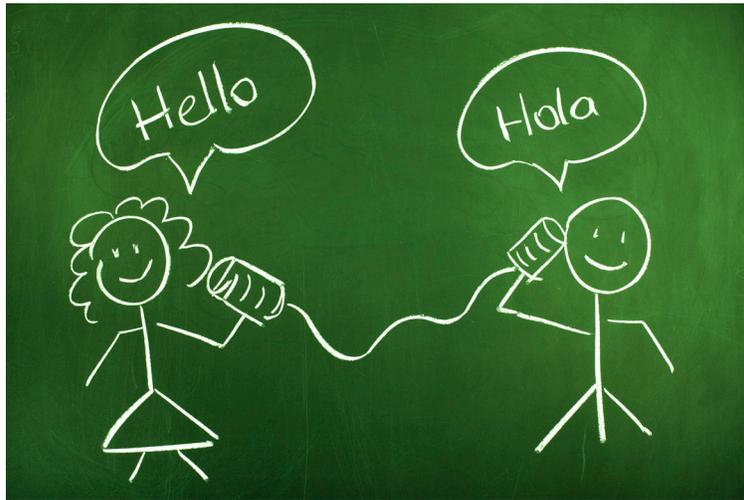


Things to Consider When Translating English to Spanish

“Translating” means to transfer the meaning of a document from one language to another; it does not mean to transfer words from one language to another language. Translating word-by-word may alter the meaning of what it is translated. It is important to understand the context of the document in the original language; this can only be done when one reviews the complete document before embarking in the translation process. Reviewing the complete document will help to avoid changing the context when translating sentence by sentence or paragraph by paragraph.



marks can indicate different tense or even a different meaning entirely.

Keep your reader audience in mind. Most people, regardless of the language they speak, prefer concise and well-organized information. Keep your message simple and short.

When it comes to translating into Spanish, there is an additional layer to consider. What kind of Spanish should be use? Equally important is to keep in mind the cultural context. Most of the Hispanic immigrants in the United States are from Latin America. There are nineteen countries in Latin America in which Spanish is the official language. The result is that Argentinians, Guatemalans, Puerto Ricans and Mexicans may use different words to refer to the same item. Luckily, words are not read in isolation, if the original context is maintained, the document will transmit the idea to the reader. Professional translators in the United States use what some call “Neutral Spanish” or “US Spanish.” They avoid using words used regionally which gives the translation a global and clear approach. Another important factor is to take care in the usage of correct accent marks and symbols in words in Spanish. Accent

Be aware that online translation software such as Google Translate, Babylon or Microsoft Translator may not be one hundred percent effective. Free translation software tends to translate word by word which may alter the context of the document. Even when translating short texts for posters or flyers, additional work may be needed to correct the order of words or verb tenses. Use professional translation services when translating lengthy documents such as student handbooks. Working together with other schools to contract the same company may help to get better rates.

These are some companies used by the United States Conference of Catholic Bishops:

- CC FTW, Translation and Interpretation Network (TIN) <https://tintranslation.com/>
- ICA language services translation@icalanguages.com