**Unit 1**

**Learning Objectives**

This lesson serves as an introduction to the course of translation editing. You will learn the content and requirements of the particular units. The theory includes basic information about correction and its types.

**Keywords**

* introduction, overview, translation, editing, mistakes, language correction, professional correction, stylistic correction, pre-print correction, proofreading

**About the course**

The course serves as an introduction to the translation of English texts into the Czech language and their corrections. You will study various methods, tools and rules of correcting the translated text in the Czech language. The emphasis is put on grammatical and stylistic errors in the target language concerning register, terminology, spelling, punctuation, prepositions, lexical differences as well as collocations, false friends and overall problems of free and literal translation. The units include exercises to practice translation as well as correction of the texts. Important part of the course is an editing project where you will prove the skills gained in the lessons.

**About the study material**

This study material is divided into twelve units, each of them deals with different topic connected with correcting and editing. Unit 1 serves as an introduction into the course and provides a short overview of particular units in PowerPoint presentation. Unit 2 introduces the basic rules of editing and correcting, and mentions some tools the translator needs. Unit 3 includes the editing project, providing the student with the information what and how to prepare for final exam. Units 4 to 11 present various errors and mistakes made in texts when translating from English to Czech, and explain the theory of correct translation and error elimination. The last part, Unit 12, then provides place for presenting the students´ projects and discussing the mistakes they found out when completing the task.

Units are further divided into several parts. The theoretical part includes various exercises. You should first read the theory and then in the exercises focus on understanding the text. Comprehension check activities in the form of true - false questions relate to the previous text. The cloze activity wants you to write letters or words into the gaps in the text.

**What does correction mean?**

The word correction comes from Latin *corrigere*, which means to correct, and it refers to the corrections of the found mistakes, inaccuracies, and inconsistencies in the text.

Correction of the text has to be done **repeatedly**. Basically, there are two types of mistake correction: **elimination of objective errors** (typos, violations against the rules of spelling and grammar) and **factual and stylistic revision** of the text.

Glossary of terms

**Language correction (jazyková korektura)** - checking terminology consistency and adequacy of language register and style

**Pre-print correction (korektura před tiskem)** - eliminates typographical errors before printing

**Professional correction (odborná korektura)** - checking the use of technical terms and purpose of the translation

**Stylistic correction (stylistická korektura)** - improving clarity and readability of the text for a particular purpose

**Source text** (ST – zdrojový text) - the original text for translation

**Target text** (TT – cílový text) - the translated text

**Primary literature:**

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Points to remember

**There are four types of corrections:**

1 Language correction – checking terminology consistency and adequacy of language register and style

2 Professional correction – checking the use of technical terms and purpose of the translation

3 Stylistic correction – improving clarity and readability of the text for a particular purpose

4 Pre-print correction – eliminates typographical errors before printing

**Classification of errors:**

1 Content Transfer: Omission, Addition

Source Language Intrusion - Too Literal, Units of Weight/Measurement, Dates and Numerals

Target Language Intrusion - Too Free

2 Language: Syntax, Wrong Preposition

Inflection and Agreement – Tense/Aspect, Gender, Number

Terminology and Lexis – Incorrect, Inappropriate collocation

Hygiene – Spelling, Punctuation

Register – Inconsistent with Source Text, Inappropriate for Target Language

3 User-Defined - those that appear during the practice of correcting