

QUALITIES OF A PROFESSIONAL TRANSLATOR

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ABSTRACT

This article discusses the translator’s professional etiquette and its importance in translation process. The information about professional speed in translation and importance of fast typing as well as translation company regulations will be analyzed in the article.

Keywords: Translation, analytical knowledge, translator's ethics, professional ethics, translation speed, professional pride, translator's mental state.

INTRODUCTION

Translator’s etiquette

The concepts of ‘ethics’ and ‘etiquette’ are close but different. The word ‘ethics’ has two meanings:

- 1) philosophical: the study of the general nature of morals and of specific moral choices to be made by the individual in his relationship with others;
- 2) the rules or standards governing the conduct of the members of a profession. The term ‘etiquette’ implies the practices and forms prescribed by social convention or by authority.***Thus, the former term is descriptive, while the latter is prescriptive. Partly assonant, the words are of different origins: ethics is derived from the Greek *ēthikē* ‘habit, character’; etiquette is of French origin, meaning ‘label’ (it was used for a card bearing formal instructions on how to behave at court).

The word ‘etiquette’ is very close to the term **protocol**, meaning the forms of ceremony observed by diplomats, heads of state and other high-ranking officials. While ethics is a translator’s strategy, etiquette is his/her tactics, and protocol is the way the tactics are employed.

No need to say that a translator should be fully aware of the basics of international protocol. On the one hand, it will help him to behave correctly in any situation. On the other, a translator is often vested with the protocol function because his/her boss supposes that s/he should know not only of a foreign language, but also customs and traditions of the target culture. So a translator’s task is not only to provide communication but also to arrange negotiations and other ceremonies.

One of the first principles of translators’ behavior is objectivity and impartiality. A translator, or rather an interpreter, is a mediator of communication but not its active participant. He cannot take part in the discussion he translates. A translator is generally expected not to side with either party. If a speaker’s arguments seem weak to him, he must translate them as convincingly (or not) as does the speaker. The interpreter cannot correct the speaker even if he knows that the latter is evidently mistaken. In order to “wash his hands” of the wrong

statement, the interpreter can stress that it is the speaker's point of view: Как говорит опароп... Neither vocal, nor facial expression should betray the interpreter's thoughts and feelings. Generally speaking, interpreting involves a high level of neutrality and detachment. The interpreter's speech must be clear and distinct. He must not mumble and stumble. No matter what and how a speaker might be talking, the interpreter must be logical and grammatically correct. A sentence begun must be completed. There is a stereotype that well-respected participants speak according to the standard norms. Thus mistakes in translating will inevitably be attributed to the interpreter and not to the speaker.

It is recommended that the interpreter learn beforehand the names and positions of the communicators to avoid further troubles.

The interpreter is not responsible for the content of what he is translating. He cannot translate what was not said (though in informal situations, the interpreter may deviate slightly from this rule and, taking into account the difference in cultures, makes necessary comments.) Awareness of non-verbal communication will be of great help to the interpreter in any situation, though he is not obliged to translate gestures.

An interpreter must keep information from the talks confidential. When working at several negotiations concerning the same problem, the translator cannot make the participants understand that he is aware of some information on the problem.

An interpreter normally speaks in the first person singular; the third person deixis is employed when it is necessary to introduce the speaker, when the communicator speaks about the interpreter, or in informal situations with several participants. It is not recommended using in Russian the pronoun он / она - it is better to name a person (either in full name or with the courtesy title 'господин / госпожа'.

The place of an interpreter depends on the type of ceremony. It is crucial that the interpreter hear and be heard well. In translating informal talks, the interpreter usually stands between the communicants, to the left of his chief. When translating officials, the interpreter is to the left and behind the official. At the conference, the interpreter can be at the podium, in the presidium, at a microphone. An interpreter can check with the speaker if he did not hear or understand something properly. But, of course, echoing questions should not be frequent, especially in translating official talks.

It is admissible, though not desirable, to interrupt very long utterances of a speaker. It is better to make an agreement with the speaker beforehand about the length of utterances s/he is going to speak. An interpreter should always have paper and pencil with him, ready to take notes.

An interpreter must be very punctual. He must be observant of the time and arrive on time. Negotiations cannot start without him. It is even desirable that the interpreter come a little earlier than appointed, because the participants may decide at the last moment to start the discussion earlier, or the interpreter's help may be needed for discussing some problems before the talks.

An interpreter must work with modesty and dignity. He must avoid both overfamiliarity (even if he is on friendly terms with the negotiation participants) and servility towards the communicators. He must be self-assured: he knows that the worst translation is better than

absence of one (the theory is disputable, however). He must not let the talks participants correct him and he should do everything to make them believe in his professional competence. His manners must be reserved and official, the clothes neat and not garish.

Professional etiquette is also extremely important for an interpreter. For example, a negotiation between the leaders of two state organizations can be conducted over lunch or dinner. The length of such a conversation depends on whether the meal is long or short. In this process, the translator does not eat due to professional ethics. Interprets the words of the talking parties during the meal.

The reason is that translating while eating is not typical of the translator's etiquette.

Interpreting and chewing food at the same time is not only difficult, but can also annoy customers. Sometimes, one of the parties may offer the other to stay silent for a while so that the interpreter can eat. In this case, the interpreter can easily eat. Sometimes, during the process of oral translation, the translator forgets a certain word due to fatigue. In such a situation, omitting this sentence or word is not characteristic of professional etiquette. The ability of the translator to get out of such a situation depends on his skills. He can respectfully ask his client to explain the word, and after understanding the meaning of the word, it is appropriate to translate the meaning of the sentence correctly. However, it is not appropriate to behave this way in official negotiations of high-level state leaders. If the translator does not understand the meaning of the word, he can translate the sentence based on the meaning of the context.

Speed in translation

Speed and profit are not mutually exclusive concepts for all translators. The reason is that a faster translation does not mean more income. In online translation companies on the Internet, the faster a freelance translator finishes work, the more new orders will come to him. More orders lead to more revenue. However, for a creative translator translating a work of art, speed is not important.

The translator's translation speed directly depends on the following factors:

The translation speed of a translator can be influenced by several factors. Some of the key factors that can directly impact the translation speed include:

1. **Language Pair:** The combination of languages being translated can affect the speed of translation. Translating between languages with similar structures and vocabulary may be faster compared to languages with significant differences.
2. **Translator's Proficiency:** The translator's level of expertise and familiarity with the subject matter can impact their translation speed. Experienced translators who are well-versed in the specific domain can often work more efficiently.
3. **Complexity of the Text:** The complexity of the source text can affect the translation speed. Texts with technical or specialized terminology, intricate sentence structures, or ambiguous meanings may require more time for accurate translation.

4. **Tools and Technology:** The availability and proficiency in using translation tools and technology can significantly impact translation speed. Efficient use of computer-assisted translation (CAT) tools, translation memory, and terminology databases can enhance productivity.

It is important to note that while these factors can directly impact translation speed, the quality and accuracy of the translation should always be prioritized.



Typing

1. The level of complexity of the text (prior familiarity with this type of text).
2. Clarity of the translator's memory.
3. Personal preference and style.
4. Mental state at work, mental stress.

The influence of factors on translation speed is natural: the faster a letter is typed, the faster the translation is completed. The more complex and unfamiliar the text, the slower the translation process. The ability to remember also speeds up the translation process, we will discuss this in detail in the "translator's memory" section. The effect of personal preference and style factor on the speed of translation can be understood as the translator's creative approach to work. Because some translators do not need financial resources, they consider this work as a hobby. That is, a translator who has additional income or is of retirement age considers doing this work as a hobby. As a result, they do not pay much attention to the translation speed. Clients ordering in-house translators are not interested in getting the job done quickly. Mental state at work, mental stress is also one of the important factors that directly affect the speed and quality of work, if the translator has a negative impact on his morale at his workplace. If he is surrounded by factors (uncomfortable room, cold or heat, a lot of noise, working with people who cause disagreements in the team, etc.), his creative mood decreases. This may cause the translator to be unable to enter the spirit of translation. In short, a translator should create good conditions for himself in order to properly organize his work and work effectively.

In simultaneous translation, the speed of the translator directly affects the quality of the translation. A translator who indulges in laziness cannot translate the continuous stream of

information. This greatly affects the quality of the final product of the translation. Because in the process of simultaneous translation, the translator has to do it at the moment of receiving the source text, without stopping it. That is, two speakers (speaker and translator) speak at the same time.

In this regard, the speed and quality of translation directly depends not only on the translator's linguistic skills and knowledge, but also on his short-term and long-term memory.

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