

PAY ATTENTION TO EVERY DETAIL WHEN TRANSLATE

I think there are some issues need to be paid attention during the translation process.

Firstly, we usually encounter some addresses and person's name. Most of the time, we are unable to find out the corresponding Chinese name in internet. Then we can remain the resource, or we can translate, but meanwhile put the resource in a blanket.

Secondly, it is very important to notice the format problem, like blank, punctuation, especially we do the traditional translation, since there are some difference in expression and some other aspects between the mainland and Hongkong and Taiwanese, for example, in our mainland, we use the quotation mark for “ ”, but in traditional language, use「」.

Thirdly, we have to pay attention to the font, if the words are bold, inclined, and serial number, we should always keep the translation words are correspond strictly with the original resource.

And then, when we use the tool TRADOS to do the translation, we should pay special attention to the TM, sometimes, the translation comes out from the TM, which is not 100% match, we should check the difference, and make the change according to the resource, but not just click the button “ save” without check.

Sometimes, our client will provide the glossary or some reference file, we

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have absolutely refer these files, such as make the translation as per the glossary, notice the places which no need to be translated, just remain the resource sentence, be sure we do the action according to the instruction.

There are a lot of details which need us to notice, so we should accumulate the experience constantly, once we make the mistake this time, remember it, and no more the same problem again. Only through incessant learning and practice, then we can become the professional translator, and provide the best quality for our clients.

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