

MODULE 19: TRANSLATION INTO FRENCH

CODE: 960 194 Duration: 60 hours

A. Correct interpretation of instructions

- Gathering of all required documents and information

B. Clarify the content of source texts

- Appropriate clarification of elements not understood
- Correct interpretation of main ideas and secondary ideas

C. Formulate texts in French

- Inclusion of main ideas and secondary ideas
- Presentation of ideas in logical order

D. Ensure the quality of the translation

- Observance of correct syntax
- Proper linking of paragraphs
- Appropriate use of idiomatic expressions
- Appropriate use of spell- and grammar-checking applications
- Translation faithful to original text

E. Format the text

- Choice of style appropriate to content
- Correct setting of all parameters S Inclusion of all sections
- Correct positioning and appearance of all sections
- Appropriate spacing between sections