

**TRANSLATING DIVISION
OFFICE OF LANGUAGE SERVICES (LS)
U.S. DEPARTMENT OF STATE**

GUIDANCE ON: PREPARING FOR THE LS TRANSLATION TEST

Here are some things you should know about the LS Translation Testing Program:

- You will have up to four hours to complete your test (per language combination). Please budget your time wisely, and remember to save plenty of time for self-review;
- You will be given three source texts to translate, roughly 250-300 words each: (a) one text dealing with some general aspect of international relations; (b) one text consisting of legal, administrative, economic, or business content, or some mixture thereof; and (c) one text discussing some aspect of science or technology of current interest in foreign affairs.
- Test passages cannot mirror every text type and topic LS translators in your language combination can be expected to encounter. Rather, they are designed to examine your ability to handle a broad range of the ever-changing text types and topics handled by LS.
- Your translations must be word processed on our computer. No Internet connection or outside CD/ROM glossaries are allowed. Outside dictionaries are allowed. LS has an impressive collection of dictionaries, which you are welcome to use. Please check with the Translation Testing Coordinator well in advance to discuss word processing and dictionary needs. Requests to handwrite the test will not be granted.
- You must sign a statement before your test waiving your right "to challenge, appeal, or receive feedback about my application, this test, my qualifications, or the assessment criteria, policies, and procedures of the Office of Language Services."
- You must bear any travel, lodging, or incidental expenses associated with your test.

Here are some specific things you can do to prepare for your translation:

- Take the Language Services Sample Test from English into a Foreign Language
 - Read the attached description of Error Categories.
 - Improve your own self-reviewing skills.
 - Spend time reading the following websites:
 - The US Department of State: www.state.gov
 - The United Nations: www.un.org
 - The Foreign Ministry of the country of your source or target language(s).
- Pay attention to the style and register of the texts these sites contain, and to the terminology they use.
- Translators working with one of the six official UN languages or 23 official EU languages may wish to download several short official UN or EU texts in one language (e.g. a UN Resolution), translate them, and then download the official UN or EU translations to check their work. This can make a very good practice test.
 - Remember the plausibility test: if something sounds implausible in the target language, check and check again the source language...are you sure you have understood it correctly?

Much is expected of the LS contract translator, and the LS contract translation test is not an easy one. Prepare yourself well...and good luck!

Preparation For Translation

N Noddings



Preparation For Translation:

Reviewing **Preparation For Translation**: Unlocking the Spellbinding Force of Linguistics

In a fast-paced world fueled by information and interconnectivity, the spellbinding force of linguistics has acquired newfound prominence. Its capacity to evoke emotions, stimulate contemplation, and stimulate metamorphosis is really astonishing. Within the pages of "**Preparation For Translation**," an enthralling opus penned by a highly acclaimed wordsmith, readers set about an immersive expedition to unravel the intricate significance of language and its indelible imprint on our lives. Throughout this assessment, we shall delve into the book's central motifs, appraise its distinctive narrative style, and gauge its overarching influence on the minds of its readers.

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