোড হৈ আছে..

 অৰ্থাৎ যি তথ্য আপোনাক লাগে তাক বিচাৰক

3.1.18 Verbs

Assamese verbs are inflected in person (1st, 2nd, 3rd), in degrees of politeness (intimate, familiar, respectful), and tense (past, present, future).

Present tense:

The present tense is formed by adding o, e, and e- to the stem:

Person	Ending	Example
1st	-o	(+) মই কৰোঁ
2nd	-e	(+) সি/তাই কৰে
respectful	-ā	(+) তুমি কৰা
3rd	-e	(+) সিহঁতে কৰে

Past tense:

The past tense is used for recent past actions. It's formed by adding -ilo, -isil, and -isil to the stem:

Person	Ending	Example
1st	-(i)lo	(+) মই কৰিছিলোঁ
2nd	-(i)sil	(+) সি/তাই কৰিছিল
respectful	-ā	(+) তুমি কৰিছিল
3rd	-(i)sil	(+) সিহঁতে কৰিছিল
respectful	-(i)le	(+) আপুনি কৰিছিল

Present & Past Continuous:

The continuous tenses are used for actions taking place at the present or actions that went on for an amount of time in the past. They correspond to the English -ing forms: I am running (present continuous), he was swimming (past continuous). The present continuous is formed from the stem by adding:

Person Present Continuous endings	Example
1st -o	(+) মই কৰি আছেঁ
2nd -e	(+) সি/তাই কৰি আছে
3rd -e	(+) সিহঁতে কৰি আছে

The past continuous is formed from the stem by adding:

Person Past Continuous endings	Example
1st -(i)lo	(+) মই কৰি আছিলোঁ
2nd -(i)sil	(+) সি/তাই কৰি আছিল
3rd -(i)sil	(+) সিহঁতে কৰি আছিল

Future tense:

The future tense is formed by adding -mand -bo to the stem.

Person	Ending	Example
1st	-(i)m	(+) মই কৰিম
2nd	-bo	(+) সি/তাই কৰিব
respectful	-(i)bā	(+) তুমি কৰিবা
3rd	-bo	(+) সিহঁতে কৰিব
respectful	-(i)ba	(+) আপুনি কৰিব

Sometimes an English verb can be used as loan word in the target language. Such loan words usually follow the syntactic and morphological rules of the target language. Loan word verbs are not translated in Assamese.

English example	Assamese examples	Assamese examples	Assamese examples
chat	(+) চাট কৰক	(+) চাট কৰিছে	(+) চাট কৰি আছে
debug	(+) ডিবাগ কৰক	(+) ডিবাগ কৰিছে	(+) ডিবাগ কৰি আছে

For US English Microsoft voice, verb tense helps to convey the clarity of Microsoft voice. Simple tenses are used. The easiest tense to understand is the simple present, like we use in this guide. Avoid future tense unless you're describing something that will really happen in the future and the simple present tense is inapplicable. Use simple past tense when you describe events that have already happened.

en-US old use of verb tense	en-US new use of verb tense
After you are finished installing the tool, the icon will appear on your desktop. ["are finished" is in present perfect tense]	After you finish installing the tool, the icon appears on your desktop. ["finish" is in simple present tense]

Use the normal present and the present perfect tense for Assamese.

en-US source text	as-IN old use of verb tense	as-IN new use of verb tense
After you are finished installing the tool, the icon will appear on your desktop.	আপুনি এই সঁজুলিক ইনষ্টল কৰি থোৱাৰ পিছত, আইকনটো পোনাৰ ডেস্কটপত প্ৰকট হ'ব।	আপুনি এই সঁজুলিটো ইনষ্টল কৰাৰ পিছত, আইকনটো আপোনাৰ ডেস্কটপত প্ৰকট হয়।

4 Localization considerations

Localization means that the translated text needs to be adapted to the local language, customs and standards.

The language in Microsoft products should have the "look and feel" of a product originally written in Assamese, using idiomatic syntax and terminology, while at the same time maintaining a high level of terminological consistency, so as to guarantee the maximum user experience and usability for our customers.

4.1 Accessibility

Accessibility options and programs are designed to make the computer usable by people with cognitive, hearing, physical, or visual disabilities.

Hardware and software components engage a flexible, customizable user interface, alternative input and output methods, and greater exposure of screen elements. General accessibility information can be found at <http://www.microsoft.com/enable/education/>.

4.2 Applications, products, and features

Product and application names are often trademarked or may be trademarked in the future and are therefore rarely translated. Occasionally, feature names are trademarked, too (for example, IntelliSense™). Before translating any application, product, or feature name, verify that it's in fact translatable and not protected in any way. This information can be obtained [here](#).

There are no specific rules for Assamese regarding trade marking of the applications, product, and features.

Version numbers

Version numbers always contain a period (for example, Version 4.2). Note punctuation examples of "Version x.x":

US English	Assamese target
WCAG 6.2	WCAG 6.2

Version numbers are usually also a part of version strings, but technically they are not the same.

4.3 Trademarks

Trademarked names and the name Microsoft Corporation shouldn't be localized unless local laws require translation and an approved translated form of the trademark is available. A list of Microsoft trademarks is [here](#).

4.4 Geopolitical concerns

Part of the cultural adaptation of the US-product to a specific market is the resolution of geopolitical issues. While the US-product is designed and developed with neutrality and a global audience in mind, the localized product should respond to the particular situation that applies within the target country/region.

Sensitive issues or issues that might potentially be offensive to the users in the target country/region may occur in any of the following:

- Maps
- Flags
- Country/region, city and language names
- Art and graphics
- Cultural content, such as encyclopedia content and other text where historical or political references are present

Some issues are easy to verify and resolve. The localizer should have the most current information available. Maps and other graphical representations of countries/regions should be checked for accuracy and existing political restrictions. Country/region, city, and language names change on a regular basis and should be checked, even if previously approved.

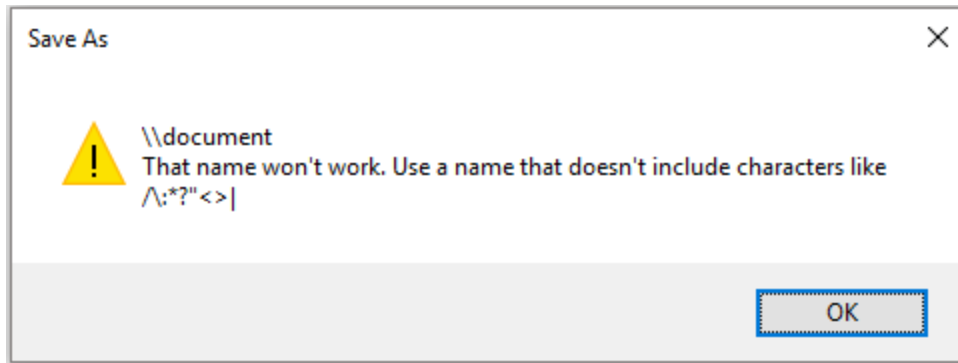
A thorough understanding of the culture of the target market is required for checking the appropriateness of cultural content, clip art and other visual representations of religious symbols, and body and hand gestures.

4.5 Software considerations

This section refers to all menus, menu items, commands, buttons, check boxes, and other UI elements that should be consistently translated in the localized product.

4.5.1 Error messages

Here is an example:



Error messages are messages sent by the system or a program, informing the user of an error that must be corrected in order for the program to keep running. The messages can prompt the user to take action or inform the user of an error that requires restarting the computer.

Considering the underlying principles of Microsoft voice, translators are encouraged to apply them to ensure target translation is more natural, empathetic and not robot-like.

English term	Correct Assamese translation
Oops, that can't be blank...	অ'হ, সেইটোক উকা ৰাখিব নোৱাৰে...
Not enough memory to process this command.	এই আদেশটোক প্ৰক্ৰিয়া কৰিবলৈ পৰ্যাপ্ত স্মৃতি নাই।

Assamese style in error messages

Use consistent terminology and language style in the localized error messages, and not just translate them as they appear in the US product.

In Assamese language no any specific style for error messages. Main principles for translation are clarity, comprehensibility, and consistency.

Example:

English	Translation
Can't rename "Pictures" because a file or folder with that name already exists	(+) সেই নামটোৰ সৈতে ইতিমধ্যে এটা ফাইল বা ফ'ল্ডাৰ থকাৰ কাৰণে "চিত্ৰসমূহ"ৰ পুনৰ নাম দিব নোৱাৰে

Standard phrases in error messages

Error messages written in US-English are occasionally inconsistent. As you localize the software into Assamese, you should ensure that you use a standard phrase for error messages that have the same meaning and purpose in the US-English version.

These phrases commonly occur in error messages. When you translate them, try to use the provided target phrases. However, feel free to use other ways to express the source meaning if they work better in the context. The following table provides US-English examples of inconsistent error messages and their corresponding, standardized Assamese:

Examples:

English	Translation	Example	Comment
Cannot ... Could notনোৱাৰে।	(+) ফাইলটো বিচাৰি পাব নোৱাৰে।	Both English sentences' meaning is same.
Failed to ... Failure ofবিফল হৈছে।	(+) সংযোগ কৰাত বিফল হৈছে।	
Cannot find ... Could not find ... Unable to find ... Unable to locateবিচাৰিব নোৱাৰে।	(+) ডাইভাৰ চফ্টৱেৰ বিচাৰিব নোৱাৰে।	
Not enough memory Insufficient memory There is not enough memory There is not enough memory available	পর্যাপ্ত স্মৃতি নাই।	(+) ছিষ্টেমত পর্যাপ্ত স্মৃতি নাই।	
.. is not available .. is unavailable	... উপলভ্য নহয়।	(+) নিৰ্দেশটো উপলভ্য নহয়।	

Error messages containing placeholders

When localizing error messages containing placeholders, try to anticipate what will replace the placeholder. This is necessary for the sentence to be grammatically

correct when the placeholder is replaced with a word or phrase. Note that the letters used in placeholders convey a specific meaning.

Examples:

%d, %ld, %u, and %lu means <number>

%c means <letter>

%s means <string>

Examples of error messages containing placeholders:

"Checking Web %1!d! of %2!d!" means "Checking Web <number> of <number>."

"INI file "%1!-.200s!" section" means "INI file "<string>" section."

If your language has agreement between adjectives and nouns, and the noun is a placeholder, it can be important to know what exact string will be in the placeholder, so that a preceding adjective can be inflected

Accordingly, the wording of most source strings has already been adjusted to avoid such localization issues and a syntactic construction has been chosen in which a placeholder is not modified by an adjective. However, be mindful of such issues when localizing software. In some languages there is also agreement between a noun subject and the verb. If your language has syntactic agreement, try to reword the translation to avoid a potentially ungrammatical sentence.

Examples:

English example	Message User will see	Assamese example
Replace invalid %s?	Replace invalid data? Replace invalid file?	(+) অবৈধ %s পুনঃস্থাপন কৰিবনে?
%s already exists	File already exists Name already exists	(+) %s ইতিমধ্যে মজুত আছে
%s is now set as your personal contact.	Regina is now set as your personal contact Mr. Kim is now set as your personal contact	(+) %s এতিয়া আপোনাৰ ব্যক্তিগত সম্পৰ্কৰ ৰূপত ছেট কৰা হৈছে

English example	Message User will see	Assamese example
%s stopped working and was closed	The application stopped working and was closed The program stopped working and was closed	(+) %s-এ কাম কৰা বন্ধ কৰিছিল আৰু বন্ধ কৰা হ'ল

4.5.2 Keys

In English, references to key names, like arrow keys, function keys and numeric keys, appear in normal text (not in small caps). Names of keys appearing on keyboard should not be translated.

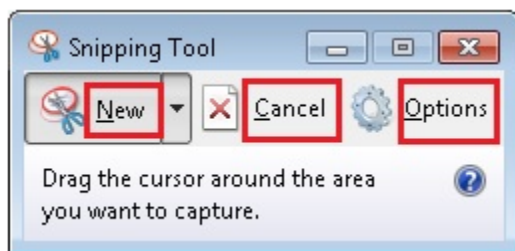
Key names

English key name	Assamese key name
Alt	Alt
Backspace	Backspace
Break	Break
Caps Lock	Caps Lock
Ctrl	Control
Delete	Delete
Down Arrow	তলৰ কাঁড়
End	End
Enter	Enter
Esc	Escape
Home	Home
Insert	Insert
Left Arrow	বাওঁফালৰ কাঁড়
Num Lock	Num Lock

English key name	Assamese key name
Page Down	Page Down
Page Up	Page Up
Pause	Pause
Right Arrow	সোঁ কাঁড়
Scroll Lock	Scroll Lock
Shift	Shift
Spacebar	স্পেচবাৰ
Tab	Tab
Up Arrow	উৰ্দ্ধকাঁড়
Windows key	Windows কী
Menu Key	মেনু কী
Print Screen	Print Screen

4.5.3 Keyboard shortcuts

Sometimes, there are underlined or highlighted letters in menu options, commands or dialog boxes. These letters refer to keyboard shortcuts, which help the user to perform tasks more quickly.



Assamese is the eastern (Indic) most Indo-Aryan language and spoken in Assam, parts of arunachal Pradesh and Nagaland.

Assamese keyboard layout is a phonetic keyboard, which means the characters are arranged according to the letters of the English keyboard.

Phonetic keyboard:



InScript keyboard:



Phonetic keyboard is popular among the users.

Inscript keyboard is also available and supported by Windows. But most softwares available support Phonetic keyboard (Sabdaliipi phonetic keyboard).

If Inscript keyboard is considered as standard by Windows, then it can be localized as it will be consistent. Else it is not wise to do so as phonetic keyboards are used widely.

Not a lot of people in the north east recognize English characters. Majority of these people are Assamese literates (100 percent literacy). So it will be a good solution to localize if the Inscript keyboard is considered as standard.

Summary of Assamese language

Suggestion: Not to Localize (considering phonetic keyboards)/Localize (if InScript is windows standard). InScript and Phonetic keyboards are popularly used. Based on which of these two is standard, decision is to be taken.

The following table lists special options for keyboard shortcuts in US-English interfaces and describes whether each option is allowed in Assamese:

Keyboard shortcuts special options	Usage: is it allowed?	Notes
"Slim characters," such as I, l, t, r, f can be used as keyboard shortcuts	no	Assamese characters can't be termed as "slim," compare to the Roman ones.
Characters with down strokes, such as g, j, y, p and q can be used as keyboard shortcuts	yes	Maximum Assamese characters are written with a down stroke. For example: গ, দ, ন, প, ল, হ etc. And গ, দ, ন, প, ল, হ is a valid keyboard shortcut characters for use.
Extended characters can be used as keyboard shortcuts	no	Assamese conjuncts which are combinations of two consonants can't be used as keyboard shortcuts.
An additional letter, appearing between brackets after item name, can be used as keyboard shortcuts	no	If in any circumstance, such additional letters will occur, also not possible to use as keyboard shortcuts.
A number, appearing between brackets after item name, can be used as keyboard shortcut	yes	The numbers can be used.
A punctuation sign, appearing between brackets after item name, can be used as keyboard shortcut	no	Regarding Assamese language, the punctuation marks are not necessary to used as keyboard shortcut.
Duplicate keyboard shortcuts are allowed when no other character is available	yes	Yes, it can be allowed.
No keyboard shortcut is assigned when no more characters are available (minor options only)	no	No, it can't be assigned.

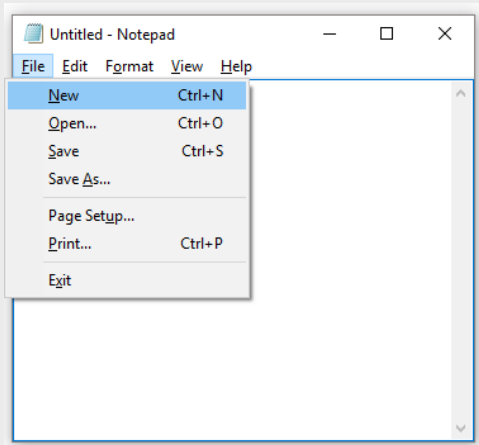
Additional notes:

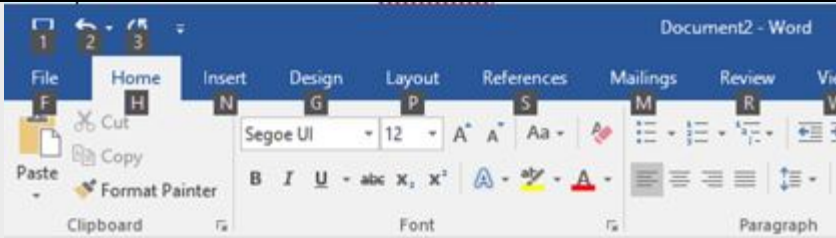
The following table lists the keyboard shortcuts that are permissible in Assamese. Please note that only single stroke characters can be used. In Assamese language there

are only 18 (eighteen) single stroke characters, so the numbers also allowed to use as keyboard shortcut.

Keyboard shortcuts character	Preferred or allowed?	Case-sensitive?
ক,গ,চ,জ,ট,ড,ত,দ,ন,প,ব,ম,য,ৰ,ল,ৱ,স,হ	Preferred	False
0, 1, 2, 3, 4, 5, 6, 7, 8, 9	Allowed	False

Content writers usually just refer to “keyboard shortcuts” in content for a general audience. In localization, however, we distinguish the following terms

Term	Usage
access key	<p>A subtype of keyboard shortcut. A letter or number that the user types to access UI controls that have text labels. Access keys are assigned to top-level controls so that the user can use the keyboard to move through the UI quickly.</p> <p>Example: F in Alt+F</p> <p>Example in UI localization: H&ome</p>  <p>In keyboard shortcuts, most access keys are used with the Alt key.</p>
key tip	<p>The letter or number that appears in the ribbon when the Alt key is pressed.</p> <p>In UI localization, the key tip is the last character present in the strings after the “^” character.</p> <p>Example: In UI localization Home`H</p>

	
shortcut key	<p>A subtype of keyboard shortcut. A key that the user types to perform a common action without having to go through the UI. Shortcut keys are not available for every command.</p> <p>Example: Ctrl+N, Ctrl+V</p> <p>In keyboard shortcuts, most shortcut keys are used with the Ctrl key.</p> <p>Ctrl+letter combinations and function keys (F1 through F12) are usually the best choices for shortcut keys.</p>

4.5.4 Arrow keys

The arrow keys move input focus among the controls within a group. Pressing the right arrow key moves input focus to the next control in tab order, whereas pressing the left arrow moves input focus to the previous control. Home, End, Up, and Down also have their expected behavior within a group. Users can't navigate out of a control group using arrow keys.

4.5.5 Numeric keypad

Avoid distinguishing numeric keypad keys from the other keys, unless it's required by a given application. If it's not obvious which keys need to be pressed, provide necessary explanations.

In the InScript keyboard is available but not applicable for Assamese language.

4.5.6 Shortcut keys

Shortcut keys are keystrokes or combinations of keystrokes that perform defined functions in a software application. Shortcut keys replace menu commands and are sometimes given next to the command they represent. While access keys can be used only when available on the screen, shortcut keys can be used even when they are not accessible on the screen.

Standard shortcut keys

US command	US English shortcut key	Assamese command	Assamese shortcut key
General Windows shortcut keys			
Help window	F1	সহায় উইণ্ড'ৱ'ৱ	F1
Context-sensitive Help	Shift+F1	বিশয়-সংবেদনশীল সহায়	Shift+F1
Display pop-up menu	Shift+F10	প্ৰদৰ্শন প'প-আপ মেনু	Shift+F10
Cancel	Esc	বাতিল	Esc
Activate\Deactivate menu bar mode	F10	সক্ৰিয়\অসক্ৰিয় মেনু দণ্ডিকা মোড	F10
Switch to the next primary application	Alt+Tab	পৰৱৰ্তী প্ৰাথমিক প্ৰয়োগলৈ সালসলনি	Alt+Tab
Display next window	Alt+Esc	পৰৱৰ্তী উইণ্ড'ৱ'ৱ প্ৰদৰ্শন	Alt+Esc
Display pop-up menu for the window	Alt+Spacebar	উইণ্ড'ৱ'ৱ কাৰণে প'প-আপ মেনু প্ৰদৰ্শন	Alt+Spacebar
Display pop-up menu for the active child window	Alt+-	সক্ৰিয় চাইল্ড উইণ্ড'ৱ'ৱ কাৰণে প্ৰদৰ্শন	Alt+-
Display property sheet for current selection	Alt+Enter	সাম্প্ৰতিক চয়নকৰণৰ কাৰণে ধৰ্ম পত্ৰ প্ৰদৰ্শন	Alt+Enter
Close active application window	Alt+F4	সক্ৰিয় প্ৰয়োগ উইণ্ড'ৱ'ৱ বন্ধ	Alt+F4
Switch to next window within (modeless-compliant) application	Alt+F6	(মোডহীন-কমপ্লেইন) প্ৰয়োগৰ ভিতৰত পৰৱৰ্তী উইণ্ড'ৱ'ৱলৈ সালসলনি	Alt+F6
Capture active window image to the Clipboard	Alt+Prnt Scrn	ক্লিপব'ৰ্ডলৈ সক্ৰিয় উইণ্ড'ৱ'ৱ প্ৰতিচ্ছবি কেপছাৰ	Alt+Prnt Scrn

US command	US English shortcut key	Assamese command	Assamese shortcut key
Capture desktop image to the Clipboard	Prnt Scrn	ক্লিপব'ৰ্ডলৈ ডেস্কট'প প্ৰতিচ্ছবি কেপছাৰ	Prnt Scrn
Access Start button in taskbar	Ctrl+Esc	কাৰ্য্যদণ্ডিকাত আৰম্ভ বুটাম প্ৰৱেশ	Ctrl+Esc
Display next child window	Ctrl+F6	পৰৱৰ্তী চাইল্ড উইণ্ড' প্ৰদৰ্শন	Ctrl+F6
Display next tabbed pane	Ctrl+Tab	পৰৱৰ্তী টেবযুক্ত ফলক প্ৰদৰ্শন	Ctrl+Tab
Launch Task Manager and system initialization	Ctrl+Shift+Esc	কাৰ্য্য মেনেজাৰ আৰু ছিষ্টেম আৰম্ভণিকৰণ লাঞ্চ	Ctrl+Shift+Esc
File menu			
File New	Ctrl+N	নতুন ফাইল	Ctrl+N
File Open	Ctrl+O	ফাইল খোলক	Ctrl+O
File Close	Ctrl+F4	ফাইল বন্ধ	Ctrl+F4
File Save	Ctrl+S	ফাইল সংৰক্ষণ	Ctrl+S
File Save as	F12	ফাইল এই ৰূপত সংৰক্ষণ	F12
File Print Preview	Ctrl+F2	ফাইল মুদ্ৰণ পূৰ্বলোকন	Ctrl+F2
File Print	Ctrl+P	ফাইল মুদ্ৰণ	Ctrl+P
File Exit	Alt+F4	ফাইল প্ৰস্থান	Alt+F4
Edit menu			
Edit Undo	Ctrl+Z	সম্পাদনা পূৰ্বৰ দৰে	Ctrl+Z
Edit Repeat	Ctrl+Y	সম্পাদনা পুনৰ	Ctrl+Y
Edit Cut	Ctrl+X	সম্পাদনা কাটক	Ctrl+X

US command	US English shortcut key	Assamese command	Assamese shortcut key
Edit Copy	Ctrl+C	সম্পাদনা প্রতিলিপি	Ctrl+C
Edit Paste	Ctrl+V	সম্পাদনা লেপন	Ctrl+V
Edit Delete	Ctrl+Backspace	সম্পাদনা বিলোপ	Ctrl+Backspace
Edit Select All	Ctrl+A	সম্পাদনা সকলো চয়ন	Ctrl+A
Edit Find	Ctrl+F	সম্পাদনা বিচাৰক	Ctrl+F
Edit Replace	Ctrl+H	সম্পাদনা স্থানান্তৰিত	Ctrl+H
Edit Go To	Ctrl+G	সম্পাদনা ইয়ালৈ যাওক	Ctrl+G
Help menu			
Help	F1	সহায়	F1
Font format			
Italic	Ctrl+I	ইটালিক	Ctrl+I
Bold	Ctrl+B	ব'ল্ড	Ctrl+B
Underlined\Word underline	Ctrl+U	নিম্নৰেখাঙ্কন\শব্দ নিম্নৰেখাঙ্কন	Ctrl+U
Large caps	Ctrl+Shift+A	ডাঙৰ কেপচ	Ctrl+Shift+A
Small caps	Ctrl+Shift+K	সৰু কেপচ	Ctrl+Shift+K
Paragraph format			
Centered	Ctrl+E	কেন্দ্ৰত	Ctrl+E
Left aligned	Ctrl+L	বাওঁ শ্ৰেণীবদ্ধ	Ctrl+L
Right aligned	Ctrl+R	সোঁ শ্ৰেণীবদ্ধ	Ctrl+R
Justified	Ctrl+J	সমায়োজন	Ctrl+J

4.5.7 English pronunciation

General rules

Generally speaking, English terms and product names left unlocalized in target material should be pronounced the English way. For instance, "Microsoft" must be pronounced the English way. However, if your language has an established pronunciation for a common term (such as "server"), use the local pronunciation. Pronunciation can be adapted to the Assamese phonetic system if the original pronunciation sounds very awkward in Assamese.

For English terms and product names Assamese pronunciation is same as English.
example: "server" as "চাৰ্ভাৰ."

Example	Phonetics
SecurID	[sɪ'kjʊər aɪ di:]
.NET	[dot net]
Skype	[skaip]

Acronyms and abbreviations

Acronyms are pronounced like real words, adapted to the local pronunciation:

Example	Phonetics
RADIUS	ৰেডিয়াছ
RAS	ৰাচ
ISA	ইছা
LAN	লেন
WAN	ৱান
WAP	ওয়াপ
MAPI	মাপি
POP	পপ
URL	ইউআৰএল

Other abbreviations are pronounced letter by letter.

Example	Phonetics
ICMP	আইচিএমপি
IP	আইপি
TCP/IP	টিচিপি/আইপি
XML	এক্সএমএল
HTML	এইচটিএমএল
OWA	অ'ডব্লিউএ
SQL	এছকিউএল

URLS

"http://" should be omitted; the rest of the URL should be read entirely.

"www" should be pronounced as ডব্লিউ ডব্লিউ ডব্লিউ.

The "dot" should be omitted, but can also be read out. If you read it out, then it must be pronounced the Assamese way, as ডট.

Example	Phonetics
http://www.microsoft.com/en-in	ডব্লিউ ডব্লিউ ডব্লিউ ডট...

Punctuation marks

Most punctuation marks are naturally implied by the sound of voice, for example, ? ! : ; ,

En Dash (–) are used to emphasize an isolated element. It should be pronounced as a comma, i.e. as a short pause.

Special characters

Pronounce special characters such as / \ ~ < > + - using the Assamese approved translations.

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