



WRITE FOR TRANSLATION

- Avoid acronyms, rhymes, puns and jargon that may not translate well
- Write at an appropriate grade level
- Read the document out loud to make sure it's clear

Tell your Translator these three things:

- Your audience: regional or country of origin, age, sex
- Terms, program names, or other text that you want to remain in English
- A contact name/number in case the translator has questions about wording or needs clarification

REVIEW A TRANSLATION

- If more than one reviewer provides feedback, designate one person to compile changes
- Make changes using Comments, the “Suggesting” setting in Google Docs, or “Track Changes” in Microsoft Word
- In your comment, include: the way it should read , the type of change (critical, minor or preference)

Types of changes:

- **Critical error** – incorrect translation, offensive terminology, misspellings that change the meaning
- **Minor error** – typographical errors, misspellings, grammar or punctuation mistakes
- **Preference** – translations routinely used in your organization, synonymous words that sound smoother

EXAMPLE



Si el tratamiento es retrasado, una embolia puede tener efectos devastadores.

Si el tratamiento es retrasado, una embolia cerebral puede tener efectos devastadores.

Si el tratamiento es retrasado, una embolia puede tener defectos devastadores.

Sarah Braun ..., 2/2/2015 1:17 PM

Comment [1]: *Retrazado* should be *retrasado*. This is a minor spelling error.

Sarah Bra..., 10/5/2006 12:32 PM

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Sarah Braun ..., 2/2/2015 1:17 PM

Comment [2]: Add *cerebral* to *embolia* for the translation for “stroke.” This specifies that it is a brain embolism, rather than a coronary or any other type of embolism, and this is the translation that our healthcare staff always uses.

Sarah Braun ..., 2/2/2015 1:17 PM

Comment [3]: Critical error: *Defectos* should be *efectos*. This is a typographical error that changes the translation from “effects” to “defects.”

Sarah Bra..., 10/5/2006 12:40 PM

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