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**Work experience at
the Nota Bene Translation Agency**



Report on Work Experience

Masters in Translation and Multilingual Communication

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INDEX

<u>Acknowledgements</u>	iv	
<u>Abstract in English</u>	v	
<u>Аннотация на русском</u>	vi	
<u>List of Figures</u>	vii	
<u>List of Tables</u>	vii	
<u>List of Abbreviations</u>	vii	
CHAPTER 1	<u>GENERAL PROVISIONS (N.B.)</u>	
1.1	<u>The Agency</u>	1
1.2	<u>Objectives and timeline</u>	2
1.3	<u>N.B.'s contact details</u>	3
CHAPTER 2	<u>TERMS AND CONDITIONS (METHODOLOGY)</u>	
2.1	<u>Internship. Workflow</u>	5
2.2	<u>Sources of information</u>	6
2.3	<u>CATs and DOGs</u>	10
CHAPTER 3	<u>FORCE MAJEURE (ENG-RUS)</u>	
3.1	<u>Foreword</u>	12
3.2	<u>Legal translations</u>	13
3.3	<u>Technical translations</u>	17
3.4	<u>IT translations</u>	21
3.5	<u>Other types of ENG-RUS translations</u>	24
CHAPTER 4	<u>RESOLUTION OF DISPUTES (RUS-ENG)</u>	
4.1	<u>Foreword</u>	27
4.2	<u>Most disputable RUS-ENG cases</u>	28
4.2.1	<u>Legal documents</u>	28
4.2.2	<u>Presentations</u>	30
4.2.3	<u>Financial documents and Reports</u>	31
4.2.4	<u>Other types of RUS-ENG translations</u>	36
CHAPTER 5	<u>CONFIDENTIALITY (DISCLAIMER)</u>	42
CHAPTER 6	<u>FINAL PROVISIONS (CONCLUSIONS)</u>	43
<u>Bibliography</u>	46	

List of Appendices

Appendix 1. Original Project Proposal (ENG)	49
Appendix 2. Fragment from legal translation (ENG-RUS)	55
Appendix 3. Fragment from technical translation (ENG-RUS)	57
Appendix 4. Example of App localization (game) (ENG-RUS)	58
Appendix 5. Example of Software localization (ENG-RUS)	59
Appendix 6. Example of App manual localization (ENG-RUS)	60
Appendix 7. Fragments from other ENG-RUS registers	61
Appendix 8. Extract from a Company's Charter (RUS-ENG)	64
Appendix 9. Fragments from Presentations (RUS-ENG)	65
Appendix 10. Fragments from financial documents (RUS-ENG)	67
Appendix 11. Fragments from Reports (RUS-ENG)	69
Appendix 12. Fragments from other types of RUS-ENG translations	72

Discussio mater veritas est

Socrates

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I would also like to thank Maria Vasilevskaya for her critical approach to the translation process and her knowledgeable and useful advice. As the epigraph suggests, “Thought thrives on conflict.”

All in all, it was very valuable and inspiring once-in-a-lifetime experience and I am very thankful to everyone I have met and got acquainted with.

Abstract in English

Obtaining the Master's Degree in Translation and Multilingual Communication of the University of Minho (Braga, Portugal) requires doing a three-month internship as a part of the study programme. Particularly for this purpose I have worked as a translator-editor at the Nota Bene Translation Agency located in Minsk, Republic of Belarus.

The Nota Bene Translation Agency (also known as Govorun prior to 2012) is a provider of turnkey language solutions for any businesses. 14-year work experience in the translation industry enabled the Company to accumulate expertise and form an extensive global network of freelance translators to cooperate with. Therefore, my contribution to the Agency and benefit from this internship consisted in being a part of the team of in-house translators working on all kinds of projects in different modes: cooperatively, individually, in a team, with assigned and subsequent tasks, etc., where I was able to apply all my theoretical knowledge and skills acquired during the classes.

Keywords:

translation, editing, proofreading, CAT tools, SDL Trados Studio, English, Russian, internship, translation agency.

Аннотация на русском

Получение степени магистра университета Минью (г. Брага, Португалия) в сфере перевода и мультязычной коммуникации предполагает прохождение трехмесячной стажировки в рамках учебной программы. Именно с этой целью я прошел стажировку в качестве переводчика-редактора в агентстве переводов «Нота Бене», расположенном в г. Минск, Республика Беларусь.

Агентство переводов «Нота Бене» (до 2012 года – «Птица Говорун») оказывает широкий перечень услуг по лингвистическому сопровождению бизнеса. За 14 лет работы в сфере перевода компания приобрела значительный опыт и сформировала широкую сеть внештатных переводчиков по всему миру. Таким образом, мой вклад в работу агентства, который по прохождении стажировки преобразовался в опыт, состоял в исполнении функций и обязанностей члена команды штатных переводчиков, работающих над всевозможными проектами в различных режимах: совместно, индивидуально, в команде, с распределением задач и т.п. Эта стажировка позволила мне применить на практике все свои теоретические знания и навыки, приобретенные за время обучения на курсе.

Ключевые слова:

перевод, редактирование, корректура, система автоматизированного перевода, SDL Trados Studio, английский, русский, стажировка, агентство переводов.

List of Figures

Figure 1	My translation process
Figure 2	CAT tools used
Figure 3	Main ENG-RUS registers
Figure 4	Other types of ENG-RUS translations
Figure 5	Main RUS-ENG registers
Figure 6	Other types of RUS-ENG translations
Figure 7	Achieved and failed internship objectives

List of Tables

Table 1	Timeline
Table 2	N.B.'s contact details
Table 3	Sources of information: Pros&Cons
Table 4	Most frequent and typical legal terms (ENG-RUS)
Table 5	The most specific legal translation (ENG-RUS)
Table 6	Major examples of technical terminology (ENG-RUS)
Table 7	Proper names in game localization
Table 8	Examples of “laconic” translations
Table 9	False localization friends
Table 10	“Other” most complicated cases (ENG-RUS)
Table 11	Examples of financial vocabulary (RUS-ENG)
Table 12	Medical and technical examples from a financial project (RUS-ENG)
Table 13	Biological research and hygienic expertise reports terminology (RUS-ENG)
Table 14	Examples from other types of RUS-ENG translations

List of Abbreviations

NB	Nota Bene (Translation Agency)
TM	Translation Memory (SDL Trados Studio 2014)
SDL	SDL Trados Studio 2014

CHAPTER 1: GENERAL PROVISIONS (N.B.)

1.1 The Agency

The Nota Bene Translation Agency (<http://notabeneby.com/en/>) offers various translation services. Based on its expertise, the Company renders such services as written translations of texts and documents of any complexity and scope in any field for a number of language pairs (from/into 40 languages), as well as notarization of translations, document legalization, apostille services, editing services, translation and localization of websites and software, proofreading by native speakers, desktop publishing and prepress services. In 2013 the Translation Agency was assessed and awarded with the certificate of quality management system conformity with the requirements of ISO 9001:2008 regarding translation services. It has a good reputation and an extensive database of clients varying from ordinary students to the UN Office in Belarus, Robert Bosch AG and Gazprom Company (leading Russian oil company). Among other influential, highly-respected and world-known clients are, for instance, Cadbury, BergHOFF, Peugeot Belarus, Berlin Chemie, SCARLETT, etc. The Agency assures top quality translations at very competitive rates and on a very timely basis, that is why a number of companies, including foreign corporations and huge holdings, give their preference to its services. The Nota Bene has its branches in the neighbouring countries, namely Poland and Russia.

Why did I choose Nota Bene? Well, I didn't choose it, it chose me. Speaking seriously, it is one of the leading and respected providers of language-related solutions and services in the Republic of Belarus. This Agency is internationally certified which gives it a great advantage and makes it reliable and trustworthy in the eyes of foreign clients. Some affluent and global clients demonstrated their loyalty to NB which in its turn made me confident in my choice. For example, the UN Office in the Republic of Belarus's testimonial sounds like "we have been working with Nota Bene since 2006 and consider it to be a leading player in the market for translation and interpreting services in Belarus." My cooperation with the Agency as a freelance translator goes back to 2011 and since then I have been continually working for them on a freelance basis, with some short-time breaks for my studies abroad. I have never experienced any troubles with either payments, feedback, any kind of assistance from the managers/directors or whatever personal, project- or translation-related requests that might arise.

The Agency summarizes all these facts briefly and clearly with the reference to its own name: NB – "we are indeed worthy of note!"

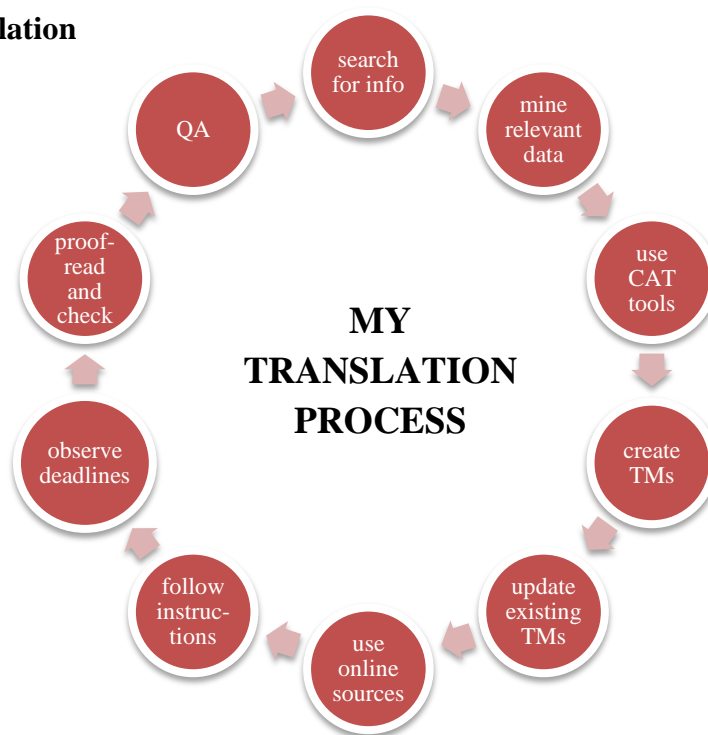
1.2 Objectives and timeline

As stated in the Project Proposal submitted along with the Timeline and attached to this Report, during my internship I aimed at achieving the following objectives:

1. translate texts of different complexity and registers from ENG/RUS into RUS/ENG correspondingly with the help of CAT tools and reference materials, if provided;
2. search for and use information available on the Internet (if no TMs or reference materials accompany a placed order or they are not sufficient enough for translation purposes);
3. comply with the deadlines, ethics and meet clients' needs, be impartial;
4. mine databases and other sources for required and relevant information (e.g. proper names, titles, abbreviations, etc.);
5. create and use TMs for different types and directions of translations (e.g. ENG-RUS TM or a separate TM for legal translations);
6. update and improve created TMs upon the receipt of feedback from the editors;
7. develop a multilingual term base ENG-RUS or RUS-ENG (if needed, provided I deal with totally different texts);
8. use online resources and experience of other translators (e.g. Pro-Z and Multitran discussions/forums) to come up with appropriate solutions and look for specific terms and translations (e.g. medical or technical).

Figure 1 below reveals a summary of the main tasks (interrelated and interconnected with my main objectives) I was engaged into during a translation process while working on a certain project. Depending on the type, urgency and complexity of a project, these constituents might swap places, drop out or rearrange themselves in a totally different order. It should be mentioned in this respect that focus might be placed on different aspects emphasized by a client, but it is quality and client's needs satisfaction that have always been prioritized as the primary goal. Some other steps might also appear on an as-needed basis, e.g. "coordinate terminology use in a shared project". To cut a long story short, this is not a must-follow plan, this is merely a graphic representation of my relatively ideal translation process I tried to stick to. But as everybody knows, rules are made to be broken and this is the very case when I could hardly follow the steps set forth in this schema due to heterogeneity and diversity of projects.

Figure 1. My translation process



In Table 1, there is a slightly modified timeline that I used to keep an eye on the workflow and overall progress. According to it, my internship should have ended in June, however, I had an opportunity to prolong it and work for another month, till July 4, thus turning it into a 4-month internship, which I actually did. This allowed me to further develop and master my translation skills and competences since in July I encountered some new topics I hadn't been into before (e.g. hockey rules). Moreover, this extra period gave me more time to prepare for writing my final report on the work experience and to collect more information and examples I would like to include into it.


Table 1. Timeline

1	Interview with the Agency	February 20
2	Start of the Internship	March 4
3	End of the Internship	June 4
4	*Extra Month	July 4
5	Writing the Final Report	August-September

1.3 N.B.'s contact details

Table 2 below contains all important information and contact details of the Agency, including my supervisor's name and e-mail. It can be easily contacted or found on the Internet.

Table 2. N.B.'s contact details

Registered Name	Private Unitary Service Company Nota Bene Translation Agency
Address	1 Olesheva str., Office 301, 220090 Minsk, Republic of Belarus
Web	http://notabeneby.com/en/
E-mail	info@notabeneby.com
Tel./Fax	Phone/fax: +375 17 293 36 64 GSM Velcom: +375 29 632 27 74 (mobile) GSM MTS: +375 29 705 60 64 (mobile) GSM Life:+375 25 664 77 41 (mobile)
Motto	“Said and Done”
Logo	 The logo for Nota Bene Translation Agency features the company name in a bold, sans-serif font. 'Nota' is in red and 'Bene' is in black. Below the name, the words 'TRANSLATION AGENCY' are written in a smaller, all-caps font. To the right of the text is a stylized icon of two overlapping speech bubbles, one red and one black.
Supervisor	Olga Yermakova <i>Customer Service Specialist, Editor and Translator of English, German and Polish</i> info@notabeneby.com
Director	Vitali Yanachkin
Development Director	Yury Polyakov

CHAPTER 2: TERMS AND CONDITIONS (METHODOLOGY)

2.1 Internship. Workflow

In this Chapter I am going to dwell on the Terms and Conditions of my internship, namely its detailed description, methodology I used, sources I referred to in search of information and tools that automated the process and improved the quality of my work.

As I have already mentioned in Chapter 1, my internship lasted four months instead of standard three-month work experience. It started at the beginning of March and was to have ended in three months, at the beginning of June. However, at the end of the period I suggested working for another month since time and circumstances allowed and at that time I was still job hunting, therefore it seemed quite a fruitful solution for the both parties.

Being a freelance translator, I managed to work with most of the Agency's staff, so formally we were acquainted beforehand and the managers were aware of my professional skills and capabilities, as well as the quality of work done by me. Upon acceptance, a supervisor was assigned to me – Olga Yermakova, Customer Service Specialist, Editor and Translator of English, German and Polish, who likely used to cooperate with me more than others and consequently was better informed about my performance capabilities. The University professors in charge of my internship were Doutora Maria Filomena Louro and Prof-a Nadejda Ivanovna Nagovitsina Machado.

I worked full time, 5 days a week, 9 a.m. to 8 p.m. Taking into consideration the economic state and the necessity to move to the other city, the Company's management agreed on my working remotely during the initial period of our cooperation. Nonetheless, I stayed in touch with my colleagues via Skype throughout the working hours and some experienced translators/managers supervised my work and provided me with feedback, if it was appropriate and applicable. Moreover, I turned up at the office in Minsk once a month to meet the management and get some feedback on my performance.

My direct duties as a translator-editor at the Company lay in the following: translation of texts from English into Russian and from Russian into English using CAT tools (including mostly but not limited to the SDL Trados Studio), editing and proofreading of texts translated by other/freelance translators. As the Agency has a limited number of in-house translators, the workflow is high and deadlines are tight, neither translators nor editors are assigned to certain fields of their expertise, e.g. law. It goes without saying that a priority is given to a translator or editor whose field of expertise a certain text belongs to, provided the person is available,

otherwise no distinctions are made in this respect. Thus, my scope of translations varied greatly and unpredictably at times. I dealt with legal, scientific, literary, technical, medical, economic and other types of texts, e.g. those related to sports and computer games localization. Translations were to be done with the help of CAT tools mostly, SDL Trados Studio in particular. Upon availability, the Agency provided TMs and other reference materials forwarded by a client or “stocked” from previous similar orders. Target texts were to be spelling- and grammar-checked, exported, formatted and submitted in the formats corresponding to the originals, except for some definite file types. For example, PDF or JPG files needed to be converted into DOC(X), sometimes manually, when originals were of poor quality or automatic text recognition failed to produce any legible content. The Company accepts almost all file formats and works with almost all translation memory software (including Trados 2006, 2007, 2009, 2011, 2014, SDLX, Fortis, Studio, Idiom, Transit, Catalyst, Wavetronix and T-Stream). All in all, I could expect any kind of projects to be assigned to me and should be ready to cope with all levels of complexity and deadlines, at the same time I had by all means to follow our clients’ instructions no matter how strange or linguistically inappropriate they might seem to me. This is the so-called translator’s impartiality. Still the managers always enquired if a certain project was not beyond my capacity and I didn’t have any other on-going projects at the moment of request.

The orders were received by the in-house managers whose responsibility was to accept them, handle, distribute, assign and forward to translators either by e-mail, Skype or a specialized platform. Managers also carried out all correspondence with clients, filed enquires and asked for additional information, stayed in contact and delivered all orders. Each project was numbered and every translator and manager had to keep record of all projects they dealt with for accounting purposes.

2.2 Sources of information

I would say that during my internship I faced all possible kinds of projects, which had great impact on the types of sources I could obtain specific information from. They varied as much as text registers did, starting with my friends’ explanations and ending with specialized databases and websites (that granted free access, of course). On-line dictionaries and encyclopedias, parallel corpora, translators’ forums and chats, multilingual websites of companies and organizations were of much importance and avail too. The well-earned tribute should be also paid to the well-liked Google search engine without which information mining would be a torture and would last for ages. Sometimes clients, mostly IT companies, attached glossaries or termbases for translators to be consistent with the already existing translation

variants. Managers could also provide previously done translations from the same client or any topic-related reference materials to search for terminology or any other useful information (private names, names of companies or products, acronyms, etc.), or just to stylistically comply with translations already done and accepted by/submitted to a client.

Below you can find Table 3 shedding light on advantages and disadvantages, which, to my mind, are characteristics of different sources of information I used, prioritized in accordance with the reference frequency. The order does not imply their credibility or reliability; this is just my subjective viewpoint formed merely with regard to my own preferences and needs during the translation process.

Table 3. Sources of information: Pros&Cons

Sources	Pros&Cons
<p>Online dictionaries</p>	<p>+ very useful when looking up a separate word or an expression. I enjoyed mostly the Multitran online dictionary as translators can contribute to it by adding their translation variants (from their own contexts) to every single entity, thus you have an option of choosing the best variant suiting your case. Especially useful with regard to narrowed-down topics, terminology, slang and professionalisms. Can also be used as a thesaurus for stylistic purposes. A registered user gets access to extra options like parallel corpora search, thematic search, links to dictionaries, etc.</p> <p>- doubts might appear as for some translations to be considered credible because they are added by people and sometimes it is not possible to find any proofs or similar translation variants in other sources.</p>
<p>Online encyclopedias</p>	<p>+ extremely useful for extensive reading purposes when forming a background knowledge of a subject-matter you deal with. Indispensable for understanding some out-of-your-league topics. Overwhelming majority of articles has indicated references and sources of information. This increases the chances of coming across the necessary terminology or any other practical information.</p> <p>- rather often no translation variants can be found on a parallel-</p>

	<p>corpus basis: even if the same article is translated into several languages, its content may differ significantly in each language version available.</p>
<p>Parallel corpora</p>	<p>+ ideal for looking up a word or an expression in a context and then choosing a variant with the closest context or meaning. User-friendly layout (parallel columns) makes search easier and much faster. Quite credible. Some corpora have an option of choosing a scientific area/field, thus minimizing the number of results and making search more accurate and precise.</p> <p>- sometimes translations look like done by means of machine translation only (especially webpages), without any editing or proofreading by a human. Some corpora require learning of specific search queries formation rules (e.g. Opus).</p>
<p>Translators' forums</p>	<p>+ quite useful when working on any specific topic, e.g. construction or medicine. It stands to reason that narrow focus terminology is typical of many fields, that is why turning for help to professionals seems quite a reasonable idea.</p> <p>- often it is not just asking and getting an answer at once. Not an option when you need a prompt solution: you need time to register and place a request, it also takes some time for people to reply, etc.</p>
<p>Reference materials (TMs, glossaries, termbases)</p>	<p>+ reference materials provided by a client can be of great use to a translator, e.g. they save the need to form a terminology base or save time spent on information mining. Reference materials can include glossaries, translated topic-related texts, explanatory pictures and other visual aids, links, etc.</p> <p>- there is also a risk that you will find no useful information you personally need in a specific case.</p>
<p>Websites</p>	<p>+ a company's website translated into several languages can be a good source of required information, e.g. the official name of an organization in a foreign language, proper names of the management, product/service details, similar translated documents/agreements/contracts, detailed descriptions and other data. In some cases such translations done by organizations themselves might not comply with the grammar/spelling or</p>

transliteration rules and differ completely from variants you may come up with without such prompts.

- some companies don't care for good representation of their websites in foreign languages. In numerous cases machine translation suffices, if any.

Databases

+ perfect for mining data on theses, scientific articles, laws, companies, scientists, patents, inventions and much more, which are quite often not available as open-source information. Free access for University students through University networks.

- access to most of the best databases is provided on a paid basis and prices are rather high. Not every translator really needs to pay for the access unless they make frequent use of this source and it will be repaid. Moreover, it takes some time to challenge yourself and master complicated query rules to obtain better results just to the point.

Client's explanations

+ might be sufficient enough to clarify some points about a project. Additional information on instructions, products or services, acronyms/abbreviations or a company-specific terminology is never out of place.

- depending on a client, it might take too long to get an answer, no answer may follow or the answer will not clarify the issue.

Friend's explanations

+ a friend in need is a friend indeed: you can test your friends on being true ones ☺. Besides, in some situations you simply can't get things cleared up by a client or manager, but which require prompt actions without wasting time on in-depth investigations or research. For example, you deal with an IT text and come across a hacker's term, your friend is a hacker/IT specialist, you turn to him for clarification of this very term – done! Time and efforts saved with the problem solved.

- there's a risk that some friends may not be highly-skilled professionals or will turn out to be not faithful enough. There is also a risk that you will not be able to explain the context clearly for a friend to get the right meaning, unintentionally causing misinterpretation of the situation resulting in a possibly wrong solution.

Here are some major examples of the information sources I used most frequently during my internship (with integrated links):

1. On-line dictionaries
 - [Multitran](#)
 - [ABBYY Lingvo](#)
 - [Cambridge Dictionary](#)
2. On-line encyclopedias
 - [Wikipedia](#)
 - [Britannica](#)
3. Parallel corpora
 - [Linguee](#)
 - [Russian National Corpus](#)
 - [Opus](#)
 - [My Memory Translated](#)
4. Translators' forums
 - [ProZ](#)
 - [Multitran Forum](#)
 - [ABBYY Lingvo Forum](#)
5. Databases
 - [ProQuest](#)
 - [LexisNexis](#)
 - [Web of Knowledge](#)
6. Reference materials
 - TMs
 - Glossaries
 - Termbases
 - Previously done translations
7. Client's explanations
 - Abbreviations/acronyms
8. Friend's explanations
 - IT specialists
 - Sportsmen

2.3 CATs and DOGs

Most projects were done with the help of computer-aided translation tools (CAT tools), [SDL Trados Studio 2014](#) particularly. This is the most famous CAT tool used by more than 200,000 translation professionals all over the world that offers a range of sophisticated tools and features to assist translators in completing projects much faster and easier without any loss of quality.

All credits go to *Dr. Fernando Ferreira Alves* who provided all the course students with a unique opportunity to become certified users of this worldwide leading translation software for free. I just couldn't miss this wonderful opportunity and got [certified](#) which later helped me a lot during my internship.

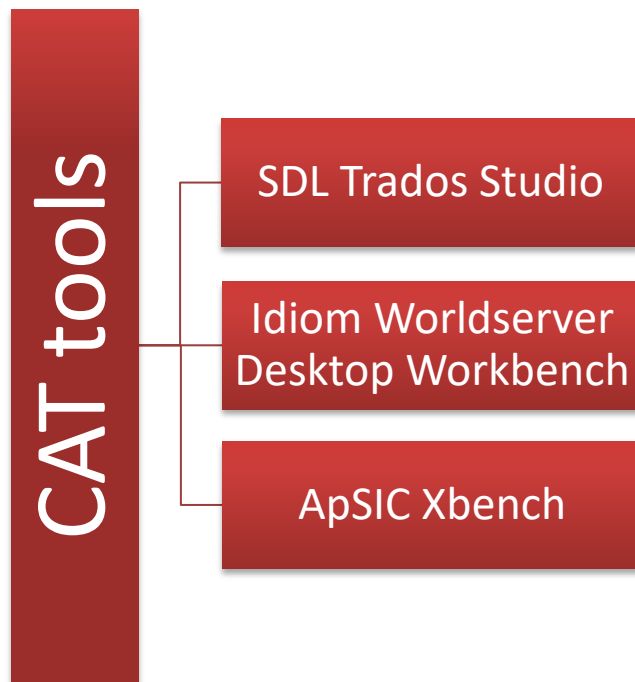
Besides the simple use of CAT tools during my work, the following objectives were among my internship goals: “create and use TMs for different types and directions of translations (e.g. ENG-RUS TM or a separate TM for legal translations)” and “update and improve created TMs upon the receipt of feedback from the editors” which I successfully accomplished owing to our CAT tools classes that acquainted us with the SDL Trados and prepared for work with it and all its core applications and components (e.g. Multiterm, Alignment tool).

I also happened to work with the [Idiom Worldserver Desktop Workbench](#), a tool designed for translators, proofreaders, editors and other language professionals who prefer to work offline on WorldServer assignments. It supports all Translation Memory (TM) features and looks and functions much like the SDL Trados Studio. But my experience with this tool confined to one or two uses only.

Some clients requested submitting QA reports. For this purpose the [ApSIC Xbench](#) was used. This software offers powerful and user-friendly Quality Assurance and Terminology Management tools in a single package and supports numerous file types, including SDL's XLIFF and TMX formats. This simple tool helps to quickly QA-check a translation on its consistency and uniformity.

The usage of such CAT tools significantly simplifies any translation process and assures a prompt result of high quality – the very outcome people always strive for. In our digital era of unimaginable amount of information transferred with inconceivable speed, being an advanced “computerized” professional is a great and highly valued advantage. Thus, we can say that CAT makes you a DOG (digitally-oriented genius 😊).

Figure 2. CAT tools used



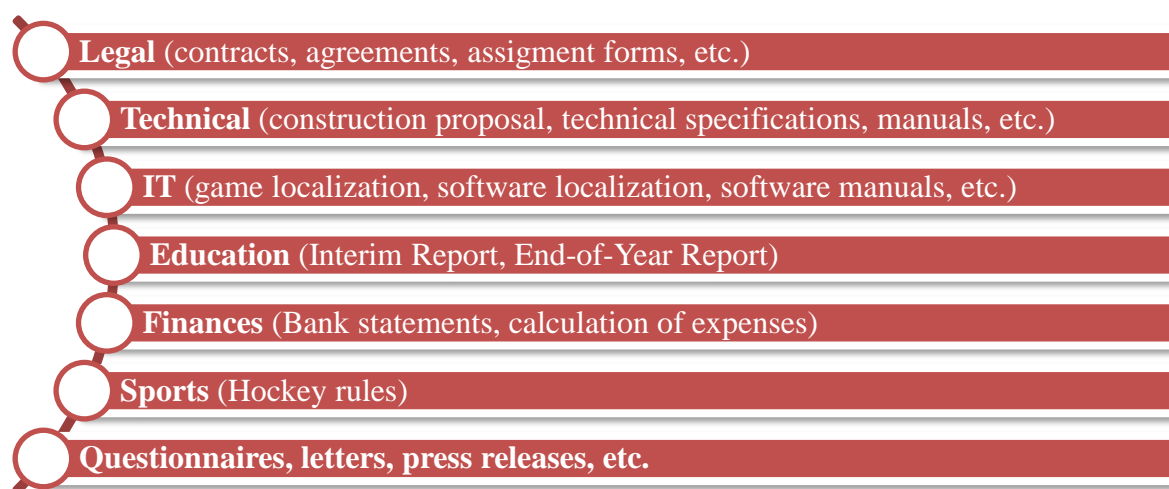
CHAPTER 3: FORCE MAJEURE (ENG-RUS)

3.1 Foreword

This Chapter is dedicated to ENG-RUS translations and is called “Force majeure” as indeed I faced a number of challenges I had to solve while working with texts of totally different registers ranging from sport rules to technical characteristics of plant equipment. Some projects turned out real force majeure to me since I had to spend hours on information search and research and whatever on the earth might happen I had to observe deadlines. There is a joke in the Russian language popular with students who always put off studying and reading for exams till the very last moment, and which describes tough times a student has being totally pressed for time and still having to cover lots of material for the whole semester: we say that within several sleepless nights of thorough preparations a student may acquire second higher education. Complete concentration on a subject-matter and investigation of a certain topic, especially that differs from one's major, can make you feel an expert in a field you have never faced before. However, a professional translator should be aware of such pitfalls as it can mislead them and result in some miscommunication of information, which in its turn can have serious repercussions, e.g. mistranslated agreements or technical descriptions. Personally, I believe that a perfect translation should be done by a professional who feels quite at home with the topic. Reference materials, additional information, excellent search skills (and a good editor, of course) are of great importance though in case one is plunged into this kind of adventure.

Figure 3 below depicts main registers/topics of the texts in descending order that I translated from ENG into RUS.

Figure 3. Main ENG-RUS registers



3.2 Legal translations

Having background knowledge in a different sphere, I found legal translations rather challenging at the beginning due to their specific vocabulary, sentence structure and strict line of thought. However, after the second or third legal text I realized that their structures were quite similar and resembled each other in many respects. Quite a large number of legal documents like contracts or agreements are based on certain templates. For example, a relatively complete agreement pattern normally includes the following components: a preface/preamble, general provisions, obligations of the parties, responsibilities/liability, force majeure, resolution of disputes, termination, final provisions and banking details. Therefore, I came to a conclusion that once you produce a perfect translation, all upcoming documents will be already half-translated at the very moment you receive them. Consequently, my core objective was to produce a perfect translation as soon as possible to build my legal TM upon. I was lucky enough as managers provided me with feedback for my first assignment to have a look on. I considered all their notes most of which were of stylistic character, introduced changes and corrected the TM units. Next projects were also followed by feedback – one document was edited and proofread by a native speaker, which altogether helped me to form a credible TM. From that point on, I was looking forward to any legal projects as I began enjoying this kind of translations, especially being equipped with the reliable TM and some kind of experience I have attained. This is exactly where the Trados Studio comes into play most effectively.

On the other hand, a template is just a template and it is not a must-follow rule to obey at all times. There are also different types of agreements/contracts I have got acquainted with: supplemental agreements, confidentiality and non-disclosure agreements, partner contracts, third party channel agreements, framework agreements, etc. Depending on the needs and purposes of a document, some components may be missing (e.g. final provisions or banking details), while some other may appear (e.g. definitions, payment terms, confidentiality), but the typical framework remains relatively unaltered in most cases.

The most complicated part was coming up with appropriate and most accurate variants in the Russian language provided there are predefined sets of legal words, combinations and expressions in every language and clichés or word-by-word translation might become false friends. Such words as “hereunder, hereby, hereto, hereof”, for instance, do not have any direct translations in Russian and can be transferred by means of the recognized equivalents and case system without any loss of the meaning or message distortion, at the same time “hereinafter

referred to as” can be translated almost literally, although there is the widely-used accepted variant which is to be used (see Table 4).

One should also keep in mind changing formats of addresses and measures, as it is a common knowledge that they differ in different cultures. For example, American to Russian formats:

- *address*: str. = ul. (this is a suggested innovation but not an accepted norm yet: ulitsa = street);
- *date*: mm/dd/yyyy = dd.mm.yyyy;
- *time*: 1.20 p.m. = 13.20;
- *numerals*: 1.2 = 1,2; 1,000,000 = 1 000 000; 1,000 = 1000;
- *distance*: miles = km;
- *weight*: pounds = kg;
- *and currency*: € (EUR), £ (GBP), \$ (USD) = BYR;
- *etc.*

However, in most cases distance, weight and currency didn’t need to be converted unless it was essential for understanding or due to some other reasons (payments in invoices, for example). The same was attributed to legal addresses, which normally were kept in the format they were provided in (Equivalence approach preferred in accordance with the Agency's rules). On the other hand, sums of money present in contracts were always converted by compilers themselves, upon necessity and with the indication of the conversion rate as of the signature date. Personally, I experienced no cases requiring any kind of conversion, although back to 2011, at the beginning of my freelance cooperation with the Agency I received a kind of “manual” instructing translators and editors on the strategies to follow in regard to suchlike matters.

I would like to place here a short list of words and word combinations with their Russian equivalents. Those are expressions I came across most often translating legal documents and that is one of the reasons for me to consider them some sort of flag indicators which could be found in almost every agreement and that one way or another label those documents as legal-related.

Table 4. Most frequent and typical legal terms (ENG-RUS)

<i>NOUNS</i>	
party	сторона
provision	положение, условие
counterpart	экземпляр, копия

legal entity	юридическое лицо
written consent	письменное согласие
third party	третье лицо
effective date	дата вступления в силу
remuneration	вознаграждение
severability	независимость положений, делимость договора
force majeure	форс мажор, обстоятельства непреодолимой силы
obligation	обязательство
liability	ответственность
terms	условия, положения; срок
confidentiality	конфиденциальность
disclosure	разглашение, раскрытие
breach	нарушение
ADJECTIVES	
(non-)compliant	(не)соответствующий
illicit	противозаконный, запрещённый
liable	нести ответственность
unilateral	односторонний
valid	действительный, имеющий силу; правомерный
applicable (law)	применимое (законодательство)
insolvent	несостоятельный; неплатёжеспособный
VERBS	
shall	обязаться, быть должным
be deemed	считаться
stipulate	оговаривать
bind	иметь обязательную силу, связывать обязательством
determine	устанавливать, определять
agree upon	договариваться, согласовывать
come into effect	вступать в силу
execute	исполнять, выполнять
conform to	соответствовать
comply with	соответствовать, удовлетворять;

	соблюдать, подчиняться
undertake	брать на себя обязательство, обязаться
terminate	расторгать
confer (rights)	предоставлять права
incur	нести, вытекать, следовать из
indemnify	компенсировать, возмещать
abide by	следовать, соблюдать
<i>PREPOSITIONS</i>	
upon	по
in accordance/compliance with	согласно, в соответствии
within	в рамках, в течение
<i>ADVERBS</i>	
hereunder	в соответствии с настоящим
hereby	настоящим (Т.п.)
herewith	настоящим (Т.п.)
hereto	к настоящему (Д.п.)
hereof	настоящего (Р.п.)
hereinafter (referred to as)	в дальнейшем (именуемый как)

Appendix 2 contains a short fragment from a contract which serves an illustration of kinds of legal documents that I translated from English into Russian. There were far better documents to exemplify this part of the Project with more typical structures and contents, but unfortunately for me they were protected by confidentiality or non-disclosure notes and were not supposed to be published or used publicly in any form.

I would like to pay special attention to the Institute Cargo Clauses as it was the most difficult project. Although a legal document, it was rather different from what I had received before. This was the very case when I was about to reject the project because of its specific nature and vocabulary, but I was lucky enough to come across some translated documents of this type which formed a basis for my work. The source was quite reliable and the materials were in-depth and extensive enough to cover the topic, which made me come to a conclusion that I would be able to produce a meaningful translation of high quality. Another factor that persuaded me in favour was the democratic deadline: I had enough time to look for information and in case I had failed to find any foundation sufficient for me, I still could have rejected in due time to pass it to other translator without any repercussions. On the whole, it was risky in terms of the

quality only, but everything was under control and such a risky enterprise came off success in the end. The credible information source and sufficient amount of time for editing and proofreading manifested themselves. Time is very vital in this respect as it enables you to see your work in a new light and detect some “defects” you are just unable to spot at once during the translation process and first QA checks. Eventually, this has a direct impact on the quality.

Now I would like to give a few examples from this project that I found challenging when translating:

Table 5. The most specific legal translation (ENG-RUS)

Institute Cargo Clauses	Оговорки института лондонских страховщиков по страхованию грузов
derailment of land conveyance	сход с рельсов наземного перевозочного средства
port of distress	порт вынужденного захода
general average sacrifice	пожертвование при общей аварии
inherent vice	особые естественные свойства груза
Unseaworthiness and Unfitness Exclusion Clause	Оговорка об исключениях в связи с немореходностью и непригодностью перевозочного средства
Constructive Total Loss	конструктивная полная гибель груза
Not to Inure Clause	Оговорка о неиспользовании страхования в интересах перевозчика
salvage charges	расходы по спасению груза

To sum it up, I want to highlight the fact that I consider the Equivalence theory to be a much better and more suitable approach to the translation of legal texts due to the following reasons:

- a number of words and phrases have definite sets of fixed topic-related equivalents in a target language;
- each sentence unit plays a certain role and influences the overall meaning of a sentence, that is why hardly any component can be omitted, overlooked or replaced;
- strict sentence structure hardly allows any rephrasing or restructuring;
- register nature leaves no room for any creative writing (e.g. Skopos approach);

- straightforward, explicit, well-defined and unambiguous message should be transferred retaining all the same characteristics and without any loss of meaning;
- and last but not least, translating agreements and contracts that will govern cooperation processes among other people and companies demands being as precise and accurate as possible because others' success to a certain extent depends on the quality of the work done by you.

3.3 Technical translations

As for technical translations, most of them were quite specific and caused a lot of troubles. To find a good and accurate translation I had to look through numerous similar documents which had been already translated and uploaded on the Internet, mostly on the websites of companies placing orders, but not excluding all other possible sources. Very often the websites themselves were quite valuable in terms of terminology, if localized, or just for information-mining purposes to find descriptions or definitions of processes, equipment, products and services. Thematic forums could also provide access to some useful explanations concerning functions or technical features of certain devices, e.g. cameras or monitors.

The most complicated translation in this part was the Budget Proposal. Judging by its name, the document might seem to be financial or economic-related, but in fact it was devoted to the aqua park construction and abounded in special terminology (examples are provided in Table 6 below) which I have never met before, with a total sum of money mentioned only once at the very end of the text. Dictionaries and forums helped me out partially, but all the rest credits must go to the Multitrans online dictionary that offers numerous translation variants with the indication of the fields they may be used in. Having at least a draft translation makes it possible to check other sources for any concurrences or similar options. As a rule, the most frequently repeated word or expression would be the most suitable solution, with regard both to the topic and context of course. Furthermore, a big amount of terms could be found in dictionaries as they can be considered words and expressions with fixed meanings provided they are used in the sphere in question widely enough to be introduced into a dictionary with a definite meaning.

Technical documentation includes even more numerical information than legal texts that alongside with different physical signs, indicators, abbreviations and acronyms should be paid close attention to: e.g. $38.45\text{m} = 38.45 \text{ м}$, $0.1 \text{ W/kg} (0.05 \text{ W/lb}) = 0.1 \text{ Вт/кг} (0.05 \text{ Вт/фунт})$, $2.0 \mu\text{T } B_{1+\text{rms}} = 2.0 \mu\text{T } B_{1+\text{rms}}$. At some point company-specific acronyms (e.g. VDL, Vendor Document List = СДП, Список документов поставщика; КОМ, Kick off meeting = Стартовое совещание по контракту) can all of a sudden turn nightmares when you realize their

expansions are not present in the text. Then this “Finding Nemo” game puts you at risk of being bled totally dry in terms of efforts and time. I should also mention here that while some acronyms are broadly accepted in their original forms (e.g. LED, IQ), some can be either translated/transliterated or kept as are (e.g. PC = PC/ПК, ISO = ISO/ИСО) and others have their equivalents (e.g. MRI = МРТ, EU = ЕС), there is still another group of words that do not have any “analogues” or are considered internationally recognized norms. Such instances should be transferred by means of explanations and additional information unless the target audience is acquainted with the relevant terminology closely enough to grasp the meaning without any external assistance (e.g. DIN – Deutsche Institut fuer Normung = 1) стандарт DIN; or 2) логарифмическая шкала оценки светочувствительности фотоплёнок или светодиодов. Возрастание на 3 единицы даёт удвоение светочувствительности (Multitran)). There is also a good source of acronyms to refer to: <http://www.acronymfinder.com>. To cut a long story short, it is the target audience (or the client) that influences a translator’s choice of a certain translation variant. And it stands to reason that possession of this kind of information is quite beneficial and advantageous and at least as much valuable as any good reference material.

In Appendix 3, there is an abstract from a technical document. Other major documents were dedicated to technical characteristics of a camera film, LED lights, industrial elevator, as well as specifications of implantable neurostimulators, etc. More examples of a specific technical vocabulary illustrating the issues discussed above, as well as some other examples can be found here:

Table 6. Major examples of technical terminology (ENG-RUS)

<i>CONSTRUCTION</i>	
single curved skylight	изогнутая крыша
back vertical	задняя вертикаль
bay	пролет
fixed glazing below	расположенное снизу остекление
workpoint at eave of tower	установочная точка свеса башни
apex of curve	конек изгиба
trapezoidal shaped	трапециевидной формы
gable end	торцевая стена со щипцом
thermally broken extruded aluminum frame	экструдированный алюминий с термоизоляционными вставками
clear annealed	прозрачное ламинированное отожженное стекло

<i>MEDICAL EQUIPMENT</i>	
implantable neurostimulators	имплантируемые нейростимуляторы
DBS (Deep Brain Stimulation)	ГСМ (глубокая стимуляция мозга)
full-body eligible MRI	МРТ всего тела
1.5-tesla horizontal closed bore	закрытое горизонтальное отверстие при напряженности поля 1,5 Тесла (Тл)
spatial gradient of 19 T/m (1900 gauss/cm)	пространственный градиент 19 Тл/м (1900 Гс/см)
RF receive/transmit body coil	приемно-передающая РЧ катушка для исследования всего тела
SAR (Specific Absorption Rate)	удельный коэффициент поглощения
gradient slew rate	скорость нарастания градиентов
<i>TECHNICAL SPECIFICATIOS</i>	
FDA/EU-approved materials	материалы, одобренные Управлением по контролю за продуктами и лекарствами США (FDA) и (или) ЕС
bead blasted	матирование дробеструйной обработкой
pipng and adjusting valves	трубы и клапаны регулирующие
electric main board	главная электрическая плата
Infeed Station	блок подачи
Outer Dimensions LxWxH	внешние габариты Д x Ш x В
single phase 230 Vac + N + PE	однофазное, 230 В перем. + N + PE
CL Input Histogram by PO (Chemical Lean Input Histogram)	Гистограмма поступления триммингов с точной химической долей постного мяса (CL гистограмма поступления), сгенерированная по заказу на покупку
throughput	производительность
Pressure dew point	температура конденсации под давлением
PTC/KTY	датчик давления/полупроводниковый термодатчик
glass blasted	стеклоструйная обработка
<i>OTHER FIELDS</i>	
polycarbonate	поликарбонат
ester	сложный эфир
tri-acetate	триацетат
consistency (110±10) microns	общая толщина пленки (110±10) мкм
pankromatic	панхроматический

photosensitivity (18-21) DIN	светочувствительность (18-21) ед. по логарифмической шкале DIN
tensile strength	высокая прочность на разрыв при растяжении в продольном направлении
extendable LED Add on set	дополнительный удлиняющий набор LED
MPS = Manufacturing Production System	ССП = Система серийного производства
MRB = Manufacturing Record Book	СДИ = Сводная документация изготовителя

Having suffered several severe technical “(dis)orders”, I can make a conclusion that this register is even stricter and more formal than legal documents. If in the latter you can occasionally reposition at least a subordinate clause, the former doesn’t allow even these casual changes as they may distort the overall meaning of a sentence. Actually, when there are too many hardly understandable and very detailed technical facts stuck in one sentence, you don’t really feel like rearranging or rephrasing just to make them sound better – this is not the right style for esthetics that excludes any kind of improvisation and creative approach. In other words, appealing appearance is the last thing you consider when you work with technical texts again eliminating the functional approach in favour of the Equivalence theory.

3.4 IT translations

IT translations turned out quite “user-friendly” and didn’t bring about any major troubles. Being an advanced PC user, I am relatively acquainted with the terminology and aware of some pitfalls. It doesn’t need to be mentioned though that this register, as well as any other, can go much deeper than that and end up in peculiarities leading a too self-assured translator to a dead end. But luckily I evaded this sort of headache. Besides, there always was a possibility to reject a project if successful outcome was at stake due to any hesitations and doubts as for my expertise and knowledge of a certain subject-matter or lack of any credible referential materials.

Most of the incoming projects were connected with localization and came in SDL packages. Software localization was quite a cake as it contained a lot of distinguishing terminology (e.g. add profile, comment, enable/disable, connection failed, edit, dismiss, error, status, select, close, continue, etc.). Multilanguage localization projects supplied additional information in the form of translations done into other languages (see Appendix 5) the usefulness of which I will describe in more details below when talking about game localization. I was also provided with reference materials and clients’ TMs, so I was able to check not only troublesome abbreviations, but also other terminology in case I came up with two equally legitimate translation variants, for instance. Furthermore, queries addressed to clients and made by other

translators in charge of previous projects were forwarded to me helping to obtain useful information about some ambiguous aspects, e.g.:

1) QUERY: Desc (Is it the abbreviation for “description”?)

CLIENT’S REPLY: Desc is abbreviation for “description”

2) QUERY: Data Master (Is it a software?)

CLIENT’S REPLY: Data Master is an area in the goalz system that contains all of the master data for all fields populated by a drop down

While localization of software went more or less smoothly, game localization proved a challenge in terms of creativity. The project was to localize an iPhone game application sending notifications to the Apple Watch connected to it. At this point I should mention that localization had been already done into numerous foreign languages (Spanish, French, Italian, German, Korean, Chinese, Brazilian, Japanese) and I had access to the Excel file with all of them while localizing into Russian (see Appendix 4). This fact played a great role in the process of translation of some words and expressions as, when at a loss, I could refer to and consult other languages for extra information that might be in some way revealed or made explicit in them. Some marketing texts describing the game and its features were also included into the package for translation from which I was able to extract some more explanations and clarifications. I realized that catching the idea is the utmost objective in translation-related activities in general, and for localization purposes in particular.

On the one hand, the game contained proper names which somehow were to be transferred into the target language. Taking into account that majority of users may possess little knowledge of English, especially the target audience – school children, I decided to create new translated/localized names for heroes based on their originals regardless of the fact that in other languages the original names were retained or just slightly modified, for example:

Table 7. Proper names in game localization

English	Spanish	French	Italian	German	Portuguese	Russian
Fang The Lion	Fang El León	Fang Le Lion	Fang Il Leone	Fang Der Löwe	Fang O Leão	Лев КЛЫК
Baby Buddy	Bebé Buddy	Baby Buddy	Baby Buddy	Baby Buddy	Baby Buddy	Кроха
Multicolor	Multicolor	Bombe Multicolore	Girandola Multicolore	Multifarb	Multicolor	МНОГОЦВЕТ

Paper Popper	Piñata	Bombes en papier	Sparacoriandoli	Papierpopper	Poppers de Papel	Бумажная хлопушка
Confetti	Confeti	Confetti	Coriandoli	Konfetti	Confete	Конфетти

In European languages, a great number of words either have common Latin roots or origin, have been introduced from some other modern language (English, French) or are just widely used by the youth, for example. As for Russian, it would be quite acceptable to keep Baby, but Fang, Buddy or Popper would be perceived by a small number of users and taken as mere proper names without any meaning by all the rest. For this reason, I translated the names and localized the main hero Baby Buddy as “Крoxa” (Tiny) grounding my logics on the fact that this Buddy is a small creature in an Apple Watch one has to take care of: to play, to pet, to feed, to bring to bed and so on. But, as you can see from Table 6, there was a unified name that required no interference in all languages but Italian: Confetti.

On the other hand, there were also some expressions translation of which could not be direct or word-by-word as they had to be produced as short as possible and the Russian language is not the most “laconic” in this respect. This was the client’s instruction conditioned by their intended purpose: these notifications were to be shown on Apple Watch screens which are very small in size and have limited space. Thus, it was important to deliver the message in the shortest possible form. For example:

Table 8. Examples of “laconic” translations

English	Spanish	French	Italian	German	Portuguese	Russian
I'm hungry!	¡Tengo hambre!	J'ai faim !	Ho fame!	Ich habe Hunger!	Estou com fome!	Я голоден!
I'm sad!	¡Estoy triste!	Je suis triste !	Sono triste!	Ich bin traurig	Estou triste!	Мне грустно!
Pet me!	Acaríciame	Caresse-moi	Accarezzami	Streichel mich	Faça carinho	Погладь меня!

As seen from these examples, languages like Portuguese and Spanish allow omitting the subject making a sentence shorter. English, German and Russian do not allow such omissions, that is why they are harder to work with when economy of language means and minimization of sentence constituents come to the fore. At the same time, the link-verb “to be” is omitted in Russian present tense sentences, which cannot be considered a common characteristic of English and German.

And to crown it all, I'd like to add that in some cases other languages may be false friends duplicating English phrases or emphasizing their own cultural phenomena and as a result disorienting translators. Table 9 gives some examples of such false friends:

Table 9. False localization friends

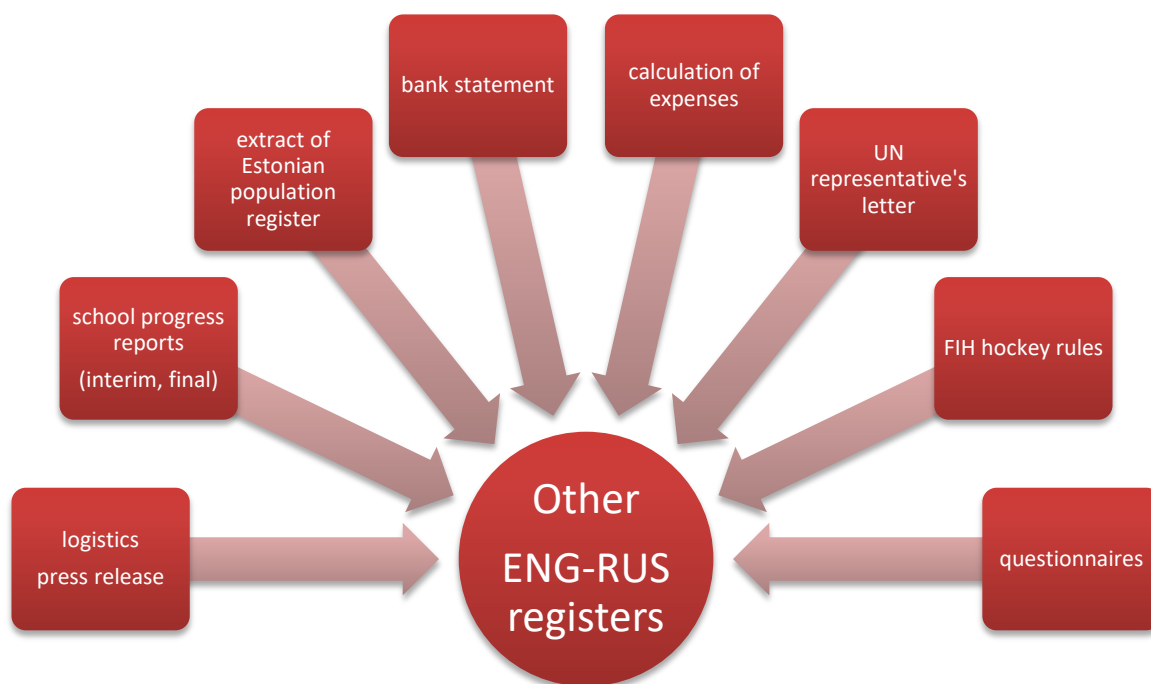
English	Spanish	French	Italian	German	Portuguese	Russian
Heart	Corazón	Cœur	Cuore	Herz	Coração	Жизнь
Heart tally	Número de corazones	Compteur de vies	Aumenta cuori	Herzenszähler	Oito corações	Количество жизней
Hatch the egg	Huevo en eclosión	Faire éclore l'œuf	Far schudere l'uovo	Aus dem ei schlüpfen	Chocar o ovo	Помоги птенцу вылупиться

The word “heart” in a game stands for an attempt, a try which you have a limited number of to complete a mission/level and when you run out of them, the game is over. All the languages put it as “heart”, though in Russian we normally call it “жизнь” (life). Similarly, the word “tally”, which the Oxford online dictionary defines as “a current score or amount”, is translated into Portuguese as “oito”. In fact, the research undertaken by me proved that the number of hearts in the game was 8 indeed, but if I doubt the word “tally” and refer to the Portuguese as my first foreign language, for example, I will be misled, not fully mistaken though. Such distinctions may account for cultural differences or perception. To be on the safe side, it is necessary to take the original as the main source of information whereas other languages may perform a function of additional sources referred to in case of emergency.

3.5 Other types of ENG-RUS translations

There were also some other registers I tried my hand at, among them: press release, school progress reports, extract from a population register, bank statement, expenses calculation, official letter, hockey rules and companies’ questionnaires. They were “isolated” instances representing their specific areas, therefore I grouped them all together under one Chapter. Figure 4 summarizes this information in a graphic form:

Figure 4. Other types of ENG-RUS translations



Next, I would like to present a table with the most complicated cases I came across in the documents listed above.

Table 10. “Other” most complicated cases (ENG-RUS)

<i>PRESS RELEASE (logistics)</i>	
cutting-edge supply chain solutions	передовые решения по управлению цепочками поставок
freight brokerage	куртаж за фрахт
highly engineered contract logistics	сфера контрактной логистики с высоким уровнем технического развития
all-cash simplified tender offer	публичное предложение о приобретении в упрощенном виде за наличные денежные средства
<i>STUDENT PROGRESS REPORTS</i>	
PSHE (Personal, Social, Health Education)	ЛСЗ (Формирование личности, освоение социальных навыков и воспитание сознательного отношения к здоровью)
<i>EXTRACT FROM ESTONIAN POPULATION REGISTER</i>	
rights of curatorship	право на попечительство
full personal care	полное попечительство
full property care	полное распоряжение частным имуществом

<i>BANK STATEMENT</i>	
maturity date	дата погашения
balance B/F	перенесенное сальдо
DD repayment	оплата тратты, срочной по предъявлении
OR balance	сальдо счета с превышением разрешенного овердрафта
<i>HOCKEY RULES</i>	
obstruction	блокировка
field Player with Goalkeeping privileges	полевой игрок с привилегиями вратаря
flick	щелчок
scoop	бросок
forehand	удар справа
bully	спорный мяч
single convex or concave deviation	отклонение от нормы в виде гладкого неразрывного изгиба (выпуклого либо вогнутого)
standard pointed depth gauge	стандартный заостренный глубиномер
<i>QUESTIONNAIRES (surveys)</i>	
HM store	гипермаркет
SM store	супермаркет
HD store	магазин постоянных распродаж
MasterData	отдел основных данных
in-flight training	обчение во время полета

It should be pointed out that some of these documents were rather difficult to work with (e.g. bank statement from Malta or the extract from Estonian population register) as they contained some pieces of information in the form of abbreviations/acronyms without any expansions or in the Maltese or Estonian languages originating in those countries. One page each, they took incredible efforts and ages to extract information from the websites of the corresponding issuing institutions for some proper names and abbreviations/acronyms. To illustrate this I have included several examples into Table 10, and here are some more:

- certain Maltese Bank Departments simply do not exist in the Russian-speaking reality (e.g. Capital Transfer Duty Department), consequently there are no direct correspondences, a definite equivalent must be found. In this case I decided in favour of “Отдел налогообложения на передачу капитала”;
- or a stamp on the Estonian extract and the position of the official in charge were given in Estonian – however, I do not possess any Estonian language knowledge. Fortunately,

simple exploring of the relevant website worked out as it had a Russian version to compare with the Estonian homepage and discover the needed data.

I was going to attach the screenshots of these documents, but unfortunately this was unacceptable as they teemed with personal data and wiping them out would turn the images into blank sheets with no illustrative information left.

As to the hockey rules, I had to surf all hockey federations' websites I could locate on the Internet to obtain any useful materials. I believe that first of all after being assigned a project a good translator should focus on careful and thorough information search – if successful, half the battle won. One may object that this part is the most exhausting task, but no pain – no gain. I managed to dig out the earlier edition of the rules, so why reinvent the wheel? This material served an excellent base to build the work on. Some examples from this project are given in the table above and in Appendix 7 as well.

All the rest projects were comparatively easy, at least I can't recollect any particular troublesome situations having me to tear my hair out. Some projects (questionnaires, press release and a progress report) were in a relatively free form and allowed application of the Skopos theory to deliver messages in the adapted form most appropriate for the target culture and audiences. Nonetheless, the bank statement and the register extract implied no liberties in terms of thought expression having a lot of common with legal documents.

CHAPTER 4: RESOLUTION OF DISPUTES (RUS-ENG)

4.1 Foreword

Not to recur to myself, I would like to briefly describe the most challenging RUS-ENG cases, otherwise all my dwellings would repeat the previous Chapter in many respects: registers, general information, descriptions, approaches, solutions, etc. Basically, RUS-ENG translations were very similar to ENG-RUS, except for the direction ☺. Perils were mostly connected with the biggest trouble – transfer of different cultural phenomena absent in the target language and culture. This was the reason for me to call the chapter “Resolution of disputes” because indeed inner disputes arouse rather often and I had to somehow resolve them and persuade myself that this or that solution was the most suitable, appropriate, acceptable or understandable in every particular case.

Although I am not an English native speaker, I successfully coped with all the projects. At least, I have never received any “translation rejected” notifications from either managers or editors. Nor have I received any complaints which makes me come to such a conclusion.

As I have already stated, registers in this Chapter coincide with those described in the previous one, therethrough I will try to focus on some new ones. Figure 5 shows the main RUS-ENG registers the majority of which recapitulate ENG-RUS examples outlined in Chapter 3, but I will concentrate on legal documents, presentations, financial texts and some others:

Figure 5. Main RUS-ENG registers



4.2 Most disputable RUS-ENG cases

4.2.1 Legal documents

Among legal texts I would distinguish the draft of the Memorandum of Understanding between a European organization and some Government, as well as a company's letter to certain entities with a demand to cease the illegal use of its trademarks and logos. Both of them were not too sophisticated in terms of the vocabulary used, but they were quite outstanding in respect of their official nature and influential clients: Government of a country and a well-known worldwide company. It was a pleasure to work with the Memorandum as it had a typical well-defined structure with all the information stated clearly – not all legal documents can boast of possessing such a characteristic, some have too elaborate structures or wording that make them arduous to perceive and, in my case, to translate. The letter in its turn cited some articles and clauses from the law. It was necessary to find the corresponding law in English on the Ministry's official website to get those abstracts without any useless and spontaneous activities like translation of the already translated, verified and published official documents. Taking into consideration the clients' level and the amount of private information the papers contained, I'm afraid I am not supposed to include any extracts or images into my Report as they might be protected by confidentiality clauses or not be intended for any external use (more information on the confidentiality of the materials used is available in the Confidentiality Chapter).

Speaking about contracts and agreements, I translated a set of Freight Forwarding Agreements and could say that generally terminology and clauses were the same or very similar to those cases I discussed in Chapter 3. The only thing that I can add here is the translation of different forms of property and other abbreviations and acronyms. Personally, I singled out 3 types:

- those that are translated (some of them can also be transliterated, if applicable or upon the client's instructions):

ООО (Общество с ограниченной ответственностью) = LLC (Limited Liability Company),
COOO = JLLC (Joint Limited Liability Company), ОАО = (O)JSC ((Open) Joint Stock Company)/OAO, ЗАО = CJSC (Closed Joint Stock Company)/ZAO;

- those that are transliterated (occasionally followed by the English equivalents or explanations in parentheses):

ОГРН = OGRN (Primary State Registration Number), ГОСТ = GOST (State Standard), КПП = KPP (Industrial Enterprise Classifier Code), УНП/ИНН = UNP/INN (Taxpayer Identification Number);

- and those that are used internationally and can keep their original form (although they can have equivalents in the target language):

IBAN (International Bank Account Number – Международный номер банковского счета), SWIFT (Society for Worldwide Interbank Financial Telecommunications – Международная межбанковская система передачи информации и совершения платежей), BIC (Bank Identifier Code – Идентификационный код банка).

Sometimes agreements and contracts also mentioned regulatory acts and normative documents which were to be found on the official EU websites for their original names (e.g. Конвенция о договоре международной дорожной перевозки грузов – Convention on the Contract for the International Carriage of Goods by Road, Таможенная конвенция о международной перевозке грузов с применением книжки МДП – Customs Convention on the International Transport of Goods under Cover of TIR Carnets).

To crown it all, these legal texts were rich in proper names and names of organizations that frequently required investigation and research to be exact and not to “create” non-existent personalities or “establish” a new company by mistranslating their names, especially exotic ones. Naturally, the world net comes to the rescue again.

I would like to point out another project – translation of the Charter, State Registration Certificate and Technical Passport of the Nota Bene Translation Agency. This was somewhat a test for me. Placed by the Agency’s director, the order took some time to be thoroughly worked through. In translation, the biggest trouble may come from where least expected. To my mind, when working with scanned documents and PDF files such a trouble may arise during recognition of original texts for their conversion into the formats that can be imported into SDL Trados Studio. Failure to perform this task properly due to any reasons would mean manual text transfer which in other words is mere waste of time. Even if the recognition process is successfully completed, I prefer to recheck the whole text for any discrepancies with the original, including its formatting and all available images.

On the other hand, this project can be characterized by a number of proper names and names of organizations (e.g. Республиканское унитарное предприятие «Минское городское агентство по государственной регистрации и земельному кадастру» – Republican Unitary Enterprise “Minsk City Agency of State Registration And Land Cadaster”, Единый государственный регистр недвижимого имущества, прав на него и сделок с ним – Common State Register Of Immovable Property, Rights To It And Deals With It), technical terms (e.g. изолированное помещение – isolated premises, материал стен – walling material, ячеистый

бетон – cellular concrete, понижающий коэффициент – decreasing coefficient), financial terms (e.g. денежные и неденежные вклады – monetary and non-monetary contributions, чистая прибыль – net profit, уставной фонд – Charter Fund) and legal terms, of course (e.g. жилищный фонд – housing stock, возникновение права собственности – origin of the ownership right, порядок образования имущества – procedures of the company's property formation). More examples can be seen in the Charter fragment in Appendix 8. In general, this project comprised several different registers and took me a week to be scrupulously handled.

4.2.2 Presentations

PowerPoint presentations were not present among the documents I translated from English into Russian. This is a specific type of texts that can be characterized by a brief provision of key information with minimum language means and preferable usage of images, graphics, schemes, figures, tables, diagrams, etc. Particularly this feature forms specificity of the register and systematically creates obstructions for translators: minimum of linguistically and explicitly expressed information can leave gaps in a translator's understanding or lead to misinterpretation of a text – it is needless to say that context and additional data are more than vital for a perfect result.

However, I enjoyed translating PowerPoint presentations because they were totally different, both from other projects and among themselves: presentation of a city's investment strategy, TV channel, event report and a company's projects presentation. These entertaining, but rather challenging tasks were a kind of a wind of change taking away from typical day-to-day orders.

The investment strategy was quite a serious project full of economic terminology (e.g. ценовая конкуренция – price competition, инвестиционный климат – investment climate, доходность инвестиций – profit investment ratio, государственно-частное партнерство – Public-Private Partnership, высокий кредитный рейтинг – high credit rating), and the TV channel presentation required creative approach. Besides, the client asked not to overwrite the text in the source document, but to provide translation in the notes section to each slide (both examples are available in Appendix 9). Being a horror/thriller film channel with a mixed target audience, its presentation contained the names of the top cult movies representing this genre (e.g. Зловещие мертвецы – The Evil Dead, Восставший из ада – Hellraiser, Сайлент Хилл – Silent Hill) together with their directors. But this task was easily solved with the help of the famous IMDB website that offers detailed information and ratings of thousands of films.

The event report was dedicated to running. Every slide of the presentation set forth disadvantages revealed after the event and their possible resolutions. Some bullet points contained too little information to grasp the idea at once unless you have attended the event and eye-witnessed everything in person. But after some further reading or googling other articles on the topic all ambiguous points were clarified. For example, the word “испытание” appeared in the presentation which is normally translated as “test, trial, examination”. Used in the mentioned context, this word stood for “obstacle” as in “obstacle race”. It was necessary to read the race description on the Internet to realize this subtle distinction.

And finally, a young and progressive PR company sent its presentation replete with words used by the youth but not yet registered in dictionaries. These were English words that had been simply introduced into the modern Russian language without being translated, by means of transliteration (e.g. ивент = event, контент = content, селебритис = celebrities). Not all people would understand them, but the Agency’s primary audience – advanced young people – certainly would. In fact, these lexemes brought about no difficulties, but attracted my attention as I have never seen anything of this kind in a presentation (see Appendix 9).

4.2.3 Financial documents and Reports

Financial sphere was represented by consolidated budgets and invoices. There was a big project including several documents related to a vivarium construction. The client asked to translate the text using the slash sign (/): English/Russian. I think this was done to have a possibility to compare the translated text with upcoming ones to check them for any divergences. It should be mentioned that a number of texts resembled each other by up to 95%. This is purely my subjective estimation and it hasn’t been backed up by any calculations or research, but in case the SDL had been in use, it would have proven my suppositions. Indeed, the budgets could differ in two-three lines or just figures or sums of money. All the rest information (content, proper names, titles, structure and so on) remained the same, no need to translate anew due to TM technology. As for the difficulty level, a bulk of people’s names required some additional concentration and attention, some other examples of the vocabulary used can be found below:

Table 11. Examples of financial vocabulary (RUS-ENG)

<i>CONSOLIDATED BUDGETS</i>	
согласования договорной цены	contractual price coordination
результаты подрядных торгов	contract bidding results
сводная смета	consolidated budget

составитель сметы	budget compiler
накладные расходы	overhead costs
ставка налога	tax rate
упрощенная система налогообложения	simplified taxation system
коэффициент изменения цен	price change coefficient
расходования средств займа	application of the Loan funds
возмещение произведенных расходов	reimbursement of expenses incurred
возобновляемый счет	resuming account
аккредитив	letters of credit
авансовый платеж	initial down payment
санкционированная сумма	authorised allocation
валютный счет	Foreign currency account

This project documentation contained also some medical and technical information. There was a tuberculosis treatment compliance questionnaire the purpose of which I don't really know; similarly I can only guess who it was designated for, probably site workers. It took me efforts and time to work on the terminology, special "gratitude" must be attributed to medical acronyms/abbreviations, as well as to technical ones (see Table 12). Technical terminology was not a cake either. The lifesaver was the website with all possible abbreviations and acronyms with indicated fields of use: <http://www.sokr.ru>. Multitran was of much help too, as usually though – this was the most frequently used information source, quite reliable and credible I would say.

Table 12. Medical and technical examples from a financial project (RUS-ENG)

<i>MEDICAL TERMINOLOGY</i>	
лекарственно-чувствительный ТБ	drug-sensitive tuberculosis
лекарственно-устойчивый ТБ	drug-resistant tuberculosis
прием препарата	medicines intake
МЛУ-ТБ	multi-drug-resistant tuberculosis
ПТЛС	antituberculosis medicines
не приверженность лечению	treatment noncompliance
эффективность лечения	treatment efficacy
<i>TECHNICAL TERMINOLOGY</i>	
общее обследование технического	general condition survey

состояния	
удельный вес работ	relative work share
СНЗТ	Collection of Standard Workforce Usage Rates (SWUR)
МАиС	Ministry of Architecture and Construction
тарифный коэффициент	tariff level factor
категория сложности здания	difficulty category of the building
определение прочности материалов	materials strength testing
среднее значение тарифного разряда специалистов	average tariff category of specialists
испытания неразрушающим методом	non-destructive testings
ОЗиС	Department of Buildings and Constructions Surveying
планово-высотная съемка положения строительных конструкций	surveys of building structures
проектная документация на усиление	of project documentation for strengthening
обмерно-обследовательские работы	measurement and surveying works
инженерно-геологические изыскания ап	engineering and geological surveying of the approbation site
адаптация эскиза (предпроектная документация)	adaptation of the draft (preliminary project documentation)
авторский надзор	field supervision
ГИП	Chief Project Engineer
Главный специалист по ПС	Chief Structural Engineering Specialist
Начальник ОПИС	Head of Planning and Strategic Department
Главный специалист по ВиК	Chief Water Supply and Sewerage Specialist
Главный специалист по ОВ	Chief Heating and Ventilation Specialist

More examples are present in Appendix 10.

As for Reports, I dealt with a biological research report, implementation report, hygienic expertise report and an IT report. And this is where I suffered most of all. The biological report called “Transformation of the biochemical composition of *Vaccinium corymbosum* L. fruit during storage” («Трансформация биохимического состава плодов *Vaccinium corymbosum* L. в процессе хранения») turned out to be the most complicated task I had been ever assigned. It is needless to say that every second word was a term, and sentences were “notable” for their complex nature and length. One sentence could comprise the whole paragraph. Long sentences are generally difficult for perception, and the situation is even aggravated when they are full of subordinate clauses and scientific content. This was just the case with this project. To understand the meaning of a single sentence I had to reread it 2-3 times, and even after that there was a

chance that I would turn to somebody to clarify it. Luckily, I managed to discover the author’s other publications in English which provided me with at least minimum terms and explanations. But this was a drop in the ocean. I had to focus on every single sentence and to google more than ever. Translation of single-word biological terms like “гидропектин – hydropectin, биофлавоноиды – bioflavonoids, лейкоантоцианы – leucoanthocyanins” was easy enough because the only thing you had to do was just to look up a word. But if we speak about phrases or sentences when you are not sure whether any rearrangements or change of places of any clauses or words would transform or distort its meaning, this is far more complicated a task – you need to keep the structure of the source language and transfer the meaning into the target one by means of its building material, but as we know languages have different structural peculiarities and word order rules, for example. Despite of all this obstacles, I hopefully succeeded.

Hygienic expertise report cost a lot of nerves too due to a totally scientific language used, numerous data and statements. This report referred to various regulatory acts and norms (e.g. Санитарные нормы и правила «Требования к изделиям медицинского назначения и медицинской технике», утв. Постановлением МЗ РБ от 16.12.2013, №128 – Sanitary Regulations and Standards “Requirements for medical devices and medical equipment” approved by Decree of the Ministry of Health of the Republic of Belarus No. 128 as of 16.12.2013). About 50 % of the document was made of references to and citations of suchlike documents. I had to surf through official websites in search of the names of those documents. All of them had numbers and approval dates which significantly simplified the task. The report also had some ethical issues: it made public the results of animal tests. I neither support nor approve of such methods of testing, but being a reserved professional doing his work I had to remain objective and impartial despite of my own views and beliefs on any issues, including the most arguable trilogy: religion, politics and I would say (the third one differs from person to person, society to society) sexual identity.

More examples from the both reports are available in Table 13 and Appendix 11.

Table 13. Biological research and hygienic expertise reports terminology (RUS-ENG)

<i>BIOLOGICAL RESEARCH REPORT</i>	
обеднение свободными органическими, аскорбиновой и фенолкарбоновыми кислотами	depletion of free organic, ascorbic and phenol carboxylic acids
содержание сухих веществ	amount of the dry matter

стандартный индофенольный метод	standard indophenol method
спектрофотометрический метод	spectrophotometric method
пектиновые и дубильные вещества	pectic substances and tanning agents
антоциановые пигменты	anthocyanin pigments
катехины и флавонолы	catechins and flavonols
голубика высокорослая	highbush blueberry
генотип	genotype
раннеспелый сорт	early ripening cultivar
ускоренный полумикрометод	accelerated semi-micro method
построение градуировочной кривой по кристаллическому цианидину	calibration curve made for the crystalline cyanidin
3-кратная биологическая повторяемость	three-time biological repeatability
таксон голубики	blueberry taxon
<i>HYGIENIC EXPERTISE REPORT</i>	
НПЦГ (Научно-практический центр гигиены)	SPCH (Scientific Practical Centre Of Hygiene)
НМИО (Научно-методический испытательный отдел)	RMTD (Research Methodology Testing Department)
Национальная система аккредитации	National Accreditation System
типовой образец электрокардиостимуляторов имплантируемых	standard Model of the implantable electric cardiostimulators
санитарные нормы и правила	Sanitary Regulations and Standards
гигиенический норматив	Hygienic Norm
СанПиН	SanPiN (Sanitary Regulations and Standards)
ЭМИ РЧ	Electromagnetic radiation of radio-frequency range
атомно-абсорбционный спектрометр с гидридной системой	atomic absorption spectrometer with the hydride system
хладотемростат	refrigerated thermostat
органолептические показатели	organoleptic characteristics
гемолитическое действие вытяжки	hemolytic effect of the extract
уровень миграции тяжелых металлов в дистиллированную воду	migration levels of heavy metals into distilled water
напряженность электростатического поля	strength of the electrostatic field

Other reports also offered some terminology to handle, but in general they contained non-specific vocabulary and therefore didn't cause any complications nor delays:

- work implementation report (toll roads): электронный сбор платы за проезд – electronic toll collection, бортовое устройство – on-board device, специализированный пункт обслуживания – specialized Point of Service, платный участок – paid segments, портал системы – System portal, знак «Платная автомобильная дорога» – Toll Road sign, etc.;
- IT report (a lot of English words transliterated into Russian which is typical of the IT sphere): скайп-колл – Skype call, слайдер – slider, ошибка – bug, иконки категорий – category icons, при скролле страницы – when scrolling the page, на серверной стороне – on the server side, интерфейс – interface, нейтральный вывод в шаблон – neutral output into a pattern, текстовые поля шириной в 100% – 100% wide text fields, десктопная версия – desktop version, выпадающее меню – drop-down menu, etc.

4.2.4 Other types of RUS-ENG translations

Other texts were represented by the following documents:

Figure 6. Other types of RUS-ENG translations



The Labour record was an old document issued in 1996. It was scanned and saved into a PDF. Along with its poor condition, this fact influenced the quality: many stamps and seals were either hardly legible or illegible at all, some required more efforts to make out the text and subsequent confirmation by some other person. Moreover, it was all in handwriting which also added some extra complicity. All the names, universities, institutions, organizations and

companies should be checked on the Internet, but only a few had websites translated into English. It should be a common knowledge that some names can be specifically spelled by a company itself (e.g. vimpelcom – the first variant that comes into mind according to the transliteration rules is “ympel”, however in such cases the company’s variant has a priority over any rules). That is why it is of great importance to check such instances, preferably on the companies’ websites. The document was also rich in acronyms and abbreviations. I keep mentioning them over and over again since their translation is troublesome: the same acronym/abbreviation can have several extensions (e.g. NLP = Natural Language Processing, Neurolinguistic programming, Network Layer Protocol, Normal Link Pulse). And a translator should thank their lucky stars, if those extensions belong to different registers (building, computers, linguistics, for example), as it is possible to single out the necessary one depending on a current project. At the same time, they may have very close meanings putting a translator at a partying of the ways and making them guess from the all-mighty context or investigate what exactly was meant by the author.

FAQs were in a typical question-answer form. They included also some elements of instructions requiring special attention. The word “please”, for instance, is usually not used in Russian instructions (politeness is expressed by other language means: formal way of addressing a reader, impersonality, etc.) and consequently it should be omitted in order for the instructions not to sound too odd and foreigner-like. As this document was written specially for users of a device designed for perfect posture control, it had corresponding terminology (e.g. button, re-set up, single pressing, signal and alike). In fact, forwarded device descriptions and technical characteristics saved the trouble of translating such particular and at the same time rather complicated instances as the name of the device. Translation of names (and here by names I mean names of game heroes, book characters, names of festivals, not people’s proper names) is in a league of its own and certainly requires some imagination and creativity because as a rule just translation/transliteration seems to be not sufficient enough for understanding and getting all implications or plays on words, if any, by “culturally diverse” audiences. It is very much like translating jokes: you are in huge troubles if you do not come up with any localized and suitable solution – the core idea, irony, mocking effect, any other intention of an author will be inevitably lost. In this case one can only dream of the message to stay unaltered. All in all, I have already mentioned this matter in Clause 3.4 (IT translations) with accompanying examples.

Nothing extraordinary can be said about the translation of the Social Charitable Public Association’s “About us” tab for their website, except for some medical terminology the examples of which are present in Table 14. As to the politician’s Biography project, I can single

it out due to the quotation only: it seems at least useless to retranslate a quote previously translated from English (originally it might have been in another language). So it was easy to find it in English on the website of the newspaper having interviewed this politician. There were also some cultural and historic cases which required some investigation and research being untypical for the Russian-speaking reality (e.g. Министр скотоводства, земледелия и рыболовства – Minister of Livestock, Agriculture, and Fisheries; леворадикальное партизанское движение Тупамарос – Tupamaros left-radical guerrilla movement).

The Sandpiper Festival and press-conference programmes were “painless”, but for numerous proper names, officials’ positions, names of organizations and bodies. If no equivalents are detected, the only solution is to translate it on your own and at times such translations may sound hollow or even weird when I put myself in a foreigner’s shoes who is going to read it and who has no idea, not even a clue of such phenomena or institutions (e.g. ГНПО «НПЦ НАН Беларуси по биоресурсам» – State Scientific and Production Amalgamation “The Scientific and Practical Center for Bioresources of the National Academy of Sciences of the Republic of Belarus”, the translation is taken from the official website of the Academy of Sciences). If a translation is taken from an official website, you’d better accept it whether you like it or not. Otherwise you are free to show your creativity and mastery, but there are no guarantees of inevitable success.

Table 14. Examples from other types of RUS-ENG translations

<i>LABOUR RECORD</i>	
ООО ИПП	LLP Research and Development Enterprise
освобождена от занимаемой должности	relieved from the position
уволена по собственному желанию	resigned voluntarily
ИЧП	Sole Proprietorship Company
ТК РФ	Labour Code of the Russian Federation
ОСАО	Open Joint-Stock Insurance Company
Управление входящего облигаторного перестрахования	Obligatory Incoming Reinsurance Directorate
Департамент по работе с персоналом	Human Resources Division
<i>DESCRIPTION OF AN ORGANIZATION</i>	
Социальное благотворительное общественное объединение (СБОО)	Social Charitable Public Association
прогрессирующая мышечная слабость	progressive muscle weakness
миопатия	myopathy
спинальная мышечная атрофия	spinal muscular atrophy
НМЗ (нервно-мышечные заболевания)	NMD (neuromuscular diseases)

FAQS	
двойной вибросигнал	buzz twice
аллергические реакции	allergic reactions
неисправный прибор для диагностики	faulty device for diagnostics
батарея CR2032	CR2032 Battery
противопоказания	contraindications
единоразовое крепление	one-time use
звуковой эффект	buzzing
протоколы испытаний	test protocols
корсеты осанки	orthopedic corsets
FESTIVAL AND PRESS-CONFERENCE PROGRAMMES	
Фестиваль куликов	Sandpiper Festival
биоразнообразие местного биологического заказника	biodiversity of the local biological reserve
работа станции кольцевания птиц	birdbanding work
Министерство природных ресурсов и охраны окружающей среды	Ministry of Natural Resources and Environmental Protection
межрайонная инспекция охраны животного и растительного мира	Inter District Inspectorate on Wildlife Protection
пленэр	plein air
валяние птиц из шерсти	wool birds felting
аквагрим	face painting
эко-мастерские	eco-workshops
координатор программ сотрудничества	Cooperation Programme Coordinator
общественная организация	NGO
BIOGRAPHY	
бывший президент	ex-President
официальный президентский срок	official presidential term
баллотироваться на второй срок	to run for the second term
уйти в отставку	to resign
государственный долг	public debt
кандидат Широкого фронта	Broad Front candidate
президентские выборы	presidential elections
официально вступить в должность	to take office
национализированный	nationalized
SKYDIVING SCHOOL	
прыжок на построение формации	formation skydiving
групповая акробатика	group acrobatics
кафедра личного мастерства	Personal Mastery Department
отделение от ЛА	exit
выход в сектор	entrance into the sector
сближение с фигурой	nearing the figure
разбежка	breaking off
открытие парашюта	parachute deployment
купол	canopy
прорезание потока	air flow splitting
глиссада	glide path

пилотирование куполов	canopy piloting
на низких скоростях	at low speeds
разгон купола до максимальных значений	to accelerate canopies to a maximum speed
LETTERS	
Школа гражданского строительства	Department of Civil and Environmental Engineering
факультет «Транспортные коммуникации»	Faculty of Transport Communications
специальность «Строительство дорог и аэродромов»	degree in Highway and Airfield Engineering
тепловой баланс земной поверхности	heat balance of the earth surface
дорожно-строительные управления	road-building departments
Северо-восточный университета Китая	Northeastern University of China
добросовестный студент	conscientious student
средний балл успеваемости	GPA
кандидат технических наук	Candidate of Technical Sciences
товарооборот	trade turnover
растаможка	customs clearance

I also enjoyed the skydiving translation. It challenged me a lot, but the most difficult case was ... the name! There were two webpages to translate: one of them was dedicated to formation skydiving and the steps to form a figure in the air with pre- and post-actions and the analysis of common mistakes. This description began with a tricky case based on the similar pronunciation of two words – sportsmen who go in for formation skydiving were called “**формацевты**” (formacists) which differs from another Russian word “**фармацевты**” (pharmacists) with one letter only with hardly any difference in pronunciation. The thing is that the noun “**форма**” stands for “form” while the root “**фарма**” denotes “pharma”. Thus, with the help of this equivoque (or even pun) the sport is compared to and viewed as a science. In English, it didn’t work out the same way because the words “form” and “pharma” have more than one different symbol. Therefore, I made up my mind to misspell a bit the word “pharma” (resulted in “farm”) to make it resemble the noun “form”, the kernel in the context of formation skydiving. Basically, I laid my account for the fact that a reader will make out the idea and will relate the word “formacists” to “pharmacists” through the ending “-cists”, similar pronunciation and despite of the loss of its graphic “ph-” beginning. There were also some other examples of this kind: академик фармацевтической науки – academician of the formaceutical science, изучение формации – formacy studies. I have no idea of whether my solution was successful or not, but at least this was the best option I came up with which preserved the essence of the Russian pun with minimum damages and losses.

The second skydiving text was replete with specific terminology that has been introduced into the Russian language, but kept its original English forms and soundings. It became subject to Latin-Cyrillic transformation only which is typical of sports, IT and other suchlike spheres.

Here are some examples: карвинг – carving, фрифлай – freefly, свуп (купольное пилотирование) – swoop (alternative name of the discipline instead of the official “canopy piloting”), etc. There was also a dictionary definition of the word “swoop”:

Swoop (англ.) – устремление вниз (хищной птицы на жертву); Swoop down – устремляться вниз, падать.

Swoop (n) – a swooping or snatching movement or action; *a swift descent (especially of a bird of prey on its victim)*; Swoop down (v) – move rapidly downwards through the air.

(Oxford Online Dictionary)

I took the Oxford Online Dictionary’s definitions but also added the translation of the Russian definition of the noun (*in Italics*) as it slightly differed and better defined skydiving in terms of this word’s relation to the kind of sport itself.

And last but not least, I translated student’s motivation and recommendation letters, letter of appreciation and an invitation to a round-table conference. The motivation letter made me get acquainted with the Chinese architecture as I had to check the correctness of the names of buildings and their locations, e.g.: Beijing Daxing International Airport, Sky City Tower in Changsha, Beijing National Aquatics Center “Water Cube”, Yantai and Dalian, etc. In fact, most of these names were translated by the student himself, I was only to make sure they were spelled correctly and corresponded to their official English names. This is a very easy task for Google.

There were also 2 letters that contained the names of Chinese and South Korean citizens. Such names always cause difficulties as their spelling is unpredictable and if you are not able to detect a person on the Internet, only a native speaker can help you out. I’d better not mention any names from those letters and as an example I would like to give the well-known name of the present UN Secretary-General: Пан Ги Мун – Ban Ki-moon. If a Russian speaker reads this Latin transcription, it will sound different from what is considered an equivalent in Russian (“B” is “P”, “K” is “G” (like in “ga”). Taking all differences into account, in Russian it would sound like “Pan-Gee-Moon”. With such names unfamiliar to us, no direct correspondences can be established at once.

Examples illustrating all the listed registers can be found in Table 14 and Appendix 12.

CHAPTER 5: CONFIDENTIALITY (DISCLAIMER)

Since a big number of projects I was responsible for were in the form of agreements, contracts, bank statements, letters, invoices, reports, labour records, etc., they abounded in personal data such as names of people, companies, organizations; banking details and legal addresses; registration numbers and certificates; consolidated budgets and budget proposals with indicated sums of money and so on. Some documents, like agreements, contained compliers' notices reminding that they are "proprietary and confidential – not for external publication or distribution". Besides, the NB provides every translator with the instructions setting forth the recommendations for manager-to-translator correspondence and communication, as well as the rules regulating the translation of addresses, stamps and seals, apostils, numerals, dates, acronyms/abbreviations and other peculiar cases. Apart from the mentioned information, these instructions include the following clause (translated by me, the Russian original is provided below):

“ATTENTION! UNDER NO CIRCUMSTANCES can any project forwarded to you be transferred to third parties without preliminary arrangement with a project manager! If you transfer a project to any third party without the notification of the project manager, we shall be entitled to apply punitive sanctions to you.”

(«ВНИМАНИЕ! Переданная Вам работа НИ В КОЕМ СЛУЧАЕ не может передаваться третьим лицам без договоренности с менеджером проекта! Если Вы передаете какому-либо третьему лицу проект, не уведомив менеджера агентства, мы вправе применить к Вам штрафные санкции»).









All the fragments, examples and materials present here have been exempt from any personal data and confidential information and under this condition included into the Report upon the prior consent of Olga Yermakova, my supervising manager at the Nota Bene Translation Agency.

This Report has been prepared by the author as an intern under the Master's course programme of the University of Minho for academic purposes only. All the materials here are used to illustrate and exemplify the information provided and are not meant to disclose or transfer any information or data.

CHAPTER 6: FINAL PROVISIONS (CONCLUSIONS)

Now, I would like to go back to my internship objectives, check if I have managed to fulfill all of them, discuss to what extent I have achieved the goals set or analyze any failures to accomplish the objectives:

Figure 7. Achieved and failed internship objectives

-  I **did** translate texts of different complexity and registers from ENG/RUS into RUS/ENG with the help of CAT tools and reference materials upon their availability;
-  I **did** search for and use information available on the Internet when TMs or reference materials were not attached to the project or were not sufficient enough for translation purposes;
-  I had to comply with the deadlines, ethics, to stay impartial and to meet clients' needs. I believe I **did**. No complaints followed, so I consider this done;
-  I **did** mine databases and other public sources I could get free access to for required and relevant information (e.g. proper names, titles, abbreviations, etc.);
-  I **did** create and use TMs for different types and directions of translations: NB_ENG_RUS (ordinary translations), ENG_RUS_tech_IT (hi-tech and IT technologies), NB_RUS_ENG (ordinary translations), NB_RUS_ENG_CONTRACT (legal translations);
-  I **did** update and improve my TMs upon the receipt of feedback from the editors;
-  I did **not** develop ENG-RUS/RUS-ENG termbase;
-  I **did** use online resources and experience of other translators (Pro-Z and Multitran chats/discussions/forums) to come up with appropriate solutions and look for specific terms and translations (e.g. medical or technical).

In fact, all the projects differed in their registers, terminology and stylistics so much that even legal texts would not repeat each other with identical or even alike terms or clauses. Consequently, I found it rather pointless and time-consuming to create a large number of TMs for every specific translation type because there was about 99% chance that a similar project

would never appear again. The only field I singled out was Information Technologies (ENG-RUS) provided I received enough projects of this kind to assume it an “independent field”. Originally it also belonged to the common TM, but repeatedly placed orders made me reconsider my initial decision and separate it with the help of the SDL alignment tool. Similarly, in the RUS-ENG section such a field was represented by legal texts. Documents of this type were so numerous in number that even inspired me to name the chapters of this Report using the relevant terminology.

I also considered and introduced all corrections and changes I received from the managers' after proofreading and editing. As the translations had already been finished and the TM saved by the time I got feedback, I had to open the TM and do everything manually, line by line. It was worth it though since I needed just a perfect translation to base all the rest on it. Besides, I made use of the CAT so I needed to “take care” of that CAT for it to make my life much easier in professional terms.

I failed to complete one objective – to create a termbase. Actually, there was no need for that at all for the same reason I didn't have many TMs – too different registers improbable to be sent over again. Creating a TM or a termbase that will never be used seemed meaningless just for the task completion without its practical application. Considering all deadlines and incoming projects, there was no time to waste. I also stipulated in the original project proposal that carrying out of this very objective would depend on its usability and practicality.

With regard to the translation process itself, sometimes the softer deadlines you have, the more time you need to complete the project. Paradoxically, but this is a kind of the universal truth with a psychological nature (like the closer to a certain place you live, the oftener you are late). The explanation is very simple: the more time you are given to do something, the more relaxed and safe you feel. There seems to be no need to hurry and you concentrate on relatively irrelevant things. If I find myself in such a situation, I often engage in overwriting, rewriting, rephrasing, restructuring, retranslating already translated segments purely for perfectionism motives. As Salvador Dali put it, “Have no fear of perfection – you'll never reach it.” For instance, I proofread the part I translated the day before and with a fresh eye I realize that some modifications can be introduced to make a sentence sound better, but in the scheme of things it is superfluous as the sentence is grammatically correct, delivers the intended message and in general is quite acceptable from all perspectives. Being pressed for time, I would never shift my attention to this provided I have a lot of work to focus on and I'd better move further to comply with the deadlines, which, I would repeat myself, is even more important than perfect native-like phrasing or sounding. The bitterest part about these unnecessary actions is when after trying

numerous variants you end up returning to your initial translation. And such self-disservice happens a lot indeed.

As for all other objectives, I believe I have successfully completed them: I used a number of information sources (described in details in Clause 2.2), mined data from all possible open sources, observed deadlines, followed all instructions, etc.

All in all, after this internship I feel more confident and equipped as a translator. First of all, I obtained the theoretical background and got acquainted with the tools I would work with and then put all my knowledge and skills into practice. This experience also taught me not to fear any projects as you can always cope with them no matter how and regardless what it can cost you. If not, you just throw up the sponge admitting that you do not possess enough expertise in a certain scientific field. Actually, nobody does, and this fact does not make you a poorer professional. On the contrary, it demonstrates that you care for your reputation and quality of the work done and do not want to let anybody down or lose the face.

I think I have achieved all my goals, improved myself as an ENG-RUS and RUS-ENG translator and honed my translation skills in field conditions. To my mind, this is an ideal preparation strategy because “it is practice that makes perfect.”

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Electronic/Online and Paper Dictionaries

- ABBYY Lingvo Dictionary (RUS-ENG, ENG-RUS) – www.lingvo-online.ru/en
- Multitran Dictionary (RUS-ENG, ENG-RUS) – www.multitran.ru
- Oxford Online Dictionary (ENG-ENG) – www.oxforddictionaries.com
- Pearson Education (2013) *Longman Collocations Dictionary and Thesaurus*, Pearson Longman.
- Thesaurus – www.thesaurus.com
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Other Digital Resources

- ABBYY Lingvo forum – forum.lingvo.ru
- Acronyms, abbreviations, or initialisms (ENG) – www.acronymfinder.com
- Acronyms, abbreviations, or initialisms (RUS) – www.sokr.ru
- Encyclopedia Britannica – www.britannica.com
- Google translate service – www.translate.google.com
- Linguee Parallel corpus (ENG-RUS, RUS-ENG) – www.linguee.ru
- MyMemory Parallel corpus (ENG-RUS, RUS-ENG) – mymemory.translated.net

Multitran translators' forum – www.multitran.ru

Opus Parallel corpus (ENG-RUS, RUS-ENG) – opus.lingfil.uu.se

Pro-Z forum – www.proz.com

Russian National Parallel corpus (ENG-RUS, RUS-ENG) – ruscorpora.ru

Search engine – www.google.by

Translator's Café forum – www.translatorscafe.com

Wikipedia, Free Encyclopedia – en.wikipedia.org

List of Appendices

- Appendix 1. Original Project Proposal (ENG)
- Appendix 2. Fragment from legal translation (ENG-RUS)
- Appendix 3. Fragment from technical translation (ENG-RUS)
- Appendix 4. Example of App localization (game) (ENG-RUS)
- Appendix 5. Example of Software localization (ENG-RUS)
- Appendix 6. Example of App manual localization (ENG-RUS)
- Appendix 7. Fragments from other ENG-RUS registers
- Appendix 8. Extract from a Company's Charter (RUS-ENG)
- Appendix 9. Fragments from Presentations (RUS-ENG)
- Appendix 10. Fragments from financial documents (RUS-ENG)
- Appendix 11. Fragments from Reports (RUS-ENG)
- Appendix 12. Fragments from other types of RUS-ENG translations



Universidade do Minho

Instituto de Letras e Ciências Humanas

Dzianis Kvashevich

**Translation and editing of texts of
different types and registers at a
translation agency.**

Projeto de estágio curricular
Mestrado em Tradução e Comunicação
Multilingue

Orientador(es)

Prof. Doutora Maria Filomena Louro
Prof. Doutora Nadejda Nagovitsina Machado

Summary

Obtaining the Master's Degree in Translation and Multilingual Communication of the University of Minho, Braga, Portugal, requires doing a three-month internship as a part of the study programme. For this purpose I will work as a translator-editor at the Nota Bene Translation Agency, located in Minsk, Republic of Belarus.

Nota Bene Translation Agency (also known as Govorun prior to 2012, <http://notabeneby.com/en/>) is a provider of turnkey language solutions for any businesses. 14-year work experience in the translation industry enabled the Company to accumulate expertise and form an extensive global network of freelance translators to cooperate with. Based on this expertise, the Company renders such services as written translations of texts and documents of any complexity and scope in any field and for any language pairs (from/into 40 languages), as well as notarization of translations, document legalization, apostille services, editing services, translation and localization of websites and software, proofreading by native speakers, desktop publishing and prepress services. The Translation Agency has been awarded the ISO 9001:2008 certificate.

My direct duties as a translator-editor at this Company will be the following: translation of texts from English into Russian and from Russian into English using CAT tools (including mostly but not limited to the SDL Trados Studio), editing and proofreading of texts translated by other translators. The texts I am going to deal with belong to a wide range of scientific areas and fields, starting with contracts and agreements and finishing with programmes of Sandpiper Festivals held in Belarus, manuals for using different devices and Rules of Hockey by the International Hockey Federation.

I will work full time, 5 days a week, from 9 a.m. to 8 p.m. Taking into account the economic situation in the country and the necessity to move to the other city, the Company's officials agreed on my working remotely during the initial period of our cooperation. Nonetheless, I will stay in touch with my colleagues via Skype throughout the working hours. Moreover, some experienced translators/managers will supervise my work and provide me with feedback, if required and applicable.

Keywords: translation, editing, proofreading, CAT tools, SDL Trados Studio, English, Russian, internship, translation agency.

Objectives

While doing my internship at the Translation Agency I intend to achieve the following objectives:

1. translate texts of different complexity and types from ENG and RUS into RUS and ENG correspondingly with the help of CAT tools and reference materials, if available;
2. search for and use information available on the Internet (if no TMs or reference materials accompany a placed order or they are not sufficient enough for translation purposes);
3. comply with the deadlines, ethics and meet clients' needs, be impartial;
4. mine databases and other sources for required and relevant information (e.g. proper names, titles, abbreviations, etc.);
5. create and use TMs for different types and directions of translations (e.g. ENG-RUS TM or a separate TM for legal translations);
6. update and improve created TMs upon the receipt of feedback from the editors;
7. develop a multilingual term base ENG-RUS or RUS-ENG (if needed, provided I deal with totally different texts);
8. use online resources and experience of other translators (e.g. Pro-Z and Multitran discussions/forums) to come up with appropriate solutions and look for specific terms and translations (e.g. medical or technical).

Description

Nota Bene Translation Agency offers various translation services. It has a good reputation and an extensive database of clients varying from students to the UN Office in Belarus, Robert Bosch AG and Gazprom Company (leading Russian oil company). The Agency assures top quality translations at very competitive rates and very timely, that is why a number of foreign companies use its services.

Thus, being a translator-editor I will be able to apply my translation skills to different types of texts based on both theoretical and practical knowledge of literary and technical translation acquired during the classes. This in its turn will allow me to use different translation techniques and methods according to the needs and requirements of clients, as well as in compliance with texts and their register. Besides, I will follow the translation process steps: pre-translation, translation, post-translation. As the Agency has a

limited number of translators, the workflow is high and deadlines are tight, neither translators nor editors are assigned to certain fields of their expertise, e.g. law. It goes without saying that a priority is given to a translator or editor whose field of expertise a text belongs to provided that person is available, otherwise no distinctions are made in this respect. My scope of translations will vary greatly. I am going to deal with legal, scientific, literary, technical, medical, economic and other types of texts, for example those related to sports and computer games localization. Consequently, I will have to be able to make use of different sources of information like on-line databases or other references when coming up with appropriate translation variants or equivalents, as well as to mine information, comply with clients' instructions and needs, observe deadlines and follow the guidelines for translators and editors developed by the Company. Translations are to be done using CAT tools, SDL Trados Studio in particular. If available and appropriate, the Agency provides TMs and reference materials. Target texts are to be submitted in the formats corresponding to source texts or sent as SDL project files, so being an advanced user of the SDL Trados Studio is an advantage for me owing to our CAT Tools classes and a perfect opportunity of becoming certified users of this worldwide leading translation software. I will be given a feedback on the translations done which will enable me to improve my work and create credible TMs by introducing corrections and changes to them. Moreover, if time allows, all translations are submitted to a native speaker the Company cooperates with for proofreading, editing or final review. This is also a great benefit for me as I get a feedback from a native English speaker who can offer a better, more appropriate or suitable translation solution.

Clients' requirements may include (but not limited to) usage of specific terminology provided, keeping lines as short as possible (e.g. Apple Watch games localization) or the original length, and even installing and playing games to be localized in order to get an idea of how it all looks like and functions. This is an integral part of the profession and one has to be able to cope with clients and their needs to make a successful career in this sphere.

All in all, during my internship I will face a lot of challenges and translation-related difficulties. Finding appropriate solutions in the areas I am familiar with and those I have never "been to" before will demand applying all my knowledge and expertise. This internship directly connected with the translation services will help me to get a deeper insight and better understanding of what I have already dealt with, but mostly in theory. However, everybody knows that it is practice that makes perfect.

Schedule and Tasks

1	Interview with the Company	February 20
2	Start of the Internship	March 4
3	End of the Internship	June 4

Contact Details of the Nota Bene Translation Agency

Full Name	Private Unitary Service Company Nota Bene Translation Agency
Address	1 Olesheva str., office 301, 220090 Minsk, Republic of Belarus
Web	http://notabeneby.com/en/
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Supervisor	Olga Yermakova Customer service specialist, editor and translator of English, German and Polish info@notabeneby.com

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Dzianis Kvashevich


APPENDIX 2

Fragments from legal translation (ENG-RUS)

<p>Contract # _____ as of XX.XX.2015</p> <p>between</p> <p>Company name (company details) Registration No. VAT No. _____</p> <p>hereinafter referred to as the “Company”</p> <p>and</p> <p>the “PARTNER” (company details)</p> <p>hereinafter referred to as the “PARTNER”</p> <p>individually hereinafter referred to as “Party” and collectively hereinafter referred to as “Parties“ have agreed as follows:</p>	<p>Контракт № _____ от XX.XX.2015</p> <p>между</p> <p>название компании (реквизиты компании) Регистрационный № Учетный номер плательщика НДС _____, именуемой в дальнейшем «Компания»,</p> <p>и</p> <p>КОМПАНИЕЙ-ПАРТНЕРОМ (реквизиты компании),</p> <p>именуемой в дальнейшем «ПАРТНЕР»,</p> <p>каждая в отдельности именуется в дальнейшем «Сторона», а совместно – «Стороны», которые согласились о нижеследующем:</p>
<p style="text-align: center;">Preamble</p> <p>PARTNER operates a network of service stations. Company is interested in adding new service stations to its existing network of contracted service stations, in order to provide its customers with the facility to purchase fuel, lubricants and truck related services at a number of sites.</p>	<p style="text-align: center;">Преамбула</p> <p>ПАРТНЕР управляет сетью автозаправочных станций. Компания заинтересована в расширении существующей сети автозаправочных станций, с которыми заключен контракт, с целью предоставления своим клиентам возможности приобретения топлива, смазочных материалов, а также проведения обслуживания грузовых автомобилей на различных станциях.</p>
<p>The definition of terms in the present contract:</p>	<p>Определение терминов, используемых в настоящем Контракте:</p>

<p>Card is a multipurpose plastic card (which may be used as either a user identification card, or a personal bonus card, or a record card for the transactions, or a co-branding card) that serves as a paperless support for the performance of the transactions, as well as a technical means for the accounting of the completed transactions. Card cannot serve as a means of payment. Company shall inform Partner of the appropriate appearance of Cards via a newsletter sent to Partner's current email address.</p>	<p>Карта – это многофункциональная пластиковая карта (может использоваться как удостоверение личности клиента, персональная бонусная карта, карта регистрации операций либо кобрендинговая карта), которая является безбумажным средством поддержки проведения операций, а также техническим средством для ведения отчетности по выполненным операциям. Карта не может использоваться для осуществления платежей. Компания обязуется сообщить Партнеру всю необходимую информацию о дизайне карт посредством информационного письма, которое будет выслано на предоставленный адрес электронной почты Партнера.</p>
<p>§ 1 General provisions</p> <p>Partner shall provide the Company with the possibility to take deliveries of goods from PARTNER's sites specified in Annex 1 hereto. Partner shall supply these goods on behalf and for the account of the Company directly to the the Company's customers, upon presentation of a valid Card.</p> <p>Partner shall sell these goods to the Company promptly upon delivery. Therefore, the Company shall buy these goods and services with the purpose of subsequent reselling it to the customers.</p> <p>Contractual relationships regarding the goods and services acquired by the customers of the Company at PARTNER's service stations using the Card solely exist between the Company and Partner as well as between the Company and the Company's customers. There is no direct contractual relationship between the Company's customers and Partner.</p> <p>Cards' acceptance requires an IT support.</p>	<p>§ 1 Общие положения</p> <p>Партнер обязуется предоставить Компании возможность вывозить товар с объектов ПАРТНЕРА, указанных в Приложении 1 к настоящему контракту. Партнер обязуется напрямую предоставлять товар от имени и за счет Компании клиентам этой компании при предъявлении действительной карты.</p> <p>Партнер обязуется оперативно продавать Компании товар после его поставки. Компания обязуется покупать товар и услуги с целью последующей перепродажи своим клиентам.</p> <p>Договорные отношения относительно товара и услуг, приобретаемых клиентами Компании на автозаправочных станциях ПАРТНЕРА при предъявлении карт, существуют исключительно между Компанией и Партнером, а также между Компанией и ее клиентами. Не существует никаких прямых договорных отношений между клиентами Компании и Партнером.</p> <p>Обслуживание карт требует информационно-технической поддержки.</p>

Fragments from technical translation (ENG-RUS)

<ul style="list-style-type: none"> • One (1) single curved skylight with an overall length of 53m (out to out of skylight), and a back vertical measuring 3m high. The width of the skylight varies as follows: <ul style="list-style-type: none"> ➤ one section measuring 43.4m wide x 10.6m long, ➤ one section measuring 38.45m wide x 10.6m long, ➤ one section measuring 35.51m wide x 10.6m long, ➤ one section measuring 28.57m wide x 10.6m long, ➤ one section measuring 12.4m wide x 10.6m long, <p>Note: Each 10.6m bay is divided into 2 bays measuring 5.3m and each bay contains an opening panel that retracts downward from the top over the fixed glazing below.</p>	<ul style="list-style-type: none"> • одну (1) изогнутую крышу общей длиной 53м (от края до края крыши), а также заднюю вертикаль высотой 3м. Ширина крыши может быть различной: <ul style="list-style-type: none"> ➤ одна секция 43,4м в ширину и 10,6м в длину, ➤ одна секция 38,45м в ширину и 10,6м в длину, ➤ одна секция 35,51м в ширину и 10,6м в длину, ➤ одна секция 28,57м в ширину и 10,6м в длину, ➤ одна секция 12,4м в ширину и 10,6м в длину, <p>Примечание: Каждый пролет длиной 10,6м состоит из 2 пролетов длиной по 5,3м, причем в каждом пролете имеется раздвижная панель, способная открываться сверху вниз над расположенным снизу остеклением.</p>
<ul style="list-style-type: none"> • Slide Tower A – one (1) curved roof tower measuring 17m wide x 10.6m long with: <ul style="list-style-type: none"> ➤ one sidewall measuring 10.6m wide x 18m high (workpoint at eave of tower (+18), to waterpark floor level 0.00), ➤ one sidewall measuring 10.6m wide x 3m high and contains framing only to support the roof. This side is open as adjacent curved roof abuts at the eave of the tower. ➤ one gable end measuring 17m wide x 3m high (workpoint at eave of tower (+18), to roof level +15). The height of the curve measures 1m (workpoint at eave (+18), to apex of curve at level +19) 	<ul style="list-style-type: none"> • Башня над горкой А - одна (1) изогнутая башня на крыше шириной 17м и длиной 10,6м с: <ul style="list-style-type: none"> ➤ одной боковиной шириной 10,6м и высотой 18м (установочная точка свеса башни (+18) по отношению к уровню пола аквапарка 0,00), ➤ одной боковиной шириной 10,6м и высотой 3м, имеющей раму для опоры крыши. Этот край открыт, поскольку изогнутая крыша прилегает к свесу башни. ➤ одна торцевая стена со щипцом шириной 17м и высотой 3м (установочная точка свеса башни (+18) по отношению к уровню крыши +15). Высота изгиба составляет 1м (установочная точка свеса (+18) по отношению к уровню конька изгиба +19)

Example of App localization (game) (ENG-RUS)

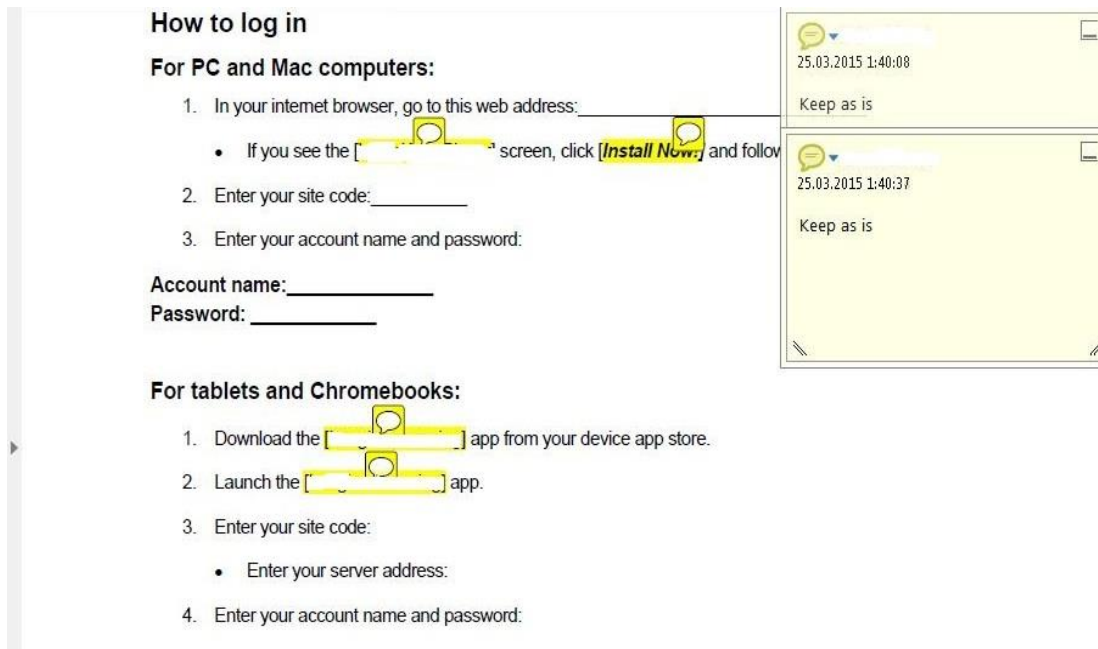
KEY	English	Spanish	French	Italian	German	Korean	Chinese	Brazilian	Traditional Chinese	Japanese	Russian
1	Boost:5ExtraMoves:Description	Añade 5 jugadas más al nivel en que te encuentras.	Ajoute 5 déplacements supplémentaires au niveau actuel	Aggiunge 5 mosse al livello che stai giocando	Gibt dir 5 zusätzliche Züge für das Niveau, auf dem du dich befindest.	추가 5개 이동을 추가합니다	新增 5 次額外走步	Adicione 5 movimentos extras ao jogo em que você se encontra			Добавляет 5 дополнительных ходов для прохождения уровня
2	Boost:5ExtraMoves:Header	5 JUGADAS MÁS	5 DÉPLACEMENTS SUPPLÉMENTAIRES	5 MOSSE EXTRA	5 ZUSÄTZLICHE ZÜGE	이동 5개 추가	5个额外走步	EXTRAS			5 ДОПОЛНИТЕЛЬНЫХ ХОДОВ
3	Boost:HeartExtension:Description	¡Amplía tu límite máximo de cinco a ocho corazones para siempre!	Augmentez la limite maximum en passant de cinq à huit vies définitivement !	Estendi il limite massimo di cuori da cinque a otto, per sempre!	Erweitere deine Obergrenze von fünf auf acht Herzen für immer!!	5 - 8개 이상으로 최대 8개까지 늘릴 수 있습니다!	将你的限制数量从5个增加到8个!!	Aumente seu limite máximo de cinco para oito corações para sempre!!			Увеличивает с количество жид до 8 до конца игры
4	Boost:HeartExtension:Header	NUMERO DE CORAZONES	COMPTEUR DE VIES	AUMENTA CUORI	HERZENZÄHLER	하트 확장	心扩展	OITO CORAÇÕES			КОЛИЧЕСТВО ЖИЗНЕЙ
5	Boost:HeartRefill:Description	Restablece todos tus corazones.	Récupérez toutes vos vies	Ripristina tutti i tuoi cuori	Stockt alle deine Herzen wieder auf.	하트가 모두 채워집니다	复原所有爱心	Restaura todos os seus corações			Восстанавливает жизни
6	Boost:HeartRefill:Header	RECARGA DE CORAZONES	FAIRE LE PLEIN DE VIES	RICARICA CUORI	HERZEN WIEDER AUF.	하트 재충전	重新填心	RECARGA DE CORAÇÕES			ВОЗВРАЩЕНИЕ ЖИЗНЕЙ
7	Boost:Multicolor:ActivationText	Toça una ficha para transformarla en una multicolor	Touchez une pièce pour la transformer en bombe multicolore	Tocca una casella per trasformarla in una girandola multicolore	Tippe eine Spielfigur an, um sie in einen Papierenachen zu verwandeln.	조각을 클릭해서 색색깔로 바꾸세요	點擊遊戲，將它轉換為彩色	Toque em uma peça para transformá-la em multicolor			Коснись любой фигуры, чтобы превратить ее в Мультicolor
8	Boost:Multicolor:Description	Permite eliminar del panel todas las fichas del color elegido.	Elle éliminera toutes les pièces de la grille que le joueur choisit dans la grille.	Libera la griglia da tutte le caselle del colore che scegli	Löscht alle Spielfiguren der gewählten Farbe vom Raster.	화면에서 선택한 색색깔의 조각이 모두 사라집니다	消除選擇顏色中的遊戲，消除上所有該顏色	Limpará todas as peças na grade da cor escolhida			Удалит все фигуры выбранного цвета
9	Boost:Multicolor:Header	MULTICOLOR	BOMBE MULTICOLEUR	GIRANDOLA MULTICOLEUR	MULTIFARB	색색	彩色	MULTICOR			МНОГОЦВЕТ
10	Boost:Paperkite:ActivationText1	Toça una ficha para transformarla en una cometa	Touchez une pièce pour la transformer en cerf-volant	Toca una casella per trasformarla in un aquilone di carta	Tippe eine Spielfigur an, um sie in einen Papierenachen zu verwandeln.	조각을 클릭해서 종이 날개가 되도록 바꾸세요	點擊遊戲，將它轉換為紙飛機	Toque em uma peça para transformá-la em Pipa de Papel			Коснись любой фигуры, чтобы превратить ее в Бумажного змея
11	Boost:Paperkite:ActivationText2	Deslízala para que saiga volando	Déplacez pour le faire s'envoler	Fai scorrere per farlo volare via	Verschieben, um es wegfiegen zu lassen.	슬라이드 해서 날려 보내세요	將遊戲滑走	Deslize-a para que ela voe			Проведи пальцем, чтобы экрану, чтобы улетел
12	Boost:Paperkite:Description	La cometa permite a los animales salir volando del panel sin emplear ninguna jugada.	Le cerf-volant fera s'envoler les animaux hors de la grille sans utiliser de déplacements.	L'aquilone di carta fa volare via gli animali dalla griglia senza l'utilizzo di alcuna mossa	Der Papierdrache lässt Tiere vom Raster wegfiegen, ohne einen Zug dazu zu verwenden.	이동 없이 종이 날개를 날려 보낼 수 있습니다	紙飛機可以從遊戲中飛走，不用使用任何遊戲。	A pipa de papel fará com que os animais voem para fora da grade sem usar movimentos.			Не требуется делать, чтобы Бумажный змея фигуры с поля
13	Boost:Paperkite:Header	COMETA	CERF-VOLANT	AQUILONE DI CARTA	PAPIERDRACHE	종이 날개	紙飛機	PIPA DE PAPEL			БУМАЖНЫЙ ЗМЕЯ
14	Boost:Paperkite:Header	Potenciador	Boosters papier	Bonus di carta	Papierbooster	종이 보너스	紙飛機獎勵	Boosters de Papel			Бумажные БУС
15	Boost:UnlockedPanel:Header	Boost:UnlockedPanel:Header	Boost:UnlockedPanel:Header	Boost:UnlockedPanel:Header	Boost:UnlockedPanel:Header	보너스 해제	獎勵解除	Booster destravado			Открыт новый
16	Connecting to FacebookPanel:Header	Conectando a Facebook	Connexion à Facebook	Connessione a Facebook	Mit Facebook verbinden	페이스북 연결	連接 facebook	Conectando ao Facebook			Соединение с Facebook
17	Connecting to StorePanel:Header	Conectando a la tienda	Connexion boutique en cours	Connessione al negozio in corso	Verbindung zum Laden herstellen	스토어 연결 중	連接商店中	Conectando-se à loja			Соединение с магазином
18	ConnectionFailedPanel:CouldNotConnectToFacebook:Header	No se pudo establecer la conexión con Facebook.	Échec connexion	Connessione non riuscita	Verbindung nicht hergestellt werden.	Facebook에 연결할 수 없습니다.	無法連接 Facebook。	Não foi possível conectar ao Facebook.			Невозможно соединиться с Facebook
19	ConnectionFailedPanel:Header	Error de conexión	Échec connexion	Connessione non riuscita	Verbindung fehlgeschlagen!	연결 실패	連接失敗	Falha na conexão			Соединение не установлено
20	ConnectionFailedPanel:TryAgainLater:Header	Intentálo de nuevo	Réessayez plus tard.	Riprova più tardi.	Versuche es bitte	다시 시도하세요	請再嘗試。	Tente mais tarde.			Повторите попытку

APPENDIX 5

Example of Software localization (ENG-RUS)

	English	Italian	Spanish	French	Portuguese	Polish	German	Chinese	Russian	Japanese	Dutch	Indonesian	Arabic
		Objetivo	Objetivo	But	DIRETRIZ	Cel dlugotermin Ziel	Ziel	目标	Цель	目標	Doel	Tujuan	الهدف
41	Goal	Objetivo	Objetivo	But	DIRETRIZ	Cel dlugotermin Ziel	Ziel	目标	Цель	目標	Doel	Tujuan	الهدف
42	Enable/Disable												
43	End Month												
44	Final Score	Puntaje final	Puntaje final	Pointage final	Nota Final	Końcowy wynik	Endergebnis	最終分数	Итоговый балл	最終的なスコア	Definitieve sco	Skor Final	الدرجة النهائية
45	User	Usuario	Usuario	Utilisateur	Usuário	Użytkownik	Benutzer	用户	Пользователь	ユーザー	Gebruiker	Pengguna	المستخدم
46	Direct Leader	Lider directo	Lider directo	Supérieur direc	Colaborador Su	Bezpośredni pr	Direkter Vorges	直接领导	Непосредствен	直属のリーダー	Directe leiding	Pimpinan Lang	قائد المباشر
47	Goal	Objetivo	Objetivo	But	DIRETRIZ	Cel dlugotermin Ziel	Ziel	目标	Цель	目標	Doel	Tujuan	الهدف
48	Weight	Ponderación	Ponderación	Poids	Quantidade Po	Waga	Gewicht	权重	Взвешенная	ウェイト	Wegingsfactor	Bobot	الوزن
49	Goal	Objetivo	Objetivo	But	DIRETRIZ	Cel dlugotermin Ziel	Ziel	目标	Цель	目標	Doel	Tujuan	الهدف
50	Type	Tipo	Tipo	Type	Tipo	Type	Type	类型	Тип	タイプ	Type	Jenis	النوع
51	Status	Estado	Estado	Statut	Status	Status	Status	状态	Статус	ステータス	Status	Status	الحالة
52	User	Usuario	Usuario	Utilisateur	Usuário	Użytkownik	Benutzer	用户	Пользователь	ユーザー	Gebruiker	Pengguna	المستخدم
53	Active	Activo	Activo	Actif	Ativo	Aktywny	Aktiv	启用	Действующе	アクティブ	Actief	Aktif	نشط
54	KPI	Indicador de Kf	Indicador de Kf	Indicateur Kf	Indicador	Wskaźnik KPI	KPI-Indikator	KPI 指标	Индикатор KPI	KPIインジカー	KPI-Indicator	Indikator IKU	مؤشر الأداء الرئيسي
55	Location	Ubicación	Ubicación	Emplacement	Dependência	Lokalizacja	Ort	位置	Местоположен	ロケーション	Locatie	Lokasi	الموقع
56	Meeting	Reunión	Reunión	Réunion	Reunião	Spotkanie	Meeting	会议	Встреча	ミーティング	Meeting	Pertemuan	اجتماع
57	Part	Parte	Parte	Partie	Escopo	Część	Teil	部分	Часть	部分	Deel	Bagian	جزء
58	Region	Región	Región	Région	Área	Region	Region	区域	Регион	地域	Regio	Wilayah	المنطقة
59	Score	Puntaje	Puntaje	Pointage	Pontos	Wynik	Punktzahl	分数	Балл	スコア	Score	Skor	الدرجة
60	Score	Puntaje	Puntaje	Pointage	Pontos	Wynik	Punktzahl	分数	Балл	スコア	Score	Skor	الدرجة
61	Signature	Firma	Firma	Signature	Assinatura	Podpis	Unterschrift	签名	Подпись	署名	Handtekening	Tanda tangan	التوقيع
62	Weight	Ponderación	Ponderación	Poids	Quantidade Po	Waga	Gewicht	权重	Взвешенная	ウェイト	Wegingsfactor	Bobot	الوزن
63	Start Month	Mes de inicio	Mes de inicio	Mois de commt	Mês Inicio	Erster Monat	Beginn	开始月份	Начальный мес	開始月	Startmaand	Bulan Awal	شهر البدء
64	Target	META	META	CIBLE	VALOR	CEL KRÓTKOTER	VORGABE	目标值	ЗАДАЧА	ターゲット	DOELSTELLING	TARGET	الهدف
65	User	Usuario	Usuario	Utilisateur	Usuário	Użytkownik	Benutzer	用户	Пользователь	ユーザー	Gebruiker	Pengguna	المستخدم
66	View	Ver	Ver	Visualiser	Przeoglądaj	Anzeigen	Benutzer	查看	Просмотреть	表示	Bekijken	Lihat	عرض
67	Score	Puntaje	Puntaje	Pointage	Pontos	Wynik	Punktzahl	分数	Балл	スコア	Score	Skor	الدرجة
68	Signature	Firma	Firma	Signature	Assinatura	Podpis	Unterschrift	签名	Подпись	署名	Handtekening	Tanda tangan	التوقيع
69	Weight	Ponderación	Ponderación	Poids	Quantidade Po	Waga	Gewicht	权重	Взвешенная	ウェイト	Wegingsfactor	Bobot	الوزن
70	Year	Año	Año	Année	Ano	Rok	Jahr	年份	Год	年	Jaar	Tahun	السنة
71	There are no active MBO for user "{0}"												
72	Appraisal Already Signed												
73	Appraisal saved correctly												
74	Yes	Sí	Sí	Oui	Sim	Tak	Ja	是	Да	はい	Ja	Ya	نعم
75	No	No	No	Non	Não	Nie	Nein	否	Нет	いいえ	Nee	Tidak	لا
76	All	Todo	Todo	Tout	Todos	Wszystko	Alle	全部	Все	すべて	Alles	Semua	كل

Example of App manual localization (ENG-RUS)

ENG sourceRUS target**Как войти в систему****Для ПК и компьютеров Mac:**

1. Зайдите на указанную веб-страницу в своем интернет-браузере:

 - Если Вы видите на экране (...), нажмите кнопку (**Install Now!**) и следуйте инструкциям.
2. Введите код сайта: _____
3. Введите имя учетной записи и пароль:

Имя учетной записи: _____**Пароль:** _____**Для планшетов и ноутбуков Chromebook:**

1. Загрузите приложение (...) из магазина приложений для своего устройства.
2. Запустите приложение (...).
3. Введите код сайта:
 - Введите адрес сервера:
4. Введите имя учетной записи и пароль:

APPENDIX 7

Fragments from other ENG-RUS registers

1) Interim Report
ENG source

Personal, Social and Learning Skills	Rarely	Sometimes	Often	Always
Settles quickly to tasks			✓	
Shows a positive attitude to learning				✓
Makes the most of learning opportunities				✓
Takes care with presentation of work			✓	
Completes homework tasks on time				✓
Works independently			✓	
Cooperates well in a group			✓	
Strives for personal best			✓	
Is confident				✓
Is polite and well-mannered				✓
Listens carefully and follows instructions			✓	
Respects self and others			✓	
Uses initiative			✓	

Pastoral comment:

█ is a confident, enthusiastic and sociable member of Year 1. She has now settled well into the class routines and shows a very positive attitude to learning. She has a good ability in spoken English, has made a number of close friendships and is able to work well in a group, although her sociable nature means that she can allow herself to be easily distracted at times. █ can generally be relied upon to work independently although she produces her best efforts when supervised by an adult. She is a keen and able learner and despite missing a large amount of school this term I am pleased with her progress. It has been a pleasure to teach █ and I look forward to working with her again next year.

RUS target

Личные качества, коммуникабельность, умения и навыки, необходимые в учебе	Редко	Иногда	Часто	Всегда
Быстро настраивается на выполнение заданий			✓	
Демонстрирует позитивное отношение к учебе				✓
Использует любые возможности для получения знаний				✓
Уделяет должное внимание презентации работы			✓	
Выполняет домашние задания вовремя				✓
Работает самостоятельно			✓	
Эффективно взаимодействует в группе			✓	

Стремиться к лучшему результату			✓	
Обладает уверенностью в своих силах				✓
Хорошо воспитан (-а) и вежлив (-а)				✓
Внимательно слушает и выполняет задания			✓	
Уважает себя и других			✓	
Проявляет инициативу			✓	

Комментарий учителя:

... – уверенная в себе, общительная и активная ученица возрастной группы 1. Она уже приспособилась к учебному процессу и демонстрирует очень позитивное отношение к учебе. ... обзавелась множеством близких друзей, она обладает хорошими способностями к разговорному английскому языку, способна эффективно взаимодействовать в группе, однако из-за своего общительного характера она иногда отвлекается от работы. ... в целом можно позволить работать самостоятельно, хотя она прилагает большие усилия под присмотром взрослого. ... – старательная и способная ученица, и, несмотря на длительное отсутствие на занятиях в этой четверти, я доволен ее успеваемостью. Мне было приятно работать с ..., и я с нетерпением жду следующего года, чтобы продолжить нашу работу.

2) Hockey rules

<p>10 Conduct of play: goalkeepers and players with goalkeeping privileges</p> <p>10.1 A goalkeeper who wears protective equipment comprising at least headgear, leg guards and kickers must not take part in the match outside the 23 metres area they are defending, except when taking a penalty stroke.</p> <p style="text-align: center;"><i>Protective headgear must be worn by a goalkeeper at all times, except when taking a penalty stroke.</i></p> <p>10.2 A player with goalkeeping privileges must not take part in the match outside the 23 metres area they are defending when wearing the protective headgear but may remove the headgear and take part in the match anywhere on the field.</p> <p style="text-align: center;"><i>Protective headgear must be worn by a player with goalkeeping privileges when defending a penalty corner or penalty stroke.</i></p> <p>10.3 When the ball is inside the circle they are defending and they have their stick in their hand :</p>	<p>10. Ведение игры: вратари и игроки с привилегиями вратаря</p> <p>10.1 Вратарю, облаченному в защитную экипировку, состоящую минимум из шлема, щитков и бахил, запрещается во время игры покидать свою 23-метровую зону, за исключением случаев, когда вратарь выполняет штрафной бросок.</p> <p style="text-align: center;"><i>Вратарь должен носить вратарский шлем на протяжении всего матча, за исключением случаев, когда вратарь выполняет штрафной бросок.</i></p> <p>10.2 Игроку с привилегиями вратаря, если на нем надет вратарский шлем, запрещается во время игры покидать свою 23-метровую зону; игроку с привилегиями вратаря разрешается снимать шлем и играть по всему полю.</p> <p style="text-align: center;"><i>Игрок с привилегиями вратаря обязан надевать вратарский шлем при защите ворот во время штрафного углового удара или штрафного броска.</i></p> <p>10.3 Вратарь и игрок с привилегиями вратаря должны иметь в руках клюшку, когда мяч находится в круге удара, который они защищают...</p>
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11. Questionnaire

1	English	Portuguese (from Brazil)	Chinese	Japanese	Russian
2	Your details	SEUS DETALHES	基本信息	お客様情報	ВАШИ ДАННЫЕ
3					
4	Company	Nome da empresa	客户公司名称	お客様の会社名	Название компании-заказчика
5	Last name	Sobrenome	姓	姓	Фамилия
6	First name	Nome	名	名	Имя
7	Email address	Endereço de e-mail	电邮	メールアドレス	Адрес электронной почты
8	Position	Cargo	职位	役職	Должность
9					
10	Type of course	Tipo de treinamento	培训种类	訓練タイプ	Тип обучения
11	Type of course	Tipo de treinamento	培训种类	訓練タイプ	Тип обучения
12	Helicopter model	Modelo de helicóptero	机型	機種	Тип летательного аппарата
13					
14	Did you				Вы
15	. Use the services of an Interpreter				Пользовались услугами переводчика
16	. Stay in a hotel recommended by Airbus Helicopters				Останавливались в гостинице, которую Вам посоветовала компания Airbus Helicopters
17	Yes	Sim	是	はい	Да
18	No	Não	否	いいえ	Нет
19					
20	Please provide the name of the hotel				Укажите название гостиницы
21					
22	Overall Satisfaction				Общий уровень удовлетворенности
23					
24	How satisfied were you with the training that you just completed:				Насколько Вы удовлетворены проведенным курсом:
25	Very satisfied				Полностью удовлетворен(а)
26	Satisfied				Удовлетворен(а)
27	Unsatisfied				Не удовлетворен(а)
28	Very unsatisfied				Крайне не удовлетворен(а)
29					
30	The organization of your training				Организация курса
31					
32	How would you evaluate:				Как бы Вы оценили:
33					
34	Before training				Перед обучением
35	. The quality of the information you received concerning your training (date, schedule, content, etc.)				Полноту полученной Вами информации о курсе (дата, расписание, содержание курса и др.)
36	. The quality of information concerning any mandatory prerequisites				Полноту информации об обязательных условиях для прохождения курса
37	. Help you received to organize your stay (hotel, rental car, etc.)				Помощь, предоставленную для организации Вашего пребывания (гостиница, аренда автомобиля и др.)
38					
39	During training				Во время обучения
40	. The quality of the welcome and treatment you received from our teams	. a qualidade da recepção	我们团队对您的接待	弊社チームの受け入れ及び	Организацию встречи и уровень обслуживания
41	. The infrastructure (classrooms, materials) provided for you				Инфраструктуру (учебные кабинеты, материалы)
42	. The quality of the dining services				Качество питания

APPENDIX 8

Extract from a Company's Charter (RUS-ENG)

<p>2. ПРЕДМЕТ И ЦЕЛИ ДЕЯТЕЛЬНОСТИ ПРЕДПРИЯТИЯ</p> <p>2.1. Основными целями деятельности Предприятие является извлечение прибыли и удовлетворение экономических интересов Учредителя и работников.</p> <p>2.2. Виды деятельности, для осуществления которых необходимо получение разрешения (лицензии), осуществляются Предприятием только после получения необходимого разрешения (лицензии).</p> <p>2.3. Внешнеэкономическую деятельность Предприятие осуществляет в соответствии с действующим законодательством</p> <p>3. УСТАВНЫЙ ФОНД</p> <p>3.1. Учредитель формирует уставный фонд Предприятия в размере () В качестве вклада в уставный фонд Предприятия Учредитель вносит денежные средства.</p> <p>На момент государственной регистрации Уставный фонд сформирован Учредителем полностью за счет внесения им денежного вклада.</p>	<p>1. SUBJECT AND PURPOSES OF THE COMPANY'S BUSINESS ACTIVITIES</p> <p>2.1. The Company shall be created for the purposes of making profit and satisfying economic interests of the Founder and the employees.</p> <p>2.2. The Company shall perform the activities subject to obtaining special permissions (licenses) only upon obtaining correspondent permissions (licenses).</p> <p>2.3. The Company shall perform foreign economic activity in accordance with the effective legislation of the</p> <p>2. CHARTER FUND</p> <p>3.1. The Founder shall establish the Company's Charter Fund equivalent to ... (...) The Founder shall make a contribution to the Company's Charter Fund in the form of cash resources.</p> <p>By the time of the state registration, the Charter Fund has been established completely by the Founder's contribution of cash resources.</p>
<p>3.2. Уставный фонд Предприятия может быть увеличен (уменьшен) по решению Учредителя.</p> <p>3.3. Если по окончании второго и каждого последующего финансового года стоимость чистых активов Предприятия окажется меньше Уставного фонда, Учредитель должен объявить об уменьшении Уставного фонда. Если стоимость указанных активов становится меньше установленного законодательством минимального размера Уставного фонда, Предприятие подлежит ликвидации.</p> <p>3.4. В случае принятия решения об уменьшении уставного фонда, предприятие обязано письменно уведомить об этом решении своих кредиторов.</p> <p>Кредиторы предприятия вправе требовать прекращения или досрочного исполнения обязательств, по которым предприятие является должником, и возмещения убытков.</p> <p>4. УПРАВЛЕНИЕ ПРЕДПРИЯТИЕМ</p> <p>4.1. Исполнительным органом Предприятия является Директор. Директор Предприятия назначается на должность учредителем. Директором Предприятия может быть сам учредитель.</p>	<p>3.2. The Company's Charter Fund may be increased (decreased) as determined by the Founder.</p> <p>3.3. If the value of the Company's net assets is less than its Charter Fund at the end of the second fiscal year and each subsequent fiscal year, the Founder shall declare the reduction of the Charter Fund. If the value of these assets is less than the value of the minimum Charter Fund, established by the legislation of the ..., the Company shall be subject to liquidation.</p> <p>3.4. In case of the Charter Fund reduction, the Company shall, in writing, notify its creditors about its decision.</p> <p>The Company's creditors shall be entitled to demand termination or early performance of obligations to be fulfilled by the Company, as well as the loss indemnity.</p> <p>3. COMPANY MANAGEMENT</p> <p>4.1 The executive body of the Company is Director. The Founder shall appoint Director of the Company. The Founder personally may become Director of the Company.</p>

Fragments from Presentations (RUS-ENG)

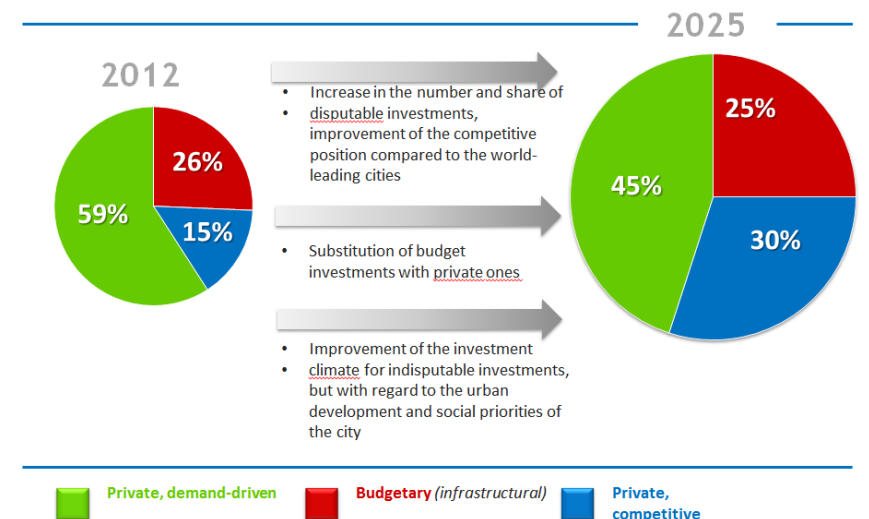
1) Investment Strategy
RUS source

ЦЕЛИ И РЕЗУЛЬТАТЫ ИНВЕСТИЦИОННОЙ СТРАТЕГИИ

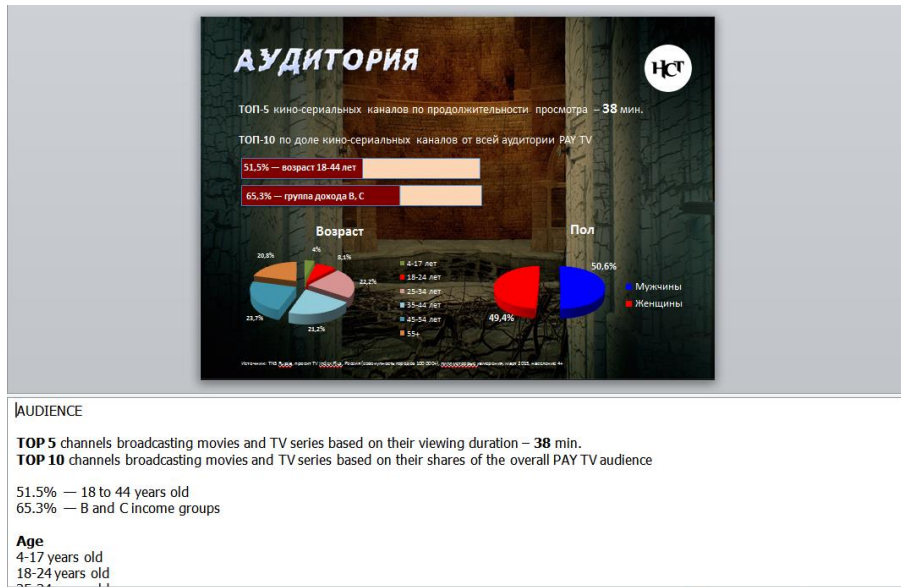


ENG target

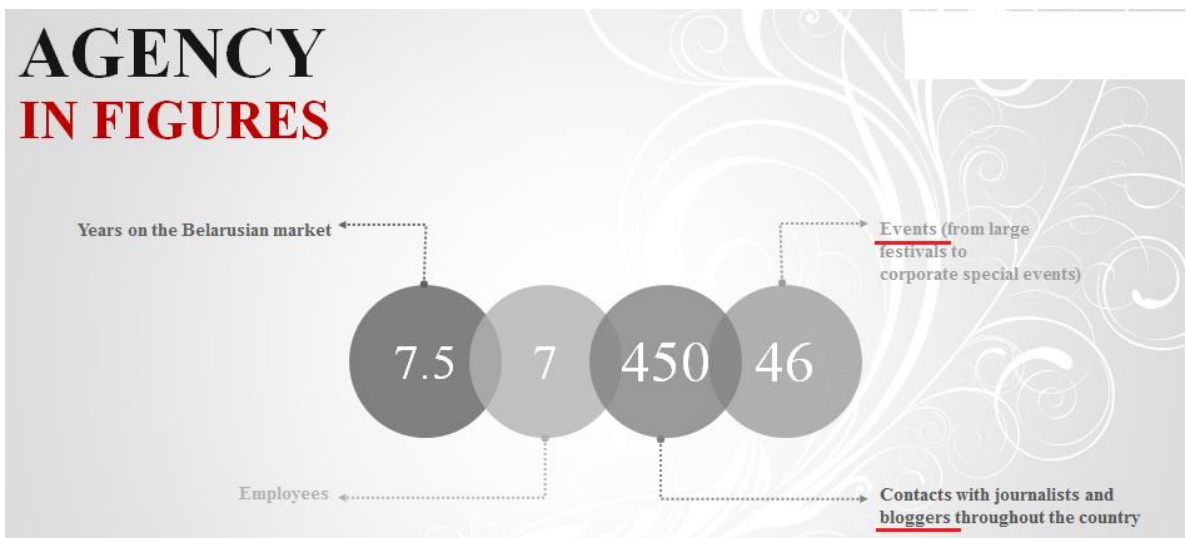
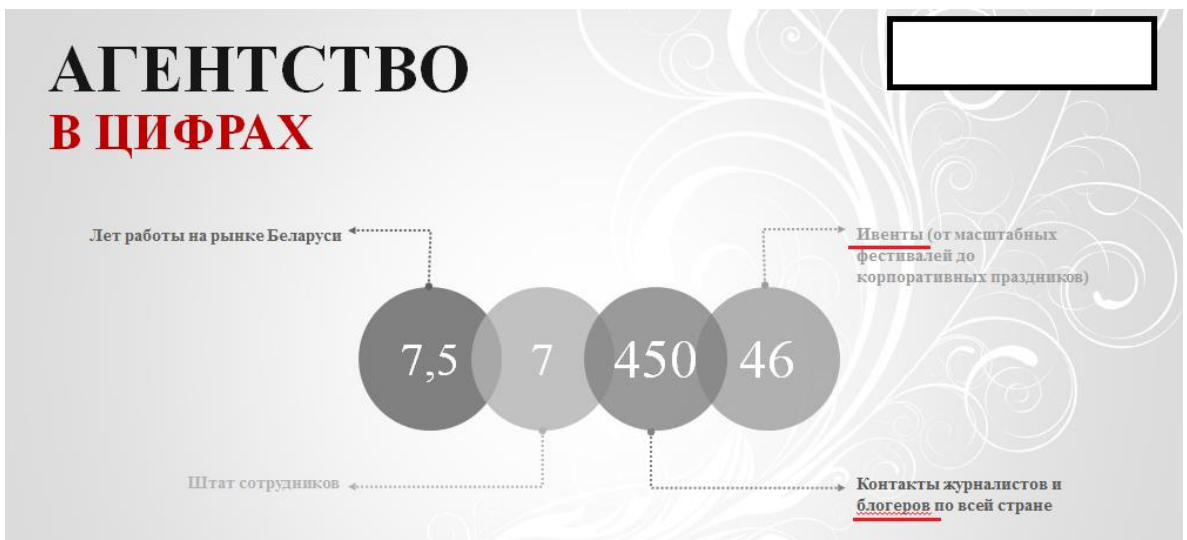
OBJECTIVES AND RESULTS OF THE INVESTMENT STRATEGY



2) TV Channel



3) Company's projects



Fragments from financial documents (RUS-ENG)

1) Consolidated budget

CONSOLIDATED BUDGET/СВОДНАЯ СМЕТА						
for planning (surveying) works/на проектные (изыскательские) работы						
(name of the enterprise, building, planning phase/(наименование предприятия, здания, стадии проектирования stage, types of planning and surveying works)/этапа, вида проектных или изыскательских работ)						
(name of the project organization)/(наименование проектной организации)						
(name of the client organization)/(наименование организации заказчика)						
No./ № п/п	List of works/ Перечень выполняемых работ	Reference to the Budget numbers/ Ссылка на №№ смет	Cost of works based on current prices (kBYR)/ Стоимость работ в текущих ценах (тыс.руб.)			
			surveying/ изыска- тельских	planning/ проектных	Total/Всего	including VAT/ в т.ч. НДС
1	2	5	7	8	9	10
1	Initial data collection. Coordination./ Сбор исходных данных. Согласования.		0,000	83 333,333	100 000,000	16 666,667
2	Model production, adaptation of the 3D model./Изготовление макета, адаптация 3D модели		0,000	95 833,333	115 000,000	19 166,667
3	Translation of the documentation./ Перевод документации		0,000	25 000,000	30 000,000	5 000,000
4	Hydroecological justification./ Гидроэкологическое обоснование.		0,000	50 000,000	60 000,000	10 000,000
5	Engineering and geodesic surveying./ Инженерно-геодезические изыскания.		25 000,000		30 000,000	5 000,000

2) Medical questionnaire
RUS source

ПРИЛОЖЕНИЕ За

Форма 1. «Знания о лечении ТБ»

Оценка уровня информированности пациента

1. Вопросы направлены на выявление информированности пациента о заболевании и лечении. Предложите пациенту ответить на следующие вопросы:				До +/-	После +/-
1	Знаете ли вы, что такое туберкулез органов дыхания? Если ДА, пожалуйста, объясните _____	ДА	НЕТ	Не знает	
2	Знаете ли Вы, как передается туберкулез? Если ДА, пожалуйста, объясните _____	ДА	НЕТ	Не знает	
3	Вы понимаете разницу между лекарственно-чувствительным и лекарственно-устойчивым туберкулезом? Если ДА, пожалуйста, объясните _____	ДА	НЕТ	Не знает	
4	Знаете ли вы сроки лечения лекарственно-чувствительного и лекарственно-устойчивого туберкулеза? Если ДА, пожалуйста, объясните _____	ДА	НЕТ	Не знает	
5	Знаете ли вы, какое количество препаратов/таблеток необходимо ежедневно принимать при лечении МЛУ-ТБ? Если ДА, пожалуйста, объясните _____	ДА	НЕТ	Не знает	
6	Знаете ли вы фазы (этапы) лечения туберкулеза? Если ДА, пожалуйста, объясните _____	ДА	НЕТ	Не знает	

ENG translation

ATTACHMENT 3a

Form 1. "Knowledge about TB treatment"

Assesment of a patient's awareness level

1. Questions are aimed at estimating patient's awareness about the disease and its treatment. Ask the patient to answer the following questions:					Before +/-	After +/-
1	Do you know what respiratory tuberculosis is? If YES, please, explain_____	YES	NO	DOESN'T KNOW		
2	Do you know how tuberculosis is transmitted? If YES, please, explain_____	YES	NO	DOESN'T KNOW		
3	Do you understand the difference between drug-sensitive and drug-resistant tuberculosis? If YES, please, explain_____	YES	NO	DOESN'T KNOW		
4	Do you know how long the treatment of drug-sensitive and drug-resistant tuberculosis lasts? If YES, please, explain_____	YES	NO	DOESN'T KNOW		
5	Do you know what quantity of medicines/pills is necessary to take daily for multi-drug-resistant tuberculosis treatment? If YES, please, explain_____	YES	NO	DOESN'T KNOW		
6	Do you know the phases (stages) of tuberculosis treatment? If YES, please, explain_____	YES	NO	DOESN'T KNOW		

APPENDIX 11

Fragments from Reports (RUS-ENG)

1) Biological research report

<p>Перед закладкой экспериментов плоды сортов голубики заметно различались по содержанию в сухой массе большинства определявшихся соединений, варьировавшемуся в следующих диапазонах значений: в 2013 г. - для свободных органических кислот – 3,18-5,70%, аскорбиновой кислоты – 332,1-428,5 мг%, гидроксикоричных кислот – 970,2-1458,3 мг%, растворимых сахаров – 56-63% при значениях сахарокислотного индекса 9,8-19,8, пектиновых веществ – 4,48-5,61%, в том числе гидропектина – 1,35-1,77%, протопектина – 3,04-4,09%, биофлавоноидов – 7008,7-9760,5 мг%, в том числе антоциановых пигментов – 4682,0-6981,0 мг%, из них собственно антоцианов - 2030,0-3330,0 мг%, лейкоантоцианов – 2652,0-3987,0 мг%, катехинов – 559,0-663,0 мг%, флавонолов – 1408,3-2220,5 мг%, дубильных веществ – 1,87-2,29% при содержании сухих веществ от 12,5 до 15,4%.</p>	<p>Prior to the establishment of the experiments, fruit of blueberry varieties significantly differed in terms of the amount of the determined compounds in the dry matter which varied within the following ranges: in 2013 – for free organic acids – 3.18-5.70%, ascorbic acid – 332.1-428.5 mg%, hydroxycinnamic acids – 970.2-1458.3 mg%, soluble sugars – 56-63% with the sugar-acid index equal to 9.8-19.8, pectic substances – 4.48-5.61% including hydropectin in the amount of 1.35-1.77%, protopectin – 3.04-4.09% , bioflavonoids – 7008.7-9760.5 mg% including anthocyanin pigments – 4682.0-6981.0 mg% with true anthocyanins in the amount of 2030.0-3330.0 mg%, leucoanthocyanins – 2652.0-3987.0 mg%, catechins – 559.0-663.0 mg%, flavonols – 1408.3-2220.5 mg%, tannins – 1.87-2.29% with the amount of the dry matter varying from 12.5 to 15.4%.</p>
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2) Hygienic expertise report

RUS source

Токсикологические исследования

Определение гемолитического действия вытяжки из образца (1) проводили в опытах *in vitro*, оценивая реакцию суспензии эритроцитов на добавление изотонического раствора, приготовленного из вытяжки путем добавления хлористого натрия в количестве 9 мг на 1 мл. Гемолитическое действие вытяжки составляет 0,25% (допустимый уровень гемолиза – не болсс 2%).

Методы исследований: Инструкция 1.1.10-12-41-2006.

Изучение острой внутрибрюшинной токсичности вытяжки из образца (1) проводили в опытах на беспородных белых мышах (8 особей в каждой группе) массой 18-22 грамма. Вытяжку в количестве 50 мл/кг вводили однократно внутрибрюшинно. Контрольным животным (8 особей) аналогично вводили физиологический раствор. Сразу после введения вытяжки, а также через 4 и 24 часа оценивали общее состояние животных: поведение, подвижность, поедание корма, состояние шерстяного покрова. Клинических симптомов интоксикации и гибели животных не отмечалось. *Методы исследований:* Инструкция 1.1.10-12-41-2006.

Изучение пирогенности вытяжки из образца (1) проводили в опытах на кроликах не альбиносах (по 3 особи), которым вводили внутривенно в ушную раковину стерильные вытяжки приготовленные на 0,9 % растворе хлористого натрия, предварительно нагретые до 37°C, из расчета 10 мл на 1 кг массы тела животного

Таблица – 2 Результаты изучения пирогенности.

Кролики	Показатели ректальной температуры					Сумма повышения температуры у трех кроликов, °С
	до введения		после введения			
	за 60 мин	за 30 мин	1 час	2 часа	3 часа	
3750	39,1	39,1	39,4	39,5	39,4	+ 0,9
3600	39,3	39,3	39,4	39,4	39,2	
3800	39,2	39,5	39,5	39,4	39,2	

Сумма повышений температуры у трех кроликов не превышает 1,4 °С
Инструкция 1.1.10-12-41-2006.

ENG translation

Toxicological testings:

Determination of the hemolytic effect of the extract from Model (1) was made by means of *in vitro* experiments with the assessment of the reaction of erythrocyte suspension to the addition of an isotonic solution prepared from the extract by adding sodium chloride at the rate of 9 mg per 1 ml. Hemolytic effect of the extract is 0.25% (permissible level of hemolysis is up to 2%).

Methods of testings: Instruction No. 1.1.10-12-41-2006.

Study of acute intraperitoneal toxicity of the extract from Model (1) was conducted during experiments on white outbred mice (8 specimens per each group) weighing from 18 to 22 grams. The extract at the rate of 50 ml/kg was injected once intraperitoneally. Physiological solution was perfused to the control animals (8 specimens) in the same way. Overall condition of the animals was assessed right after the extract injection and 4 and 24 hours after it, particularly: behavior, liveliness, appetite, condition of the fur. Neither clinical symptoms of intoxication nor death of animals were observed.

Methods of testings: Instructions No. 1.1.10-12-41-2006.

Study of pyrogenicity of the extract from Model (1) was conducted during experiments on non-albino rabbits (3 specimens) which were injected intravenously into auricles with sterile extracts prepared from 0.9% sodium chloride solution preheated up to 37°C, at the rate of 10 ml per 1 kg of the animal body weight.

Table – 2 Results of the pyrogenicity study.

Rabbits Weight (g)	Rectal temperature					Total increase of the temperature of the three rabbits, °C
	before the injection		after the injection			
	within 60 min	within 30 min	1 hour	2 hours	3 hours	
3750	39.1	39.1	39.4	39.5	39.4	+ 0.9
3600	39.3	39.3	39.4	39.4	39.2	
3800	39.2	39.5	39.5	39.4	39.2	

Total increase of the temperature of the three rabbits does not exceed 1.4 °C

Examples from other types of RUS-ENG translations

1) FAQs

<p>Вопросы и ответы.</p> <p>1. При нажатии кнопки «...» вибрирует дважды.</p> <p>Возможно, вы лежите, когда надеваете устройство, или оно расположено слишком горизонтально. В горизонтальном положении «...» отключается. Сядьте или встаньте ровно, примите осанку, которую вы хотели бы поддерживать, и повторно установите «...» посредством нажатия кнопки. Еще одна причина двойного вибросигнала — вы удерживали кнопку слишком долго (более 5 секунд) и выключили устройство.</p> <p>2. Устройство вибрирует, когда я не сутулюсь.</p> <p>Вероятно, осанку, которую вы установили в качестве эталона, слишком сложно поддерживать. Примите более удобное положение спины и повторно настройте прибор, нажав на кнопку один раз. Другая причина — устройство неправильно закреплено. Белье, на которое вы крепите устройство, должно плотно прилегать к телу. Если вы изменили место расположения «Мастера осанки» на теле или белье, вам следует настроить его заново.</p>	<p>FAQs.</p> <p>1. When I press the button I feel the (<i>name of the device</i>) buzz twice.</p> <p>Possibly, you are lying while putting on the device or it is placed too horizontally. The (<i>name of the device</i>) switches off in the horizontal position. Sit down or stand up straight and take the posture that you would like to train, and then re-set up the (<i>name of the device</i>) by pressing the button. Another reason for the double buzz is holding the button for too long (more than 5 seconds) and thus switching off the device.</p> <p>2. The device buzzes when I do not slouch.</p> <p>Possibly, the posture you have set as a model is too difficult to keep. Take a more comfortable posture and re-set up the device by single pressing the button. Another reason is that the device is not properly attached. Underwear the device is attached to should be close fitting. If you relocate the Poster Master on the body or clothes, you should set it up again.</p>
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2) Festival programme

RUS source



Программа Фестиваля куликов в Турове 1 мая 2015 года, Красная площадь

09.00 - 11.00 Пленэр "Фарбы Тураўскага луга"

10.30 – 13.30 Презентация экологических проектов ЕС

10.30 – 13.30 Творческие мастер-классы на Красной площади:

- ✓ Валяние птиц из шерсти;
 - ✓ Лепка куликов из теста;
 - ✓ Фликеры в виде куликов;
 - ✓ Почта АПБ (возможность отправить открытку в любой уголок РБ);
 - ✓ Аквагрим;
 - ✓ Эко-мастерские;
 - ✓ Выставка Hand-Made мастеров;
 - ✓ Детская площадка (рисование, игры, фотосушка);
 - ✓ - Фотовыставка;
 - ✓ - Площадка кампании "Живая весна";
 - ✓ - Спортивно-игровые площадки: развлекательные спортивные конкурсы и игры, посвященные птицам, интеллектуальные викторины.
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ENG translation



Turov Sandpiper Festival Programme May 1, 2015, Red Square

09.00 - 11.00 Colours of the Turov Meadow Plein Air

10.30 – 13.30 Presentation of the EU EcoProjects

10.30 – 13.30 Creative workshops on the Red Square:

- ✓ *Felting wool birds;*
- ✓ *Modeling sandpipers from paste;*
- ✓ *Flickers in the form of sandpipers;*
- ✓ *APB post (opportunity to send a postcard to any corner of the Republic of Belarus);*
- ✓ *Face painting;*
- ✓ *Eco-workshops;*
- ✓ *Exhibition of masters' hand-made works;*
- ✓ *Playground for children (drawing, games, exhibiting photographs by hanging them with clothes pegs);*
- ✓ *- Exhibition of photographs;*
- ✓ *- Area for the Living Spring campaign;*
- ✓ *- Sports and playgrounds: entertaining sports contests and games, dedicated to birds, intellectual quizzes.*

3) Skydiving School

<p>Что такое прыжок на построение формации:</p> <ol style="list-style-type: none">1. Плотное, правильное отделение от ЛА.2. Точный выход в сектор подхода к своему месту в формации. Быстрое сближение с фигурой по правильно выбранной глиссаде.3. Подход к фигуре.4. Приход в формацию – продолжение, а не завершение работы.5. Неукоснительное соблюдение правил разбежки и своевременного открытия парашюта.6. Работа под куполом и приземление. <p>Ну вот, борт оторвался от земли и урча, рыча, мыча (на выбор) своими двумя, четырьмя, пятнадцатью (на выбор) двигателями, набирает высоту. Вы, удобно устроившись на сиденье, скрючившись лежа на полу, судорожно обняв колесо (как получится), размышляете о насущном. Например, о вчерашней вечеринке или о предстоящей поездке на Занзибар, или о том, что Вася (Коля, Петя) должен, а не отдает, или... но стоп! Давайте вспомним кто Вы и где Вы. Вспомним, что через несколько недолгих минут прозвучит команда «пошел», и начнется работа, ради которой Вы и проехали, прошли, проползли (как повезет) эти 100 км до аэродрома. Вспомним, как выглядит фигура. Не вашей спутницы, разделившей накануне с Вами ужин и ... все остальное, а та фигура, которую предстоит построить. Ваше место в формации, ее оси и ориентиры, короче, все то, о чем Вам говорил инструктор на земле. И, возможно, несмотря на прекрасно проведенный вечер, Вам удастся вспомнить все этапы предстоящего прыжка.</p>	<p>What is formation skydiving?</p> <ol style="list-style-type: none">1. Close and correct departure from the aircraft (exit)2. Accurate entrance into the sector for approaching one's formation position. Fast nearing the figure along a properly chosen glide path.3. Approaching the figure.4. Arrival at the formation – continuation of work, the task is not completed.5. Strict adherence to the rules of breaking off and timely parachute deployment.6. Operations under the canopy and landing. <p>Well, the aircraft has got off the ground and is now ascending with its two, four, fifteen (at choice) engines rumbling, growling, bellowing (at choice). Having made yourself comfortable on the seat, huddled up lying on the floor or convulsively hugging a wheel (as it might be), you are pondering over some fundamental issues. Say, over the yesterday's party or the upcoming trip to Zanzibar, or that Bob (Nick, Peter) owes you some money, but does not repay or... but wait! Let us recall who you are and where you are. Recall that in a few very short minutes you will hear the "Go!" command and the action will begin, the action which have made you ride, walk, crawl (as luck would have it) all those 100 km to the airfield. Recall how the figure looks like. No, not your girlfriend's figure who had a dinner with you the night before and... stuff like that, but the figure to be built in the air. Your position in the formation, its axes and orientation points, in brief, everything that the instructor has told you when still on the ground. And perhaps, in spite of a great evening you had, you will manage to recall all the stages of the jump.</p>
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