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# 译者实用指南

(第四修订版)

A PRACTICAL GUIDE FOR TRANSLATORS

Fourth revised edition

(瑞典) Geoffrey Samuelsson-Brown 著



外语教学与研究出版社 FOREIGN LANGUAGE TEACHING AND RESEARCH PRESS

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# 译者实用指南

外研社翻译研究文库

上个世纪迄今的翻译研究尽管硕果累累,对译者的研究也取得了诸多成果,但这些研究更多地侧重于学术视角(如译者主体性、主体间性等),而对译者在实际的翻译市场中怎么做,译界的关注程度似乎不足。Geoffrey Samuelsson-Brown 所著《译者实用指南》(A Practical Guide for Translators)则针对这一状况,以翻译市场为宏观背景,给译者提供了极其珍贵的指导,填补了这方面的空白。本书自 1993 年首次出版以来,到 2004 年 5 月已是第四版,是作者多年来实践经验的结晶。十多年来,本书受到了读者的普遍欢迎。

本书在前三版的基础上,紧跟时代发展,站在一个全新的角度,旨在给那些没有或很少有商业经验的翻译从业者提供全面指导,例如译者所需具备的资格、如何创办翻译公司、译者的工作环境、怎样索要报酬等等。本书内容充实,注重实用,确实值得一读。

本书共分 13 章, 第 11、12、13 章属于附录部分, 现将前 10 章的主要内容概述如下:

## 第1章 如何成为一名译者

作者在本书伊始就讨论了最基本的问题:如何成为一名译者。作者提出,成为译者无外乎通过两条途径:自我规划(by design)或环境促成(by circumstance)。尽管不存在任何学术资格要求,但所有的职业招聘都要求译者拥有职业证书和3年以上翻译经验。

如果从事翻译是出于自我规划,对于初涉译坛的译者,寻找一位"监护人"是很有必要的。监护人可以就各种实际问题提出建议,例如直译和意译之间的度应如何把握、应准备什么辅助设备、如何准备面试等等。译者同时也要懂得现代语言学的相关知识,最好具备在目的语国家的生活经历,完成翻译专业的研究生课程,可以熟练打字,以及怀有不断学习深造的意愿。如果从事翻译是由环境因素造成的,例如旅居国外多年或配偶为目的语国家国籍等,译者的优势在于已经具备多年潜在的翻译经验,劣势在于缺少受过正规训练的翻译人员所具备的理论基础。在这种情况下,是否适合从事翻译只

能在实践中去检验。

作者还在本章厘清了许多重要概念。第一,文学翻译和非文学翻译。作者指出,文学翻译不仅仅局限于文学大作,它包括话剧、诗歌、小故事,甚至笑话集、文件手稿、旅游指南等等。一个出色的文学翻译者应具备和原作者一样的才能、技巧和经验。但是,单一从事文学翻译无法为译者提供充足的经济收入,文学翻译者常常通过教书或担任其他学术职位补充收入。第二,笔译和口译。两者之间虽存在很大差异但又在不少领域互相重叠。本书只讨论了笔译。第三,机构内译者和自由译者。作者建议首先要获得几年在翻译机构工作的经验,这样不仅有利于在有经验的译者和编辑的监督下提高自己,也可以学会如何运用商业工具。对于自由译者,最关键的在于合理分配工作时间。

一些具体问题,例如在学生阶段怎样获得工作经验、怎样制作求职书、 怎样测试和选拔,作者也都分节加以详述。

## 第2章双语——神话与现实

在作者看来,双语(bilingual)这个词已被滥用,而真正能达到双语的人少之又少。源语和目的语是两个界限分明的概念。目的语的剥夺性是很多旅居在目的语国家的译者经常面临的问题,他们深深地融合于目的语文化中,以目的语本土人民的方式思考,以至于很容易失去自己母语的语言优势。因此,"本地化"(localisation)这个新词越来越引起人们的重视。一个严谨的客户会以目的语的标准来检测译者的翻译是否适合于目的市场、术语是否实时以及语言运用是否恰当。

译者不可避免地会受到目的语文化的强烈冲击。正确理解语言并成功地 将之翻译,离不开译者对文化差异的了解。这就是为什么最出色的翻译往往 出自于在目的语国家生活的译者之手。

但是,作者同时还指出,对于一个国家的文化并不存在完全的共识,有一些人强烈认同,而另一些人却不然。对于强烈保持团体文化的行为,我们称之为定式或典型(stereotype)。尽管这个词带有否定色彩,但是它也反映了交际的必然结果。

从这一章不难看出,作者认为完全做到双语就像一个"神话"。译者如何抵抗文化冲击,增强文化理解,才是现实所需。

# 第3章 客户视角

与前两章不同的是,这一章作者从客户的角度来探讨翻译问题。客户对译者的选择常常限定于两个范围:一是译者要将外来语译人母语,二是译者要具备与文本相关的背景知识。由于客户会对译者的职责等有这样那样的误

## 解,译者要尽力解释,说明真实情况。

那么,客户如何选择合适的翻译提供者呢?这里使用"翻译提供者"而不是译者,是因为涉及到翻译公司和翻译中介。作者提出,最理想的选择是具备 ISO9001 认证的提供者。但由于数量很少,从事一种语言翻译的自由译者可能是最可行的选择。

同时,作者认为报酬的多少和翻译的质量并不一定吻合。很多情况下,提供者以很低的价格提供高质量的服务,是为了能争得一席之地,以便长久合作。但是,这些提供者可能会有附加条件,例如自主核对、设计、项目管理等等。因此,首先问清楚附加条件对客户来说是很有必要的。为了避免上述情况,最可靠的办法就是使用经同事推荐的翻译提供者。提供者确定后,客户和提供者之间也需要对细节进行磋商。

## 第4章 经营翻译业务

翻译业务与其他一切业务一样,都存在很大的风险。在业务投入之前,要确保弄清楚所有涉及到的问题和责任。最简单的经营方式莫过于"唯一业主",这可以避免过多的行政干预和法律程序。

在这一章,作者详细介绍了经营翻译业务的方方面面。由于作者曾经创办翻译公司,这一章可谓是作者亲身经历的总结,因此极具实用价值。作者首先解答了翻译是否是一项有利可图的事业这一问题,接着对新开业务所需的支持、计算字数、报价、选择办公地点、开通业务电话、设置假期、安全网络、与推销商打交道、做广告、金融咨询、账目、市场营销等事务也——提出了建议。

# 第5章 译者的工作以及业务所需设备

正常的体力劳动需要肌肉紧张与放松互相交替,这样才有利于血液循环。为了避免身体过度疲劳,译者需要在一个舒服的环境下工作,例如,坐姿要保持脖子挺直,大臂与小臂成90度,脊柱自然弯曲呈8型,保持小腿直立等等。另外,桌子要有足够大的空间,椅子要买自己能力范围内最贵的,电脑要放在合适的位置。眼睛也需要特殊保护,要不时做简单的眼保健操以避免眼睛过度疲劳。

购买办公设备也要谨慎行之。作者认为,最好的办法就是在购买之前咨询一些有购买经验的同事。电脑、打印机、一些办公软件、复印机、传真机、调制解调器等、都是必备的设施。

译者可以采取不同的方式工作。一些译者倾向于口述翻译,这种方式的 优势在于翻译速度快,缺点在于需要一位录音打字员的配合,增加了人力、 物力的投入。另外一种方式是使用格式文本,这种方式只适用于对软件操作 熟练的译者,否则极其浪费时间。计算机辅助翻译(CAT)也是时下非常流行的一种翻译方式,又称为翻译存储系统,这种方式可以使译者再利用以往翻译过的文本中的相似信息。

## 第6章参考源、资料检索和文件管理

对于长期从事翻译的译者来说, 充足的参考源、便利的资料检索和有序的文件管理可以大大提高工作效率。

在接受一项任务之前,弄清楚是否存在可用的参考源是很有必要的。译者可以从下面6种方法收集参考源: 1. 网络资源。在发达的现代社会,网络资源极其丰富,恰当使用可以收到出人意料的效果。2. 词典。哪类词典最具参考价值? 作者建议译者咨询有经验的同事或者语言学机构的图书管理员。3. 标准翻译。对于一些术语,译者可以参考英国标准组织(BSI)和国际标准化组织(ISO)给出的标准化翻译。4. 译者以往的翻译。收集以前翻译过的文档和参考文献也有不小的价值。对于这种参考源,译者要注意使用存盘保存而非打印稿保存,以便将来检索。5. 汇编术语。如果所要翻译的文本涉及到一个新的主题,那么译者在动手翻译之前可以先汇编所有陌生的术语。这种方法可简单也可复杂,最简单的途径就是使用Word软件,但不利于将来的资料检索。翻译存储系统虽相对复杂,但功能更为齐全。6. 产品说明。用译文语言写成的产品说明也是一种有价值的资源。译者可以根据不同的类型对产品说明进行归类,这种方法可以积累术语,方便将来参考。

如何以最快的速度检索到存盘文件也需要技巧。对自由译者来说,译者需要注意文件的命名,以方便检索和归档。标准命名可以采取以下方式:同时使用字母和数字,用四位数字表示文件号,加下划线,接着用3个字母表示源语,加下划线,再用3个字母表示目的语,最后加上文件的扩展名。例如对1224号文件的命名:1224\_swe\_eng.doc。对于翻译公司,程序相对要繁琐得多,要根据客户或者语言进行归档,并要注明文件所处的状态或形式。

不管是参考源还是资料检索,数据库的使用都可以大大节省时间和精力。译者可以建立多个数据库,包括词汇术语数据库、产品记录数据库、地址数据库、以往翻译数据库等等。

# 第7章 质量控制和责任

翻译质量的高低取决于很多因素:

首先,译文的质量和翻译目的关系密切,主要有以下几种情况: 1.译文 用于供读者获取信息。这种情形下,目标读者的目的在于获取原文的事实, 译者甚至只需要提取原文的重要部分,提供有价值的信息即可。2.文本浏览 与摘要。有时候客户不需要完整的译文,只需要相关部分,那么译者的任务 在于浏览文本,总结翻译客户所需要的部分。3. 完整译本以提供全部信息。很多译本属于此类情况。与第一种情形不同的是,此类情况重点在于全部信息不能遗漏,那么对译文的质量要求就落在信息和数字的精确性和完整性上,语言的美感退居次要地位。4. 译文用于出版。译者要以更加严谨的态度对待这种情形。由于这样的译文代价过高,对译文的质量也相应提高,那么译者的附加工作量就会增加。5. 译文用于广告或营销。设计广告语或推销语是一种艺术,由于文化和语言的差异,如何使译文被目标市场接受是关键所在。作者建议译者应将译文送至客户在目标语言国家的附属机构进行核对和磋商。6. 译文再被用于其他语言翻译。我们经常会碰到英语作为中介语的情况,这种情况译者必须确保译文不存在任何与原文不符或模棱两可的地方,这样才能保证据此翻译的其他语言的准确度。7. 法律文献翻译。一方面法律文献是极其准确和权威的,另一方面源语国家的法律条款可能在译语国家并不存在,因此译者必须以极其严谨的态度对待,通过脚注或寻找最接近词等方式翻译出原文法律的隐含义。

第二,就像前文所提到的,"本地化"已经成为衡量译文好坏的一个重要标准。我们常常把译文放在目标语言国家进行评判,那么,最理想的工作方式应该是译者与客户的海外机构合作,征得他们的修改意见。

第三,翻译产出要控制在合适的数量上。很多客户因为报酬或其他原因常常会要求译者在短时间内完成任务。作者认为每日数量过大的产出会使译文质量得不到保证,因此译者要协调产出与时间之间的比例关系。对于那些无法在客户要求时间内完成的业务,译者要对自己的译文负责,尽量与客户磋商,用诚信达成协议。

第四,不同于翻译公司,对于自由译者来说,由谁来核对译文是经常会碰到的难题。自己核对常常会有很大的主观性。因此,作者建议将译文搁置尽量长的时间,这样核对时才能发现问题,保证较强的客观性。如果自由译者是通过翻译中介接受业务的,尽管中介会帮助完成核对,但是由于会影响声誉和报酬,译者还是要尽量对自己的译文负责。

第五,高质量的译文会花费时间和财力。译者需要时间作与原文相关的研究,甚至有时需要调整文本格式以符合客户的要求。因此,是否接受在规定时间内完成,译者常常陷入两难的境地。对于这个问题,作者认为唯一的解决途径就是与客户协商,使其理解译者。

第六,为了保证译文质量,译者在接受工作之前需询问一些必要的问题。 例如,工作量多大、多少天完成、译文用于什么目的、是否具备参考源等等。

第七,翻译过程中译者要注意质量控制的几个环节:术语汇编、拼写检查、校对(自己完成)、核对(别人完成)、根据客户的原文修订稿随时修改译文、融合客户对译文的修改意见、最终拼写检查等。

第八,如果译本不是由一个译者完成,而是由多位译者共同完成,在工作开始之前应统一格式设计、字号、纸张规格等细节问题。另外,为了避免术语翻译的不同,整个团队最好使用同一个术语汇编。

第九,在译文完成后,翻译过程中出现的问题或核对结果可以采用翻译 报告的形式记录下来,以备将来反馈之需。

## 第8章译文的编排和交付

科技的发达、电脑的使用大大提高了译文的编排效率。译者应注意不要使用太多的空格键,可以根据需要分栏。为了节省时间,作者建议使用宏指令或者已经建立的术语汇编。对于不同的电脑编排软件,译者要特别注意各个软件之间的兼容性。时下流行的电子出版经常使用通用标记语言标准(SGML)和办公文档体系结构(ODA)以及超文本标记语言(HTML)。

根据时间的急缓,译者可以使用合适的方式交付译文,包括邮寄、传真、电子邮件和快递。对于引起附加费用的交付方式,译者要事先和客户商量确定。例如客户催要译文,那么交付费用应由客户承担。

## 第9章 如何处理差错

翻译业务进行过程中出现差错是在所难免的。作者首先给出不少预防差错的建议,例如注意最终期限、预防电脑不正常工作或感染病毒等。同时还要注意设备的保护和维修,及时备份文件。购买赔偿保险也是很有必要的。

在接受一项业务之前,译者要保证完全同意协议上的条款。如果碰到逾期付款或破产了的客户,译者要根据客户的实际境况和态度采取措施。译者可以根据商业债务逾期付款条例寻求法律保护。

如果译者和客户之间发生冲突,双方可以协商解决。如果协商不成功, 译者也具备充分的理由移交职业协会或者保险经纪人进行仲裁。

# 第10章 译者职业机构

这一章,作者主要介绍了当前世界上享有盛名的一些翻译机构和组织, 以及它们的设立目的、主要功能、奖项设置、成员的责任与义务等,如国际 译联、英国译者的3个职业组织等。

上面是对全书内容的一个简要介绍。通观全书,本书有以下几个特点: 1. 从宏观上看,实践性强、注重实用是本书的一大特色。正如书名所示,全书都围绕"实用"(practical)二字,所论述的内容与现实生活中的"译者"密切相关:本书第4章到第9章所涉及的内容之广泛,几乎涵盖了译者从事翻译业务中碰到的所有问题,完全可以看作足以对译者提供指导的小百科。

- 2. 从微观上看,全面而不失细致是本书的另一特色。从本书大小标题的数量和内容可以看出,全书不仅涉及范围广,更为难能可贵的是,作者对每个问题的阐述都颇为详尽,如在第4章创办翻译公司中,作者不仅对"所需支持、计算字数、报价、选择办公地点、开通业务电话、设置假期、安全网络、与推销商打交道、做广告、金融咨询、账目、市场营销"等事务做出了说明,而且针对每一个问题下的每种不同情况都给出了详细的解答和建议。
- 3. 真实而具有说服力是本书的又一特色。作者本人从事翻译多年,曾在翻译机构工作过,也做过自由译者,并曾经营一家翻译公司数十年。书中多有作者的亲身经历或亲眼所见之范例,因此本书可称是作者几十年经验的结晶。这种经验的共享既增强了本书的真实性和说服力,又不至于让内容显得枯燥乏味。

总之,本书特点鲜明,具有很强的参考价值。最后,需要特别提出的是,本书中所透露出的竞争公平、劳务公平等西方典型理念,以及对咨询、保险、 法律等手段的重视,值得中国译者乃至整个译界借鉴。

文 军 北京航空航天大学外语系翻译学教授、硕士生导师

# **Foreword to the Fourth Edition**

The fourth edition of A Practical Guide for Translators, which is now available, sees the training and work situation of translators much changed from when the book first appeared on the market.

In 1993, when the first edition was published, educational institutions in the UK had only started to acknowledge that in order for linguists to turn into translators training was needed at the academic level. Courses were gradually becoming available in order to prepare the student translator for the professional demands to be met by the functioning practitioner. Although the Institute of Linguists and its Postgraduate Diploma in Translation had already pointed to the requirements inherent in the profession, with the setting up of the Institute of Translation and Interpreting in 1986, the need for the special linguistic skills of the translator was further highlighted.

This new edition of the book finds practising translators as a firmly established group of professionals, much helped by the advice and guidance over the years of previous editions of the book advising on how to bridge the gap between academic training and real-life experience; it is a task for which Geoff Samuelsson-Brown is uniquely equipped, being himself a practising translator and the former manager of a translation company.

At the present moment, the dawn of the twenty-first century places new demands on the translator, the result of conflicting economic and linguistic developments. The need for in-house translators is giving way to a rapidly increasing use of freelance translators for whom awareness of the demands of setting up in business becomes imperative.

In a wider European context, as membership of new nations with speakers of languages less commonly known beyond their national borders will result in further growth of the EU, so will the need for translators. Also growing in strength is the might of English as the *lingua franca* of Europe and the means of global communication. In the near future, translators are likely to face new challenges; as technical writers and editors they will soon be asked to augment their roles as translators and to further widen the scope of their present work as language mediators.

## A PRACTICAL GUIDE FOR TRANSLATORS

For many years a contributor to the undergraduate and postgraduate programmes in Translation Studies as well as to professional development courses offered to practising translators by the Centre for Translation Studies at the University of Surrey, Geoff Samuelsson-Brown's cutting edge experience in forming the fourth edition of A Practical Guide for Translators, will be of benefit to anyone with an interest in translation, on course to become an even more highly skilled profession in the years to come.

#### Gunilla Anderman

Professor of Translation Studies Centre for Translation Studies University of Surrey

# **Preface to the Fourth Edition**

'The wisest of the wise may err.'
Aeschylus, 525-456 BC

In the early 1990s, after teaching Translation Studies at the University of Surrey for seven years at undergraduate and postgraduate level, I felt there was a need for practical advice to complement linguistics and academic theory. 'A Practical Guide for Translators' grew from this idea. The first edition was published in April 1993 and I have been heartened by the response it has received from its readers and those who have reviewed it. I am most grateful for the comments received and have been mindful of these when preparing this and previous revisions.

I started translation as a full-time occupation in 1982 even though I had worked as a technical writer, editor and translator since 1974. In the time since I have worked as a staff translator and freelance as well as starting and building up a translation company that I sold in 1999. This has given me exposure to different aspects of translation both as a practitioner, project manager and head of a translation company. It is on this basis that I would like to share my experience. You could say that I have gone full circle because I now accept assignments as a freelance since I enjoy the creativity that working as a translator gives. I also have an appreciation of what goes on after the freelance has delivered his translation to an agency or client.

Trying to keep pace of technology is a daunting prospect. In the first edition of the book I recommended a minimum hard disk size of 40 MB. My present computer (three years old yet still providing sterling service) has a hard disk of 20 GB, Pentium III processor, CD rewriter, DVD, ISDN communication and fairly sophisticated audio system. My laptop has a similar specification that would have been difficult to imagine only a few years ago and is virtually a mobile office! When looking through past articles that I have written, I came across a comparison that I made between contemporary word processors and the predecessors of today's personal computers. The following table is reproduced from that article. DFE is the name of a word processor whereas the others are, what I called at the time, micro processors. This was written in 1979.

The DFE I purchased in 1979 cost around £5400 then but was a major advance

#### A PRACTICAL GUIDE FOR TRANSLATORS

System	RAM (kB)	Disk capacity		Software included		
		standard (kB)	optional (kB)	Text processing	Data retrieval	Maths
Commodore (Wordcraft 80)	32	950	22	Yes	No	No
Eagle (Spellbinder)	64	769	_	Yes	Limited	No
Olympia (BOSS)	64	2×140	1 × 600 + 1 × 5 MB	Yes	No	No
DFE	64	2 × 121	up to 192 MB	Yes	Yes	Yes

compared with correctable golfball typewriters. Just imagine what £5400 would be at net present value and the computing power you could buy for the money.

New to this edition is looking in more detail at the business aspects of translation. Legislation on terms payment for work has been introduced in the United Kingdom which I welcome. So many freelance translators have terms imposed on them by clients (these include translation agencies and companies!). More of this in in Chapter 4 – Running a translation business. I have also endeavoured to identify changes in information technology that benefit the translator – I find being able to use the internet for research an excellent tool. The fundamental concept of the book remains unchanged however in that it is intended for those who have little or no practical experience of translation in a commercial environment. Some of the contents may be considered elementary and obvious. I have assumed that the reader has a basic knowledge of personal computers.

I was tempted to list useful websites in the Appendix but every translator has his own favourites. Mine have a Scandinavian bias since I translate from Danish, Norwegian and Swedish into English so I have resisted the temptation. I have given the websites of general interest in the appropriate sections of the book.

The status of the translator has grown but the profession is still undervalued despite a growing awareness of the need for translation services. The concept of 'knowledge workers' has appeared in management speak. The mere fact that you may be able to speak a foreign language does not necessarily mean that you are able to translate. (This does not mean, however, that oral skills are not necessary. Being able to communicate verbally is a distinct advantage.) Quite often you will be faced with the layman's

question, 'How many languages do you speak?'. It is quite possible to translate a language without being able to speak it – a fact that may surprise some people.

Translation is also creative and not just an automatic process. By this I mean that you will need to exercise your interpreting and editing skills since, in many cases, the person who has written the source text may not have been entirely clear in what he has written. It is then your job as a translator to endeavour to understand what the writer wishes to say and then express that clearly in the target language.

An issue that has become more noticeable in the last few years is the deterioration in the quality of the source text provided for translation. There may be many reasons for this but all present difficulties to the translator trying to fully understand the text provided for translation. The lack of comprehension is not because of the translator's level of competence and skills but lack of quality control by the author of the original text. The difficulty is often compounded by the translator not being able communicate directly with the author to resolve queries.

Documentation on any product or service is often the first and perhaps only opportunity for presenting what a company, organisation or enterprise is trying to sell. Ideally, documentation should be planned at the beginning of a product's or service's development — not as a necessary attachment once the product or service is ready to be marketed. Likewise, translation should not be something that is thought of at the very last minute.

Documentation and translation are an integral part of a product or service and, as a consequence, must be given due care, time and attention. As an example, Machinery Directive 98/37/EC/EEC specifies that documentation concerned with health and safety etc. needs to be in an officially recognised language of the country where the product will be used. In fact, payment terms for some products or services often include a statement that payment is subject to delivery of proper documentation.

In addition to the language and subject skills possessed by a translator, he needs skills in the preparation of documentation in order to produce work that is both linguistically correct and aesthetically pleasing.

The two most important qualifications you need as a translator are being able to express yourself fluently in the target language (your language of habitual use) and having an understanding of the text you are translating. To these you could usefully add qualifications in specialist subjects. The skills you need as a translator are considered in Figure 1 on Page 2.

There are two principal categories of translators – literary and non-literary. These categorisations are not entirely accurate but are generally accepted. The practical side of translation is applicable to both categories although the ways of approaching subjects are different. Since the majority of translators are non-literary, and I am primarily a non-literary translator, I feel confident that the contents of this book can provide useful advice. Most of the book is however relevant to both categories.

Those who are interested specifically in literary translation will find Clifford E.

#### A PRACTICAL GUIDE FOR TRANSLATORS

Landers' book 'Literary Translation - A Practical Guide' extremely useful and readworthy.

Many books have been written on the theory of translation and are, by their very nature, theoretical rather than practical. Others have been written as compilations of conference papers. These are of interest mainly to established translators and contain both theory and practical guidance.

The use of he/him/his in this book is purely a practical consideration and does not imply any gender discrimination on my part.

It is very easy for information to become outdated. It is therefore inevitable that some of the details and prices will have been superseded by the time you read this book. Comparison is however useful.

This book endeavours to give the student or fledgling translator an insight into the 'real' world of translation. I have worked as a staff translator, a freelance and as head of a translation company. I also spent around ten years in total as an associate lecturer at the University of Surrey. I hope the contents of this book will save the reader making some of the mistakes that I've made.

When burning the midnight oil to meet the publisher's deadline for submission of this book, I am painfully aware of all its limitations. Every day I read or hear about items I would like to have included. It would have been tempting to write about the structure and formatting of a website, running a translation company, the management of large translation projects in several languages, management strategy, international business culture and a host of other related issues.

By not doing so I could take the cynical attitude that this will give the critics something to hack away at but that would be unkind. I will have to console myself that now is the time to start work on the next edition. I am reminded of John Steinbeck's words with which, I am sure, every translator will sympathise.

'To finish is sadness to a writer – a little death. He puts the last words down and it is done. But it isn't really done. The story goes on and leaves the writer behind, for no story is ever done.'

Geoffrey Samuelsson-Brown Bracknell, July 2003

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