

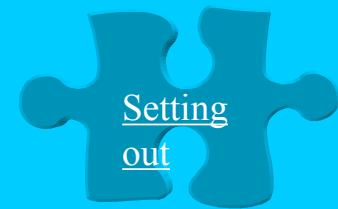
Entering the profession: Orientation for EN < > GER translators

by
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Introduction

- Welcome to the introductory session for new colleagues in EN < > GER translation
- This session was designed to answer frequently asked newcomer questions about entering the profession of translation, specifically in the North American work environment

Overview



- This presentation will briefly discuss the 9 subject areas below.
- Click on each puzzle piece to jump directly to the topic you want to learn about.



Setting out/ FAQ

- How can I find work/ clients?
- Is there any demand for EN < > GER translation?
- Are my language skills sufficient?
- Should I give up my day job?
- Which training opportunities exist?
- Please recommend some websites
- How important is ATA and the accreditation process?

Required background

- Formal training in translation is preferable
- Why? Take a look at this....
- Minimum requirements:
 - Full fluency in both languages
 - Current language experience
 - Expertise in a certain field

Introduktion zu xyz International

Bad Example

XYZ International bietet führende Applikationssoftware, Kerntechnologien und Lösungen an für eine Reihe von vertikalen Industrien. Die Firma hat sich einen Ruf erworben als eine fokussierte und sehr qualifizierte Organisation mit einer umfangreichen Expertise - besonders im Bereich von den entstehenden e-Business Technologien.

Resume

- Concise
- Current
- Easy to print, (1 page!!)
- Accurate information
- Carefully edited

Resume for B.J.Cultured

Language Background	Combinations, accreditations
Current Employment	Full-, part time?
Recent translation assignments	*relevant* examples
Education	*relevant*
Equipment (PC/ Mac)	Hard- and software
Computer Skills	Accurate assessment!

Finding work

- Getting ready to reply (references, samples)
- Proofread your reply (see this...)
- Only current replies are valid
- Only apply for assignments you can actually do
- Make sure you are listed in online directories (*current information*)

Pricing

- Business budget/ business plan
- (see “Is This Worth It?” by Jonathan T. Hine Jr., *ATA Chronicle* 2/1998)
- Consider competition (for example, look at open bidding in Internet sites).

What does this response say?

Guten Morgen,

Ich habe in den letzten paar Wochen mehrere Aufträge für die Pharmazie Branche übersetzt, und würde Ihnen gerne aushelfen. **Obwohl** meine vorherigen Aufträge in Werbung an junge Mädchen-Frauen **gerichtet war**, würde ich annehmen **das** die Terminologie doch sehr ähnlich ist.

Sollten Sie interessiert sein, würde ich Sie einladen sich meine WebSite anzusehen (www.blablabla.com), um meine Qualifikationen zu beurteilen.

Mit freundlichen Grüßen

**Quality is
in the
detail!**

Expertise

- Picking a field
- Wearing (too) many hats
- Keeping your knowledge current

Defined fields of expertise

Languages (Working)

English > German
German > English

Expertise

Tech/Engineering
Science
Marketing
Other

Software

Trados
STAR Transit

Less defined expertise

- **Languages**
(Working)

English > German
Spanish > German
German > English
German > Spanish

- **Expertise**

Tech/Engineering
Science
Business
Medical
Legal/ Patents
Marketing
Other

- **Software**

Trados
STAR Transit
Quark Xpress

Tools

- Computer equipment
- CAT tools?
- Glossary collection
- Library

Your library

- Despite growing online resources, it is imperative to invest in your own reference library
- “Ask your colleagues” will not substitute for owning resources. Asking frequent and detailed questions online will make you unpopular and notorious in a hurry.
- See this list of standard resources, which is a suggestion only
- Library resources will depend on your field of expertise. Be sure to read book reviews in the “Chronicle” and the GLD newsletter “Interaktiv” for more information.

Your library should contain...

- Duden, Die deutsche Rechtschreibung, and English thesaurus
- Standard bilingual dictionaries on technical, legal, medical, and business terms
- Detailed and technically specific dictionaries for your fields of expertise, e.g., dictionary of banking and finance, or veterinary medicine etc...



Online resources

- A wealth of information can be found at www.proz.com; www.aquarius.net; and of course www.atanet.org
- Dr. Frank Dietz of GLD maintains a beautiful glossary collection at www.jump.net/~fdietz/glossary.htm
- www.google.com can be set to search in a specific language