

CIT- 03

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## Translation of Official Documents

CIT- 03

Structure

### **Translation of Official Documents**

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## **Unit -11**

### **Importance of translating official documents**

#### **11.0 Objectives**

After going through this unit you will be able to:

- comprehend the meaning of official documents
- recognize the nature of official documents
- be familiar with the guidelines for translation of official documents
- understand the scope of translation of official documents
- identify the importance of remembering ethics in translation of official documents
- be acquainted with the career prospects in the area of translation of official documents
- be acquainted with the importance of developing expertise in translation of official documents

#### **11.1 Definition of Official Document**

The safety and success of any administration or management depends on record management. Efficient documentation of official records and storage of documentation contribute to winning power of the official climate and minimizes any potential risk of mismanagement. Apart from this, this practice enables the management team in avoiding tampering with any documents and fraudulent activities with any confidential document which has become common in the age of whistle blowing practice these days. This also helps in preventing theft. There are three broad types of translation. They are: free translation, word-to-word translation and interpretative translation. The translator must have audience centric approach so as to ensure the purpose of translation is not defeated. Shredding service is an important way to manage documents which have short-term importance for a given event or decision. Record management department of the concerned administration always look for certified shredding service for documentation of sensitive documents. These documents must be sent to back up before they fall into wrong hands. Standardization of office documents require certain common framework with specific implications and norms so that accessing any information of an office document would not be difficult. Open standards must be practiced in the area of official documentation because they always have their own benefits.

Official document is a document which states relationship of rules, regulations, rights and responsibilities of parties concerned for various judicial and administrative purposes which have record value. Such a document comes under the category of official communication of documents that provide information, make arrangements and negotiate deeds, wills and bills for official purposes to facilitate smooth functioning and interaction of various departments, centralization process and provide access to citizens of a given stage or country .

Definition of an official document as per the source of [www.yourdictionary.com](http://www.yourdictionary.com) is the following:

*As a noun, official document is a piece of paper or papers containing information often used as proof or a record of something*

*As a verb, an official document is defined as to gather and report details of something to prove something*

Origin of the term official document as per the source cited above is the following

*An official document is something that contains information, especially information in printed or written form, often specific, something is relied upon the record or prove something, documents may be on paper, in digital or electronic form etc or anything serving as proof.*

*Document is an original or official paper relied upon the basis, proof, or support or anything else, including any writing book, or other instruments conveying information pertinent to such proof or support. Any material substance on which the thoughts of men are represented by any species of conventional mark or symbol.*

#### **Self –Check Exercise 1**

- 1. Define official document.**
- 2. What is the importance of official documentation for administration?**

### **11.2 Meaning of Official Documents**

Various words which are used to convey the meaning of official documents are: legal documents, judicial papers, document files etc.

Official document is a type of document which encodes information, rules, regulations and provisions of official nature in the form of a written document written in the lingua franca or the official language of the country and the state.

Official documents, as per the official language policy act, must be documented properly for the purposes of official and judicial transactions. Official documents also mean all kinds of licenses, judgments, patents, permits, writs, acquittances and release orders which have authorization assessment worth. Affidavits also come under official documents.

Thus, official documents are formal documents which have record value for the purpose of various verifications, identifications, implementation of rules and regulations and legal provisions signed

and sealed for quality functioning of law, administration and instructions meant to be for citizens of a particular given state or country where the language spoken may be different from the lingua franca of the country and hence may be unintelligible to the concerned parties. An example of not being able to pay for electricity bills or water bills after electricity and water provided to an area which may be an under-developed area may happen because the bills could not be understood by the people because the bill was written in English in a way that could not be understood by the community.

### 11.3 Importance of translation of Official Documents

We have discussed in the previous block that being a multi-lingual multi-cultural country, India and to be specific Orissa has a problem of having speech communities with variety of languages which are mutually unintelligible. We will first focus on the reasons how this can impact progress of people and thus the state. The core problem of mainstream population of the state is that common people do not get to know various programs and policies laid down by governmental and non-governmental agencies for their development which ultimately leads to the development of the state. Language barrier is the main barrier that hinders such a development. People from rural and tribal areas do not even know how to express their desire and present their problems to appropriate authorities to governmental and non-governmental bodies. The next issue is the problem that government officers face with people. Indian administrative set up is such that the collector of a district may not be the speaker of the language spoken in the area. Although of course they get trained at an institute before joining their jobs where they learn the major standard language of the state, they do not always master the ability to conduct all official activities in the standard language spoken in all the areas of the state. However, it is well known that Oriya is not the only language spoken in Orissa. We have around 62 tribal communities which speak about 40 languages out of which 22 have been attested languages. Understanding their problems, reaching them about various plans and programs has always been a problem for the district head quarters and the district collectors. The most crucial areas have been in the areas of legal justice and human rights. People are not able to fight for their rights in the court of law because they do not understand the language of law and the language used in the court. It is very important to have efficient people who can help the country to progress with smooth administration and human rights by helping them to be understood linguistically.

According to official language policy and right to information act, everyone has a right to know what is going on in the government and various schemes and fundamental legal rights designed for them. Interpreting the documents appropriately has also been a problem that the state is facing in the field of law and administration. In this sense, interpreting a document is also as important as translating a document. This requires the ability to understand, comprehend and analyze the document as a whole rather than glossing the document word by word. A certain word which has one meaning in a given context may have another meaning and significance in another context or even in the same context in another language. Specially, in case of official documents, we see people facing problems in translating the exact glossary of various official terms with appropriate

contexts. This happens, majorly because English is the lingua franca or the official language of India and even Orissa. Hence English is used as the medium of instruction for education, administration, law and media. People who speak minority languages and even standard vernacular languages find it difficult to understand legal terminologies used for official purposes which can improve their lives and contribute to development and progress of mass and state. The translator must adopt the appropriate method of translation to be able to be audience centric. There are various kinds of translations as mentioned above. They are : free translation, semantic translation, word-to-word translation and interpretative translation.

It is important to mention that gradation and fine shades of technical translation and all the nuances involved in translation has been an old problem in the field of translation as an area of investigation. It is crucial to understand that the purpose of translation is to ensure the expected task is accomplished with expected result and output. This requires the translator to understand and comprehend the concept and idea of the text that needs to be translated. Translation is a very well sought after job in Europe. Translators earn very well there because Europe is a continent of many similar and yet different languages spoken in various countries which are constantly in interaction with one another for the purposes of business and various other official activities. The same is the case of Orissa and even other states of India. But somehow, we still have not gotten into the field of creating large scale jobs of translators though the need is high. The importance of accurate translation in the field of legal area is one of the most important areas when it comes to talking about necessity of importance of translating official documents. People are distressed by not being able to avail basic human rights which include violations of civil set of laws and constitutional rights which have been granted to them. There have also been cases of harassments at workplace, home and society where the weaker sections such as women and children are committing suicides but they are not able to reach the appropriate authorities because provisions laid down to protect them are not able to reach them in the language they can understand so that they can avail their rights. Schemes about unemployment, BPL opportunities, various schemes for vocational education and applicability, small loans for entrepreneurial activities are not in full force because provisions for these have been laid down in pen and paper by governmental and non-governmental agencies in English and there haven't been accurate translations of these schemes that would reach the target group in appropriate formats and means.

### **Self –Check Exercise 2**

- 1. What is the nature of official documentation? Mention two types of official documentation.**
- 2. How is a certified translator different from the un-certified translator?**

## 11.4 Nature and Types of Translating Official Documents

Various departments and divisions of an office keep record value of all the documents for the purposes of past references, further references and follow-up purposes. There are various types of official documents. It is important to understand what is called an official document so that the translator can get prepared at getting trained to translate the documents appropriately. Official documents include various applications, notes, tenders, documentations of events and meetings, contractual terms, grants and commissions, plans and policies, advertisements, legal documents of various types and official rules and regulations. Document papers are largely written although there can be instances where they can be carried out through spoken medium too. Written documents are about various information conveyed to a particular target group with specific information with official terminologies through written means which are slightly different from day-today language we use in normal life by spoken means. Sometimes, the translator may have to translate a document which has created a corporation, the HR policies and guidelines of the corporation, laws and regulations of the governing council, various kinds of negotiations, deals, agreements, complaints, grievances, manifestos, debentures, power of attorneys, letters of executions, employment advertisements, declarations, testaments, wills, deeds, assignments, deeds of trust, conveyance reports, license, income tax details and reports, permits, judgments, legal opinions, acquaintance and releases, judicial writs, authorizations, mandates, impeachments, certificates, securities etc. The Official Language Policy of Government of India has made it mandatory for all the official documents to be written in local languages. Although the government of Orissa has made Oriya as the Official Language of Orissa since 1954, it still hasn't been implemented largely due to the shortage of translators other than will of the ruling parties.

Let us know various types of Official Documents so that the we can develop acquaintance with the documents and get ourselves trained to translate them. Some of the most commonly used official documents are give below:

- Documents related to daily activities such as notes, meeting agendas, meeting minutes, proposals, applications, grievances, complaints and responses.
- Certifications of various plans, procedures, programs, policy guidelines, and action plans to authenticate that they are true and must have record value. Various other types of certificates that need to be in the language of the community are birth certificates, marriage certificates, divorce certificates, death certificates, adhar cards, voter IDs and various such certificates.
- Reports such as progress of a particular plan, policy, and decision taken on various crises, reports stating various official activities, financial activities, and details stated in the form of weekly, monthly and annual progress reports are important part of these documents.
- Yellow pages, book of records stating various activities, schemes and plans of government to ensure right to information act can be implemented efficiently if the translation of such documents are prepared in the regional languages appropriately.

- Documents related to visions, missions, rights and responsibilities of various departments from panchayat level to block and district levels must be recorded properly for smooth administrative process.
- Documents related to rights of the citizens of various ages and types of various sections of the society must be recorded in simple and straightforward terms.
- Reports of various types of the institutes, corporate, companies, start-ups giving detailed information about the registration and information them must be maintained properly for official record value and that they must be translated in the languages of the states.
- Confidentiality issues with terms and conditions applicable to each plan and provision must be translated to ensure junior translators in the field areas who are working on consulting and freelance basis or at low pay basis understand the value of confidentiality.
- Consent and confirmation forms and in-voices from various stake – holders and concerned bodies must also be documented in local standard language.
- Dossiers about the details of citizens , events and actions taken for each incident and follow-ups must be recorded as official documents.
- File documentation involving all the above mentioned types of official documents must be maintained precisely.
- Forms of applications and various other forms such as forms to buy bus tickets, rail tickets, application for voter cards and adhar cards must also be translated in the language of the state.
- Identity proofs of various kinds , residency proofs must also be translated in local standard languages of the states.
- Judicial and legal master documents consisting of warnings, grievances, claims , instructions, rules and regulations have to be maintained in the local official language
- Notes and notices that require signatures of individuals for various legal and official purposes must be stated accurately and appropriately in translated versions as the original source.
- Petitions and various related documents, pro-formas, position papers related to documents of opinions at various political and non-governmental organizations registered under government must also be translated appropriately as they have been documented.
- Tenders , travelogues related to issues consisting of broadcasting, experiences of field investigation, authentication of various governmental schemes carried out by non-governmental bodies that receive funds for the provisions must be translated as accurately as documented for official record value.
- Most frequently asked questions about various plans, policies and schemes of various departments of the government and non-governmental bodies must be translated as to reach the target audience .
- Tax returns , VATs, PAN cards, tax collections, tax payers liabilities have also to be conveyed to the concerned persons in languages understood by the common mass of the speech communities.

### 11.5 Guidelines for Translation of Official Documents.

Official documents are translated in a particular format. Every text that gets translated must have a heading which must state the name of the source material and source language. If the translation is an extraction from a full text then the original source must be cited and the name the translated text must be headed as an extraction of the source material with the name given in the full text.

If the translator is a certified translator then he can the devise his own style and format of his translation keeping the entire source material intact. This is called innovativeness or creativity of the translator. In case of extract translation, the format of the entire source translation and the extract translation can show the distinction in the form of innovation but they have to have corresponding format with the source text. This can be done in the style of the translator's own choice of translation which he can justify that he did for easy readability and comprehension of the original text to the target language. This usually happens when the original text is from a culture which is different from the culture of the translated language. In this case, accuracy has to be maintained from the original text to the target language and that the innovation has been added for best output has to be proved or mentioned by the translator.

The translated documented must be certified as the "original copy" of the source material with authentication of the appropriate authority. The "certified translated version" with the convention laid down by the translator for the best result is an ethical norm of official translation.

Authorized translators have the right to authenticate their own translation with the appropriate jargons used by them that they can certify that they did for best output.

It is important for the translators to know that translation as a profession usually follow certain guidelines and norms. Some of them are stated below:

a. Completeness and accuracy

Completeness and accuracy is the most important aspect of translation. These aspects of the translated text are authenticated by an appropriate authority if the translator is an uncertified translator. Whether the translator is a certified one or an uncertified one, he has to know that whereas full translation of a document is expected most of the time, sometime there might have been the need to go for extraction translation. There can also be occasions where extraction translation is only allowed and permitted by the party who has the copy right to the materials unless otherwise the material comes under the right to information act.

b. Format and layout

Format and layout of the full text translation is different from the format and layout of extract translation. The translator should be trained and he must develop an intuition about where he



should insert notes, references, notations etc for easy comprehension. The page numbers, paragraph details and other reference details of the translated text must be properly cited when the format and layout of the translated material are different from the original text.

c. Omission

Omission of rows, columns and pointers can also be the choice of the translator if it is allowed and if he feels that doing this is required in the case where the source language had a need to put the materials in a format which is different from the requirement of the target language . In this case, the translator must mention that such and such rows and columns have been removed or omitted from the original text for easy comprehensibility or specific reasons why the translator has opted for such a decision.

d. Signature

Signature of the translator must be put under every translation of official documents for accountability and to ensure that that there has not been any distortion of data or exaggeration of facts which can lead to misunderstanding and chaos.

The translator can insert logos, slogans and statements with appropriate statements with appropriate symbols which come under the creativity aspect of translation.

Where signature is mandatory, translator's notes are allowed but with the mention that certain notes or statements have been inserted by the translator for a certain intended purpose. These can be done in different fonts or hand-writing because this is a special feature of the innovative translation work.

Page number of the original texts and translated texts may differ. In this case, the translator may insert the original page number of the source material and the new page number of the translated source so that confusion can be avoided.

e. Margins

Margins, lay outs, paragraphing, numbers of bullet points have to be properly matched and sequenced so that the original text and the translated version can be easily identified for authentication.

Electronic translation of the hard copies often show difference in margins, page numbers, formats and lay-outs. The PDF version of a document may also differ from the word document and even the word document can differ from an excel sheet version of the translation. The translators show innovation and creativity when they convert word files to excel sheets or the reverse for the purpose of easy comprehensibility. This usually happens in case of balance sheets of financial documents or transactions or texts that have several tables, charts and graphs. In such cases, the translator needs to scan the original documents and attach them with the translated versions.

Selection of appropriate software for translation and interpretation in case of electronic translation can also need editing of the translation that should also be mentioned to maintain ethics of accurate translation of official documents.

f. Insertion of notes and abbreviations

Notes from the translator, names of the signatories and concerned parties are important for the purpose of official translation. Address details, numbers and dates must maintain accuracy to avoid confusion.

Abbreviations, certifications, distinctions inserted by the translator, typing errors which have been identified later on must be added in a separate sheet which must be attached to the translated document at the end.

Names of people, places, countries, stamps, accreditations etc must be signed by the designated authorities who authenticate the translation of a special official document from the source to target.

g. Declaration and disclaimer

Declaration that the translation of a given text is true and accurate with the signature of the translator is a vital part of the translated document for official purpose.

Disclaimer of the translation can be allowed below the signature of the declaration if the concerned office allows it.

For the legal purposes, or if the document translated has high judicial attribute then an affidavit from the court is required to authenticate the translation.

**Self –Check Exercise 3**

**Fill in the blanks**

**1. Completeness and accuracy of the translated text have to be authenticated by the appropriate authority if the translator is a -----**

**( freelancer, consultant, uncertified translator, certified translator)**

**2. Format and lay out of the ----- translation must be properly documented with citations and references.**

**( original text, translated text, full-text translation, extract translation)**

## 11.6 Scope of Translating Official Documents

Scope of translating official documents is increasing extensively day by day . Governmental departments and corporate sectors have started allocating large funds for translators. Since this has become a technical area of expertise, affordability has become an issue for some non-profit organizations too. Translation has started occupying a large chunk of companies' expenses in case of FDIs and start-ups . Government has started paying very well to translators in various departments in the bureaucratic process and assemblies and parliament. This is all the more the reason why it is also important to get into professionalism of translation with modest charges if you have got a chance to work with a non-profit organization or a start-up.

Translation of administrative terminologies has started requiring technical training in the area of administration and glossary for official terms .

## 11.7 Ethics in Translation of Official Documents

Translation is a confidential job when it comes to translating official documents. There are certain rules and regulations and codes of ethics which every translator needs to be aware of. Violation of ethics can lead to disaster when it comes to documenting official files. Spying needs to be checked in this area too because sometimes translators can whistle blow confidential documents of the government to outside agencies which can bring crises to the government. Standards apart, manners and ethics need also be followed by the rule book laid down by the concerned parties. This is where proven expertise, certification in the area of translation of official documents had to become mandatory and much sought after by offices as well as companies. Translators these days going through a series of official procedures and filling up of various agreement documents in projects which give high priority to confidentiality. Accuracy is also important for reputed corporate translation and authentic government materials. Thus, translation has become an area of investigation and research by its own merit having its own code of conduct, law, ethics and norms.

It has been discussed in the first chapter that due to difference in culture and context, translators face problems transferring the exact message with precise and faithful intention accurately on a word-to-word basis to the target language. So, in this case, as discussed in the first chapter , the translator needs to use his creativity and efficiency to convey the meaning of the original text with intended purpose though available vocabulary similar in meaning to the original vocabulary used. As discussed before, this can happen when the translator can capture the intention or mind of the author of the original text. To attain this, the translator must develop appropriate thinking skill

apart from adaptability to skillful writing. As said before, it is always advisable to use various tools of translation in the source language as well as in the target language for best output.

Translation of a story or a poem or a novel is always different from the translation of news or scientific documents. Translation of official documents is also a technical field by its own merit which requires the translator to be technically trained to translate official documents. Linguistic style of translation in the field of literature, art and humanities is different from the linguistic style of translation of scientific research. The linguistic qualities of translating official documents is thus different from the style of translation of other areas said above. This is why, translation studies had to emerge as a specific and distinct area of investigation and research. Power of a good translator in the area of official documents is equivalent to the power of an efficient translator in the area of politics and philosophy. Power of good translation also requires efficiency in liaison translation and consecutive translation in which the translator conveys the message during pauses that the delegates take while delivering a speech or speaking in a meeting or discussion. Translation of oral communication is equally important and sought after as translation of written communication.

11.8 Career in Official Document Translation - As discussed earlier, translation has emerged as a multi-billion dollar industry in this multi-cultural, multi-lingual national as well as global work force. Tasks can range from short term contracts to consulting assignments and even confirmed jobs as desk top translators, secretarial translators, corporate and executive translators and interpreters and many more. Officers have started seeking translators in various local communities of minority speech communities to be able to perform their task efficiently in remote blocks and districts. Freelancing activities have grown manifold to help delegates of international funding agencies, investing agencies, research and publishing companies to operate successfully in various parts of the country. Salaries as has been mentioned before range from 10,000 rupees per month to 1 lakh. International agencies pay on hourly basis and on per-word basis where the remuneration on an average goes to 100 dollars an hour to one dollar per word if the translator is technically sound and has expertise in the concerned given domain.

11.9 Expertise in Terminology- It is imperative to develop expertise in the terminologies used in official documents to be able to be a translator of official documents. Glossaries of official terms have been developed in many regional languages and efforts have been in progress to prepare books of official terminology in many languages which includes Oriya too. These glossary books are available for use.

Official documentation is a vast area. These days, consulting firms have started imparting training to create domain specific translators. Court – translators, IT- sector technical translators, translators for various social work schemes and projects, translators for literacy, adult literacy programs are showing distinct technical linguistic acumen and knowledge of domain based terminologies for the purposes of effective translation.

Vast and extensive exposure to existing translated materials in the given fields is very essential to be able to be a competent translator. Apart from developing appropriately adequate linguistic competence on concerned domains, translators are advised to develop adaptability to few very sensitive issues such as tours and travelling too. Multinational companies, international agencies, central governments and even state governments are expecting translators to commute to various areas to get first hand field exposure and authentication by having direct contact with stake holders to ensure accuracy in translation for specific purposes. For example, the education department that is working on preparing primers and literacy materials in tribal areas, tribal welfare department that is working on various schemes for development of those communities, health department that is investigating issues in remote areas to prepare reports and suggest recommendations, department for women and children are always on look out for translators who would agree to commute to the field areas to ensure that the source material is authentic and the translation of the source material does not show inadequacy of area-specific deficiencies. Thus, on a larger plain, the job of a translator can also extend up to the job of a field investigator-cum – translator and accordingly the salaries and remunerations increase too.

Translators of official documents are called technical translators who are different from translators who translate for general purposes. While translating an English novel or a classic to a regional language calls for much imagination, creativity and visualization in the language to be translated in, translation of official documents require vast exposure to what is happening in the real world in the areas of various domains precise to translation of the given text. A number of vacancies are there in the government sector for certified translators with competencies. Some more specific departments where translators at various levels and expertise are needed are departments of fisheries, agriculture, forest and textile etc which hire junior translators, senior translators, subject experts and language officers of regional languages in various sectors.

Home department, census and language division of government of India have been doing extensive research to identify areas and languages that clearly have strong need for translators.

#### **Self –Check Exercise 4**

1. How can omissions of rows and columns be handled by the translator?
2. Why is the signature of the translator important below each translation?
3. What is electronic translation?
4. Where should the abbreviations, certifications, and distinctions made by the translator be added to the document:
  - a. to the end
  - b. in the middle

- |  |
|--|
| <ul style="list-style-type: none"><li>c. in the beginning</li><li>d. as and where needed</li></ul> |
|--|

As per the constitutional provisions of official language act, all official transactions that are made in English by centre and states have to be made available in scheduled regional languages.

Official communication between one state to another carried out in English or Hindi need to be translated in the regional languages of the concerned states. According to the Oriya Official Language Act of 1954-

- *Without prejudice to the provisions of the Acts 346 and 347 of the Constitution, Oriya shall be the language to be used for all or any of the official purpose of the State of Orissa.*
- *The State Government may, by notification, direct that in any specified area and with effect from any specified date, Oriya shall be used in respect of such official purposes as may be specified in the notification.*
- *All Bills to be introduced, all acts passed by State Legislature, al ordinances promulgated by the Governor under Act 213 of the Constitution and all orders, rules , regulations and bye-laws issued by the state government under the constitution or under any law made by Parliament or the Legislature of the State shall be in Oriya.*

Thus, Odia as the Official Language Act itself has generated a large number of jobs of translators in various departments, assembly and offices in Orissa. Technical training and expertise is lacking to recruit competent translators to complete and carry out such a vast task.

Jobs of translators are advertized in news papers, internet sites of various departments and various job portals. Translation consultancy companies are always on look out for efficient translators and interpreters. Extensive knowledge on issues, good command over language, flexibility and commitment can take you a long way in life with a career as a translator. Some of the internet sites that have advertised for vacancies of Odia translators are- <https://www.naukri.com/oriya-translator-jobs>, <http://www.quikr.com/jobs/oriya-translator+bhubaneswar>, <http://www.quikr.com/jobs/english-to-oriya-translation+bhubaneswar>, <http://www.vatsnew.com/odia-translator-recruitment-in-osscc-2015> (Notification is announced by Odisha Staff Selection Commission (OSSC) to recruit Odia Translator under the Government in Information & Public Relations Department. Candidates are requested to visit the official notification for checking their eligibility attached in the last of this articles).

#### 11.10 Summing up

This unit enables the students to comprehend the requirement of importance of translation of official documents. We have defined official documents so that the candidates can have accurate knowledge of the field of study. Meaning of official documents with examples and definitions of a set of commonly used official document has been provided for easy comprehensibility of the task to be done by the candidates after successful completion of the course. Relevant portion of the Oriya as the Official Language of Orissa has been mentioned such that the candidates will understand the need of doing this course before it is late. Types of official documents have been discussed to give the candidates an idea about the vast range of areas where they would be required. Guidelines and nature of translating official documents have been discussed so that candidates will be aware of the ethics, rules and regulations of translation and appreciate the reason to develop expected competence in the area. Attempts have been made to convince students about the scope of translating official documents. A word of caution about the importance of maintaining ethics and manner of translation for official documents have been made. Finally, references of few internet sites where job advertisements of translators in Orissa have been provided to enable the students to realize the importance of getting prepared to become competent translators of official documents in various sectors.

#### 11.11 Glossary

Free translation- Free translation implies that the translator is given freedom of expression when translating from an original source language to a target language. These types of translators can paraphrase too.

Semantic translation – Semantic translation means that the translator needs to convey the meaning of the phrase and sentence meeting the overall objective of the translation.

Word to word translation- Word-to-word translation is also called literal translation which is more or less the formal correspondence between original source language of translation to the target language.

Audience centric approach- Audience centric approach means having an interest to reach the reader of the text in mind and to ensure that what you translate will definitely be understood and applied by the person who is using the translation.

Shredding service- Shredding service is a service that the office sends to the drop box after it has accomplished its short-term usage value or sends it to some back up so that it cannot reach wrong hands for manipulation

Document management- Document management is a recommended practice that provides advice and guidance on how to implement documentation so that accessing the document will be easy and quick.

## 11.12 Unit – End Exercise

### Answer the following questions.

1. What is the importance of translating official documents?
  2. What does official document mean? Give examples of few official documents.
  3. What is the difference between full text translation and extract translation?
  4. Give an example where the translator can show creativity in translation.
  5. What is innovative translation? Give an example of innovative translation.
  6. What are the basic ethics of translation of official documents?
  7. Write down the rules of translation of official documents.
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## 11.13 Model Answers to Self Check Exercises

### Self-check exercise 1

1. Define official document.

Ans- Official document is a document which states relationship of rules, regulations, rights and responsibilities for various administrative purposes.

2. What is the importance of official documentation?

Ans- Official documentation provides information, make arrangements and negotiate deeds to facilitate smooth interaction of institutional mechanisms.

### Self check exercise 2

1. **What is the nature of official documentation? Mention two major office documentations.**

Ans- Official documentation is a process of record management of information, rules, regulations and policies that ensures minimization of any risk of theft or fraudulent activities. Reports and Policy Guidelines are two most important types of office documentations.

2. How is a certified translator different from an uncertified translator?
-



Ans- Certified translators know the technicalities, rules, guidelines and importance of confidentiality of maintaining and translating official documents. Uncertified translators can only do direct translations if they the source language and the target language, but the can call for inadvertent risks to the concerned department.

Fill in the blanks

1. Completeness and accuracy of the translated text have to be authenticated by the appropriate authority if the translator is an uncertified translator.
  2. Format and layout of the extract translation must be properly documented and referenced.
- 

### **Self check exercise 3**

1. How can omissions of rows and columns be handled by the translator?

Ans- Omissions of rows and columns from the original text to the target text must be properly scanned and cited by the translator to avoid confusion. The translator may also add a note to explain why he has omitted specific rows and columns.

2. Why is the signature of the translator important below each translation?

Ans- The signature of the translator is important to be put under each translation for authentication of the translation and for any further reference needed for clarification.

### **Self check exercise 4**

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1. What is electronic translation?

Ans- Electronic translation means translation of a text to another text using various machine translation and translation software tools through internet and computer.

2. Where the abbreviations, certifications and distinctions made by the translator should be added in the document?

Ans- to the end

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## 11.14 Further Studies

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- [Baker, Mona](#) ed. (2001). *Routledge Encyclopedia of Translation Studies*. New York and London: Routledge.
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- [Gentzler, Edwin](#) (2001). *Contemporary Translation Theories*. 2nd Ed. London: Routledge.
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- [Munday, Jeremy](#) (2008). *Introducing Translation Studies*. London and New York: Routledge
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- [Steiner, George](#) (1975). *After Babel*. Oxford and New York: Oxford University Press.
- [Venuti, Lawrence](#) (2008). *The Translator's Invisibility: A History of Translation* (2nd ed.). Abingdon, Oxon, U.K.: Routledge.
- [Venuti, Lawrence](#). (2012). *The Translation Studies Reader*, 3rd ed. London: Routledge.

### Internet links

[www.yourdictionary.com](http://www.yourdictionary.com)

<http://www.tidyforms.com/legal.html>

[https://www.wto.org/english/docs\\_e/docs\\_e.htm](https://www.wto.org/english/docs_e/docs_e.htm)

<http://www.systransoft.com/lp/document-translation/>

[http://www.worldlingo.com/en/products\\_services/document\\_translator.html](http://www.worldlingo.com/en/products_services/document_translator.html)