~ The Process of Translation ~

Specifications

- Text type
- Target audience
- Purpose
- Format
- Reference material
- Tools
- Terms

Translation

Production of a text in the target language which communicates the meaning of the text in the source language, taking into account the specifications

Terminology Research and Reading

Creation of a glossary using client's resources and ongoing translation

Editing

Comparing the source text to the target text checking:

- Completeness
- Accuracy
- Style
- Register
- Consistency
- Readability

Formatting

Checking for consistency of:

- Fonts and emphasis
- Bullets or numbering
- Spacing
- Margins
- Graphics
- Tables
- Colours

Proofreading

Checking the target text for:

- Typography
- Spelling
- Grammar
- Punctuation
- Consistent usage of terms

Verification

- Quality assurance
- Comparison of the final version of the translation with the original
- Comparison with specifications

Delivery

Sending the requested translation to the client in the agreed format and within the agreed delivery date

winged translations ~ **Clara Giampietro**