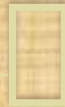


Professional ethics of the translator or



how to behave in order
not to be fired

The Essence of Translator's Ethics

- **The Code of professional ethics** of a translator is a set of public and unwritten rules of conduct for a translator when performing professional duties in relation to:
 - A) the customer;
 - B) colleagues;
 - C) translation agencies.

Professional ethics in relations with the customer

- Translation ethics includes the following components:
 - 1. Moral principles of the translator.
 - 2. Translator's etiquette.
 - 3. Professional aptitude requirements.
 - 4. Knowledge of his/her legal status.
 - 5. Familiarity with the technical support of translation.

Moral principles of the translator



□ 1. Confidentiality:

From an ethical point of view, all information that the translator translates becomes confidential, regardless of its legal status.

Unwritten rule: the translator does not have the right to disclose professional secrets even after many years or after the death of his client, it is explained by the fact that translation memoirs are published very rarely.

Moral principles of the translator



❑ 2. Good manners:

- ❑ With consecutive interpretation, a good translator is able to transmit up to 80 percent of the information of the source text. This is objective data for this type of communication. However, non-compliance with translation ethics can lead to almost complete blocking of information!
- ❑ - changing the official style to colloquial is unacceptable;
- ❑ - correct translation does not allow to change the person of the pronoun, i.e. the replacement of one grammatical form with another.
- ❑ - behavior is adequate to the situation.

Moral principles of the translator

□ 3. Neutrality:

Dos

- create an invariant of the text, focusing on the functional dominants of the original;
- express respect for all opinions;
- create the impression of interest in the topic of conversation;
- choose a tone of voice slightly more neutral than the speaker's tone;
- bring your appearance (facial expression) in accordance with the situation.

Don'ts

- to change the text, shorten or expand it, etc.;
- to pay attention to the speaker's speech defects and reproduce them;
- to show irony, boredom, contempt towards someone;
- to allow familiarity when communicating with clients, regardless of the specifics of personal relationships with them;
- to display items with symbols of political parties or any movements

Translator's etiquette



- The business etiquette of an interpreter includes the following:
- **1. Be punctual**
- The translator must remember that his lateness leads to the disruption of the entire event. You should develop the habit of coming 10-15 minutes before the scheduled meeting.
- Before starting work, the translator must introduce himself to all those with whom he will cooperate. However, when meeting the customer it is not recommended to give out his business cards and phone number. If anyone is interested in inviting an interpreter to another event, they should be addressed to the organizers.
- You should start translating as soon as the speaker paused.

Translator's etiquette



□ 2. Correct mistakes made

- If the translator did not understand or did not hear something, it is necessary, to ask the speaker to repeat or explain what he meant. However, it is impossible to abuse repeated questions, and ask them only in case of loss of key information.
- If the error is noted by the recipient, it will be attributed to the translator.
- If the translator notices a mistake he has made, he should try to find a way to correct it immediately. If others point out the mistake, then he should apologize and accept the amendment without entering into a discussion. The same remark applies to the situation when the speaker makes a mistake.
- Special attention should be paid to tactics when translating humor. For translators, "there is nothing more terrible than the deathly silence after the translation of an anecdote. If the listener does not appreciate the humor, the translator will be guilty, not the narrator." G. E. Miram, reflecting on the protection of the translator in such situations, wittily advises statements like "I want to tell a joke (a funny case, one funny story, etc.)"

Translator's etiquette



❑ 3. Behave correctly at the table

- ❑ The following rule of etiquette states that in the process of translation, it is better for the translator to refrain from eating and drinking. R. K. Minyar - Beloruchev advises during a feast or buffet to constantly keep a half-filled glass so that you are not distracted by the waiters, but try not to drink almost anything. You should not smoke, despite the fact that all other participants in the negotiations do it.

Translator's etiquette



- 4. Observe the rules of etiquette in choosing clothes
- The basic rule of etiquette in choosing clothes is to match the time and the situation. As a general advice, J. Erber recommends that translators stand out slightly from other participants, i.e. be a little less official than others. in a formal setting and vice versa, a little more formal in a relaxed setting. However, in any situation, clothes should be neat, clean, well-pressed, buttoned; shoes - polished.

Translator's etiquette



Men

- For official receptions and meetings scheduled before 8:00 pm, men can wear suits of any soft color, after 8:00 pm — dark, preferably black suits. It is better to choose a white shirt, a tie can be of any color, but not black. The bottom button of the jacket should be unbuttoned.

Women

- Women are recommended to wear clothes of moderate tones and strict lines. These can be medium-length dresses or suits. No need to wear a large amount of jewelry. You should choose comfortable leather or suede shoes with a small heel.

Translator's etiquette: men



Yes



No



Translator's etiquette: men

Yes



No



Translator's etiquette: women

Yes

No



Translator's etiquette: women



Yes



No



Professional aptitude requirements



- Professional aptitude is usually understood as the natural prerequisites for the implementation of this activity, including the psychological attitude.

As in other professions, some of the qualities assumed by a translator by nature, he can develop and improve during training.

Qualities that determine professional aptitude:

- **speech reactivity** is the ability to quickly perceive someone else's speech and quickly generate your own;
- **good memory**. The translator does not need a phenomenal memory. He needs a professionally organized flexible memory that allows, on the one hand, to choose a large amount of information and, on the other hand, to quickly forget unnecessary.
- **switchability**. It is believed that women have faster switchability than men. However, when translating, you need a specific kind of switchability from one language to another, from digital coding to verbal. Therefore, the initial predisposition to rapid switchability should develop into a stable skill of the ability to switch in the field of language during training.
- **mental stability**. Since mental stability involves endurance, strong-willed qualities, the ability to win, the ability to find a way out of difficult situations, it becomes clear that it is given by conscious work on oneself, on improving one's character.
- **contact**. For the translator's profession, a high level of contact is necessary. We are not talking about innate extroversion, openness of character — it may even interfere with the translator, but about a conscious psychological attitude to contact. The translator should be well aware that he is an expert not only in the language, but also in the culture of two (at least!) peoples and countries, and actively promote the establishment of contact between the parties.
- **intelligence**. This does not mean an encyclopedic education, but a lively and creative mindset that allows you to apply your extensive knowledge at the right time.

Professional aptitude requirements

- 1. Trained voice.
- 2. Pure diction, no speech defects.
- 3. Mastery of translation techniques: mnemonics; the skill of switching to different types of coding; the skill of speech compression and speech deployment; the skill of applying complex types of transformations of descriptive translation, generalization, antonymic translation, compensation.
- 4. The ability to use dictionaries and other sources of information.
- 5. It is desirable to have knowledge of translation notation, or abbreviated notation.
- 6. Knowledge of a foreign language at a level close to bilingualism, as well as knowledge of the culture of the people speaking this language.
- 7. Active knowledge of the main speech genres and the main types of text in both native and foreign languages.
- 8. The translator is obliged to constantly replenish the active vocabulary in both languages.

Translator's legal status



- The work of a translator in each state is regulated by the norms of labor legislation.
- The translator can be accepted into the staff of any enterprise or firm or conclude a contract for the performance of specific works.
- The content of his activities is always pre-negotiated and fixed in the contract.

Technical support of translation



- In addition to the actual translation knowledge, the translator must be able to use various equipment serving his activities, as well as auxiliary subjects. These include:
 - 1. Notebook.
 - 2. Interpreting booth.
 - 3. Voice recorder, tape recorder, video recorder.
 - 4. Computer and related software. The Internet.

Ethics of the translator in relations with colleagues and agencies

- It is unacceptable to openly correct your colleague in the presence of customers if he translates incorrectly, and in general to discuss the quality of his translation in any way;
- It is not collegial and incorrect to "take away" the customer from his colleague (this applies just to those cases when the translator once replaced a colleague, after which the customer addressed him directly)

Thank you



- Каким бы замечательным ни был переводчик, он всегда «мешает».
- Про переводчика обычно вспоминают, когда он надолго замолкает или временно отошёл.
- Если Вас похвалили за устный перевод, не обольщайтесь. Просто переводившие до Вас были еще хуже.
- Устный перевод – это когда заказчик и выступающие делают всё для того, чтобы переводчик ничего не смог перевести.