

## TROSI

### How you can help

The translators are constantly under pressure. To facilitate their work, please keep the following points in mind:

- **Do not overload the system** e.g. do not send an entire course at once! A good pattern is to send one lecture/assignment at a time and not to send another until you've received that translation.
- When writing minutes, please be concise. It isn't necessary to quote other documents in full – only to refer to them. The decisions made in the meeting
- Be clear at all times. Ambiguity is a headache for translators.
- If you require a translation of a PowerPoint presentation, leave the left side of the slide blank for the Welsh version, and please do not include too much information.
- Ensure that the document has not been sent for translation previously.
- Before requesting a translation, check that the text hasn't already been translated by someone else (e.g. Examination Board or Awarding Body)
- If you want the translator to use a certain term, you should inform the administrator ([trosi.gweinyddu@gllm.ac.uk](mailto:trosi.gweinyddu@gllm.ac.uk))/ or state this in the 'further information' box.
- If the document is based on another document already published in the target language (e.g. a Report by the Welsh Assembly), you should draw that document to the attention of the Administrator.
- Provide any background documents that would be of assistance to the translator.
- **Do not send pdf files** to be translated.
- The translator might have to set your work aside temporarily in order to do emergency work – therefore, please be patient.
- It is your responsibility to clear any copyright issues.
- **Above all, please remember that hundreds of people work for the College and that your department isn't the only one that requires work to be translated! We therefore kindly ask you to send documents well in advance, especially if they are long documents. Planning a realistic timetable will be of benefit to you and will assist us.**