

INSTITUTE OF LINGUISTS EDUCATIONAL TRUST DIPLOMA IN TRANSLATION EXAMINATION

SAMPLE LIST OF EXAMINERS' RECOMMENDATIONS TO CANDIDATES

Preparing for the examination

1. Read the Diploma in Translation Handbook.
2. Study past examination papers.
3. Existing courses can help translators to update and practise their knowledge and skills. Check the IoLET website at www.iol.org.uk for information about courses and seminars.
4. A translator needs a broad cultural knowledge of both *native* and *target* country, its history, its customs and its society. This can only be achieved by reading extensively in both languages.
5. Keep up-to-date your knowledge of current issues in the UK, particularly in the subjects of specialisation (or option).
6. Do not assume that a few years spent in the UK mean that you have automatically acquired enough linguistic and cultural knowledge to pass the DipTrans.
7. Become familiarised with relevant terminology. The only way to achieve this is by regularly reading good quality specialised magazines of both source and target languages.
8. Refer to a style guide of the kind issued to journalists writing for the national press of both source and target languages.
9. Since candidates are not allowed to "google" any unfamiliar terms as in a real-life situation, have up-to-date specialised glossaries to hand during the examination.
10. Always double-check meanings found in dictionaries.
11. Remember that specialised terminology is strict and scientific terms cannot be substituted by synonyms.
12. Read the source text very carefully and try to identify key phrases, hidden "traps" and complicated clauses. Never attempt to start translating without this "workout" first.
13. Beware of false friends/cognates.
14. Correct collocation of words is crucial.

15. Do not think that translating allows you to use awkward expressions you would never use as a native speaker.
16. Make sure you use the appropriate register at all times.
17. Perform logic checks: for example, something which happened in 280 BC has to have happened before something which happened in 273 BC.
18. Even a very good paper will be failed if it is word processed without the relevant diacritical marks and punctuation.
19. Be faithful to the original.
20. Think very carefully before changing quotations into reported speech.
21. Always consider whether the ordering of the sentence in the source text should be modified in the interests of greater clarity and authenticity in the target text.
22. Avoid using translator's notes at all unless they are absolutely unavoidable. Use translator's notes only as you would in professional practice.
23. Produce a layout that corresponds to the original.
24. Candidates/Translators must "read" the translated text with the eyes of a third party, without reference to the source in order to assess their translation in an objective way.

Preparing for the examination day

25. Make sure you know the date of your examination.
26. Plan for any contingency (weather warnings, transport delays etc).
27. On the day of the examination arrive well before the examination starts.

During the examination

28. Make sure you read and strictly follow the instructions printed on the coversheet.
29. The introductory paragraph that reads: "*For information only*" helps candidates put themselves in the context.
30. If using correction fluid to amend a part of the translation, do not forget to go back to the relevant section and insert the corrections.
31. Act professionally at all times.