Translation

Overview

Translation helps make text-based materials available in more than one language. Extension is legally obligated to provide materials in languages other than English when requested by the public. Support is available to help coordinate and manage a broad range of factors involved in the translation process.

Support with translation project management may include:

- Ascertaining translation needs per the target audience,

- Finding the appropriate professional translation service vendors,

- Obtaining cost quotes based on industry practices,

- Maintaining standards of professional quality.

Translation expands access and builds confidence in our ability to deliver educational programming in multilingual formats that supports our organizational mission.

Translation projects

Language access staff contracts with independent service providers for translation projects. Depending on the language pair, nature and scope of the document(s), and other considerations involved with large or small-scale translation of documents, a minimum of 15 business days are needed from authorization of the translation to delivering the product to the requester.

Small projects being translated through single requests (e.g. brochures, posters, newsletters, etc.) may have a quicker turnaround time whereas larger scale projects with multiple components (e.g. creating bilingual curriculum, multi-modal program delivery, etc.) may require more time to coordinate.