

## **Diploma in Translation**

### **Information on Translator's notes**

Avoid using translator's notes unless they are absolutely necessary. Use them only as you would in a professional context, bearing in mind the scenario specified in the rubric.

This means that translator's notes:

- should be used sparingly, if at all;
- should be addressed to the target reader and not to the examiner;
- are to be an opportunity for you to give the reader additional essential information rather than to display your knowledge;
- should not explain a translation problem or to justify the solution opted for;
- may be used to indicate that there is, or may be, an error in the source text (spelling error, error in dates, figures or units quoted etc). If this is the case, the note needs to be diplomatic, remembering that the assumed error may not actually be an error;
- may be used to indicate an ambiguity in the text that cannot be clarified under examination conditions;
- may be used to provide necessary additional information for the reader, to clarify, for instance, culture-bound notions if
  - this information cannot be provided within the body of the translation
  - you genuinely think that the reader needs it
  - the point to be clarified is essential for the message
  - you think it is normal practice for the kind of writing you are dealing with
- should be written in the target language;
- should be brief and to the point.

Above all, translator's notes should not be used to indicate how you would go about finding out information to which you do not have access in the examination (such as "I would look up website xxx" or "I would consult dictionary yyy"). In a professional context, the client expects the translator to have done all necessary research before submitting the work.

The lack of translator's notes does not mean automatic penalisation as very few translations require them. Translations will be eligible for Pass, Merit or Distinction grades, with or without translator's notes, as long as the candidates apply critical thought and appropriate strategies to how they translate the texts before them.