



The **5-step** **TRANSLATION PROCESS** *professional translators* use



Overview

The first step is simply to **scope out** the text to be translated - subject matter, content, length, style, technicality, etc.

The translator will typically read or **skim read** parts of the text to get a feel for the content.

They may note key concepts or terminology to be **researched**, or background reading needed.



Initial translation

The translator systematically **translates** the document in chunks of 5 – 10 words a time.

Chunks need to be short enough to hold in short term memory, and will ideally be discrete units of meaning.



Accuracy check

The translation is methodically **compared against the original**, chunk by chunk.

The aim is to confirm no **content** has been missed and no **meaning** misrepresented.

Most translators will also look to improve any awkward or inelegant wording.



Clear the mind

This step is very simple - put the translation aside and take a **break**.

Ideally this will be for a few hours or **overnight**.

The aim is purely to clear the mind so the final step is more effective.



Final polishing

The translator re-reads the translation, without reference to the source document, looking solely at **quality of expression**.

Final edits are made to further **refine** the translation wording.

Why each of these steps necessary

The initial translation (Step 2) results in a **draft translation** only.

There can be **issues** with translation accuracy and unnatural wording.

Step 3 **fixes** any **accuracy** issues, and step 5 ensures **wording** is clear and natural.

Step 4 is sometimes omitted but makes for a much more effective step 5, and therefore **better quality of expression**.

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