

## INTRODUCTION

## Translating and changing tools



### A brief description

*Reveal* tools aim to be relevant and helpful for people in many different countries and contexts. However, there are ways in which the tools can be changed to become even more suitable and appropriate for particular contexts. For example, they could be translated into a local or regional language, or local case studies, examples or pictures could be added. This document provides guidance and advice on changing and translating *Reveal* tools. Please read it before making any changes.

Please do not change the PDF versions of these tools. Instead, use the versions in Microsoft Word. Please email [reveal@tearfund.org](mailto:reveal@tearfund.org) if you wish to be sent any of these. You must not add the Tearfund logo to the Word version, but instead ensure the following wording is kept on the tool: “This tool is adapted from Tearfund’s resource: *Reveal - tools to support community transformation*”. The material within *Reveal* should not be distributed for profit. Cartoons may be copied for purposes of using the tools. For other uses, permission must be obtained from Tearfund.



### Keys to success

#### Adding local case studies

- Case studies can help to explain and communicate what is written in the tools. They give real examples of how different actions or projects can change individual lives and transform communities.
- There are different ways of writing case studies, but you could use this basic structure:
  - Start by stating the problem that the person/people/community face, or used to face, and the scale of need.
  - Explain what actions were, or are being, carried out, or what changes have been made.
  - State the impact that these actions or changes are having, or have had, on people’s lives.
- Direct quotes from people, that explain what life was like before, and what it is like now, can help to bring a case study to life.
- If you use quotes, always make sure that you have the person’s permission to quote them and use their name (they may want you to use a different name so that the quote cannot be traced back to them).

## Pictures and images

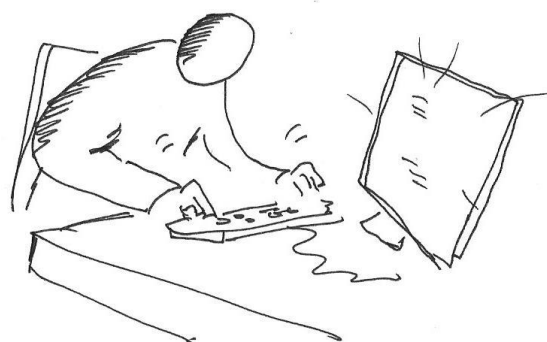
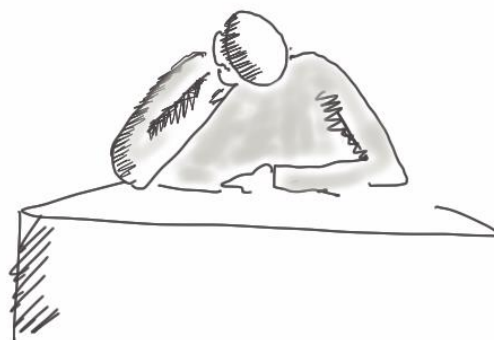
- If you insert new photos, ensure that the photographer is credited and that he or she has given permission for their pictures to be used. If you insert new sketches or cartoons, again, please credit the source.

### Tips for taking good photographs:

- Always record the details of who is in the picture, where they are, and who took the photograph.
- Put the subject of the photograph (a person or object) to the left or the right of the frame, and not in the middle.
- Take close-ups of people, as well as pictures showing them in their daily lives. For example, if somebody has learnt new farming techniques, you could take a photograph showing them farming.
- Try to take pictures of people standing in even shade if possible. Bright sunlight can make it difficult to see people's faces clearly.

## Translation

- Do not underestimate the time and skill involved in translating documents. It can take a long time, and it requires a lot of skill! Not all translators are good. You should try to use a professional translator.
- Translations should only be made by individuals translating *into* (not from) their mother-tongue language. For example, if you wish to translate a tool from English *into* Swahili, you will need to hire a translator whose mother tongue is Swahili.
- After tools have been translated, they should be proofread (checked closely) by a different translator. This person should have a good understanding of the issues written about in the tool.
- If you are translating a number of tools, you only need to get the list of categories down the side of each page translated once, not for every tool. This will save on translation costs. You can then add the list to each page of each tool at the end of the process.



- It is very important to check that technical advice and recommendations are translated correctly, as an error could lead to the wrong advice being given out and shared widely. Be especially careful when translating measurements, particularly where units are changed to suit units that are commonly used and understood in-country. These should be checked by technical experts. We suggest that the more technical tools in Section C2 (for example, Hand dug wells and Establishing a school) should not be translated by anyone who is not a technical translator (ie the translator should have experience and knowledge of the subject matter as well as general translation skills). Inaccurate translation of instructions for building or construction could result in materials and time being wasted, or even result in unsafe structures being built.
- The title, *Reveal*, may not translate well into your local language. If this is the case, please feel free to use a different title. We ask that you try to use a title with a similar meaning to the English word 'reveal' – the idea of bringing things into the light, or making something 'unhidden' that was once 'hidden'.
- Many of the tools reference other Reveal tools. Not all of these may be being translated into the relevant language. It is be advisable to keep a master list of the tool titles to ensure that the same translation is used each time the title is referred to.
- Be aware that the meaning of words can change during translation. Ensure the correct meaning of what is said is kept, rather than translating literally word for word. For example, when translating language of advocacy or campaigning – avoid using terms within the translation that could be connected with the military or violence.
- If you are translating Bible verses, ensure translations are taken from recognised Bible translations in the language - rather than translating it yourself.
- When translating the 'For further information' sections, if the resources exist in the language you are translating into, then it will be necessary to translate the reference and change the links to the translated version. If the publication hasn't been translated, then please leave the link to the English resource, and keep the title in English.
- Ensure that any case studies are correctly translated so that individuals or organisations quoted are not misrepresented.



- Some of the pictures in the tools contain text. If you wish to keep the picture in the tool, you could write a note below it with the translated text, saying 'The text in the picture above means [ADD TRANSLATION]'. If the picture has a lot of words in it (like some of the technical drawings in Section C2), you could print the picture, write the translated text onto small pieces of paper, and stick them over the English text. You could then re-scan this into your computer, or photocopy it if you are producing printed versions of tools.

### Tips for good translation

- Before starting, read the whole tool so that you understand what it is all about.
- Look up any words you do not understand in a dictionary.
- Always keep the reader in mind. Ask yourself: will they understand the sense of this sentence? Have I translated it too literally to be understood? The text must not sound like a translation. The reader must think it has been written in their own language.
- Never translate word for word. Read the whole section or paragraph, understand what the writer wants to say. Then write that meaning in the other language. It will often mean turning the order of words round. It might mean using proverbs and sayings, or finding other ways to convey the meaning of the original text.
- Keep your sentences short and simple. Use words that are easy to understand.
- Ensure that the correct meaning is kept.
- If the original language has used an unusual word or expression that has no direct translation in your language, discover exactly what it means and then use a short phrase instead.



### Finding out more

For further information on translation, please email [publications@tearfund.org](mailto:publications@tearfund.org) to request Tearfund's full guidelines on translating publications into local or regional languages.

**We would be very interested to know where and how *Reveal* tools are being used. If you do translate or amend the tools, please email us to let us know – [reveal@tearfund.org](mailto:reveal@tearfund.org)**