

► PRE-TRANSLATION POINTS

Before you produce printed material in other languages, the Multicultural Services can assist you in deciding:

- Whether the multilingual information may already be available.
- Whether written translations are the best way to provide information to your target group(s).
- Who it is you are trying to reach and which languages will be needed.
- How you can distribute the material once the translations are complete.
- If the information in the English original is culturally sensitive, controversial or of a complex nature.
- If required, Multicultural Services (Community Development) can also assist you in seeking advice at this stage from key stakeholders within the communities targeted.

The following questions and triggers may help you in preparing material for translation:

	QUESTIONS	YES	NO	TRIGGERS
1	Have you included too much information?			
2	Have you used short, easily understood questions?			
3	Have you placed the main idea or point you are making first in the document?			
4	Have you avoided over inflated words?			Eg 'advantageous' could be replaced with useful, and 'magnitude' with 'size'.
5	Have you avoided metaphors, colloquialisms and culturally specific humour?			These are usually untranslatable.
6	Have you used professional jargon?			Best to avoid, however if necessary provide an explanation in brackets.
7	Have you attempted to explain concepts which may be unfamiliar to those from other cultural backgrounds?			Example of concepts may include: Respite Care, Meals on Wheels, Neighbourhood Watch and even concepts such as confidentiality.
8	Have you used specific rather than general terms?			E.g. say 'hospitals, community health centres and infant welfare centres' instead of 'health centres'.
9	Have you included ideas that are difficult to explain?			If so you may need to consider using examples or diagrams.
10	Have you used active rather than passive voice?			Use the active rather than the passive voice. Eg 'our staff can help you find work' rather than 'help with finding work is provided by our staff'.

Further factors to consider or be aware of prior to preparing material for translation include:

- Provide translators with background material, including a glossary of any program-specific or specialist terms used, to assist them in understanding the document.
- Ensure that the translator has been given a contact within your organisation to discuss any issues that arise during the translating process.
- It is essential to have the draft checked before printing by a member of the target group to ensure 'plain speak' effectiveness and appropriateness of the language used by the ordinary consumer.
- When producing material for translation try to avoid superimposing text over graphics/designs this makes the text hard or confusing to read.

Source: www.adec.org.au/resources-Manuals.html

Disclaimers

This Fact Sheet was believed to be correct at the date of its publication.

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