



## Translations & Publications Management Toolkit

### How to Ensure Translation's Quality

#### Be to be – A voracious reader

- Good translators pay careful attention to how words work together to convey meaning, understanding, worldview, cultural backgrounds, and knowledge. To become a good translator, one needs to read regularly, taking every reading as an opportunity to learn about languages and worldviews.

#### I Am – A meticulous writer

- When it comes to being an excellent translator, one also needs to rely on his/her writing skills. Develop your abilities by letting your texts rest and getting back to them after a while, reading it several times and editing it always. Writing is all about cutting and polishing. The translated text depends on your ability to be faithful to the original text, keeping its readability on the target language.

#### Have mastery over the two different languages

- A good translator has a particular interest and an in-depth knowledge of languages' inner structures. It's not enough to know vocabulary correspondences between the source language and the target language. One of the translator's main focuses is how ideas and meanings are conveyed in a given text and how they would sound like in another language.

#### Be faithful

- Avoid the fear of translation as a betrayal. Make it a goal to sound as natural as possible in the target language, respecting its structure, grammar, punctuation, and style characteristics. As a good translator, ask yourself: how would Yogi Bhajan sound like if he were able to write/speak in this other language?

#### Dive deep

- To have the work done in good shape, good translators go deep into the original text to hear the author's voice. They pay attention to how the author elaborates meanings, how him/her takes advantage of metaphors, humor, or pauses to transmit his/her ideas. Read the source material with great care and curiosity. Take the time to navigate through details, such as, which words the authors prefer, how playful he/she is, what is his/her style of addressing specific issues (assertive, ironic, metaphorical, etc.).

#### Know your field

- Good translators not only identify the author's voice and style, but they also develop intimacy with the theme explored by the author. In the case of Yogi Bhajan's work, it seems redundant to say how important it is to experience the teachings deep within before taking the endeavor to translate it.

#### Know the Unknown is known to you

- How do you know you really got Yogi Bhajan's teachings, style, tone, and voice? Take the teachings to the heart of your experience, let your whole self get into that flow, and work from that place. Deliver from your meditative space.

#### Build a bridge

- If you come across a phrase that looks awkward, read it again and check if it is a piece of jargon, idiom, a figure of speech or cultural reference. A simple Google search can help



to unveil the meaning in the source language and find many examples of how to adapt it into the target language.

#### Basic, but crucial tools

- Many people could be doing translation with the help of Google Translator, but good translators know that it could provide just a quick, smaller support. Having a high-quality dictionary in the source language as well as in the target language is indispensable. Look for that kind of dictionary that brings etymology backgrounds.

#### Bring consistency to the table

- How vital are some terms to structure the author's understanding and his/her worldview? Although it sounds like a huge question, keep it simple: go for the relevant words. Start highlighting them. Then, develop a glossary. Be sure about your choices between possible synonyms. Take notes on your preferences. And use it as your database terminology.

#### Fundamental resources

- Before you develop your database of terms, be sure that you know the Style Guide and the Glossary provided to you by KRI. These guides should form a first layer of terms to structure the translation work. It should also be seen as a collaborative work in progress. You may add words and send your suggestions to KRI as a tool to be shared with other translation teams.

#### The weight of experience

- As an additional input to your project and the accuracy of the teachings for future generations, you may want to find a longtime student of Yogi Bajan, to whom you can ask questions when you stumble upon unclear passages. An Aquarian Teacher Trainer could help you with that.

#### Housecleaning

- Your work looks done. However, you take extra time to read it thoroughly. You give yourself another chance to check for grammar, capitalization, punctuation, or spelling mistakes.

#### Pave your way into excellency

- After finishing your first draft, wait a few days and get back to your work with new eyes, as if you could play the role of the first reader. Read it aloud, with open ears to any unusual, unnatural or weird passages. Make sure you got a consistent understanding of the original text and that your work makes that evident.

#### When time is on your side

- If you can, go back again to the original text, trying to read it as if for the first time. Get the chance to confirm one last time that your work delivers the original content and is as close as possible to Yogi Bajan's own way of lecturing/writing.