

## Translation Quality Checklist

A guide for anyone who would like to receive a good translation the first time round - as a good translation also depends on the instructions given to the language service provider and on good communication!

### 1 BEFORE PLACEMENT OF ORDER

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Compose a wish list for the language service provider:

- Language(s) and translation direction(s) (e.g. English – German)
- Specialist area (e.g. solar thermal energy)
- Date for the return delivery
- Scope of order and service (number of pages, words or characters incl. spaces)
- Type of text (e.g. press release, operating instructions, etc.)
- Addressee or target group and purpose (e.g. British or international market)
- How text is delivered to the language service provider as well as the format desired when the text is returned: software, paper, data storage media, layout
- Integration of available company terminology in the translation

### 2 CARRYING OUT THE TRANSLATION ASSIGNMENT

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What you can therefore expect from a qualified language service provider:

- Outstanding knowledge of the source language (language of the original document)
- Mother-tongue level in the target language (language of the translation)
- Expert knowledge: familiarity with the specialist area
- Knowledge of the cultural and language conventions of the relevant countries
- Translator qualification: perfect linguistic implementation
- University degree, state examination, professional qualification

### 3 REVISION AND FEEDBACK

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Your feedback is important!

- Addressing any problems arising in a timely manner
- Where applicable, giving time and opportunity for revision
- Providing constructive criticism
- Clearing up any misunderstandings