

Chapter 3

3. Translating into Czech

Learning Objectives

In this unit, you will

- read a part from a vacancy notice advertising a Czech translator position to identify the main criteria for the selection of CdT translators
- create a portfolio list with your skills and abilities
- download an essential document for Czech EU translators
- read parts of the document dealing with language
- identify problematic translations
- get a list of reference books
- compare style requirements of two languages

Keywords

- principal language
- first/second source language
- translation and drafting resources
- Interinstitutional Guide

Language

You will continue to work with the Handbook for translating into Czech and read about and summarize the general rules for translators. Next, after reading several points on the language and style of Czech texts, you will identify problems in given translations. Based on the Handbook, some language reference books useful for Czech translators will be suggested in this chapter. Another publication you will work with here is the Interinstitutional Style Guide. You will work with its Czech and English versions.

Task

Read the introduction in the Handbook for Translating into Czech. Then, summarize the basic rules that one must follow when translating for Europe in five points.

The handbook suggests primary sources dealing with language which each translator should use. These are:

- Pravidla českého pravopisu - školní a akademická
- Slovník spisovné češtiny pro školu a veřejnost
- Mluvnice češtiny

There are some other useful tips which might help with language issues:

- Svozilová, N., Prouzová H., Jirsová A.: *Slovník slovesných, substantivních a adjektivních vazeb a spojení*. Academina: Praha, 2005.
- internet language handbook <http://prirucka.ujc.cas.cz>
- FAQ <http://www.ujc.cas.cz/poradna/porfaq.htm>

The Interinstitutional style guide is another useful and unavoidable language source that must be used when translating EU texts.

The [Interinstitutional style guide](#) contains uniform stylistic rules and conventions that must be followed by all European Union institutions, bodies, offices, and agencies.

Task

Go to the Interinstitutional Style Guide website and compare the rules for writing numbers, dates, and times in English and Czech.

To access the guide, please go to <http://publications.europa.eu/code/en/en-000100.html>

, and in the contents, go to chapter 10.5. From the previous chapter, you should know how to access the Czech version of the same document.

Besides the guide, the website summarizes 'Some useful pages' where you can check the correct translations for countries, currencies, official names of various institutions, acronyms, abbreviations, etc.

Now you know

- what the basic rules for EU translations are
- what are some of the specific requirements for translating into Czech? Are
- which reference books and sources you should be using

Translation and Drafting Resources

In this chapter, you will explore the DGT website to access translation and drafting resources for Czech translators. You will also download a handbook that will give you guidance before you start translating for the EU.

If you work with texts in one of the EU's 24 official languages, the website for translation and drafting resources could be a valuable source of information, especially for EU-related texts. The site contains links to resources that translators who work for the DG Translation use.

Whether you are looking for multilingual terminology, tips on drafting, or EU in-house style guides, the links to resources may provide the answers you need.

For every official EU language, the site gives:

- general language resources for translators and drafters;
- specific reference materials and guidelines for contractors translating texts for the European Commission.

Task

Go to the Directorate-General for Translation website

http://ec.europa.eu/dgs/translation/index_en.htm

and find links to translation and drafting resources for translating/drafting into Czech

Download the following handbook:

- Handbook for translating into Czech

You will be using the Handbook in several of the following chapters and units.

If interested or for your further work, you can also download

- How to write clearly
- Brief guidelines for translating into Czech

Now you can

- find various translation resources which have been made public by GDT