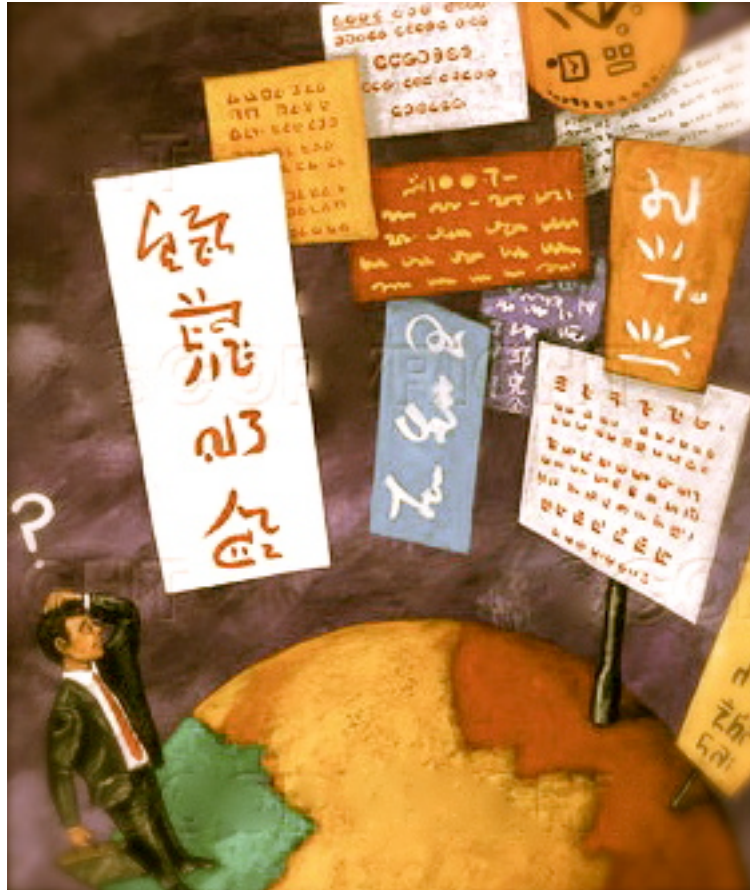


## Glossary of Translation & Interpreting Terms & Definitions



ENGLISH-GERMAN

### A

#### Accredited translator

Translator who has received accreditation from a professional institute such as the ITI or the ATA. Accreditation is a requirement for association membership. It is usually issued on the basis of examination and experience. A rough German equivalent would be **staatlich geprüfter Übersetzer** (who has passed a state examination) or **staatlich anerkannter Übersetzer**

(who has passed a state-recognized examination).

### **Ad hoc interpreting**

Spoken translation between two languages in informal conversations between two or more people. Used, for example in business meetings, for phone calls, during site visits and social events. The term is sometimes used loosely to include *consecutive interpreting*.

### **Adaptation    *Adaption***

Modifying a text to make it suitable for a different purpose, target readership, region or country. Regional adaptation is a part of *localisation*. In translation, the adaptation can be carried out, for example by the translator, an editor or a copywriter. Whether it is best to adapt the *source text* before translation or the translated *target text* depends on the situation.

### **A language    *A-Sprache***

The mother-tongue or language of habitual use of a translator or interpreter. (cf. B language and C language)

### **Atril**

Publisher of the Déjà Vu translation memory program.

**Audience** -> *Target audience*

## **B**

### **Background text    *Hintergrundtext***

Text in the source or target language providing *background information* about the subject matter of the

text to be translated.

**Background information**    **Hintergrundinformationen**

Information relating to the subject matter of the *source text* or the topic of discussion. Facilitates the translator's or interpreter's task by providing context, terminology, definitions, etc.

**Back translation**    **Rückübersetzung**

A *literal translation* of a translation. Helps a translation consultant determine whether the original meaning has been preserved in the target language.

**Bilingual** (*adj* or *n*)

**zweisprachig** (*adj*), **zweisprachige Person** (*n*)

Someone with communicative skills in two languages. The term is often reserved for someone with native or near-native proficiency in two languages. Bilingualism is one of several required abilities of a translator or interpreter.

**B language**    **B-Sprache**

A language that a translator or interpreter can speak, read and write almost as well as their native language (or *A language*), and well enough to translate into as well as out of.

## C

Calibrated page -> **Standard page**

**Certified translation**    **beglaubigte Übersetzung**

A translation that has been reviewed by a translator or

*translation company* and considered an accurate and correct reflection of the *source text*. To have legal status, certification must be performed before a notary public.

### **C language**    **C-Sprache**

A language that a translator or interpreter can read and understand well enough to translate **out of**, but cannot write or speak well enough to translate or interpret **into**.

**Computer-aided translation (CAT)**, *computer-assisted* ~, *machine-aided* or *-assisted* ~

### **computerunterstützte Übersetzung**

Translation with the aid of computer programs, such as *translation memory*, terminology management and *localization* tools, designed to reduce the translator's workload and increase consistency of style and terminology. Not to be confused with *machine translation*!

### **Conference interpreter**    **Konferenzdolmetscher**

Interpreter with highly specialised skills who provides *simultaneous interpretation* of a speaker's words in one direction only from one language into another.

### **Conference translator**    **Konferenzübersetzer**

### **Consecutive interpreting**    **Konsekutivdolmetschen**

Oral translation of a speaker's words into another language when the speaker has finished speaking or pauses for interpreting. More formal than *ad hoc interpreting* and used, for example in formal business meetings, for negotiations, training sessions or lectures.

**Controlled language** **kontrollierte Sprache**

Language with a restricted vocabulary and restricted rules of formulation. Used, for example, in technical documentation to make the text easier to understand for users or for non-native speakers and to facilitate *machine translation*.

**Copywriting** **Werbetexten**

Writing of advertising or publicity copy. It cannot be stressed too strongly that advertising copy **will not translate satisfactorily** due to the different cultural contexts and advertising cultures of other countries and regions. Adverts for foreign countries should therefore always be produced in those countries. There are some advertising agencies who provide this service.

**Court interpreter** **Gerichtsdolmetscher**

Interpreter with special subject knowledge, providing interpretation during legal proceedings. Requirements regarding accreditation and certification for court interpreting vary from country to country.

**D****Déjà Vu**

*Translation memory* program, published by Atril.

**Desktop publishing (DTP)**

DTP is sometimes offered by translators and translation companies/agencies as a value-added service to provide a one-stop solution for customers' publishing needs. They will usually have the special equipment required to

handle languages that use different typescripts.

### DIN 2345

German standard specifying requirements for translation contracts, published April 1998. Has been replaced by European Standard *EN 15038:2006 Translation Services – Service requirements*.

**Dominant language** -> **Language of habitual use**

## E

**Editing** -> **Revising**

### EN 15038

European standard “Translation Services – Service requirements”, published in 2006.

## F

**Freelance translator** **freiberuflicher Übersetzer, freischaffender ~**

Self-employed translator, who may undertake work for translation agencies, localization companies and/or directly for end clients. Often specializes in one or more particular fields, such as legal, financial, commercial or technical.

**Free translation** (1) **freie Übersetzung**, (2) **kostenlose Übersetzung**

1. Translation in which more emphasis is given to the overall meaning of the text than to the exact wording (cf. *literal translation*); 2. Translation completed free of charge. Offered by some *translation companies* – often

online, and usually using *machine translation* programs. Can be used for *gisting*, but never of a sufficient quality for publication without comprehensive revision by a human translator.

## G

### Gisting

Producing a rough or outline translation of a text to provide an insight into the subject and overall content of the *source text*. Being less expensive and less time-consuming than a “proper” (or “custom”) translation, gisting can be used, for example, to determine whether a text contains useful information before a custom translation is commissioned. The term gisting is sometimes used in connection with *machine translation*, which is used by some translation providers for that purpose.

### Globalization, *globalisation*    **Globalisierung**

The process of developing and manufacturing products intended for worldwide distribution. Most commonly applied to software, but also used for websites and other publications and products, it covers two aspects: internationalization and localization.

### Glossary    **Glossar**

An invaluable tool for the translator. Beside making use of specialized mono- and multilingual glossaries that may be found online, serious translators compile and maintain their own glossaries based on subject, client, and project specifications. Companies publishing documentation in several languages can also benefit from maintaining

multi-language glossaries of their own. This not only makes translators' work easier, but – by reducing the amount of terminology research required – speeds up subsequent translation projects. In addition, it ensures consistent and correct terminology usage in all languages. Some translators and most translation companies offer glossary compilation and maintenance, either as a separate service or as part of a translation agreement.

## I

### **Inbound text**

Text intended for internal use, generally not seen by people outside the originating organization. Includes internal correspondence, memos, work instructions, etc.

### **Internationalization, *internationalisation***

#### **Internationalisierung**

The process of designing or redesigning a product (e.g. software) to allow its *localisation* for other countries with a minimum of changes to its text content or program code. Internationalised software applications, for example, store their text in external resource files and use character encoding methods (such as *Unicode*) that support character sets for many different languages.

### **Interpreter **Dolmetscher****

Provides oral (spoken) translation of a speaker's words from one language into another.

### **Interpreting, *interpretation* **Dolmetschen****

The act of rendering spoken words from one language into

another.

## K

### Keystroke **Anschlag**

Often used as a measure of line or page length in defining the size of a translation job. Includes all visible characters as well as spaces and line breaks/paragraph marks.

## L

### Language combination -> **Language pairing**

### Language Engineering **Sprachdatenverarbeitung**

The Euromap Report, published in 1998 on behalf of the EUROMAP Consortium, defines language engineering as “the application of knowledge of written and spoken language to the development of systems able to recognise, understand, interpret, and generate human language”. These language technologies include *computer-aided translation*, speech recognition and synthesis, as well as semantic searches and information retrieval.

### Language of habitual use; similar: *dominant language*

The language that a person is most familiar with, usually the language spoken in the country in which the person lives. More appropriate than *mother-tongue* (**Muttersprache**) as a measure of a translator or interpreter’s ability to work into the given language. In German, the term **native speaker** is used in this context.

### Language pairing, *language combination* **Sprachpaar, Sprachkombination**

The languages a translator or interpreter works with.

**Language service provider (LSP)**

**Sprachendienst, Sprachdienstleister**

Provider of translation and other language-related services that may include typesetting, publishing, project management, internationalization and language teaching (cf. *translation company*).

**Liaison interpreter** **Verhandlungsdolmetscher**

Interpreter who provides – usually consecutive – interpretation between two languages in both directions. May be affiliated to the host company and act as facilitator in negotiations or undertake some PR activities.

**Linguistic adaptation** -> **Adaptation**

**Literal translation, transcription** **wörtliche**

**Übersetzung**

Translation that closely adheres to the wording and construction of the source text. A literal translation of continuous text usually appears “stilted” and unnatural and is therefore to be avoided unless there is a specific reason for translating literally.

**Literary translator** **literarischer Übersetzer**

Translator specializing in the translation of literature, such as fiction, biographies and poetry.

**Localization, localisation** **Lokalisieren**

The process of adapting a product (usually software, but

also, for example, websites) to a specific locale, i.e. to the language, cultural norms, standards, laws and requirements of the target country.

## M

**Machine-aided translation** -> **Computer-aided translation**

### **Machine translation (MT)**

**automatische Übersetzung**

1. Translation produced by a computer program; 2. Use of a translation program to translate text without human input in the actual translation process. The quality of machine-translated text, in terms of terminology, meaning and grammar, varies depending on the nature and complexity of the source text, but is never good enough for publication without extensive editing. Machine translation (usually using highly customized MT programs) is occasionally used by some translators and translation companies to assist them in their work, but rarely to translate entire documents. Some search engines interface with a translation program to provide translations of websites. To get an idea of what MT can and cannot do, visit Babelfish, which provides a free online MT service. Not to be confused with computer-aided translation!

### **Mother-tongue** **Muttersprache**

One's native language. Often used as an indicator of a translator or interpreter's ability to translate into a particular language. Because a person who has lived in another country for many years (perhaps from childhood) may be more fluent in their "new" language than they are

in their original mother-tongue, the terms *language of habitual use*, *dominant language* and *native language* are often used instead.

## MultiTerm

Terminology program. Developed by Trados, now published by SDL International. A component of the Trados translation memory program, but also available as a separate product.

## N

**Native language** -> **Mother-tongue**

**Native speaker** **Nativespeaker**

A person with native-speaker competence in a particular language.

**Native-speaker competence**

**muttersprachliche Kompetenz**

Oral and written command of a language equivalent to that of a person who not only learned the language as a child and has continued to use it as his/her language of habitual use, but who also has had some language training.

## O

**ÖNORM 1200, ÖNORM 1201**

Austrian standards specifying requirements for translation services and translation contracts respectively. Published in 2000. Can be ordered online at [www.on-norm.at](http://www.on-norm.at).

## ÖNORM 1202, ÖNORM 1203

Austrian standards specifying requirements for interpreting services and interpreting contracts respectively. Published in 2002. Can be ordered online at [www.on-norm.at](http://www.on-norm.at).

### Outbound text

Text intended for publication, i.e. for a readership outside the originating organization. Essentially designed to sell products and services. Includes PR articles, brochures, catalogues, advertising copy, etc.

## P

### Parallel text *Paralleltext*

Text in the source or target language that is comparable to the text to be translated in terms of subject matter or [text type](#). Includes previous translations of the same type of text.

### Plain English *bürgernahe Sprache*

A form of English that is clear, concise, direct, and natural. Advocated by an increasing number of people as a style of language that should be used by authors of technical texts – such as user manuals, legal documents, articles and speeches –, plain English is easier and more enjoyable to read than legalese or texts laden with technical jargon and complex sentences for both experts and laypersons.

### Proof-reading, *proofreading* *Korrekturlesen*

Strictly, checking a proof before printing to ensure that no

mistakes have been made in typesetting. The term is often used by translators in the sense of *revising*. When typesetting a translated text, it is advisable to let the translator who performed the translation proofread the typeset document, especially when the text is written in a language foreign to the typesetter.

## R

**Readership** -> **Target readership**

**Revising** **revidieren, überarbeiten**

Reading a text to identify errors, inconsistencies, incorrect grammar and punctuation, poor or inappropriate style, and, in the case of a translation, conformance with the source text, and making appropriate changes and corrections to the text. In general, the number of revision stages is proportional to the demands on the text quality: a translation intended for publication may, for example, be revised by the translator and by one or two third parties (e.g. the author, a subject expert, a second translator, an editor), whereas an internal memo may not require any revision after translation. (What exactly revising and editing entail and how they differ is the subject of much debate. What is important is that the person commissioning the work communicates clearly what is expected of the editor.)

## S

**SDL**

Publishers of the SDL Trados CAT suite, which consists of the former products Trados and SDLX.

**Simplified English (SE)**

A set of writing rules and a dictionary of controlled vocabulary aimed at improving the readability of technical documentation. Developed by the Association of European Airlines (AEA), it is also used to write texts for translation using *machine translation* tools.

**Simultaneous interpreting** **Simultandolmetschen**

Oral translation of a speaker's words into another language while the speaker is speaking. The interpreter usually sits in a booth and uses audio equipment.

**Software localization** -> **Localization**

**Source language** **Ausgangssprache**

Language in which the text to be translated is written.

**Source text** **Ausgangstext**

The text to be translated.

**Specialised language competence**

**fachsprachliche Kompetenz**

Familiarity with the relevant subject matter and command of its special language conventions.

**Standard line** **Normzeile**

A standard measure of the size of a text. The standard line length varies from country to country. In Germany, for example, it is usually 55 keystrokes, in Belgium 60. Translation projects are often priced on a per line basis.

**Standard page, calibrated page** **Normseite**

A standard measure of the size of a text, used esp. in the publishing industry and in literary translation. The standard page length may vary from country to country and depending on the sector, but is generally in the region of 1500 to 1800 keystrokes. Translation projects are sometimes priced on a per page basis, although – except in the case of literary translation – this practice is becoming less common, being replaced by the standard line.

**Sworn translator**    **vereidigter Übersetzer**

A translator who has taken an oath and can therefore produce *certified translations*.

## T

**Target audience**    **Zielpublikum**

The group of people that an interpreter addresses. Used mostly in connection with simultaneous interpreting. Sometimes used (incorrectly) in the sense of target readership

**Target language**    **Zielsprache**

Language into which a text is to be translated.

**Target readership**    **Zielleserschaft**

The group of people for which a text is translated, for example subject experts, novices, prospective customers. It is important to specify the target readership when commissioning a translation so that the translator can choose an appropriate style and vocabulary.

**Target text**    **Zieltext**

The translation, i.e. the result of the translation process.

**Terminology extraction (TE)**

The creation of a corpus of monolingual or multilingual subject-specific terminology by extracting individual terms and phrases from a body of text.

**Terminology extraction tool (TET)**

A computer program that provides functions to assist with or automate the extraction of terminology from a body of text.

**TermStar**

Terminology program published by Star. A component of the Transit translation memory program, but also available as a separate product.

**Text function**    **Textfunktion**

The function served by a text, e.g. to sell a product, to provide instruction on the use of a product, to convey information about an event. It is important to specify the text function when commissioning a translation so that the translator can choose an appropriate style and vocabulary.

**Text type**    **Textsorte**

Class of text (e.g. abstract, news report, light fiction, commentary) with specific characteristics of style, sentence formation, terminology, etc.

**Text style** -> **Text type**

## **TMX**

Standardized translation memory exchange format, designed to allow easier exchange of translation memory data between tools and/or translation vendors with little or no loss of critical data during the process. Supported by the latest versions of most leading translation memory programs.

## **Trados**

Former publishers of translation memory program of the same name. Now part of the SDL Trados CAT suite.

**Transcription** -> **Literal translation** **Transkription**

## **Transit**

Translation memory program published by Star.

**Translating, translation** **Übersetzen**

The act of rendering written text from one language into another.

**Translating competence** **übersetzerische Kompetenz**

Ability to render text into the target language correctly in terms of language, subject matter and idiomatic style, having regard to the text function of both the source text and the target text.

**Translation agency** **Übersetzungsbüro**

Provides translation and interpreting services, acting as middleman between customers and freelance translators. May offer value-added services such as typesetting, publishing, project management.

**Translation company** **Übersetzungsbüro**

Provides translation services using mainly in-house translators. May specialise in a particular field – such as legal, patents or technical – and may offer value-added services such as typesetting, publishing, project management. The term is often used synonymously with translation agency.

**Translation environment tool (TET), *translation environment (TE)***

A computer program, or a suite of programs, that provides functions to aid human translators in their translation tasks. Includes Translation memory, CAT, localization and terminology management tools.

**Translation Manager**

1. *Translation memory* program published by IBM; 2.

(*Syn.: project manager*) person in charge of managing a translation project. In large translation projects, the translation manager is responsible for liaising between customer and translators, coordinating the translation work (which may be carried out by several translators for each language), maintaining the terminology database, ensuring consistency of style and terminology, etc.

### **Translation memory (TM)    Translation Memory**

*Computer-aided translation* program that stores translated sentences (*translation units* or *segments*) with their respective source segments in a database (usually called the “memory”). For each new segment to be translated, the program scans the database for a previous source segment that matches the new segment exactly or approximately (fuzzy match) and, if found, suggest the corresponding target segment as a possible translation. The translator can then accept, modify or reject the suggested translation.

### **Translator    Übersetzer**

Renders written text from one or more languages into an other language, usually into her language of habitual use. May offer additional services, such as desktop publishing or proofreading.

### **Translator’s Workbench (TWB)**

Translation memory program published by Trados.

**Transliteration** **Transliteration**

Transforming text from one script to another, usually based on phonetic equivalences. For example, Russian text might be transliterated into the Latin script so that it can be pronounced by English speakers.

**U****Unicode**

Character encoding standard which, unlike ASCII, uses not 8 but 16 bit character encoding, making possible the representation of virtually all existing character sets (e.g. Latin, Cyrillic, Japanese, Chinese). The use of Unicode simplifies multiple language document and program creation.

**V****Voice-over**, *voiceover*

Commentary in, e.g., a film, television program, video, or commercial spoken by an unseen narrator. Foreign-language voice-over consists of two parts: translating the narrative, whereby, e.g., timing (coordinating the voice with the film sequence) is an important consideration; recording the voice-over, which may be performed by a linguist with special training and/or expertise or by an actor. Voice-over services are provided by some translators and translation agencies/companies.

**W****Whispering**, *whispered interpreting***Flüsterdolmetschen**

Similar to simultaneous interpreting, whereby the interpreter sits close to the listener and whispers the translation without technical aids.

## **Word count**

A standard measure of the size of a text. Translation projects, for example, are often priced on a per-word (US) or per-1000-word (GB) basis.