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The One Source for a World of Translation Services

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## Managing a Translation Project The Client End

### **When should you get your language vendor involved?**

As soon as possible. Once a win has been declared on your end, give a heads-up to your language vendor. Even if the project never comes to be, a heads-up never hurts. The more advanced notice a language vendor gets, the smoother the entire project goes, and usually under cost and time.

### **Which languages do I need?**

Often times it is tricky to determine which languages are needed for a project, especially when the criteria is according to "country". Does having Israel on your list really warrant adding Hebrew as a language? Or will English suffice? Such questions really can end up making a world of difference. Much time and money can be saved by knowing which languages you need and sticking strictly to those. Your language vendor can walk you through which languages apply to which country, even further indicating which languages are most common, which are used by that country's scientific community, etc.

Countries in the European Union will as of June 2004 require that product information be translated into the language of their country and now include: Cypress, Check Republic, Estonia, Hungary, Latvia, Lithuania, Malta, Poland, Slovak Republic and Slovenia.

### **How much will the translation cost?**

Translations are priced according to language at a word rate or simply at a minimum charge as applicable. Spanish is cheaper than Estonian is cheaper than Farsi. There are generally 3 tiers of languages:

- Tier 1: Western European Languages
- Tier 2: Eastern European Languages
- Tier 3: Asian/Middle Eastern Languages

### **How long will it take for me to get the translation back?**

Turn around on translation depends on the amount of text to be translated. It typically takes approximately 1 day for 2000 words to be translated. However, other factors, such as availability of the translator, difficulty of subject matter and QA checks can add time to the turn around.

### **How can I expedite the process of getting my documents translated?**

Examine the documentation to insure it is well written in English. Run on sentences and “Americanisms” not only don’t translate well but are not culturally suitable. For example, “Batting 100” or Ballpark Estimate”. Sports analogies are derived from American pastimes such as baseball and football and although easily understood in the US, they have no meanings in other countries. Give as much of a heads up as possible that you are going to need translation services. Try to provide as much info as possible to the vendor, such as the language the document is currently in, the language you need the document translated into, approximately how long the document is, the subject matter, etc. With this info, the vendor can reserve time in a translator’s schedule for your project. That way, the turn around is quicker, as the translator can start translating your document as soon as it is ready.

#### ***Members:***

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