

## ATTACHMENT E - TRANSLATION REVIEW GUIDELINES

Check the translated document against the English version to identify translation errors, if any.

Mark changes in ink and write clearly.

- \* Identify the grammatical errors that **distort the intent** of the original English text and **suggest corrections. Please** give brief explanation for suggestion.
- \* Identify the words that **alter the meaning** of the original English words and **suggest corrections.** Please give brief explanation for suggestion.
- \* Identify the words that you think **clients will not understand** and **suggest alternative words,** and indicate what original translation means.
- \* Circle **misspelled words** and indicate them by writing “spelling” beside them.

### Notes:

1. **Do not** suggest any changes if translation is understandable to clients and will not cause any misunderstanding.
2. **Do not** suggest word changes based on regionalism or personal preference such as synonyms.