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The CLARION

CRYPTO-LINGUISTIC ASSOCIATION

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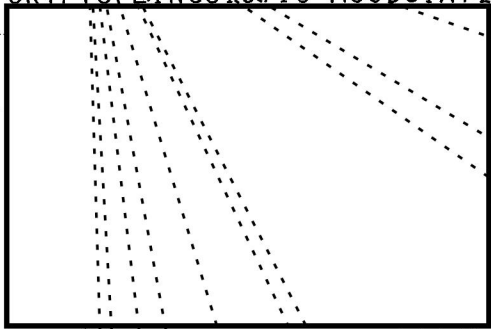
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THE CLARION IS PUBLISHED BIMONTHLY
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STAFF:



FROM THE EDITOR

First of all, Happy New Year!

Please note that, as of 25 January, your editor will be in a new office [redacted] with a new phone number (x5693). I suspect that it will take me a few months to memorize these numbers since I seldom call myself. After a very enjoyable interlude in [redacted] I will be going back to my first love, [redacted]

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NEXT DEADLINE: - ARTICLES FOR THE
APRIL ISSUE OF CLARION ARE DUE BY
26 FEBRUARY. INSIDE THE FENCE

ITEMS SHOULD BE SENT TO [redacted]
AND OUTSIDE THE FENCE ITEMS SHOULD
BE SENT TO [redacted]

OUR COVER

At the CLA-sponsored Open House/
Welcome-Back Party for the Language
Library on 24 November, [redacted]



The feature article in this issue will be helpful to linguists about to take a PQE. Although he is aiming specifically at Russian PQEs, author [redacted] gives many very useful hints to aspirants in any language. Since I read this article, I began thinking (always a danger). Would it be of any interest to linguists seeking professionalization for Clarion to run a series of articles in which some past PQE is analyzed by one of the members of that PQE Committee? I have in mind taking the PQE and pointing out all the mistakes made in the translations, suggesting why they were made, and discussing possible ways to avoid making the specific mistakes. Anyone interested?

Why don't people return questionnaires? Last year, I sent out 1000 questionnaires as part of a pilot project to facilitate the exchange of information between people doing research on theater history. I was at first filled with naive enthusiasm, but that dwindled daily as the expected quantity of questionnaires failed to appear. I received 40; what happened to the other 960? CLA members seem to be uneasy about returning questionnaires; why is this; is there some lurking fear of the information being stored somewhere for use against us? I don't know; does anyone?

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TRANSLATION GUIDELINES

HINTS TO ASPIRANTS TAKING THE RUSSIAN PQE--MAY ALSO BE OF VALUE TO ANYONE TAKING ANY LANGUAGE EXAMINATION

By [REDACTED]

1. Always start by reading quickly through the entire test, and determining how you will budget your time. This will also give you a general idea of the subject matter and context of the items. Never translate word by word, from beginning to end, without at least looking ahead to see what the context is and whether there is anything that will shed light on an earlier part of the item. Make sure you understand the text before you begin to translate.
2. On your first pass through the test, do not spend too much time worrying about style and word choice, but be very careful to avoid grammatical and syntactic errors. Pay particular attention to case endings.
3. Remember that any test with all or a substantial part of an item left undone is not likely to pass, and that your first priority is to complete the test. Work as rapidly and as accurately as you can, and never waste time by recopying an item--legibility is essential, but you will not be given extra credit for neatness or handwriting.
4. Before you begin to translate a [REDACTED], check to see whether any punctuation is used (TCHK, DVICHK, ZPT, etc.). If it is, mark it on the test, and, if not, separate the sentences before beginning the translation. Look at the material logically and try to determine where complete thoughts begin and end, and how they are related to one another. Watch out for subordinate clauses that could conceivably be attached to either the preceding or following sentence.
5. In [REDACTED] with missing prepositions, determine where the omissions are and then look at the case endings of the words following the omissions. Consider all the possibilities in light of the endings, and remember that the prepositions omitted are likely to be the short, common ones (V, NA, S, PO, etc.). You are expected to know which cases are governed by which prepositions; bring a reference grammar if you need one. Please note that conjunctions may sometimes be omitted as well; they may also be replaced by commas.
6. In voice traffic, watch out for grammatical errors by the speaker, transcription errors or misspellings, instances in which the speaker is correcting himself in mid-sentence or quoting someone else, and so forth. Interpret these as well as you can in light of the context; beware of any contradictions of what is said elsewhere in the conversation. Remember that some sentences may be broken or incomplete with the breaks usually indicated by ellipses (...). You must, however, be able to justify any correction of the text; do not fall into the trap of assuming errors when you may simply not understand the text.
7. In conversations, you will frequently come across "filler words" like VOT and ZNACHIT. You may omit these if the speaker is clearly just filling in a pause in the conversation and the word has no real meaning, but you should translate them in an appropriate manner if they do play a role in the sentence, e.g. as a lead-in to

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what follows. Do not automatically give them literal translations ("it means," repeated each time a ZNACHIT occurs, can be ludicrous).

8. Enclose B or C validity words in single question marks, without parentheses. Indicate garbles by ((one word unknown)), ((few words unknown)), etc., rather than by (1G), (2-3G), etc. The latter are transcription conventions, and are not used in translations.

9. Be as literal as possible, while expressing the content of the Russian in good English. Be careful of "word-for-word" translation (which can end up resembling an incoherent machine translation), but do try to translate rather than paraphrase whenever possible. Put down exactly what the original intended to say, not the "general idea."

10. Translate into standard American English. Do not use expressions that are substandard or ungrammatical, or that are exclusively British usage. In disputed cases, the acceptability of colloquial expressions will be determined by referring to a dictionary. You are encouraged to make use of an English dictionary during the test to answer questions on usage and spelling.

11. Make sure that every complete sentence in Russian is rendered by a complete sentence in English; avoid grammatical errors in your English translation.

12. Beware of false cognates (e.g. PERSPEKTIVY, AKTUAL'NYJ).

13. You may vary your translation of a specific low-content word for stylistic reasons when this does not result in any change in meaning, but, in general, translate a term consistently throughout an item to avoid destroying the coherence of the original text.

14. The style of your translation should be consistent with the style of the original, i.e. your translation should be received by your reader in the same way that the original would be by its recipient. Do not translate a common Russian word with an obscure English one, or a formal expression with an informal one, even though they may technically be synonymous. Ideally, a translation should read like an original text, with the coherence and consistency of style of something written in English to begin with.

15. Do not give alternate translations, either in the body of the translation or in footnotes; this will be interpreted as an admission that you do not understand the Russian or are unable to decide on a translation for it when faced with a choice of several possible translations. It is rarely justifiable for a translator to leave it up to the reader to determine what is meant.

16. Do not leave blanks in your translation or include Russian words within an English sentence when you do not understand the meaning of a word or phrase; at least translate the expression literally in order to provide a continuous text. A translator who does not make any effort to translate a difficult expression will be considered worse than someone who translates it incorrectly, but at least makes the effort.

17. When using the dictionary, remember that you are expected to be able to discriminate among possible translations for a Russian word, when the meanings given are not synonymous. Use an English dictionary when necessary to determine the differences among the possible translations. Decide which translation is best in light of the context, the semantic connotations of the words you are considering, and style. "It's

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in the dictionary" is not a sufficient excuse for using an inappropriate word, particularly when the resulting translation does not make any sense. Your translation should furthermore convey the original's meaning precisely, not approximately; "the general idea" may be inaccurate or misleading. If there are standard NSA translations for certain terms (e.g. "plant" for ZAVOD), use them. Furthermore, remember that you cannot always rely upon dictionaries to provide solutions, and that if it is possible to infer the meaning from the context, you may be expected to do so, whether the meaning in question can be found in a dictionary or not.

18. If interpolations are necessary to complete the meaning of a sentence, or to eliminate ambiguity, use them, but always enclose them in double parentheses, to indicate that they did not appear in the original. Do not use interpolations to suggest alternative translations, to make critical comments, or to make unwarranted additions to the text; these may be treated as errors.

19. Be careful not to translate Russian idioms literally if the result is not equivalent in meaning; you are expected to recognize idiomatic expressions.

20. Abbreviations should be translated into English (except for equipment nomenclature, e.g. MiG-21). It is unnecessary to provide the Russian expansion as well. Equivalent English abbreviations, if in common use, are also acceptable.

21. In cases in which an expression should be changed from passive voice to active in order to improve readability, do so, but make sure that the subject and object of the action are not inadvertently reversed --a surprisingly common error in hasty translations. This also applies to changing active voice to passive, a procedure sometimes employed to reflect the emphasis implied by inverted word order in Russian, or "anonymous" 3rd person plural subjects indicated only by the verb ending.

22. Always read through the completed test at least once, and compare it carefully to the original as you do so. Examine your translation as critically as you can; look for ambiguous or awkward expressions, and never underestimate your capacity for careless mistakes or omissions, especially in a testing environment or when you are pressed for time.

23. A good rule of thumb is that if something looks wrong, it probably is, and you should try to fix it. "That's what they said" is not an acceptable excuse for failing to correct something that does not make sense or is expressed badly. Remember that poor translations often result from following the original too closely and uncritically.

24. In general, attempt to improve your translation skills on a continuing basis, rather than cramming shortly before the next test. Keep track of the kinds of mistakes that you tend to make (keeping a notebook of these can help you to identify your own weaknesses). Practice translating traffic rather than just reading it, and make an effort to translate it as well as possible; show it to a co-worker, and discuss it with him or her. Test yourself with previous PQEs available at the Language Career Panel, and try to grade your translations as a test would be graded; information on the current grading system can be obtained from any committee member. If you have problems with a specific type of traffic, try to obtain some samples of it for translation practice. Remember that there will generally be at least one transliterated item on the test. Keep track of how fast you can translate, how much you are relying on your dictionary, and how much

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material you can handle in a given amount of time. This should improve with practice. You should be able to complete a rough draft of a PQE in 3-3½ hours, leaving the rest of the time for checking it and polishing it. Above all, develop the ability to criticize your own work; in the long run, this will be much more valuable than studying individual terms and target characteristics.

25. Take RS-200 (Intermediate Russian Technical Translation) if you have not already done so. Another possibility for obtaining practice in translation is to work part-time for one of the local translation agencies, such as JPRS (Joint Publications Research Service) or Transemanatics; your chances for this are better if you also have some technical field of expertise, but it is worth trying nevertheless.

26. Several articles on translation have been published at NSA and may be worth reading: Collected Articles on Translation (1973) contains a great deal of interesting information on a wide variety of topics and several articles on Russian translation and the Russian PQEs have appeared in Cryptolog over the past few years.

27. For the next test, bring Smirnitskij, Ozhegov, the British Military Dictionary, a good general Russian-English technical dictionary (Kuznetsov or Callahan), and an English dictionary (e.g. the American Heritage Dictionary of the English Language). Pulkina's Short Russian Reference Grammar or other reference works may also be useful. Also, either bring a copy of USSID 300, or review it before the test.

INSIDE THE FENCE

HIGHLIGHTS FROM THE OCTOBER AND NOVEMBER BOARD MEETINGS

President [] reported that he had received a response from INSCOM on establishing a linkage between the CLA and the SCE's. The response was positive. He noted that we have received calls from representatives of ESC, NSGC, and CMC and presumed that official, written acknowledgement would be forthcoming. He also plans to send the Director and Deputy Director a note on the status of this initiative since they were both supportive.

In other areas, Harry announced that [] is the chairman pro-tem of the soon-to-be-reactivated SIGVOICE and that [] is chairman pro-tem of the soon-to-be-activated West European Institute. Four new committee chairpersons have been appointed: [] for the Publicity Committee; [] for the Program Committee; [] for the Jaffee Award Committee, and [] for the Publications

Committee (which will include The Clarion and the proposed new publication INFO.)

[] of the Management Relations Committee reported that a five-person committee had been formed. The committee has held several meetings and has discussed the language incentive package recently passed by Congress. The Committee also sent a questionnaire to each CLA member requesting views on these incentives. Only a small percentage of the membership returned them. Based on the returned questionnaires, it was clear that monetary incentives are only a small part of a worthwhile language incentive program. Increased promotions for linguists above GG-12 as well as other career enhancement opportunities must be a major part of any comprehensive incentives package.

[] of the Library Committee reported that two more people had joined the committee. He noted that the books for the ASI and Language Automation Committee had been received. He also reported that he had sent a questionnaire out to CLA members asking for volunteers to do book reviews.

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The African Institute has been in touch with the Rafiki Dance Group which puts on a one-hour show for \$300. The AI is contacting Black Expressions to see if they are interested in sharing expenses.

[] of the Membership Committee reported that a total of 122 responses to the membership survey had been received, and that the new membership application/renewal form had not (as of 19 November) been completed by [] because of our requests for a change in the design.

The Language Automation Committee reported that it had met to consider general objectives and assignments. The following statement of purpose was approved: The Language Automation Committee, (A) provides information to the Association membership on developments and trends in computer support and the automation of language processing through the presentation of programs and the publication of news items and articles in The Clarion, and (B) advises the Board of Governors on all matters related to language automation. For the coming year, the Committee hopes to sponsor one major program and provide related information to Clarion.

LIBRARY COMMITTEE ACTIVITIES

The CLA Library Committee has continued its very active pace. In response to a memo from committee chairman [] [] provided security guidance on the establishment of a service to purchase books from foreign publishers for CLA members. Basically, these guidelines are as follows: Foreign publishers should not be contacted directly by CLA members. CLA members also should not permit their names to become part of mailing lists maintained by foreign publishers. All orders for foreign publications should be placed through the Globe Bookstore, International Learning Center, or other bookstores approved in advance by the Office of Security. Books may be received at the bookstores or the CLA's unclassified mailing address may be used. The bookstores may be contacted in the name of the Crypto-Linguistic Association; however, the CLA and its

members should not be associated with NSA. It is the understanding of [] that books in the languages of the communist-controlled countries are among those sought by CLA. NSA prohibits association, regardless of nature and degree, with citizens of communist and communist-controlled countries. Additionally, NSA personnel are not to actively solicit or seek out association with foreign nationals. The above procedure will ensure compliance with this policy. CLA members are reminded to use "common sense, good judgment, and discretion" in any encounters they may have with foreign nationals.

On the subject of foreign language literature in the library, [] reported that [] has offered to allocate [] in FY 82 for books recommended by the CLA, in response to a Management Relations Committee memo of April 1981 which stressed the need for linguists to be able to enhance their language skills by reading the "literature, history, social studies, and current affairs associated with their target language(s), in that language," and asking that the Library begin to carry books in "virtually all of NSA's major languages," in addition to the dictionaries, grammars, and textbooks currently available. This program will be separate from [] regular acquisitions of linguistics and English-language area studies books, which will continue as before. CLA recommendations drawing on the [] will be only for books in foreign languages. [] will accept and shelve CLA donations, but not as part of the regular collection; the CLA will have to assist in maintaining the collection. Donated newspapers will not be accepted due to space and manpower limitations. The Library Committee has suggested that these proposals be implemented in January 1982. The Library Committee will serve as a channel for CLA recommendations and prefers to have these sent in through the area institute chairpersons rather than directly from any language committees that may be formed under the institutes, in order to simplify processing and enable the institutes to monitor the submission of recommendations. The committee suggested the following guidelines for recommendations: (1) not duplicating the type of material that is

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normally ordered by the Language Library; (2) restricting the recommendations to books in foreign languages; (3) selecting books that are likely to be read for their own sake and that will be of interest to potential readers; (4) obtaining basic reading texts for languages in which such materials are not already available; (5) maintaining a rough balance among languages; (6) emphasizing languages for which reading materials are hardest to come by through normal channels; (7) selecting both fiction and non-fiction, as funds permit; (8) in recommending fiction, generally emphasizing current literature rather than classical, and prose rather than poetry, and keeping in mind the needs of NSA linguists. The Library Committee feels that the money should be divided equally among the institutes.

Late in September, the CLA Library Committee sent out a



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"Perhaps of all the creations of man, language is the most astonishing." --- Lytton Strachey

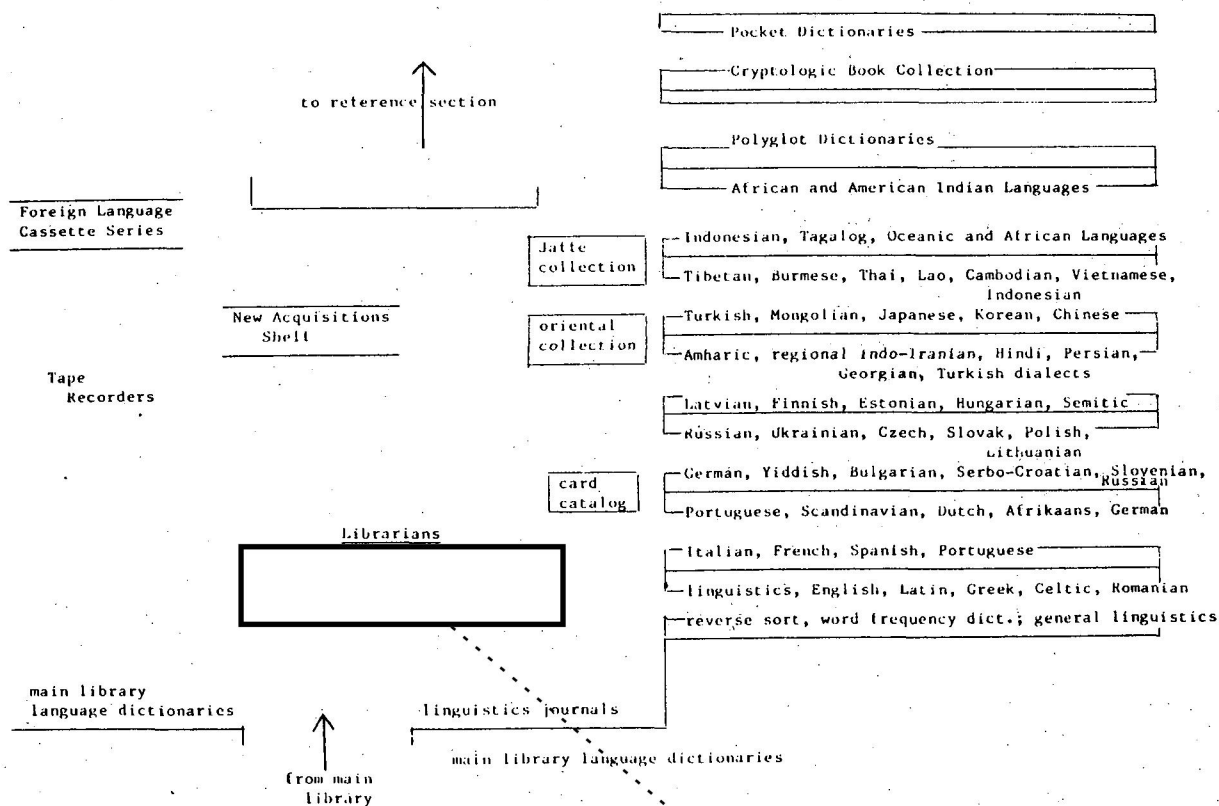
Language Library

The Language Library is a research collection of language books, periodicals, tapes, and cassettes, located adjacent to the Main Library in Room 1S042. Included are books on linguistics, dictionaries, and grammars for most of the world's languages. Language aids and handbooks published by P16 are also kept in this collection.

The books are arranged according to language and by call number within language. The public catalog contains entries to the books in the Language Library. Patrons are welcome to browse and borrow books.

The librarian in the Language Library (Mrs. Dorothy Rittenhouse, 3094s) will provide users with information on other sources in T5.

The attached map shows the physical layout of the library and the arrangement of books by language within the collection.

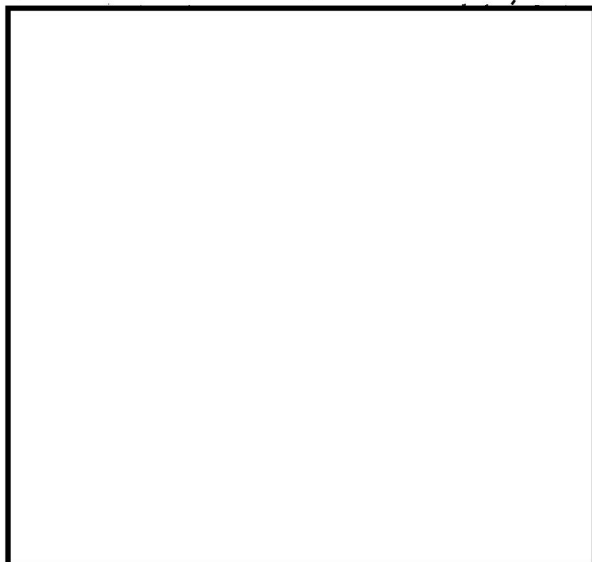
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membership questionnaire requesting linguists' views on the proposals to add foreign language literature to the Language Library and to set up a service to order foreign publications for CLA members. The questionnaire also asked members to specify the languages and types of literature in which they were interested.

Most respondents favored establishing a foreign language reading section at the Language Library (67-yes, 4-no). Several pointed out that the Library does already have a small collection of French fiction donated by Mrs. Jaffe. Most also stated that they would make regular use of foreign language reading material in the library (57-yes, 11-no). The literature of interest included current fiction, history, and foreign affairs; considerable interest was also expressed in obtaining more foreign periodicals. Regarding the book service proposal, 52 stated that they would make use of it, 15 would not.



It should be noted that these results reflect the interests of the CLA members who answer questionnaires, and not necessarily those of the general NSA linguist population. Some NSA languages (Greek, for example) are obviously not represented at all and the responses received do not always reflect the relative numbers of linguists involved in exploiting the languages.

1982 CLA BUDGET

Treasurer [redacted] has provided the following summary of the CLA Budget through the calendar year 1982:

Anticipated Expenses
Programs

[redacted]
Social Activities (incl. banquet)
CLA Essay Contest
General Walters Essay Contest
Jaffe Award
Miscellaneous

Assets

Cash on hand, estimated dividends,
and anticipated 1982 dues
less expenses

balance

0

HR 3454 PASSED BY CONGRESS--PROVIDES
FOR LINGUIST INCENTIVES; SIGNED INTO
LAW AS PUBLIC LAW 97-89

P.L. 97-89, the Intelligence Authorization Act for Fiscal Year 1982, has been signed into law by the President. This law contains a number of significant substantive amendments to the National Security Agency Act of 1959 that will require implementation by NSA components. Among the amendments of particular interest to linguists are the following: Section 10 (a) provides that the Director shall arrange for and prescribe regulations concerning language and language-related programs for military and civilian personnel. Subsection (3) permits the Director to support language training and, where appropriate programs are not available at Government facilities, support through contracts, grants, or cooperation with non-Government educational institutions. Subsection (4) permits the Director to obtain by appointment or contract the services of instructors, linguists, or special

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language project personnel. Provisions related to retirement benefits for contract instructors were deleted by the House Permanent Select Committee on Intelligence as a result of strong House and Office of Management and Budget opposition. Subsection (b) permits the Director to provide: (1) special monetary or other incentives to encourage civilian personnel to acquire or retain proficiency in foreign languages or special related abilities needed by NSA, (2) for payment of tuition and other expenses, benefits, and allowances for civilian and military personnel. This new subsection provides significant new authority in the areas of incentives and benefits and allowances for linguists and linguist training. At the present time, discussions at high Agency levels are taking place to decide how to implement these new authorities. Among the items which have to be decided are how much money to pay as an incentive and what grade cap there should be on the incentive pay. Clarion will have further details as they become available.

UPDATED LISTING OF CLA OFFICERS AND
CHAIRPERSONS
OFFICERS

LANGUAGE AUTOMATION COMMITTEE

The newly-formed Language Automation Committee has met and considered its tasks for the coming year. These include (1) efforts to become better acquainted with the techniques used for machine translation, machine-assisted translation, computational linguistics, and artificial intelligence as it relates to these objectives; (2) presentation of occasional programs on these topics, open to the general membership; and (3) contributions to Clarion regarding these subjects. A meeting was held in early January and [] is to present a talk on 26 January demonstrating the techniques he used to write a partial machine translation program. If you wish to join the Committee or be placed on the mailing list to receive future announcements of presentations, please inform [] x1103.

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OUTSIDE THE FENCE

FREE LANCE TRANSLATING--ADD TO YOUR
INCOME WHILE GAINING VALUABLE
EXPERIENCE

A free-lance translator may be described as one who is self-employed on a full-time or part-time basis to carry out translation work for one or more clients--private individuals, translation bureaus, industrial concerns, etc. Their operations range from the all-too-frequently-familiar typewriter resonating room over the garage to the sophisticated, professional outfits complete with dictaphones, computers, word processors, and reliable photo-copiers. This article will present some guidelines and useful hints for those language-competent individuals who would like to grease their palms and keep their "language machines" well-oiled.

The practice of translation has changed vastly since the time of the earliest literary translation--Homer's Odyssey translated from Greek to Latin by Livius Andronicus about 250 B.C.--to the 20th Century with enterprises such as the American Chemical Society which regularly reviews abstracts in 12,000 scientific and technical journals in 56 languages. Today there are countless types of materials and subjects requiring translation from one or more languages into one or more other languages. My first paid translation, more than 10 years ago, was a letter in Russian from the USSR Olympic Committee inviting the U.S. National Archery Association to pre-Olympic competition in Moscow. It was difficult explaining to the president of the U.S. group that the Soviet organization did not plan to pay the U.S. team's expenses. My second paid translation was from English into Russian for an American doctor who wanted to learn the secret of a Soviet-made drug for curing impotency in arthritic males; next came Russian to English, "On the Ultrasonic Treatment of Warts" and "Lamaze Psychoprophylactic Treatment before Childbirth." If you are interested in taking on free-lance translation work, you must, at the outset, be willing to accept material in many

different topic areas, including personal items such as marriage licenses, divorce documents, pen pal letters, and letters from "the old country." My favorite of this type was a love letter in Italian to an American woman who, having completed a vacation cruise earlier, was preposed to by one of the ship's crew (the writer of the letter). I had to inform the woman who gave me the letter that her Italian "lover" was planning to leave his job so that he could move in with her. Not all free-lance translating is as exciting however.

It is important to know that there are various types of translation services to be rendered, including full translations, extracts, precis, gists, abstracts, and searches (inventions/patents). Translations are done primarily for one of two main reasons. First, they may be done for information only--research, letters, company status reports, market positions, etc. These types require no strict adherence to stylistics and they usually have a short, limited useful life. The second reason is for publication. For this type, whether it be for a book, article, dissertation, patent, or advertisement, the translation must be as perfect as possible.

By profession or major field, free-lance translation falls into several categories--scientific/technical, commercial/business, literary, conference proceedings, and special (vocal texts, opera libretti, biblical works, campaign slogans, speeches, etc.). Some languages in particular lend themselves to one or more of these categories. For instance, Russian, German, and more recently Italian are required for translation of scientific, technical, and engineering materials. Spanish continues to be useful for matters relating to business and commerce. Dutch, Swedish, and Danish may be required for translators of works relating to trade and shipping. Materials in Japanese often relate to industrial, scientific, electronics, and trade matters. Frequently, materials in French cover such subjects as linguistics/literature and foreign affairs.

Specialization in one or more subjects is very helpful and, in the case of some translation bureaus, it is required.

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Because each field of specialization has its own technical jargon and special terminology, the free-lance translator is almost forced to specialize in one or two related fields of physics, chemistry, mathematics, biology, medicine, geology, electronics, engineering, metallurgy, etc. The Consultants Bureau of Plenum Publishing Corp. requires that prospective free-lance translators take and pass an examination in a specialty such as electro-optics, hydraulics, radiation therapy, etc. Normally, the prospective translator will be given several different subject areas from which to choose for the translation examination. Finally, it is easier to specialize in specific fields in the common languages, but it is more difficult in uncommon languages such as Finnish, Dutch, Arabic, Japanese, Chinese.

Finding work as a free-lance translator is the second most important point of interest in this article. There are several ways to find free-lance work: (1) contact a translation bureau (see the list which follows this article); (2) direct contact by phone or letter with industrial concerns that are in need of translations to conduct international transactions; (3) follow the newspapers--The Wall Street Journal is a good one--to learn about a company's merger or ventures with foreign enterprises; (4) consult the telephone books of major cities under the heading "Translation" in the yellow pages; (5) talk to colleagues who are into free-lancing--unfortunately, most colleagues won't share the wealth and tell you where their little "gold mine" is. The very poor response to last issue's call for addresses and contacts for translation opportunities attests to this reluctance; (6) start your own translation service--have cards printed with your name, address and languages and mail them out, pass them to colleagues, post them on bulletin boards, etc. This is a tough, slow way to make a buck, but it's not impossible if you work at it.

Translation agencies/bureaus have clients ranging from small firms or individuals to large firms with surplus material. Some agencies employ full-time translators or staffs to deal with the

everyday load and free-lancers for periods of unusual or high volumes of work. Agencies normally charge a commission or service fee. However, one advantage for the free-lance translators is that they do not have to wait to be paid, unlike the agency that may have to wait months for payment by the client. Not all agencies are reputable, nor do they all have professional association. Some have language checkers to verify the accuracy of free-lance work, while others simply photo-copy the returned work and send it out to the client.

Rates of payment for translators rendered (the most important point of interest in this article) of course vary for several reasons. Some payments are made based on dollars per thousand words ("kilowords") of foreign text (and/or English text), others are based on cents per word, and others are computed on dollars per 100 words. Basically, the main considerations for rates paid the translator are: (1) difficulty of language, (2) availability of translators of that language, (3) availability of technical aids/dictionaries, and (4) difficulty of the subject matter. Roughly, today's rates run about \$30/1000 words. However, for French, German, and Spanish, the rates are lowest, at about \$12/1000 words while rates for Russian, Chinese, and Japanese are considerably higher. Rates for translation work fall into five groups (from lowest to highest paid):

Group I - French, Italian, Spanish

Group II - Danish, German, Portuguese

Group III - Russian, Icelandic

Group IV - Estonian, Hungarian, Turkish

Special - Japanese, Chinese

There are also surcharges paid to free-lancers for priority work and compensation for specialized versus non-specialized work.

Some considerations for the prospective free-lance translator:

- Must like or have a general interest in one or more foreign languages
- Must have a good command of English
- Must have training or some background in a technical field when specializing

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- Must be able to type
- Must possess or have access to good general and technical dictionaries
- Must own an English dictionary and a thesaurus
- must have access to grammars of the respective language(s)

The self-employed translators must consider overhead and expenses (heat, lighting, furniture, typewriter, paper, dictionaries, reference materials, photocopying machine, telephone, book-keeping/accounting for tax purposes, letter-heads and advertising. The full-time free-lancer must deal with no job security and no provisions for illness or retirement.

A major consideration is the language into which one will be translating. It is always best to translate into the mother tongue or the "language of habitual use" also called the "language of adoption". The translator must be able to acquire a sense of Sprachgefühl or feeling of what is correct in the language. This is especially true in translating advertisements.

A final consideration is that of certification. Certified translations are those, the quality of which has been approved to the extent that it can be accepted in cases where certified or authenticated translations are required, i.e., legal proceedings, patent oppositions, birth/marriage or naturalization certificates, meaning that they are "true and correct." To become certified, one can go through the certification programs of the American Translator's Association (ATA) or the Translator's Guild in Great Britain.

Best of luck to those of you who are interested in free-lance translating.

Recommended Reading:

Adkinson, B.W. "The Role of Translation in the Dissemination of Scientific Information", Babel, vol. IX, No. 4, 1963, pp. 176-181.

Finlay, I.F., "The Translator's Tools of the Trade," Aslib Technical Translation Bulletin, vol. 14, No. 3, Dec. 1968, pp. 96-100.

Finlay, I.F., Translating, London, St. Paul's House, 1974.

TRANSLATION AGENCIES AND BUREAUS

Techtran Corp., 306 Crain Highway, Glen Burnie, MD (tel. 766-1189)

Export Translation Consultants, 1440 Virginia Ave., Severn, MD (551-5522)
International Trade Bureau, 1205 Juneway, Pasadena, MD (437-1833)

CRH & Associates, 5823 Old Hunt Club Rd., Elkridge, MD (796-0962)

Berlitz Translation Service:

- 5 Charles Plaza, Baltimore, MD
- 52 N. Bryn Mawr Ave., Philadelphia, PA, 19104
- 121 S. Broad St., Philadelphia, PA, 19104
- 1101 State Rd., Princeton, N.J.
- 1701 K St., N.W., Washington, D.C., 20006

Frank C. Farnham Co., Inc., Scientific Documentation Services, 133 S. 36th St., Philadelphia, PA, 19104

Translation Bureau, Dr. Wenkaert, 2009 Spruce St., Philadelphia, PA 19104

Translation Associates, Dept 322, Plymouth Meeting, PA 19462

Carol-Joyce Howell Translator's Cooperative 229 S. 22, Philadelphia, PA 19104

Biosciences Information Service of Biological Abstracts, 2100 Arch Street, Philadelphia, PA, 19103

All-Language Services, Inc., 545 Fifth Ave., New York, NY 10017

Scientific Russian Translating Service, P.O. Box 1846, Trenton, N.J. 08607

Consultants Bureau, Plenum Publishing Corp., 227 W. 17th St., New York, NY 10011

Informatics TISCO, Inc:

- 6911 Kenilworth Ave., Riverdale, MD
- 6000 Executive Blvd., Rockville, MD 20852

Joint Publication Research Service, Dept. of Commerce, 1000 N. Glebe Rd., Arlington, VA 22201

Miller Organization, 4701 Sangamore Rd., Bethesda, MD 20016

Universal Translation Services, Inc., 150 S. Washington St., Falls Church, VA 22046

Translation Consultants Ltd., 944 S. Wakefield St., Rm. 302, Arlington, VA 22204

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Transemantics, Inc., 1901 Pennsylvania Ave., N.W., Washington, D.C. 20006
W.J. Grimes & Co., Technical Translations, 9703 Woodland Drive, Silver Spring, MD, 20910 (and) P.O. Box 66, Hingham, MA 02043
International Translation Center, 1346 Connecticut Ave., N.W., Washington, D.C., 20006
CCI (Collier) Translation Service, 1701 N. Fort Meyer Drive, Arlington, Va., 22204
Sanz Translation Service, 1404 New York Ave., N.W., Washington, D.C., 20006
Translation Services, Inc., 101 Park Ave., New York, NY 10011
International Executive Services, 1823 Jefferson Place, N.W., Washington, D.C., 20006.

FORTHCOMING EVENTS

March 24-26--The Linguistic Association of Great Britain, Spring Meeting. University of Reading. (Write: M.W. Wheeler, Dept. of Linguistics, Univ. of Liverpool, P.O.Box 147, Liverpool L69 3BX, England.)
April 1--Western Humor & Irony Membership Conference (WHIM): The Language of Humor and the Humor of Language, Tempe, AZ. (Write: Don L.F.Nilsen, 1982 WHIM Conference, English Dept, Arizona State Univ., Tempe, AZ, 85281)
April 16-17--Society for German-American Studies Annual Symposium. Fort Hays, Hays, Kansas.
August 24-September 4--International Congress of Linguists, 13th, Tokyo. (Write: ICL, 1982, Off, Gakushin U., Mejiro 1-5-1, Toshimaku, Tokyo, Japan 171.)
September 22-24--The Linguistics Assn. of Great Britain Autumn Meeting, Univ. of Kent, Canterbury. (Write: M.W. Wheeler, Dept. of Linguistics, P.O. Box 147, Liverpool L69 3BX England).

BOOK NOTICE

Russian Word-Formation, Townsend, Slavica 1975 (1980) corrected reprint.

An excellent textbook of Russian derivational morphology containing detailed

explanations of the ways Russian verbs, nouns, and adjectives are formed. The book begins with a list of definitions of linguistic terms, and provides a working theory of Russian word structure. It also contains lists of roots, nominal suffixes, and adjectival suffixes. The text itself is well organized and very enlightening, and might best be used by Russian linguists who have at least a fairly good knowledge of Russian.

JUST FOR FUN

Here is the solution for the puzzle printed in the last issue of the Clarion; if you got half right, you're really great. The new puzzle, a matrix containing the names of 35 famous linguists, is given below. Can anybody do these?

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