

Guidelines for translating video scripts

1. Request a copy of the script (in English or French) using the “script request” button below the video you are interested in. You will need to complete the form that opens. The script will be in landscape format and will be in sections (shots).
2. Each section will have a time beside it in seconds, this is the duration.
3. Read the script aloud to get an overall idea of the content, style and language used. Watch the video so you get to know the subject and style and for interviews who is talking – man/woman/young/old...
4. If you do not understand some sections or words, contact a subject matter specialist even before trying to translate.
5. If the intended audience is farmers, you must think like a farmer and not use complicated words or phrases. If something is technical, ask yourself if there a simpler way to say it.
6. Type out the translated script with 1.5 or double space in the second column. This is to make it easy to read when recording the voice over.
7. Make sure you translate the TITLE of the programme as this will need to be recorded.
8. If your alphabet is very different from the Roman alphabet, spell out the words phonetically in a third column, so that anyone who will work on the audio can follow the script, irrespective of their knowledge of your language.
9. Use punctuation effectively so that when others read out your translated script they know where to pause and where sentences stop.
10. Video scripts are written for the spoken word, so they do not always follow strict grammatical rules. Try to maintain the style of the original script. Simplify and reduce the words as much as possible.
11. Timing is all important – make sure the translation is the same duration or less than the original. Keeping to the timing of each section (shot) is VERY important. The timings listed after each shot indicate the maximum length for the person reading out the voice over. It MUST NOT be any longer, otherwise you will have to do the translation again.
12. Not every word needs to be translated but the original meaning must be conveyed in an easy to understand way.
13. Read out the translated script to staff working with the target audience. Do the words ‘flow’ when they are spoken out loud? Will the intended audience understand what is being said?
14. Change any words or phrases that may be unclear to your target audience.
15. Always ask someone to check the translated script before recording, to ensure it is technically accurate.

REMEMBER!

Pay attention to detail at every stage.
Always aim to produce a QUALITY programme.