

TRANSLATOR GUIDE



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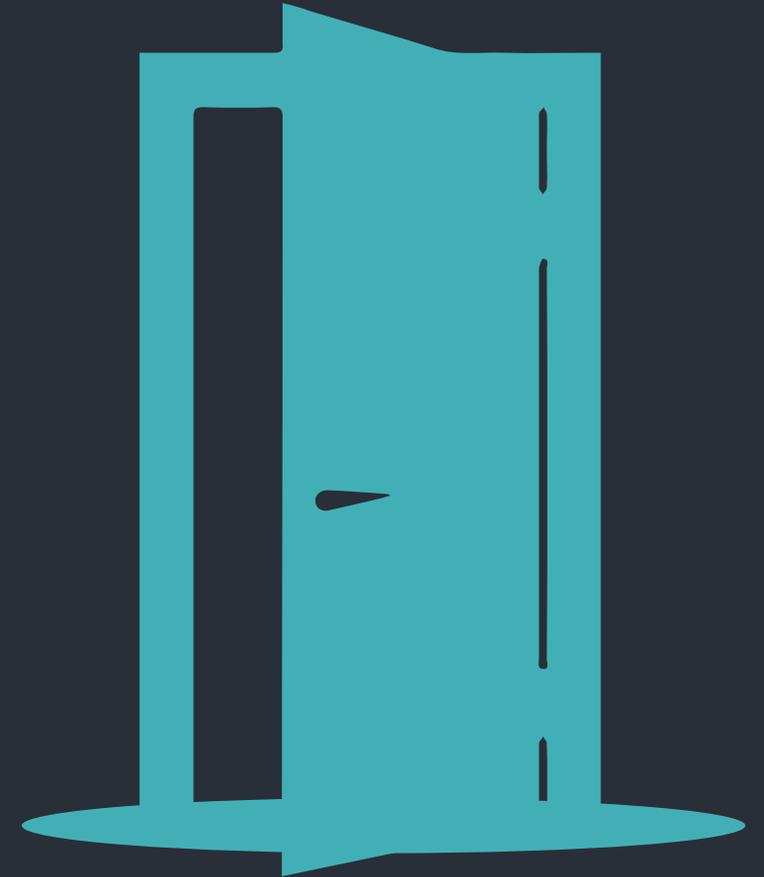


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Welcome to our team!

We are happy to add more expertise and knowledge to make even more customers happy! Our goal is to make your work as enjoyable as possible. To make the expectations clear, we have created this guide. Would you like to bridge the language barriers with us?



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The translation process



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The project manager contacts you and you will then receive an invitation



All writing style analyses are uploaded to Smartcat

We deliver the project

You confirm that you will participate in this project

You create a writing style analysis

You translate the text

You read the suggestions and improve the translation

01

02

03

04

05

06



The reviser revises your translation and gives suggestions

The reviser gives you feedback

Preparation



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01

The project manager contacts you via mail and will then provide you with the details of the project:

- Context
- Number of words/repetitions
- Deadline
- Compensation
- The document that needs to be translated
- The applicable format of the writing style analysis
- You receive an invitation for the project

02

You receive an invitation for the project

03

You take the project into consideration and let us know if you will participate in the project, within 24 hours.



Translation



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01

You create a writing style analysis

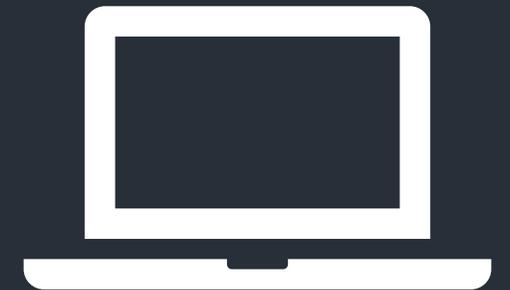
02

You translate the text

03

You review the suggested improvements from the reviser

1. You incorporate these improvements in the translation OR
2. You discuss possible alternatives with the reviser



Completion



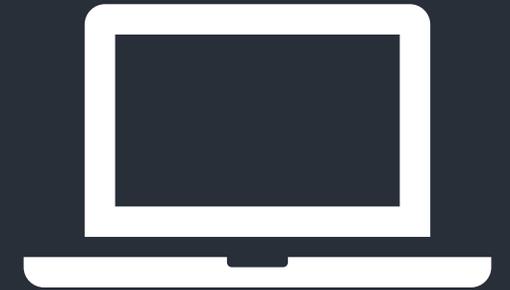
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01

The project is then completed and delivered to the client

02

You receive feedback and your compensation



Who is the reviser?



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Why do we work with a reviser?

- The reviser revises all your translation work
- The reviser is your sparring partner
- The reviser gives feedback after the project

Who is the reviser?

- An expert in the target language
- Often with linguistic background (such as M.A. of Applied Linguistics)



Revising elements of the target text :

- Grammar
- Word choice
- Sentence structure
- Interpunction
- Understandability and readability of the text

Doesn't revise the:

- Source text

What we expect from you...



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01

Translation skills: You've been tested on this one

02

Flexible: You will receive various amounts of work per week

03

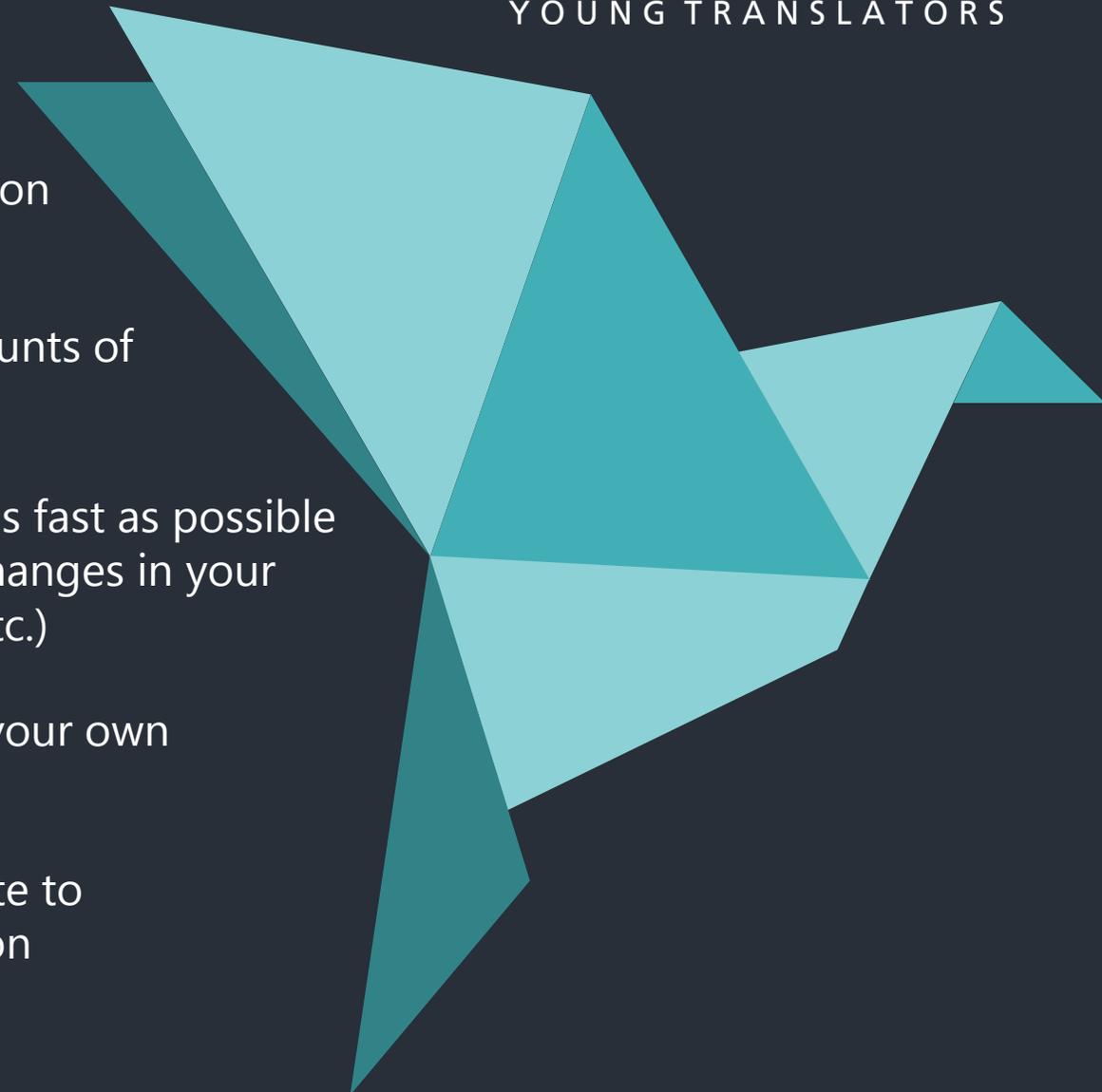
Short response time: Communicate as fast as possible and keep us updated if something changes in your availability (holiday, other projects, etc.)

04

An active contribution in improving your own work

05

Think along on how we can contribute to your development and job satisfaction



What you can expect from us...



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01

A chance to work on challenging projects

02

Clear and fast communication

03

Investment in your development: feedback after every project, Young Translators Academy, guides, etc.

04

Any suggestions? Let us know!



Writing style analysis



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You create a writing style analysis prior to every project, using the format you've received

The writing style analysis is essential for the quality of the translation. Why?

1

That's how we know you understand the text well

2

That's how the reviser is able to check if the correct writing style is implemented in the text

3

That's how we verify if the writing style is multi-interpretable



Writing style analysis



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What does the analysis entail?



Four questions

- What's the discourse?
- Who is the target audience?
- What's the subject?
- What's the author's purpose?



Four dualities

- Formal – Informal
 - Subjective – Objective
 - Emotionless – Emotional
 - Concise – Comprehensive
- This can differ per field of expertise*

- Read through the text carefully until you are sure you've mapped the right writing style
- Pay attention to notable words. Why does the author use this word and not a synonym that would also fit?
- We expect you to describe the dualities. Preferably using examples from the text

Writing style analysis



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- Furthermore, the analysis contains:



Tone of voice words

- Mark the words that are applicable in describing the text



Space for additional information and sources

- For example, a handy tip or website with additional information



Description of exceptions

- In case of a part in the text has a different writing style



Smartcat



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All translations will be done via [Smartcat](#)

Smartcat is a tool that enables us to:

- 1 Work with multiple people at the same time
- 2 Communicate efficiently
- 3 Maintain the lay-out
- 4 Ensuring the consistency of our translations. For example, by using the Translation Memory and terminology lists

Because of its importance, we've created a separate guide on this topic

Communication before the project



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The project manager only sends an email to you.

If your answer takes more than 24 hours, we will give the project to another translator.

Communication during the project



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All your translations will be revised

1

This improves the quality

2

This enables us to give you constructive feedback

Therefore, it is important that you communicate actively. Both during and after your translation.

Communication during the project



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Always communicate via the Smartcat comments

1

You can always contact the project manager privately, especially if the answer is needed quickly

2

Check every 24 hours if there are any new comments until the project is marked as 'Completed'

Only start translating when you've read the writing style analysis

Communication during the project



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Does a project have multiple target languages? Always write the following before your comment: @'name of receiver'/'target language'

@Mike I suggest 'XX' here for a better word order
@German Shall we use 'XX' here instead of 'XX'?

Communicate preferably in English.

1

By doing this, all parties can read your comment and decide if it's relevant to them

Do not place comments when they are not needed (for example mentioning a comment is covered).

2

This limits the number of comments, which saves time for all parties. The project manager always checks if all comments are covered.

Communication during the project



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Keep the conversation as efficiently as possible by...

- 1 Actively providing suggestions and verifying them with the reviser
- 2 Substantiating your vision with reliable sources
- 3 Solving issues with the reviser. You are the person that has the final responsibility

It's no problem asking the client questions. Use the comments in Smartcat for this, and the project manager will contact the client

Communication during the project



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You are in the lead!

1

Responsible for reviewing the reviser's comments

2

Responsible for answering the questions of the project manager

3

Responsible for finalizing the project

Please remember you play the most important role to make the reviser a meaningful resource. Use their knowledge in your advantage!

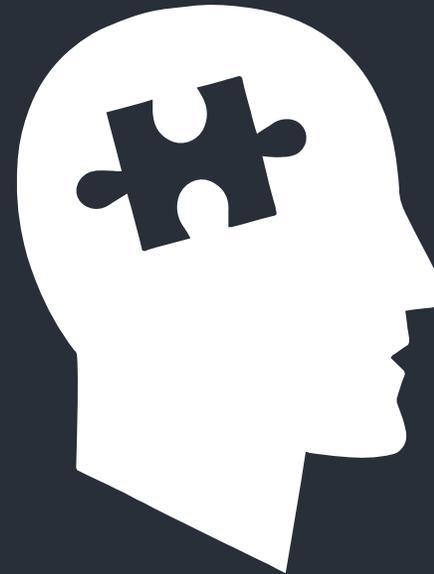


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Improvement table

**You will receive feedback
within 14 days after
completion**

We calculate a grade using
data



**The reviser's feedback is
spread over thirty error types
on six subjects:**

1. Accuracy
2. Fluency
3. Locale Convention
4. Verity
5. Style
6. Terminology

[Check an example here](#)

**In the improvement table, a
reviser gives...**

- An evaluation per error type
- A minimum of two specific elaborations of errors made

**The project manager gives
Feedback on the following
areas...**

- Meeting deadline
- Efficient communication
- Writing style analysis

Improvement table



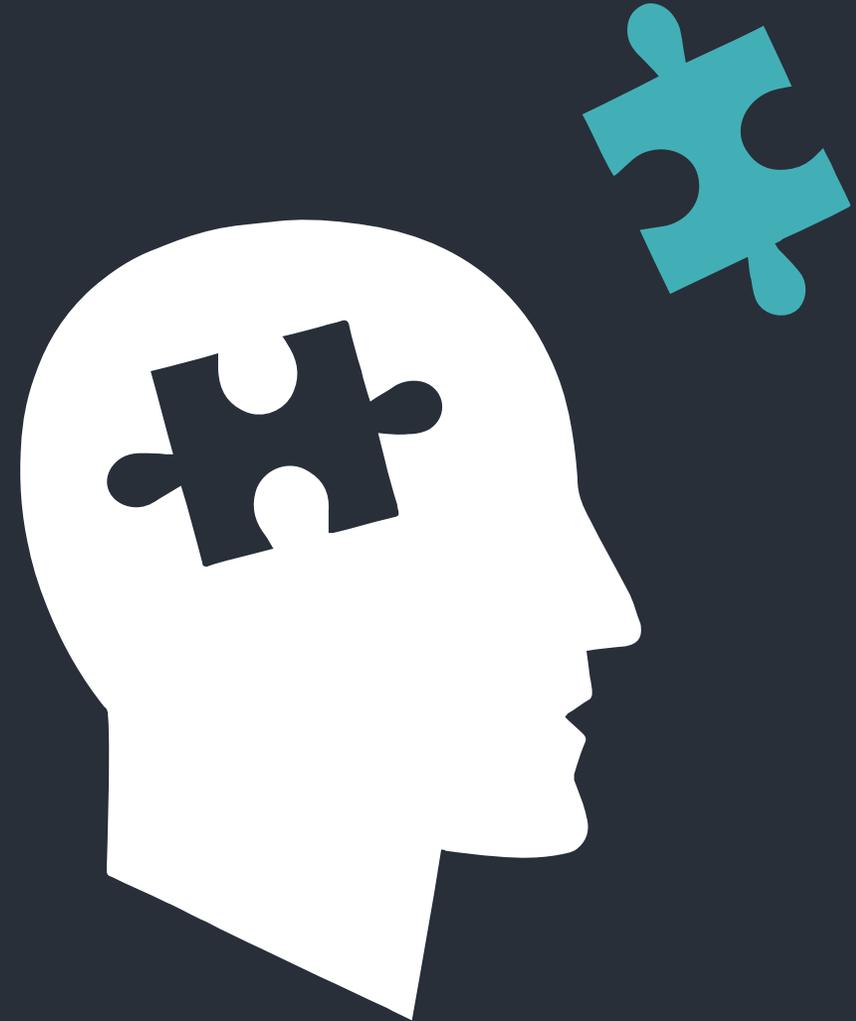
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We expect you to take this feedback seriously.

We do this to improve your skills.
The data we collect is to monitor in which field of expertise you perform the best.

In the improvement table, we want you to fill in how many hours you've worked on the project AND tick the box, confirming you have read your feedback.

You can access it via the [Staff Portal](#)



Compensations



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Your compensation is calculated in every project mail

The amount of your compensation depends on the difficulty of the text

Standard	€ 0,033 per word	Rush order	€ 0,055 per word
1st grade expertise	€ 0,035 per word	Rush order within 12h	€ 0,060 per word
2nd grade expertise	€ 0,042 per word		

More information? See our [Staff Portal](#)

Staff portal



On our Staff Portal you'll find:

- News about your work and updates about Young Translators
- Access to your feedback
- Guides
- Diving deep: Short lessons where we dive deeper into a specific subject
- Library: A list of sources that can help you during a project
- Information about us, FAQ, payment information, etc.



Use the Staff Portal as you like and let us know how we can improve it.

No access? Contact Martijn (go to [contact details](#))

Link to the Staff Portal: <https://www.youngtranslators.com/staff-portal>



Before your first project?



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Are you added to Smartcat



Have you completed the Smartcat introduction project?



Did all project managers introduce themselves?

That's it!

Contact details



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Do you have a question? Feel free to contact us!



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You are our expert!

We hope that we can work on amazing projects together and make a lot of clients happy.
We want to invest in your development. Are we going to do this together?

We want to thank you for all your effort. You are extremely important to our growth and our mission!



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