

# dr-ben.at english language services

## translation job checklist

Here are 15 questions to think about before you order a translation.  
There are footnotes to a few of the questions at the end of the document.

Basics		
1	What are the documents called:	
2	Are the texts finished?	
3	How long are the texts? (see footnote for counting method)	
4	Is a price of €1.40 per line (plus 20% Mwst.) within your budget?	
5	How would you describe the content/ the type of text? (see footnote for help)	
Intended use: target audience		
6	Is English the native language of the people who will read the text?	
7	What organization do they work for?	
8	What is your relationship to that organization/ the readers?	
9	What country or countries are the readers located in?	
Intended use: function		
10	What do you want the readers to do as a result of reading the text?	
11	What impression do you want the readers to have when they read the text?	
12	Do you expect them to approach the text sceptically in some way? How?	
Intended use: dissemination		
13	In what form will you be presenting the text to the readers?	
14	Will the text be used once only or many times?	
15	If the text is being produced as a print medium, what will the size of the print run/circulation be?	

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Notes:

Question 3:

Here's how to quantify the text in Microsoft Word:

Select All>Word Count> Characters (including spaces) /55 = no. of lines

(This definition of a standard line is the most commonly used unit for quantifying translation jobs in the German-speaking countries.)

Question 4:

Examples of types/genres of text: report, corporate image brochure, tender application, specification, operating procedure, newsletter, print advertisement, specialist article, research study, project funding application, presentation, website, instructions for use, voiceover text, storyboard/script, contract ...

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