

TWPTO - Resources for Translation

1. Over the Phone Interpreting Services:

CCCS (*Cross Cultural Communication Systems*), for Over the Phone Interpreting, this is a good service to have, in the event a Face-to-Face Interpreter is not available. This would need to be set up and takes a day to complete. We have over 200 languages and takes up to 18 seconds to be connected.

Instructions for Over the Phone;

Dial 1-866-xxx-xxxx-

- When the operator answers, tell them:

That you are calling from ()

- Your customer code is: ()
- The language that you need interpreted
- Your full name, phone number, and the department you are calling from
- The OPI operator will connect you with an interpreter promptly

Rate: Telephone Interpreting (non-emergency): **\$1.15 per minute**

2. Online resources for Translators

FOR ALL LANGUAGES:

Bilingual dictionaries

<http://www.wordreference.com/>

Translation Databases

<http://www.linguee.com/>

<http://context.reverso.net/traduccion/>

English Thesaurus

<http://www.thesaurus.com/>

FOR SPANISH:

Diccionario español

<http://www.rae.es/>

Para dudas y consultas

<http://www.fundeu.es/>

<http://www.rae.es/recursos/diccionarios/dpd>

Manual de estilo

<http://blogs.elpais.com/files/manual-de-estilo-de-el-pa%C3%ADs.pdf>

Diccionarios bilingües, Sinónimos, Conjugaciones verbales, etc.

<http://www.wordreference.com/sinonimos/>

<http://www.wordreference.com/conj/esverbs.aspx>

FOR PORTUGUESE:

Portuguese Dictionaries

<https://dicionarioaurelio.com/>

<https://www.dicio.com.br/>

<http://www.aulete.com.br/>

<http://michaelis.uol.com.br/>

The Encyclopedia Britannica in Brazilian Portuguese

<https://escola.britannica.com.br/levels/fundamental>

Synonyms

<https://www.sinonimos.com.br>

3. Recommendations to reduce translations costs

- Invite bilingual parents to be part of the PTO so that they can volunteer as translators.
- Compile several assignments in one in order to avoid minimum fees for time and work.
- With the help of the Manager of the Translation Office, create and archive of templates for recurring forms, letters, etc.
 - Repository organized by topic and dates labeling and naming every file and folder by keywords so that one can search a document almost instantly.
 - Look for similar translations in repository before begin a new translation projects.
 - Update previous documents.
- Create a PTO calendar in collaboration with the rest of the PTOs in order to anticipate translation needs and create similar documents for all the schools PTOS to use. Often times we receive several documents announcing similar events from different PTOs. If we were flexible about reusing and individualizing already-made templates, we could

increase efficiency and reduce costs.