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Nota di contenuto	Frontmatter -- Contents -- Acknowledgements -- Foreword to the Fifth Edition -- Preface to the Fifth Edition -- 1.How to become a translator -- 2. Bilingualism – the myths and the truth -- 3. The client’s viewpoint -- 4. Running a translation business -- 5. Your working environment and the tools of the trade -- 6. Machine translation and computer-aided translation -- 7. Sources of reference, data retrieval and file management -- 8. Quality control and accountability -- 9. Presentation and delivery of translations -- 10. What to do if things go wrong -- 11. Professional organisations for translators -- 12. Planning your exit strategy -- 13. Glossary of terms -- 14.Appendix -- 15.Index
Sommario/riassunto	This is the fifth revised edition of the best-selling A Practical Guide for Translators. It looks at the profession of translator on the basis of developments over the last few years and encourages both practitioners and buyers of translation services to view translation as a highly-qualified, skilled profession and not just a cost-led word mill. The book is intended principally for those who have little or no practical experience of translation in a commercial environment. It offers comprehensive advice on all aspects relevant to the would-be translator and, whilst intended mainly for those who wish to go freelance, it is also relevant to the staff translator as a guide to

organisation of work and time. Advice is given on how to set up as a translator, from the purchase of equipment to the acquisition of clients. The process of translation is discussed from initial enquiry to delivery of the finished product. Hints are given on how to assess requirements, how to charge for work, how to research and use source material, and how to present the finished product. Guidance is given on where to obtain further advice and professional contacts. This revised edition updates practices in the translation profession and considers the impact of web-based translation offerings. Industry and commerce rely heavily on the skills of the human translator and his ability to make intellectual decisions that is, as yet, beyond the capacity of computer-aided translation.
