

cApStAn SA
Chaussée de La Hulpe 268
1170 Brussels
Belgium
VAT: BE0890600946

DOs and DON'Ts in comment writing

😊 Please DO...	Example	😞 Please DON'T...	Example
...describe how the target deviates from source (rather than the other way around)	😊 <i>“wild” added to “horse”</i> <i>“horse” translated as “wild horse”</i> 😞 <i>ENG source only reads “horse”, not “wild horse”</i>	...describe what it reads in the source but rather how the target deviates from source	😞 <i>In ENG source it reads “book”</i> 😞 <i>Not “booklet”</i> 😊 <i>“book” translated as “booklet”</i>
...make sure that the location of your intervention is clear	😊 <i>“True” and “False” left in English in the first sentence</i>	...describe the issue through the action performed by you	😞 <i>Ver changed “house” to “building”</i> 😊 <i>“building” translated as “house”</i>
...use back-translations whenever useful, and ALWAYS in the case of mistranslation	😊 <i>“donkey” translated as “monkey”</i>	...write comments that are not understandable to reviewers that do not understand the target language	😞 <i>“քըցխ” changed to “իընշխյլզզ”</i> (Which term is the comment referring to? Who made the change? Why?) 😊 <i>“building” translated as “house”</i>
...advise, if your comment is FYI only	😊 <i>FYI: in Zedish “with backbone” and “vertebrate” have the same root word, which makes the correct answer obvious. Unchanged by Ver</i>	...refer to other studies	😞 <i>Ver prefers the answering categories as used in TIMSS</i> 😊 <i>Ver suggests categories “ZZ”, “YY”, “WW” for better equivalency to source</i>
... ALWAYS advise whether or not you made an intervention	😊 OK now / Unchanged by Ver 😊 <i>Text not fully visible. Ver was unable to change</i> 😞 <i>Text caption not fully visible</i>	...use sarcasm, criticism, exclamation marks, offensive language.	😞 <i>As usual, the Zedish team has AGAIN used as many as four different synonyms for “car”!!! while source uses same word throughout the unit</i> 😊 <i>Four different synonyms used for “building”. Harmonized by Ver</i> 😞 <i>Translation clumsy</i> 😊 <i>Translation not natural, better wording suggested by Ver</i>
...use impersonal and neutral approach	😊 <i>Verifier feels... Changed by Ver(ifier)”</i> 😞 <i>I think... I changed</i>	...describe grammar issues in great detail	😞 <i>Possessive suffix ‘si’ missing. The suffix is always required if the main word is preceded by a possessive pronoun. Sometimes it can be dropped, if the ‘owner’ of the object is clear from context, but in this case this is not possible.</i> 😊 <i>Possessive suffix ‘si’ missing.</i>

Before delivering the (T)VFF, please **read your comments** through **once more** to make sure they are **understandable also when not looking at the verified file**.

Run the **spell check** in the column **Verifier’s rationale** to correct typos you may have made.