

Working With Translators

KENTUCKY STATE UNIVERSITY
Cooperative Extension Program

KEY CONCEPTS

TRANSLATION

Rendering of written information from one language to another language.

TRANSLATOR

Performs a translation.

LIMITED ENGLISH PROFICIENT (LEP)

An individual who does not speak English as his/her primary language and has limited ability to read, speak, write, and understand English.

Expanding programming to Limited English Proficient (LEP) clients may include translation of written materials. Key to the quality of the translation is the successful reflection of cultural nuances and expressions that may bear meaning on the content of the message. Being bilingual does not guarantee the ability to accurately convey meaning from one language to another language; therefore, it is important to be aware and/or be able to assess language aptitude and skills necessary to convert a message from one language to another.

Title VI of the Civil Rights Act of 1964, indicates that "No person in the United States shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance." Failure to provide access to information and effective participation of federally funded programs and activities may violate rights of LEP individuals protected under Title VI regulations on the grounds of national origin discrimination.

QUALITY

The translated document should convey "true" meaning of information. This is achieved by selecting a competent translator who:

- has proficiency in the target language;
- is cognizant of the culture of the target language;
- has proficiency in punctuation, spelling, and grammar in the target language;
- avoids literal conversions;
- is certified by a translation agency or has completed translator training;
- is knowledgeable of the subject matter and terminology;
- has excellent research skills and access to language resources; and
- is computer literate.

When hiring a translator you may request a sample of their previous work and letter of reference and proof of credentials. Translators should also be willing and able to work with others in the process of proofreading, editing, and publishing. They should have the ability to judge the time needed to complete a translation project and meet the deadlines for production.

COST

Fees for translation will vary. Translators may charge by word or page, or may even provide discounts associated with contracts or volume. Do a thorough research of pricing information to ensure adequate allocation of funds.

TRANSLATION AND/OR INTERPRETING SERVICES AVAILABLE IN KENTUCKY

Accipio Language Services

838 East High Street Suite 160
Lexington, KY 40502
info@accipioservices.com

Languages Unlimited, Inc. Translation Agency

P.O. Box 5535
Louisville, KY 40255-0535
(502) 473-0535, Toll-Free: (888) 295-3242,
Fax: (502) 473-0533
http://140.174.138.243/default.html

In Every Language

(502) 213-0317, Fax: (502) 413-6011
clients@ineverylanguage.com

Central Kentucky Interpreter Referral Inc.

201 West Broadway Street
Danville, KY
(859) 236-9888

Catholic Charities of Louisville, Inc.

2911 South Fourth Street
Louisville, KY 40208
(502) 637-9786
http://www.catholiccharitieslouisville.org/services/interpreter-translation-services/

Kentucky Commission on Human Rights

http://kchr.ky.gov/translators.htm

NEED HELP?

For assistance on translation of documents, contact:

Nancy Calix

nancy.calix@kysu.edu

(502) 597-5233



Sources:

What's in a Word? A Guide to Understanding Interpreting and Translation in Health Care, http://www.healthlaw.org/images/stories/Whats_in_a_Word_Guide.pdf
Communicating More for Less, <http://www.migrationpolicy.org/pubs/LEP-translationtechnology.pdf>
Limited English Proficiency, <http://www.justice.gov/crt/lep/faqs.html>
Translation: Buying a Non-Commodity, http://www.atanet.org/docs/translation_buying_guide.pdf