

OCTOBER 2002

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Indigenous software

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**Journal of the South
African Translators'
Institute**

**Jenale ya Mokgatlo wa
Bafetoledi ba Afrika
Borwa**

**Dzhenala ya Inisitituti ya
Vhahinduleli ya Afrika
Tshipembe**

Muratho is the Venda term for "a bridge", the symbol of the communicative activity facilitated by language workers

Muratho ke lentswe la Se Venda le bolelang "borokgo", e leng sesupo sa mosebetsi wa bohokanyi o hlophiswang ke basebeletsi ba puo

Muratho ndi ipfi la Tshivenda line la amba "buroho", tshine tsha v ha tshigatsha vhudavhidzani tshine tsha shumiswa nga vhashumi v ha nyambo

Information on the name of the journal is given in English plus two other official languages on a rotational basis.

Muratho accepts articles in all the South African official languages, provided they are accompanied by an English summary.

Published by the South African Translators' Institute
PO Box 27711
Sunnyside
0132
South Africa
sati@intekom.co.za
<http://www.translators.org.za>

Editor: Marion Boers
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Subscriptions: Contact the editor

ISSN: 1680-1938



Volume 2 Number 2 October 2002

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Front cover: Graphic by Marion Boers

Editor's Notes

Once again the past few months have seen exciting developments in the language field in South Africa. In the last issue of *Muratho* we reported on the implementation of the pilot Telephone Interpreting Service for South Africa (TISSA Project). After less than five months in operation the project entered its first expansion phase. The number of police stations at which the service is offered was increased from 40 to 70, the Tshwane Metropolitan Council joined the project, which it uses at various municipal clinics, and – most exciting of all – the Minister of Arts and Culture launched a videophone facility for Sign Language.

The latter enables interpreting in Sign Language to take place through a videophone system, and not through a video-conference system as is normally the case. The videophone is a device that transmits moving pictures and sound to another similar device. It has to be connected to an ISDN line on both sides. Each phone includes a camera, sound card, microphone, speakers and microcomputer. The telephone is activated in the same way as any other telephone – by dialing the number of the other videophone. As soon as the other telephone is answered, both sides are connected, showing the picture on the screen and transmitting the sound. Literally, this means that a person in Cape Town and another in Bloemfontein will be able to see each other.

The significance of this system lies in the fact that a similar technological innovation is being utilised to bridge the communication gap between the deaf and the hearing. This system enables a deaf person to communicate face to face with an interpreter on-line, immediately. Of more importance is that it contributes to the deaf community's access to information and participation in society.

The TISSA videophone interpreting service for the deaf has been implemented at the Deaf Community Centre in Cape Town, which is where most of the deaf in the Cape Town area go for all kinds of services. The other videophone is installed at the University of the Free State, with the interpreting service being provided by trained Sign Language interpreters weekdays between

08:00 and 16:00, in line with the rest of the TISSA Pilot Project. Depending on the success of the videophone interpreting at the Deaf Community Centre, the service may be further extended.

In the health services, Sister Thea de Villiers of the Karenpark Clinic in Akasia was the first Tshwane employee to log a call to the call centre in Bloemfontein. Sister de Villiers says that with the aid of TISSA she was able for the first time to take a full medical history and establish a real relationship of trust with a patient who speaks an indigenous language. Since the interpreting system was introduced at the clinic, the flow of patients has increased considerably, she says.

It is marvellous to see technology working to improve the lives of our people and at the same time providing employment for language practitioners. Technology is making advances all the time and is harnessed in increasingly numerous ways to make the lives of language practitioners easier. Much of this issue of *Muratho* is dedicated to precisely this subject and provides information on various means that enable us to work more easily and more efficiently. We often take this technology for granted these days, but when I think of the advances made even during my own working life, which only spans 20 years, it is mind-boggling. When I started out, I typed my translations on an old typewriter, often having to redo sections or pages where a typing error had crept in. Today we are not only able to have our computer check our spelling and grammar for us, but to move sections of our work around with ease, should we decide this is necessary. Research has become a million times easier with the advent (and development) of the Internet, and the next generation of translators will probably not even use paper dictionaries. We can also now automate certain parts of the translation task. So remember all the advantages next time you sit cursing when your PC freezes or it takes more than 20 seconds to boot up!

Until next time ...

Marion

The Internet labyrinth: Useful resources for language practitioners

International online dictionaries

Multilingual international dictionary sites abound on the Internet. General dictionary portal sites such as <http://www.onelook.com>, <http://www.dictionary.com> and <http://www.yourdictionary.com> generally cater for English and other major international languages ranging from German, French, Spanish and Portuguese to Arabic and even Chinese.

The dictionaries provided are generally explanatory, rather than translating, but serve as excellent aids to understanding concepts in the source language. What they lack in translation equivalents, they usually make up for with the range of subject domains covered. Fields covered can range from general business and administration terms to technical fields such as chemistry and aviation. What is particularly attractive about such portal dictionary sites is that instead of your trying to remember and manage extensive lists of links to online dictionaries, they offer you an easy-to-remember and easy-to-access entry into terminological resources on the Internet.

Much the same can be said of personal home pages of international translators such as Cecilia Falk (<http://www2.sbbs.se/hp/cfalk/indexeng.htm>) and Mabercom (<http://www.mabercom.com>). A further advantage of these two sites in particular is the fact that they have been compiled by translators, with the needs of a translator in mind. Cecilia Falk's site also includes links to a wide variety of translation tools on the market.

Local online dictionaries

Very few dedicated, authoritative online terminological resources exist for the local South African languages. Most English practitioners make use of the international sites, since the standard set for British English is still generally accepted as the standard to be achieved in translating and editing in South African English. The Oxford English Dictionary can also be accessed online at <http://www.oed.com>, although access is unfortunately restricted to holders of a user licence.

For Afrikaans, two bilingual lists initially

That the Internet is a rich source of information on any and every subject imaginable can be considered to be somewhat of an axiom in the cyber age. Less obvious, though, is how you go about finding what you're looking for and only what you're looking for in this hyperlinked maze. This article attempts to shed some light on this question for language practitioners.

driven by the *Stigting vir Afrikaans*, covering computer and automotive terms, are the only real dedicated terminological resources on the Internet. Although neither list is being updated anymore, they can still be found at <http://www.afrikaans.com>. Both these resources are well regarded among language practitioners who make regular use of the Internet for their work, as shown in a spot survey on the ZaLang online discussion list (see below) in April this year. Two other sites bear mentioning, namely *Die Knoop* (<http://www.dieknoop.co.za>) and *Spioen* (www.spioen.co.za). Although not dedicated to terminology for language practitioners, both these portals provide access to a wide range of information on Afrikaans culture, organisations, literature, spell-checkers available for download, language services, newspapers and other media.

For the African languages, the situation is even more bleak. Apart from a couple of short multilingual terminology lists on the site of the National Language Service (<http://www.dac.gov.za>) there are no online resources of use to language practitioners. The focus of the linguistic sites at <http://www.sul.stanford.edu/depts/ssrg/africa/lang.html> and the Comparative Online Bantu Dictionary (<http://www.linguistics.berkeley.edu/CBOLD/>) do not really serve the very specific needs of language practitioners.

South African online archives

The online newspaper archives of the Daily Mail & Guardian (<http://www.mg.co.za>) and Naspers (<http://www.news24.com>) and the online access to the Butterworth (<http://www.butterworths.co.za>) and Jutastat (<http://www.jutastat.co.za>) law reports are probably among the most valuable online research tools available to local language workers.

Article by Maritza van den Heuvel. Maritza is a researcher at the University of Stellenbosch, currently working on the *African Speech Technology* project (www.ast.sun.ac.za). She has lectured at postgraduate level on the application of the Internet and technology in general by language workers and is also involved in *ad hoc* workshops on these topics. She is also the founder of *ZaLang*, an e-mail discussion list for South African language workers.

"In the last three years, a number of online language discussion lists have come to the fore in the language community, to a great extent to fill the void left by the lack of terminology resources for the local languages on the Internet."

The newspaper archives are very useful for cross-checking the spelling of personal names and the acronyms of associations and for finding background information on political and economic issues. Very often, new terms are also first coined by journalists, making the archives a good source of neologisms. Unfortunately, actually using the archives can be rather daunting, since the search forms provided are not always terribly user-friendly. The structure of the Naspers archive, for example, is such that searching is done only in the titles of reports, not in the full texts. This is a severe limitation, and searches often return very few useful results. The opposite is true of the *Daily Mail* and *Guardian* archive. The search forms are well designed and easy to use and full-text search capability is included.

As far as the Butterworth and Jutastat sites are concerned, full access to their online law reports is provided for paying subscribers who have already purchased a hard copy of the publications, which includes an online user licence. However, both sites do provide some free services, such as the online publication *Computers and the Law*, provided on the Jutastat site.

For comprehensive information on South African legislation and links to all the government departments at both national and provincial level, the Government Online (<http://www.gov.za>) site can also be consulted. The full text of Acts of national parliament, Bills, White and Green Papers and other government reports, dating back to approximately 1993, can be downloaded in PDF format. Along with the resources to be found at <http://www.polity.org.za/lists/sanet.html>, there is hardly a richer source of information on politics and social issues in the country.

E-mail discussion lists

In the last three years, a number of online language discussion lists have come to the fore in the language community, to a great extent to fill the void left by the lack of terminology resources for the local languages on the Internet. *Taalgesprek* is an Afrikaans discussion list, started by Leon van den Berg, known for his language column in *Beeld*. Topics discussed on the list include the intricacies of Afrikaans spelling, language in education, the etymology of Afrikaans words and newly coined terms. *Rekenaartermes* is managed by Samuel Murray, who was also responsible for the maintenance of the *Stigting vir Afrikaans*

computer terminology list until its discontinuation. The list provides a forum for the discussion and creation of computer terminology in Afrikaans, while *ZaLang* has a more general focus. *ZaLang* was set up as a local alternative to the international discussion list for translators and interpreters (LANTRA-L, <http://www.geocities.com/Athens/7110/lantra.htm>). The more than a hundred experienced translators and editors on the list assist each other with a wide range of terminology enquiries, even offering word-processing advice. A similar list, *Mzi_kaPhalo*, was established to serve the needs of Xhosa translators.

All four lists are run as free services from Yahoogroups.com and the archives of discussions held on the lists can be browsed at the Yahoogroups site. Details on subscription and membership procedures for all the groups can be found on <http://www.yahoogroups.com> by doing a search on the italicised names provided above, or by contacting the list administrators directly:

- ◆ *Taalgesprek*: Leon van den Berg, taalgesprek-owner@yahoogroups.com
- ◆ *Rekenaartermes*: Samuel Murray, rekenaartermes-owner@yahoogroups.com
- ◆ *ZaLang*: Maritza van den Heuvel, zalang-owner@yahoogroups.com
- ◆ *Xhosa list*: Miranda Makwetu, Mzi_kaPhalo-owner@yahoogroups.com

Note: Hyperlinks referred to in this article were active upon the publication of this article. However, owing to the innate nature of the Internet, some of them may well have changed by the time you use them. 

TAMA 2003 SA

Terminology in Advanced Mobile Applications

Don't forget the TAMA Conference being held in Pretoria between 17 and 21 February 2003. The focus will be on Terminology, Knowledge and Technology Transfer applied to improving education and training, e.g. efficient e-government, e-health, e-learning, e-business, and to fostering language planning.

The Conference will be divided into three parts, namely training, a pre-conference workshop and the conference itself. SATI has received details of the provisional programme and it looks very interesting. Contact Marion Boers for details (publications@translators.org.za or 011 803-2681).

Local electronic dictionaries

Pharos collections

The Pharos Woordeboeke/Dictionaries 5-in-1 brings together five Pharos dictionaries on one CD: the Groot Woordeboek/Major Dictionary, Tweetalige Frase-woordeboek/Bilingual Phrase Dictionary, Nuwe Woorde/New Words, Verklarende Afrikaanse Woordeboek and Groot Tesourus van Afrikaans. The text of the dictionaries is accessed through the Logos Library System, enabling simultaneous searching in all five dictionaries and on-screen viewing of results. The search functionality is somewhat cumbersome, however, and the dictionaries are by default read from the CD, making searches fairly slow. This problem can be circumvented by copying the dictionaries to a certain location on the hard drive of your PC.

The great advantage of the product is undoubtedly the price. The CD-ROM costs a fraction of what the five printed versions would cost. The same can be said of the Collins Dictionaries 4-in-1 containing the Collins English Dictionary, the Collins Thesaurus, the Collins Wordfinder and the Collins Cobuild Pronunciation Guide and built on the same Logos Library System infrastructure.

Both CD-ROMS are currently retailing at R349 and can be bought from most bookshops or ordered online through a service such as KalahariNet (<http://www.kalahari.net>). Detailed descriptions of the contents of both collections can be found at <http://www.pharos.co.za> by searching according to title in the online catalogue.

Single dictionaries

The third edition of the *Verklarende Handwoordeboek van die Afrikaanse Taal* (HAT) has been available in CD-ROM format since 2000 under the name *Elhat*. It offers a search functionality similar to the Pharos collections, although the search technology used (Folio) differs somewhat from the Logos Library System. The dictionaries can also be copied to the hard drive of your PC, thereby speeding up searches. The CD costs R399, and can be ordered from Infosource in Cape Town. Infosource can also be contacted via their web site at <http://www.infosource.co.za/elhat> or by e-mail (rras@infosource.co.za).

Apart from Internet resources, a variety of useful resources are available on CD-ROM. A number of local dictionaries and legal resources have proved popular among language workers on ZaLang.

A fairly recent addition to the available stock of electronic Afrikaans dictionaries is the revised *Tweetalige Voorsetselwoordeboek*. The third edition of the book has been comprehensively revised and expanded. There are more than 700 new entries in the form of new headwords and prepositions. Some of the English equivalents have been amended and expanded. The dictionary can be used in its stand-alone format, or the English component can be imported into and accessed through any word processor. It is provided on either CD-ROM or diskette and can also be delivered via e-mail. The contact person is Pieter Taljaard at pietertal@icon.co.za or PO Box 7773, Birchleigh, 1621.

Legal resources

Both Justastat (<http://www.jutastat.co.za>) and Butterworth (<http://www.butterworths.co.za>) briefly referred to in the article on Internet resources on page 5 publish a variety of extensive legal, tax and accounting information on CD-ROM. Most of the products can also be accessed online, once a user licence for the CD version has been purchased. These resources, updated regularly and well supported by the publishers, are well regarded amongst language workers. Full details are available on the web sites provided.

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Article by Maritza van den Heuvel.

Inleiding tot rekenaargesteunde vertaling

Vertalers gebruik hul rekenaars sonder om daaraan te dink as iets uitsonderliks. Daar is egter sagteware wat hierdie taak selfs verder kan vergemaklik. Hieronder word 'n oorsig daarvan gegee.

Dis byna ondenkbaar dat enige vertaler nie van rekenaargesteunde vertalingsmetodes gebruik maak nie. Die voor-sprong wat die rekenaar die hedendaagse vertaler bo sy potlood-en-papier-voorganger gee, lê daarin dat die vertaler hom al hoe minder met herhalende takies besig hou en meer tyd het vir die harde, kreatiewe vertaalwerk sêlf.

Sommige van dié nutsprogramme is al so algemeen dat vertalers dikwels nie beseft dat hulle besig is met “rekenaargesteunde” vertaling nie. Neem byvoorbeeld 'n spel-toetser – hoewel die speltoetser nie onfeilbaar is nie, maak dit die vertaler se taak tien keer makliker. Of dink aan 'n CD-ROM-woordeboek – danksy dié tegnologie kan die vertaler definisies, vertalings, sinonieme en ensiklopediese inligting binne sekondes naslaan.

Die verskeidenheid programme wat rekenaar- (CAT) of masjiengesteunde (MAT) vertaling moontlik maak, is dui-seling-wekkend. Aangesien sommige nutsprogramme gebundel word as CAT-programpakkette, is selfs vertalers wat gereeld CAT-programme gebruik, nie altyd bewus van al die moontlikhede nie. In die tweede helfte van hierdie artikel sal ons kyk na 'n paar sulke nutsprogramme. Kom ons kyk eers wat behels die CAT-program-pakkette gewoonlik.

CAT-pakkette

Die groot aantrekkingskrag van heden-daagse CAT-programme soos Trados, Déjà Vu, TransSuite, Transit en SDLX is vertalinggeheue (oftewel TM). Vertalinggeheue is niks anders nie as 'n fênsie woord vir 'n besonder ingewikkelde termlys. Dié termlys word in 'n spesiale formaat gestoor en op 'n spesiale manier deur die program gelees sodat groot dele van die vertaling as't ware geoutomeer word.

Die CAT-program gebruik die TM om outomaties vertalings vir sinsnedes in die bronteks voor te stel. As die TM byvoorbeeld die inskrywing “computer = rekenaar” bevat, kan die CAT-program by elke voorkoms van “computer” outomaties die vertaling “rekenaar” voorstel. As die vertaler tevrede is dat dit die regte woord is, kan hy die vertaling met die druk van 'n knoppie aanvaar. 'n Slim CAT-program sal selfs “computers” en “computing” as byna-ekwivalente identifiseer en vertalings daarvoor voorstel (gebaseer op die inskrywing “computer = rekenaar”).

Aangesien die TM ook sinsnedes of volsinne bevat, kan die CAT-program ekwivalente of bynaekwivalente sinsnedes in die bronteks uitken en outomaties vorige vertalings uit die TM daarvoor voorstel. Dink net hoeveel werk dit kan spaar as herhalende sinne (of sinne wat persentasiegewys ooreenstem) op dié manier outomaties vertaal word.

TM's bestaan uit reeds vertaalde sinsnedes in plaas van enkelwoorde, en daarom word TM's nie soos woordeboeke kant en klaar gekoop nie – nee, elke vertaler moet sy eie TM van niks af opbou. Daarom bevat CAT-pakkette gewoonlik belyningsprogramme (alignment) wat reeds vertaalde tekste kan segmenteer en kan saamflans tot 'n volwaardige vertalinggeheue.

Tydens segmentering breek die CAT-program die teks op in sinne of sinsnedes, volgens voorafbepaalde reëls. Die vertaler vertaal dan dié segmente een vir een, en wanneer die CAT-program 'n segment teëkom wat persentasiegewys ooreenstem met 'n segment in die TM, kan die vertaler kies om daardie vertaling in te trek en te wysig indien nodig.

Tydens belyning word 'n bestaande bronteks en reeds vertaalde doeltteks beide gesegmenteer en in pare gerangskik om 'n TM te vorm. Omdat so 'n outomatiese belyning nouliks 100%-akkuraat kan wees, moet die vertaler die halfvoltooide TM vlugtig deurlees en korreksies aanbring waar nodig. Wanneer die vertaler tevrede is dat elke doelttekssinsnede by sy ooreen-stemmende brontekssinsnede gerangskik is, is die TM gereed vir gebruik.

'n Engelse weergawe van die volledige artikel word langsaan gegee. Vertaling deur Marion Boers.

Artikel deur Samuel Murray-Smit. Samuel is 'n vertaler by *Beeld* en het 'n besondere belangstelling in rekenaars en hul aanwending.

An introduction to computer-assisted translation

The idea of a translator not using computer-assisted methods of translation is almost unthinkable. The advantage that the computer gives the modern translator over his pen-and-paper predecessor lies in the translator having to spend less and less time on repetitive little tasks and having more time available for the actual hard creative work of translation.

Some of these utilities are so widely used that translators often do not even realise that they are doing "computer-assisted" translation. Take a spell-checker, for example – although not infallible, it makes the translator's task a hundred times easier. Or think of a CD-ROM dictionary – thanks to this technology, a translator can source definitions, translations, synonyms and encyclopaedic information in seconds.

The variety of programs that make computer-assisted (CAT) or machine-assisted (MAT) translation possible is staggering. Since some utilities are bundled as CAT program packages, even translators who regularly use CAT programs are not always aware of all the possibilities. We will consider some of these utilities in the second half of this article. But let us first look at what the CAT program packages usually comprise.

CAT packages

The great attraction of modern CAT programs like Trados, Déjà Vu, TransSuite, Transit and SDLX is translation memory (TM). Translation memory is nothing more than a fancy word for an extremely complex word list. This word list is stored in a special format and read in a special way by the program so that large chunks of the translation are so to say "automated".

The CAT program uses the TM to suggest translations for phrases in the source text automatically. If the TM contains the entry "rekenaar = computer", for example, the CAT program will suggest the translation "computer" for every occurrence of "rekenaar". If the translator is satisfied that this is the right word, she can accept the translation simply by pressing a key. A clever CAT program will even identify

Translators today use their computers without regarding this as something unusual. However, there is software available to make their daily task even easier. An overview is given in this article.

"rekenaars" and "rekenariseren" as near equivalents and suggest translations for them (based on the entry "rekenaar = computer").

Since the TM also contains phrases and full sentences, CAT programs can recognise equivalent or near-equivalent phrases in the source text and automatically suggest previous translations from the TM for these. Just think of how much time can be saved if repetitive sentences (or sentences that correspond to a large extent) are translated automatically in this manner.

TMs consist of already translated phrases rather than single words, and for this reason TMs cannot be bought in their final form – no, each translator has to build her own TM up from scratch. For this reason CAT packages usually contain alignment programs, which are able to segment texts that have already been translated and put them together to form a comprehensive translation memory.

In segmentation, the CAT program breaks the text up into sentences or phrases, according to previously set rules. The translator then translates these segments one by one, and when the CAT program comes across a segment that corresponds to a certain percentage with a segment in the TM, the translator can choose to import that translation and to alter it, if necessary.

In alignment, an existing source text and an already translated target text are both segmented and arranged in pairs to form a TM. Since such automatic alignment is rarely likely to be 100% accurate, the translator must read the half-completed TM through quickly and make corrections where necessary. When the translator is satisfied that every target text phrase is aligned with its corresponding source text phrase, the TM is ready for use.

This is an English version of the article alongside. Translation by Marion Boers.

Article by Samuel Murray-Smit. Samuel is a translator with *Beeld* and has a particular interest in computers and their utilisation.

Benewens segmentering, belyning en TM kan die meeste groot CAT-pakkette ook termlyste skep en konkordansies saamstel.

Watter CAT-program?

Vir 'n nuweling wat graag 'n CAT-pakket wil aanskaf, is die keuse oorweldigend, en dis moeilik om 'n besluit te maak. Met pryse wat wissel tussen EUR 500 en EUR 900 is dit 'n groot uitgawe. Die bekendste CAT-pakket is waarskynlik Trados, met Déjà Vu kort op sy hakke.

Die partydigheid tussen MS Word en Word-Perfect gebruikers, of dié tussen Internet Explorer en Netscape Navigator gebruikers, is redelik mak in vergelyking met die lojaliteit wat Trados of Déjà Vu gebruikers teenoor hul gunsteling sagteware openbaar. Dit dien dus byna geen doel om 'n gebruiker te vra watter program beter nie.

Trados is tans grootliks die bedryfsstandaard, maar werk slegs in MS Word. Déjà Vu het glo ekstra funksies wat Trados nie het nie, en werk buite enige bestaande woordverwerkingsprogram om. Die meeste Trados-lêers kan by Déjà Vu ingetrek word, en vice versa.

Nie alle CAT-programme is duur nie. Die lokaliseerder ForeignDesk is oopbronsagte-ware, met ander woorde dis gratis. WordFisher kos slegs EUR 30, en verrig beperkte voorafvertaling en TM-funksies. WordFast kos EUR 170, en hanteer segmentering, belyning, TM en bynaekwivalensie gemaklik, asook woordeboek-, konkordansie- en konteksnaasaan. Beide WordFisher en WordFast werk egter net in MS Word.

Ander nutsprogramme

Speltoetsers: Beide die PU-CHO en Pharos bied tans speltoetsers vir MS Word, teen ongeveer R250. Daar bestaan egter ook gratis speltoetsers soos Ispell wat in enige woordverwerker (selfs Notepad) werk, solank 'n mens net 'n betroubare woordelys kan opspoor.

Vindprogramme: Windows het sy eie vindfunksie waarmee enige dokument vir teksstringe deursoek kan word. 'n Mens kry ook kragtiger vindprogramme soos Seek-Easy, wat ingepakte lêers (soos zip-lêers) kan deursoek of bynaekwivalente kan opspoor, of waarmee meervoudige soekstringe gespesifiseer kan word. Vindprogramme het gewoonlik ook vind-en-vervangfunksies.

Knipbordgeheue: Wanneer 'n mens kopieer en plak (Ctrl-C en Ctrl-V), word die teks na die knipbord gekopieer. Die

Windows knipbord kan egter net een teksdeel op 'n slag onthou. 'n Program soos Clipomatic (wat gratis is) onthou tot 64 stukke teks, en veel voorkomende teksdele kan permanent in sy geheue gestoor word.

HTML-vertalers: Met 'n program soos CatsCradle (eweneens gratis) kan 'n mens webbladsye vertaal sonder enige kennis van HTML. Die program trek outomaties die bronteks uit die webwerf om vertaal te word, en stel die finale vertaalde produk weer saam.

Termsoekers: 'n Mens kry programme wat outomaties woordelyste aanlyn deursoek. Voorbeelde van sulke programme is Glossy en Xanadu, wat albei slegs werk met Internet Explorer, en ook slegs enige nut het terwyl 'n mens aan die Internet gekoppel is.

Ekserpteerders: 'n Program soos Terminology Extractor (wat jou EUR 100 uit die sak sal jaag) verwerk enige stuk teks in 'n japtrap tot 'n nuttige korpus deur veel voorkomende woorde en sinsnede in konkordansieformaat te rangskik. Goedkoper programme soos die WordSmit-suite het soortgelyke funksies, en met gratis programme soos WClip kan mense wat handmatig termlysies skep, 'n paar langdradige stappe uitskakel.

Woordtellers: Elke nou en dan kom 'n mens op 'n rekenaar af waarop MS Word of 'n ander gevorderde woordverwerker nie geïnstalleer is nie. In sulke gevalle kan 'n eenvoudige webbladsy-skrip 'n benaderde woordtelling gee. Doelgemaakte woordtellings (byvoorbeeld slegs woorde van drie letters of meer) kan deur spesiale programme gedoen word.

Vergelykers: Hoewel MS Word 'n ingeboude teksvergelyker het, kan dieselfde funksie deur die gratis program ExamDiff vervul word. Die program vergelyk twee dokumente en dui aan waar woorde weggelaat of bygevoeg is.

Lemmabome: 'n Mens kan artikels in 'n boomstruktuur stoor met lemmaboom-programme soos Treepad of MyInfo. Artikels (stukke teks) word in 'n boomstruktuur van veelvoudige nodusse (lemmas) gestoor. Dis basies 'n program wat as't ware los lêers in 'n eenheid saambind vir maklike naslaan van byvoorbeeld landswette of versamelde koerantberigte.

Belyners: TransSuite se belyner kan gratis afgelaai word. Daarmee kan TM's van bestaande vertalings geskep word wat 'n mens kan gebruik soos gewone termlyste al het 'n mens nie 'n CAT-program nie. 🐾

In addition to segmentation, alignment and TM, most large CAT packages can also create word lists and compile concordances.

Which CAT program?

For a newcomer wanting to acquire a CAT program, the choice is overwhelming and it is difficult to make a decision. With prices ranging from EUR 500 to EUR 900, this is quite an investment. The best-known CAT package is probably Trados, with Déjà Vu a close second.

The bias between MS Word and Word-Perfect users, or that between Internet Explorer and Netscape Navigator users, is fairly mild in comparison with the loyalty that Trados or Déjà Vu users exhibit regarding their favourite software. There is thus almost no point in asking a Trados or Déjà Vu user which is the better program.

Trados is currently largely the industry standard, but operates only in MS Word. Déjà Vu apparently has extra functions that Trados does not, and operates in conjunction with any existing word-processing program. Most Trados files can be imported into Déjà Vu, and vice versa.

Not all CAT programs are expensive. The localisation program ForeignDesk is open source software; in other words it is free. WordFisher costs only EUR 30 and performs limited pre-translation and TM functions. WordFast costs EUR 170, and handles segmentation, alignment, TM and near-equivalence with ease, as well as dictionary, concordance and context searches. However, both WordFisher and WordFast work only in MS Word.

Other utilities

Spell-checkers: Both Potchefstroom University and Pharos currently offer Afrikaans spell-checkers for MS Word, at around R250. There are, however, also free spell-checkers, like Ispell, that work in any word-processor (even Notepad), as long as one can find a reliable word list.

Find programs: Windows has its own Find function through which any document can be searched for text strings. More powerful find programs are also available, like SeekEasy, which can search compressed files (like zip files) or can locate near-equivalents or in which multiple search strings can be specified. Find programs usually also have search-and-replace functions.

Clipboard memory: When one copies

and pastes (Ctrl-C and Ctrl-V), the text is copied to the clipboard. The Windows clipboard can remember only one piece of text at a time, though. A program like Clipomatic (which is free) remembers up to 64 pieces of text, and often-recurring pieces of text can be permanently stored in its memory.

HTML translators: Using a program like CatsCradle (also free) one can translate web pages without any knowledge of HTML. The program automatically extracts the text from the web page for translation and then reconstitutes the translated product.

Term searchers: There are programs that search word lists automatically on line. Examples are Glossy and Xanadu, which both work only with Internet Explorer and are also of any use only while one is connected to the Internet.

Excerptors: A program like Terminology Extractor (which will leave you EUR 100 the poorer) converts any piece of text to a useful corpus in a flash, by arranging words and phrases that recur often in concordance format. Less expensive programs like the WordSmith suite have similar functions, and free programs like WClip enable people who create word lists by hand to eliminate a few laborious steps.

Word counters: Every now and then one comes across a PC on which MS Word or another advanced word-processor is not installed. In such cases simple web-page script can give an approximate word count. Purpose-made word counts (for example only words of three or more letters) can be done by special programs.

Comparers: Although MS Word has a built-in text comparer, the same function is fulfilled by the free program ExamDiff. The program compares two documents and indicates where words have been added or deleted.

Article managers: One can store articles in a tree structure using article manager programs like Treepad or MyInfo. Articles (pieces of text) are stored in a tree structure with multiple nodes (lemmas). It is basically a program that as it were ties separate files together into a unit for easy reference, e.g. pieces of legislation or a collection of newspaper articles.

Aligners: TransSuite's aligner can be downloaded free of charge and used to create TMs of existing translations, which one can then use like a normal word list, even if one does not have a CAT program.



WordFast – rekenaarsteun in die praktyk

As jy nog nie jou sak geruk het vir Trados of Déjà Vu nie, kan jy gerus die makro-programmetjie WordFast oorweeg.

WordFast is 'n bekostigbare makro wat binne-in MS Word loop, en dit verrig 'n hele aantal gerieflike masjiengesteunde vertaalfunksies.

Die beste manier om uit te vind of WordFast in jou behoeftes sal voorsien, is om dit te installeer en 'n paar proefvertalings te doen. Kom ons kyk hoe om WordFast af te laai, te installeer, en met die minste moeite op te stel vir 'n proeflopie.

1. Laai WordFast af

Die WordFast-makro en -gebruikshandleiding kan albei by www.champollion.net/ afgelaai word. Die makro heet wordfast.dot en die handleiding wordfast.doc.

Maak seker dat MS Word se makrosekuriteit op "laag" gestel is (indien van toepassing op jou weergawe van MS Word). Maak nou die makrolêer wordfast.dot in MS Word oop, en volg die instruksies. In my weergawe moes ek net Ctrl+F2 druk, en hy installeer homself. Nadat WordFast geïnstalleer is, kan jy jou makrosekuriteit weer op "hoog" stel.

Nóg 'n manier om WordFast te installeer, is om bloot die lêer wordfast.dot na MS Word se Startup-lêer te kopieer, en MS Word te herbegin.

2. Registreer WordFast (opsioneel)

WordFast kos tans EUR 170, maar die huidige evalueerweergawe, wat 'n effens ouer weergawe is, en waarby geen steundiens ingesluit is nie, is gratis en het alle funksies.

3. Stel WordFast op

Die eerste ding om te doen, is om 'n vertaal-geheue (TM) te skep. 'n TM is basies 'n spesiale woordelys wat bestaan uit bron- en doeltteks-sinsnedes.

Maak seker die WordFast-nutsbalk is uitgeskuif. Klik op die "f"-knoppie om die opstelling te begin. Die opstellingskassie het

vyf hoofgewels, genaamd "Translation Memory", "Tools", "Quality Check", "Setup" en "?" (vraagteken). Op die hoofgewel "Translation Memory" is daar vyf subgewels, waarvan die eerste ene "Files" heet. Op die "Files"-gewel is daar drie opsies, naamlik "Open TM", "New TM" en "Export TM".

Klik op "New TM" om 'n nuwe TM te skep. WordFast sal jou vra vir 'n brontaal en 'n doeltaal. Tipiese tale is EN-UK (Britse Engels) of AF-01 (Afrikaans). Daarna moet jy die TM stoor, as 'n gewone tekslêer. Jy kan dit enige naam gee, soos "proeflopie.txt".

4. Stel MS Word op

Dis belangrik om te vertaal met "hidden text" aangeskakel. WordFast genereer verskuilde teks om segmente aan te dui, en jy moet hulle kan sien sodat jy hulle nie per ongeluk oorheenskryf nie.

Die instruksies vir Word 2000 is as volg: Klik op die "Tools"-kieslys, en kies dan "Options". Klik die "View"-gewel, en merk "Hidden text".

5. Doen 'n proeflopie

Jy kan 'n proeflopie met 'n kort teks doen. Maak die teks in MS Word oop, en plaas jou por bo-aan die bladsy. Klik op die WordFast-knoppie heel links, wat lyk soos 'n afwaartse pyltjie. WordFast sal nou die dokument segmenteer. WordFast vertaal bo-oor jou oorspronklike dokument (onthou dus om sêlf 'n dekkopie te maak).

Die onvertaalde bronteks-segment word vertoon as 'n blou kassie, en die doeltteks-segment direk daaronder in 'n grys, geel of groen kassie. Die eerste kassie sal grys wees, aangesien daar geen ooreenkomstige resultate uit die TM is nie (die proeflopie-TM is immers splinternuut en daarom dolleeg). Tussen die twee kassies is 'n nommertjie, in dié geval "nul", wat wys met hoeveel persent die voorgestelde vertaling met die huidige bronteks-segment ooreenstem. Vir ooreenkomste van meer as ongeveer 75% sal die doeltteks-kassie nie grys nie, maar geel, wees, en vir ooreenkomste van om en by 100% sal die doel-

'n Engelse weergawe van die volledige artikel word langsaan gegee. Vertaling deur Marion Boers.

Artikel deur
Samuel Murray-
Smit

WordFast – computer assistance in practice

If you haven't yet emptied your wallet to buy Trados of Déjà Vu, why not try the macro WordFast. WordFast is an affordable macro that runs within MS Word and it undertakes a range of convenient machine-assisted translation functions. WordFast was until recently available free of charge, but now costs EUR 170.

The best way to find out whether WordFast will meet your needs is to install it and to do a few test translations. Let's have a look at how to download and install WordFast, and with a minimum of effort configure it for a test run.

1. Download WordFast

The WordFast macro and user's guide can be downloaded from www.champollion.net/. The macro is called wordfast.dot and the guide wordfast.doc.

Make sure that MS Word's macro security is set to "low" (if applicable to your version of MS Word). Now open the macro file wordfast.dot in Word and follow the instructions. In my version all I had to do was press Ctrl+F2 and it installed itself. Once WordFast has been installed, you can set your macro security back to "high".

Another way to install it is to simply copy wordfast.dot to your MS Word Startup folder, and restart MS Word.

2. Registering WordFast (optional)

WordFast currently costs EUR 170, but the current evaluation version, which is a slightly older version and comes with no product support, is free and has all features.

3. Configuring WordFast

The first thing to do is to create a translation memory (TM). A TM is basically a special word list consisting of source and target text phrases.

Make sure the WordFast toolbar is open. Click on the "f" button to start the configuration. The configuration box has five main tabs – "Translation Memory", "Tools", "Quality Check", "Setup" and "?" (question mark). On the "Translation Memory" main tab are five subtabs, the first of which is

This article gives an overview of how the TM program WordFast, which was referred to in the previous article, is used.

"Files". On the "Files" tab are three options – "Open TM", "New TM" and "Export TM".

Click on "New TM" to create a new TM. WordFast will ask you for a source language and a target language. Typical languages are EN-UK (British English) and AF-01 (Afrikaans). Thereafter the TM is saved as an ordinary text file. You can give it any name, e.g. "test.txt".

4. Configuring MS Word

It is important to translate with "hidden text" turned on. WordFast generates hidden text to indicate segments and you must be able to see them so that you do not overwrite them by accident.

The instructions for Word 2000 are as follows: Click on the "Tools" menu and select "Options". Click the "View" tab, and mark "Hidden text".

5. Do a test translation

You can do a test with a short text. Open the text in MS Word and place your prompt at the top of the page. Click on the WordFast button on the far left, which looks like a downward arrow. WordFast will now segment the document. WordFast translates over your original document (so remember to make your own back-up copy).

The untranslated source text segment appears as a blue box and the target text segment directly underneath in a grey, yellow or green box. The first box will be grey, because there are no corresponding results from the TM (the test TM is brand new and therefore completely empty). Between the two boxes is a number, in this case "nil", which indicates what percentage of the proposed translation corresponds with the current source text segment. Where this correspondence is more than about 75% the target text box will not be grey, but yellow, and for correspondences of around 100% the target text box will be green.

Type your translation into the target text box

This is an English version of the article alongside. Translation by Marion Boers.

Article by Samuel Murray-Smit

teksskassie groen wees.

Tik jou vertaling in die doeltteks-kassie in, en druk Alt+[afpyltjie] (hou Alt in en druk die afpyltjie een keer, en laat dan Alt los). WordFast sal dan die vertaling aanvaar, die vertaling by die TM voeg, en na die volgende segment gaan. Die program sal ook die TM deursoek vir enige vorige vertalings om voor te stel.

Wees altyd baie versigtig as jy teks uitvee, dat jy nie die verskuilde merkers uitvee nie. Die WordFast-handleiding vertel hoe om te maak as jy dit per ongeluk doen (gewoonlik hoef jy net 'n soortgelyke merker te kopieer en plak op die regte plek).

Wanneer jy by 'n bronteks-segment kom wat presies dieselfde in die doeltaal sal wees, druk Alt+Insert. Die bronteks sal nou na die doeltteks-kassie gekopieer word. Dan kan jy die vertaling dadelik aanvaar deur Alt+[afpyltjie] te druk, of aanpassings maak voor jy dit laat aanvaar.

Die teks bestaan dus nou uit stukkies brontaaltekse en stukkies doeltaaltekse. Voor jy dit vir 'n kliënt stuur, moet jy eers die dokument skoonmaak van alle verskuilde kodes en die brontaaltekse. Eintlik kan 'n mens verskeie stadiums van teksredigering en proeflees deurgaan voor dit tyd is vir die finale skoonmaak, maar daardie take sal in 'n volgende artikel bespreek moet word.

'n Mens kan die teks vinnig skoonmaak deur op die "Quick clean"-knoppie tweede van regs op die WordFast-nutsbalk te klik. Dit verwyder al die kodes en die brontaaltekse.

Ander funksies van WordFast

Kom ons kyk vlugtig na van die ander dinge wat 'n mens in WordFast kan doen.

1. 'n Tipiese lemma in 'n TM lyk soos volg: 20021005~103238 SM 3 EN-UK This is a computer AF-01 Hierdie is 'n rekenaar. Die "SM" is die kode vir die lemma se outeur, en die "3" is die gebruik-teller. Elke keer wat 'n vertaling herbruik word, word die gebruik-teller met 1 verhoog. In dié voorbeeld is die sinsnede "This is a computer" dus al drie keer hergebruik (hetsy volledig of met wysigings). Wanneer 'n TM te groot word, kan WordFast alle lemmas met 'n gebruik-telling van byvoorbeeld 0 uitvee (dit wil sê, alle vertaalde sinsnedes wat nog nooit herbruik is nie).
2. Met WordFast kan 'n mens verskillende TM's saamsmelt, slim vind-en-vervanging doen of groot getalle lemmas selektief uitvee, en die TM se rigting omkeer om

in die teenoorgestelde rigting te vertaal. WordFast kan TM's stoor in verskeie formate, onder andere die LISA-bedryfstandaard TMX- en Trados-bedryfstandaard TMW-formaat.

3. WordFast kan 'n boetetelling aan sekere TM-lemmas toeken op grond van verskeie faktore, onder andere op grond van wie die lemma se outeur is. Wanneer 'n hele paar vertalers saamwerk aan 'n projek, en een of meer van die vertalers se werk is nie heeltemal op standaard nie, kan lemmas wat deur hulle geskep is, "gestraf" word sodat ander, meer betroubare lemmas voorkeurbehandeling kry. Die teenoorgestelde kan gedoen word aan die lemmas van 'n vertaler wat besonder hoog aangeskrewe is.
4. 'n Mens kan nuwe dokumente met bestaande TM's vergelyk om te bepaal hoeveel van die werk "reeds gedoen" is en hoeveel daarvan nuwe werk is. Dit kan help om die tyd wat die vertaling behoort te duur, te bepaal. WordFast kan ook outomaties dokumente voorvertaal met segmente wat 100% ooreenstem met dié in die TM.
5. WordFast het 'n gehaltebeheerstelsel wat kan probeer bepaal of die vertalers terminologie konsekwent gebruik het. Die gehaltebeheer sluit ook 'n swartlys in van woorde of strukture wat die betrokke kliënt wil vermy.
6. Hier volg sommige van die dinge wat 'n mens in WordFast kan opstel:
 - verstel wasige ooreenkomste se drempel (die verstek is 75%).
 - kies doeltaalsegmente se taal sodat MS Word outomaties kan speltoets
 - stel hoe paragrawe in segmente opgedeel moet word
 - lys afkortings wat WordFast moet ignoreer by segmentering
 - stel WordFast op om eksterne woordeboeke of konkordansies te raadpleeg
 - deel TM's intyds per e-pos, FTP-bediener of oor 'n eweknie-netwerk
 - verstel die kleure en die opsies wat aan die begin van 'n sessie toegepas moet word
 - skep jou eie snelsleutels
 - stoor verskillende opstellings vir spesifieke projekte

PlusTools

'n Addisionele suite funksies genaamd PlusTools is ook op die WordFast-webwerf beskikbaar. PlusTools kan met óf sonder

and press Alt+[downward arrow] (hold down Alt and press the downward arrow once and then release Alt). WordFast will then accept the translation, add the translation to the TM and go on to the next segment. The program will also search the TM for any previous translations to suggest. If there is more than one possible translation, you can scroll through the various options using Alt+[left arrow] or Alt+[right arrow].

Always be very careful when deleting text that you do not delete the hidden markers. The WordFast user's guide tells you what to do if you do this by accident (usually all you have to do is copy a similar marker and paste it in the right place).

When you come to a source text segment that will be exactly the same in the target language, press Alt+Insert. The source text segment will now be copied to the target text box. You can then immediately accept the translation by pressing Alt+[downward arrow], or make adjustments before you accept it.

The text now consists of pieces of source language text and pieces of target language text. Before you send it to a client, you must first clean it of all hidden codes and the source language text. In actual fact one can go through various stages of text editing and proofreading before it is time for the final clean-up, but those tasks will have to be discussed in a future article.

One can clean the text up quickly by clicking the "Quick Clean" button second from the right on the WordFast toolbar. That removes all the codes and the source language text.

Other functions of WordFast

Let us have a quick look at the other things one can do in WordFast.

1. A typical lemma in a TM looks like this: 20021005~103238 SM 3 EN-UK This is a computer AF-01 Hierdie is 'n rekenaar. The "SM" is the code for the lemma's author, and the "3" is the usage counter. Every time that a translation is re-used, the usage counter increases by one. In this example the clause "This is a computer" has thus already been re-used three times (either in full or with changes). When a TM becomes too large, WordFast can delete all lemmas with a usage count of, e.g., 0 (i.e. all translated phrases that have not been re-used).
2. In WordFast one can combine different TMs, do smart find-and-replaces and selectively delete large numbers of

lemmas, and also change the TM's direction in order to translate the other way round. WordFast can store TMs in different formats, among others the LISA industry standard of TMX and the Trados industry standard of TMW format.

3. WordFast can allocate a penalty score to certain TM lemmas on the basis of various factors, among others on the basis of the author of the lemma. Thus, if a number of translators are collaborating on a project and one or more of the translators' work is not completely up to standard, the lemmas they create can be "penalised" so that other, more reliable lemmas are given preference. The opposite can be done for the lemmas of a particularly well regarded translator.
4. One can compare new documents with existing TMs in order to establish how much of the work has "already been done" and how much is new work. This can help in establishing how long it should take to do the translation. WordFast can also pre-translate documents automatically using segments that correspond 100% with those in the TM.
5. WordFast has a quality control system that can try to establish whether the translators have used terminology in a consistent manner. The quality control includes a blacklist of words or structures that the client concerned wishes to avoid.
6. These are some of the things one can set in WordFast:
 - Change the threshold for fuzzy matches (the default is 75%)
 - Select the language of target text segments so that MS Word can automatically check the spelling
 - Set the way in which paragraphs are to be segmented
 - List abbreviations to be ignored by WordFast during segmentation
 - Configure WordFast to consult external dictionaries or concordances
 - Share TMs in real time by e-mail, FTP server or over a peer-to-peer network
 - Adjust the colours and the options to be applied at the start of a session
 - Create your own shortcut keys
 - Save certain settings for specific projects

PlusTools

An additional suite of functions called PlusTools is also available on the WordFast web site. PlusTools can be used with or without WordFast. PlusTools is currently still

WordFast gebruik word. Onder die funksies in PlusTools tel die volgende:

- Belyn bestaande brontaaldokumente en reeds vertaalde doeltaaldokumente van 'n spesifieke kliënt of vakgebied met mekaar om nuwe TM's te skep
- 'n Gevorderde vind-en-vervang-funksie wat byvoorbeeld bynaekwivalente kan opspoor
- Doen woord- en karaktertelling, wat koppelteken-woorde as afsonderlike woorde tel
- Omskakeling van lêerformate in RTF, Mneme, Unicode en MS-DOS-tekst
- 'n Brutekrag-wagwoordkraker indien jy jou lêer se wagwoord vergeet het
- Vergelyk twee dokumente vir verskille
- Ekserpteer woorde en woordpare, met uitsluitingsopsies
- Skep en wysig woordelyste
- Verwerk gemarkeerde dokumente soos HTML, XML en SGML

free. The following are some of PlusTools' functions:

- Alignment of existing source language documents and already translated target language documents for a specific client or subject area to create new TMs
- An advanced find-and-replace function that can, for example, find near equivalents
- Word and character counts that count hyphenated words as separate words
- Conversion of file formats in RTF, Mneme, Unicode and MS-DOS text
- A brute force password cracker, in case you forget your file's password
- Comparison of two documents for differences
- Excerpting of words and word pairs, with exclusion options
- Creation and amendment of word lists
- Processing of marked-up documents such as HTML, XML and SGML

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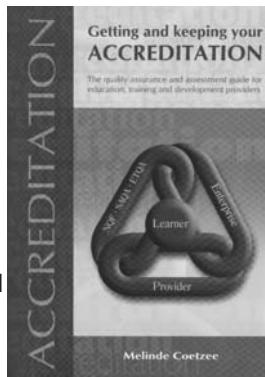
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SAVI-beursstudent

Een van die studente wat vanjaar 'n SAVI/ATKV-beurs ontvang het, is Mariaan Jamneck, 'n belowende jong student aan die Technikon Vrystaat wat tans besig is met haar derde jaar in die kursus BTech Taalpraktyk.



Mariaan is Afrikaans, Engels en Duits magtig met Afrikaans as moedertaal. Sy het op skool alreeds verskeie toekennings ontvang ivm tale en die publikasie van gedigte. As Technikon-student het sy ook al verskeie merietebeurse en toekennings ontvang.

Sy beoog om haar loopbaan op haar eie vaardighede te skoei en het 'n "Taalkliniek" in gedagte. Met hierdie diens wil sy 'n bydrae lewer om die soms geradbraakte en gebroke Afrikaanse taal in die land te herstel en te genees tot wat dit behoort te wees.

SATI offers bursaries to South African students for formal tertiary training in translation/interpreting and informal training courses in translation/interpreting approved by SATI. Further information is available from the Chairperson, SATI Development Fund, PO Box 27711, Sunnyside, 0132, or sati@intekom.co.za.

E-lancing – the future of work?

E-lancing or eLancing is a phrase first used by Thomas W Malone, a professor of information systems at the MIT Sloan Business School, in 1998 in a paper published in the *Harvard Business Review*. He defined e-lancers as “electronically connected freelancers. They work together on project teams for a day, a week, a month or longer, then disperse and recombine to work on other projects.” E-lancers are free agents, self-employed professionals who land projects, manage hectic schedules and meet new colleagues – all from their office chair, without ever meeting people or speaking to them!

Any job that can be delivered electronically, via the Internet, telephone or fax, can be done by an e-lancer. This can be as technical as the development of a software application, as creative as a novel or as artistic as graphic design. As freelancers, most translators use and appreciate the flexibility of technology. Services are provided independent of the location of either party. The client e-mails the documents and you e-mail the translation back. In the same way, e-lancing simplifies working relationships, but is a whole new way of doing business in the way work is acquired.

Organisations advertise their project requirements on the Web and e-lancers offer their services. Alternatively, e-lancers compete with one another for work by posting information about their skills, their fees, their availability, their qualifications, their promised turn-around time and their delivery dates on specific online job auction sites. These sites track the virtual reputation of e-lancers by allowing previous clients to rate their performance. E-lancers’ skills are checked through their own web sites on which work examples are available or through their previous clients’ web sites.

As an e-lancer, you surf the Web, find the job you want and bid on the job, all without having any contact with the client. You have meetings with your co-workers and clients online – and the benefit is that online meetings are shorter than regular meetings!

Currently, the main emphasis in e-lancing is on project-based teamwork and joint

For organisations fighting the losing battle of finding high quality talent, e-lancing is providing a new way of filling their human capital requirements.

responsibility. Organisations recruit top talent available on the global freelance market and pool these freelancers to provide them with the best skills. The organisation co-ordinates all activities and acts as a “network broker” by handpicking project participants. These pools of workers are constantly being remodelled to take in new freelancers as needs arise or change, as well as to exclude freelancers who have not met expectations. In this way a trust relationship is established and the networks of both the e-lancers and the organisation are expanded. An example would be a public relations project where (the best) graphic designers, copywriters, translators and web designers from anywhere in the world interact and work together on a project. The main difference between freelancers and e-lancers is the degree of control one exerts over a specific project.

The capability to build trust relationships with potential clients is crucial, as risk is especially high in the trade of services where the end product cannot be specified in advance or the value easily measured. However, a benefit is that, although you work alone, you still work interdependently with other professionals “on the fly” through Internet networks, specialist forums and newsgroups, in which e-lancers present their talents and chat about industry developments.

With e-lancing, race, religion, sex and geography don’t matter at all. What matters is providing – and finding – high quality talent.

Brian Clegg, author of *The Chameleon Manager*, believes that, while e-lancing is riskier, it is also more fulfilling. He equates e-lancers with chameleons in that both are “adaptive, changing their appearance to fit their environment. As an e-lancer you need to be flexible, and more”. You need extra skills to complement those that form your freelancing portfolio. However, the reward

“Any job that can be delivered electronically, via the Internet, telephone or fax, can be done by an e-lancer.”

Article by Tina Potgieter. Tina is a freelance language worker and trainer.

Software in SA's indigenous languages

World history was made recently when various computer applications became available in certain of South Africa's indigenous languages.

The Zuza Software Foundation (see translate.org.za) is working to translate computer software into the eleven official languages of South Africa. Current languages being used include Xhosa, Zulu, Venda, Northern Sotho, Siswati and Tswana.

This project, which is sponsored by The Shuttleworth Foundation and Obsidian Systems, is key to transformation in our country, where language is a highly sensitive issue. With most software available only in English and some in Afrikaans, African-language-speakers are faced with the double challenge of learning about computers – complicated enough on its own – in their second or third language. Director of the project, Dwayne Bailey, explains: "In South Africa many languages have been marginalised through the history of apartheid, which has led to a lack of language pride. Seeing Linux users working in German and French environments made me realise that this could do the same for South African languages. I hope that simply allowing people to use the computer in their mother tongue will stimulate pride in their language ... plus the fact that learning something in your mother tongue is naturally easier."

The project uses open source software, which means the code behind the software is freely available for alteration. The Foundation is concentrating on providing a suite of software for common office applications, such as word processors, spreadsheets, and Internet browser and e-mail. Once those projects are mature, the team will look beyond SA's borders to other parts of the African continent. "Open source provides a way for Africans to help themselves. Nobody else is going to translate software into Swahili," says Mr Bailey.

Progress to date includes Web and office applications in various languages. The open source Web browser and mail client, Mozilla, has already been translated into six languages: Xhosa, Zulu, Venda, Northern Sotho, Siswati and Tswana. For a sneak

preview visit www.translate.org.za/screenshots.php. Mozilla runs on Windows, Linux and the Apple Mac, making it immediately useful for any computer user. It consists of a Web browser, a sophisticated e-mail client and an html editor. Mozilla for Windows can be downloaded from <http://ftp.mozilla.org/pub/mozilla/releases/mozilla1.1/mozilla-win32-1.1-installer.exe>. For other platforms visit www.mozilla.org/releases/"1.1. Then visit www.translate.org.za/progress.php to download the language packages that you need.

In addition to Mozilla, the KOffice 1.2 Office Suite has been released in Xhosa, Zulu and Venda. This South African first is a momentous achievement. The software is available for download. Visit www.koffice.org/announcements/announce-1.2.phtml for more information.

e-lancing (continued)

lies in the freedom to work your way, with your priorities.

Clegg maintains that to succeed you need three capabilities:

- **Creativity** to differentiate yourself from your competitors when you bid, that "something else" that potential clients notice and that defines success.
- **Communication** skills to interact over the ether. For e-lancers it is not enough to simply have an e-mail address and sign up with a few web sites.
- **Knowledge** or expertise to sell yourself, your services and your skills internationally and cross-culturally.

Brian Clegg's book is available from Amazon.com. The following are some web sites that you can access for more information:

www.fastcompany.com
www.elance.com
www.freeagent.com
www.guru.com
www.ework.com
www.elancentric.com

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On the importance of literary translation in South Africa

Many people think of translation as a purely functional and economic activity, but in fact translating is an activity that may have a considerable influence on the literature of a language, and in turn may have serious implications for the development of a language. This is particularly so in the case of smaller or minority languages, where, as translation scholars have shown, translated literature often plays an important role in establishing the literary systems of these languages. Language planners are well aware that a good translation of a classic work into a language may raise the status of that language in the eyes of its speakers and is often seen as proof that the language has finally reached maturity. Translations of great works such as the Bible, John Bunyan's *Pilgrim's Progress* and Shakespeare are a case in point.

But how do we decide what constitutes great literature?

The Israeli scholar Itamar Even-Zohar (1990) believed that literature can be regarded as a complex and dynamic system rather than a static collection of independent texts. In this system, some literary texts are considered to be greater than others and can be seen as *canonised* literature, occupying a *central* position in the literary system of a culture, whereas other literary texts, *non-canonised* texts, are seen as being less significant and are located at the *periphery* of the literary system. For instance, very few would argue with the fact that the short stories in *Huisgenoot*, *You* or *Drum* magazines do not constitute great literature, and therefore deserve to occupy the periphery, and not the centre, of the system! But because times and literary tastes change, all texts from a given literature, from canonical centre to distant periphery, enter into a constant struggle for domination in the battle to be recognised as "great" literature. Interestingly, some of the story contributors to *Drum* magazine in the 1950s, such as Ezekiel Mphahlele and Can Themba, became established and respected writers and were recognised as having established the modern black short story in

As part of the St Jerome's day celebrations at the University of Natal (Durban) on 30 September, Kim gave a lecture entitled "The role played by literary translation in raising the status of Afrikaans and the African languages in South Africa" to UND Honours students, summarised below. As she felt that perhaps St Jerome, a fourth-century Catholic saint, might seem a little far removed from the everyday lives of South African translators, she tried to bring the importance of translation a little closer to home. With this in mind, she also compiled a translation quiz to see what the students really knew about South Africa's languages and South Africa's famous translators. The quiz is included at the end of the paper to provide SATI members with a chance to test their knowledge too!

South Africa. Even Alan Paton's *Cry, The Beloved Country* (which surely counts as great literature) was serialised in *Drum* magazine (Chapman 2001:188).

What role do literary translations play in a literary system?

Like any other literary activity, the influence of translated works depends on how well developed the literary system or sub-system is. In a very well-developed literature, it is obviously more difficult for a new work to have a radical influence on the literary system. A well-developed literature is therefore more likely to be a *conservative* system, and it is likely that a new work will play a secondary role and have little influence. In contrast, in a less well-developed system, often called an *innovatory system*, a new work might play a primary role and have quite a lot of influence on the rest of the literature in the system. Even-Zohar (1990:45-51) identifies three major socio-historical moments in which translated literature could have an influence on the literary system of a language and make a contribution to the literary canon of that language:

- ◆ When a literature is "young" and open to foreign influences

Article by Kim Wallmach. Kim is a translation studies lecturer in the Department of Linguistics at Unisa.

- ◆ When a literature is either peripheral or “weak” or both
- ◆ When there are turning points in a literature

When a literature is still young and in the process of being established, translated literature (including so-called “versions” and “adaptations”) can then assume a central position in the literary system of a minority language, play a primary or innovatory role and so contribute to the development of a language and its culture. In this case, translations of literary works tend to be more faithful to the source text (i.e. *source-oriented*) because the receiving literary system has not yet developed its own models. Alternatively, translated texts may perform a secondary or conservative function in relation to the dominant centre of the literary system or sub-system, particularly when that system is well developed, in which case the translations are likely to be more faithful to the target audience (i.e. *target-oriented*) because the translator draws upon ready-made models that already exist in the target literature. These translations tend to be adapted to the conventions of the target system and become a means to confirm and uphold the target culture. Even-Zohar’s work was very influential in the development of Descriptive Translation Studies (DTS), which dates from the early 1980s and is still the preferred method of translation research today. DTS theorists aim to account not only for textual strategies in translations, but also for the way in which a translation functions in the target cultural and literary system (Kruger & Wallmach 1997: 121).

How literary translation has influenced language development in SA

In South Africa, it is particularly interesting to examine the influence of Bible translation on the development of Afrikaans and the African languages. The first Afrikaans Bible translation appeared in 1933 – by which time Afrikaans as a language was well established. This date is indeed significant in the development of the language: it is 15 years after Afrikaans had taken over from Dutch and become the teaching medium in schools and the language used in government and in church in 1918, eight years after it gained official status next to English in 1925, and seven years after work started on the Afrikaans dictionary in 1926 (Kruger et al 2002: 114).

Bible translations had an even more significant impact on the African languages

of South Africa, as the Bible was the first important document to be translated into many African languages without a written tradition, and therefore resulted in these languages being written down for the very first time. Many speakers of African languages have expressed their gratitude to the missionaries in Southern Africa for their pioneering work, without which many languages would have been lost. But there is another side to the story. There were several groups of missionaries from different parts of Europe (Swiss, German, French, etc.) who settled in different parts of South Africa. Each group was convinced that they were writing down and translating a new language. However, this was not strictly true. What they were really doing was codifying as different languages what were probably mainly different dialects of the same language/related languages. Doke (1931 in Kruger et al 2002: 115) illustrates the divisive effect of the missionaries’ work on African languages as follows:

For the sake of argument, let us suppose England to be a heathen country. Four distinct Missionary Societies commence work, one among the Cockneys, one among the University class, one in Yorkshire, and one in Devonshire. Each produces a translation into the “local” vernacular, each further uses a different orthography and some split up the words into their component parts. What an enormous difference there would be between the four literary efforts: they would not be mutually understood.

And there would probably be four different written Englishes in England today, instead of one! In the same way, competing missionaries in South Africa were actually responsible for selecting different varieties out of the continuum of African dialects, codifying them in different ways and developing them into separate languages.

Apart from the translation of the Bible, literary classics such as John Bunyan’s famous *The Pilgrim’s Progress* or works by Shakespeare, Molière or Goethe that have been translated from English, French or German into “smaller” languages such as Afrikaans, Hebrew, Swedish, Tswana or Zulu have helped to establish the literary systems of these languages. For instance, the translation of *The Pilgrim’s Progress* was “for many Africans their first encounter with the novel as a literary genre” (Ntuli & Swanepoel 1993:20). A number of original works in the African languages followed the Bunyan model after the translation had

For information regarding undergraduate/postgraduate courses in translation and intercultural studies, which may be taken for either degree or non-degree purposes, please phone Dr Ileana Dimitriu at the University of Natal, Durban on 031 260 2316 or send an e-mail to dimitriu@nu.ac.za. For information on Unisa’s undergraduate and postgraduate courses in translation, please phone Dr Kim Wallmach or Dr Alet Kruger on 012 429 6280/6787/6316 or send an e-mail to krugea@unisa.ac.za or geotours@iafrica.com.

appeared, although their stories were based on local circumstances.

The second most important influence of literary translation on the languages of South Africa is on the genre of drama, with the translation of Shakespeare plays having a significant impact on the young literary systems of the languages of South Africa. Almost all the South African languages (Afrikaans, Northern Sotho, Southern Sotho, Tswana, Tsonga, Venda, Xhosa and Zulu) went through “a Shakespearean phase”, in other words, a phase in which translations of Shakespeare’s plays appeared in these languages and in some cases sparked off creative writing (Ntuli & Swanepoel 1993:22). If anyone is interested in more information on the influence of Shakespeare on the drama systems of Afrikaans and other African languages in South Africa, please consult Kruger (1996; 1998 and Kruger et al 2002), where you will find interesting facts such as the following:

- ◆ The two languages that benefited most from importing Shakespeare translations to initiate and complement their young literary systems are Tswana and Afrikaans.
- ◆ Initially, after 1925, when Afrikaans was first given official status next to English, there were very few dramas in Afrikaans and 95% of the plays performed by theatre companies on tours around the country at this time were translations. Gradually more and more Afrikaans plays were produced, and new dramatic forms such as the one-act play (based on Italian and French translations) were introduced, thus contributing to establishing the Afrikaans language, culture and literary and theatrical tradition.
- ◆ Tswana had its Shakespearean phase during the 1930s. Its early début can probably be attributed to the remarkable Solomon Plaatje, whose Shakespeare translations were responsible for initiating creative writing in Tswana. Plaatje’s translations of *The Comedy of Errors* (1930) and *Julius Caesar* (1937) are generally regarded as the beginning of modern literature in Tswana. Plaatje, who helped found the ANC in 1912, was a journalist, court interpreter and pioneer in linguistics and lexicography.
- ◆ The early 1970s saw an excellent example of a target-oriented translation or adaptation: *Umabatha*, the “Zulu Macbeth” by Welcome Msomi, which critics hailed as a successful attempt at

completely acculturating the Shakespeare text in terms of tribal dance, ritual and Zulu vernacular.

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SA Language and Translation Quiz

1. Who was St Jerome?
2. Why should South African translators and interpreters remember Sol Plaatje (pictured right)?
3. Take a look at the backs of R5, R2, R1, 50c, 20c, 10c, 5c, 2c and 1c coins minted after 1994. The words “South Africa” are written in a number of different languages, according to the numbers of speakers in each language group. R5 is the largest coin, representing the largest language group, and 1c, being the smallest coin, represents the smallest language group.
 - 3.1 Which language group is represented by the R5 coin?
 - 3.2 Which coin represents the English language? What ranking does English have?
 - 3.3 Which coin represents Afrikaans? What ranking does Afrikaans have?
 - 3.4 And which language is represented by the 1c coin?
 - 3.5 South Africa has eleven official languages, but there are only nine represented on the backs of our coins. And yet no South African languages have been excluded. Can you explain this?





4. What does PanSALB stand for? What does it do?
5. One of the ferries to Robben Island, *Autshumato*, is named after the interpreter *Autshumato*. Who did he interpret for, and why was he imprisoned on Robben Island?
6. Nelson Mandela's autobiography has been translated into a number of South African languages. How many? Can you name them?
7. Name two popular magazines which are published in (at least) two South African languages.
8. What do the following lists of words have in common?
 - 8.1 diesel, angst, kindergarten, spritzer, delicatessen, doppler effect
 - 8.2 university, politeness, chivalry, court, liberty, fraternity
 - 8.3 indaba, chakalaka, imbuzo, induna, impi
 - 8.4 ikhwalifikheshini, ama-share, ivolumu yentengiso
9. Name three important works of English literature which have been translated into Zulu.
10. Name three important Zulu literary translators.
11. Name three well-known Afrikaans authors who are also self-translators (i.e. they translated their own work).

(Answers are given on the outside back cover)



IN LIGHTER VEIN

Fractured definitions

Coffee (n.), a person who is coughed upon.

Flatulence (n.) the emergency vehicle that picks you up after you are run over by a steamroller.

Balderdash (n.), a rapidly receding hairline.

Testicle (n.), a humorous question on an exam.

Oyster (n.), a person who sprinkles his conversation with Yiddish expressions.

Abdicate (v.), to give up all hope of ever having a flat stomach.

Esplanade (v.), to attempt an explanation while drunk.

Lymph (v.), to walk with a lisp.

Gargoyle (n.), an olive-flavoured mouthwash.

Die nuwe Afrikaanse Woordelys en Spelreëls, 2002

Die Taalkommissie van die Suid-Afrikaanse Akademie vir Wetenskap en Kuns maak graag van die geleentheid gebruik om die nuwe uitgawe van die *Afrikaanse Woordelys en Spelreëls* in breë trekke aan u bekend te stel. Wat is die *Afrikaanse Woordelys en Spelreëls* of soos ons dit afkort: die AWS? Dit is 'n naslaanbron wat in opdrag van die Suid-Afrikaanse Akademie vir Wetenskap en Kuns (SAAWK) deur sy Taalkommissie opgestel word om gebruikers van Afrikaans te help om die standaardvariëteit korrek te gebruik. Dit verduidelik die Grondbeginsels van die Afrikaanse taal en bied riglyne vir die Afrikaanse spelling en skryfwyse op 'n verstaanbare en toeganklike wyse aan.

Feitlik op die dag 85 jaar na die bekendstelling van die eerste weergawe van die *Afrikaanse Woordelys en Spelreëls* in Potchefstroom, is die jongste weergawe van die AWS op 27 September 2002 bekendgestel – ook op Potchefstroom.

Linda Brink, wat by die SAAWK werksaam is, het onlangs op die volgende interessante brokkie inligting afgekom: Tydens die Suid-Afrikaanse Akademie vir Wetenskap en Kuns (SAAWK) se agste jaarvergadering op 21 en 22 September 1917 in die Stadsaal van Potchefstroom, het die lede kennis geneem van die eerste verskyning van die *Woordelys*. Die volgende aanhaling kom uit die notule van 22 September 1917:

"Dr. J.D. du Toit zeide, dat hij met veel ingenomenheid kennis had gemaakt met de "Woordelijis" voor de Afrikaanse Taal. Het werk zag er presentabel uit. Hij beschouwde het als van geen geringe betekenis. Het was 'n stap voorwaarts op onze kultuur-ontwikkeling. Wij plukten thans de vruchten van het werk onzer voorgangers. In 1875 was reeds 'n begin er mede gemaakt. De meesten van hen, die de eerste stoot aan dat werk gaven, waren reeds gestorven. Spreker getuigde van zijn grote waardering voor het werk van de samenstellers."

Die sekretaris het aan die vergadering gerapporteer dat hy verwag dat die 2 000 gedrukte eksemplare "binne niet te lange tijd uitverkocht zouden zijn" en

het die vraag gestel of dit nie wenslik sou wees om nog 'n duisendtal te bestel nie. *"Er bestond alle reden aan te nemen, dat 'n tweede oplage binnen korte tijd nodig zou worden."*

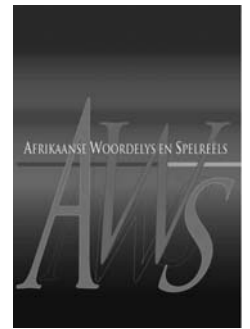
Waarom was dit nodig om die AWS te hersien en by te werk? Die woordeskat en uitspraak van 'n dinamiese taal verander mettertyd en hierdie veranderinge word veral weerspieël in die wyse waarop veral die spelsisteem van Afrikaans sedert die eerste verskyning van die AWS deur die jare aangepas is. Die nuwe 2002-uitgawe van die *Afrikaanse Woordelys en Spelreëls* (AWS) is 'n volledige herbewerking van die 1991-uitgawe en die boek is aansienlik uitgebrei. Teenstrydighede in die vorige AWS is opgeruim. Die Taalkommissie het vorige uitgawes nagegaan om te verseker dat aspekte wat daarin vervat was, maar later weggelaat is, opnuut aandag kry. Indien dit steeds ter sake was, is dit in die nuwe bewerking van die AWS ingesluit.

Die Taalkommissie het vir die eerste keer in die geskiedenis van die AWS besluit om taalpraktisyns te raadpleeg voordat die boek verskyn. Ons het waardevolle kommentaar ontvang wat bespreek is en in die boek inslag gevind het. Die Taalkommissie was van mening dat daar geen sin daarin is om 'n naslaanwerk saam te stel sonder om die eindgebruiker vooraf te raadpleeg nie.

Die Taalkommissie het ook probeer om die inhoud meer toeganklik aan te bied as wat voorheen die geval was. 'n Indeks en nuttige snelsoeksisteem met loopkoppe maak naslaan maklik.

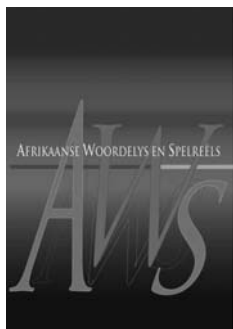
Voorstukke

Die voorstukke bevat onder andere wenke vir gebruikers en 'n toeligtinggedeelte. In die *Wenke vir gebruikers* word aanwysings gegee oor hoe om die AWS te gebruik en te interpreteer. Die *Toeligtinggedeelte* verduidelik hoe die bron uiteengesit is. Dit dui aan dat die spelreëlgedeelte reëls gee vir spelling en skryfwyse. Aangesien daar in die *Spelreëls* by sekere gevalle fonetiese tekens gebruik word, word verdere gebruiksaanwysings hier in die vorm van 'n lys fonetiese tekens aangebied. By elk van die fonetiese tekens is 'n toeligtingende voorbeeld verskaf.



Artikel deur Dr Mariëtta Alberts. Mariëtta is 'n lid van die Taalkommissie.

“ ’n Mens het nie meer ’n graad in Taalkunde nodig om te bepaal wat die reëls probeer sê nie.”



Die Grondbeginsels van die Afrikaanse spelling word ook kortliks in die voorstukke uiteengesit. Alhoewel die grondbeginsels effens anders geformuleer is as in die 1991-uitgawe, is die strekking wesenlik dieselfde. Daar is net probeer om die grondbeginsels verder te verfyn en moontlike onduidelikhede uit te skakel. Die veranderinge het betrekking op formulering en aanbieding, nie soseer die inhoud nie. Die spelling en skryfwyse van Standaardafrikaans word in hoofsaak nog steeds deur dieselfde grondbeginsels bepaal. Die grondbeginsels word toegelig met voorbeelde ter illustrasie van die toepassing van die betrokke grondbeginsel.

Spelreël- en skryfwyse

Die spelreël- en skryfwysegedeelte bevat die amptelike spelreëls van Standaardafrikaans wat deur die Taalkommissie opgestel en deur die Suid-Afrikaanse Akademie vir Wetenskap en Kuns (SAAWK) goedgekeur is. In hierdie uitgawe word die spelreëls in alfabetiese volgorde aangebied en dan aangevul met ’n aantal nuwe afdelings om naslaan te vergemaklik. Onder elke alfabetiese gerangskikte kategorie word die spelreëls numeries georden (met ander woorde Reël 1.1, Reël 1.2, Reël 1.3, ens. of Reël 2.1, Reël 2.2, Reël 2.3, ens.). In die afdeling *Die Spelreëls: Reëls vir spelling en skryfwyse* is elke reël met groot sorg opnuut geformuleer. Ons het probeer om die reëls makliker verstaanbaar te maak. Soms was reëls verskuil in opmerkings. Hierdie verskuilde reëls het nou volledige reëlstatus verkry. Die reëls is ook beter georden, is korter en makliker verstaanbaar. ’n Mens het nie meer ’n graad in Taalkunde nodig om te bepaal wat die reëls probeer sê nie. Alle reëls is met voorbeeldmateriaal toegelig. Deurdat die betrokke reël op voorbeelde toegepas word, word gebruikers van die AWS gehelp om self die reëls te kan toepas op voorbeelde wat nie in die AWS verskyn nie. In sommige gevalle is foutiewe voorbeelde ook verskaf om die gebruiker te help. Ekself kon dikwels nie genoeg inligting uit ’n reël of selfs die voorbeeldmateriaal put om die reël sinvol in die praktyk toe te pas nie. Genoegsame voorbeeldmateriaal en foutiewe voorbeelde wat met ’n asterisk gemerk is, help die gebruiker om die reëls te vertolk en toe te pas. Een van die algemeenste probleme wat gebruikers van Afrikaans ondervind is die keuse tussen los en vas skryf. In die hoofstuk oor die skryfwyse van woorde waarin los en vas skryf bereël word, word daarop gewys dat daar soms meer as een korrekte skryfwyse

kan wees en by sulke tipes woorde word daar soms op ’n voorkeurvorm gewys. Die Taalkommissie stel egter ook in hierdie gevalle ’n mate van vryheid van skryfwyse voor.

Talle leë lemmas is in die Spelreëlgedeelte opgeneem. Dit wil sê ’n trefwoord soos **Aanmeakaarskryf** of **Aanspreekvorme** of **Adjektiewe** of **Breukname** of **Byvoeglike naamwoorde** ... Spelreëls word nie onder hierdie leë lemmas behandel nie, maar daar is telkens ’n verwysing na waar die aspek wel bespreek word. Hierdie kruisverwysingstelsel help dus die gebruiker om na die regte plek vir die behandeling van die aspek waarna hy/sy soek, te gaan.

Woordelys

Die volgende groot afdeling is die *Woordelys*. Die Taalkommissie wil graag beklemtoon dat die *Woordelys* nie ’n woordeboek is nie. Gevolglik het ons nie probeer om ’n verteenwoordigende versameling woorde-skatelemente van Afrikaans daarin te gee nie. As ’n bepaalde woord nie in die *Woordelys* verskyn nie, is dit hoegenaamd geen bewys dat dit nie bestaan nie of dat sy bestaansreg nie erken word nie. Die Taalkommissie het veral drie oorwegings ’n rol laat speel by die keuse van woorde vir opname in die *Woordelys*:

- ♦ Woorde met **spellingprobleme** is opgeneem, maar omdat alle woorde nie opgeneem kon word nie, is leidinggewende voorbeelde opgeneem.
- ♦ Talle **nuwe woorde** is ter wille van **erkenning** opgeneem en hier is daar gesteun op algemene gebruik.
- ♦ **Komplekse woorde**, veral samestellings en afleidings, is opgeneem ter illustrering van die resultate van sekere **woordvormingsprosesse**.

Die *Woordelys* is volledig herbewerk en talle **terme** wat nie spellingprobleme oplewer nie, is geskrap. Die opnamebeleid bepaal dat die opname van ’n woord of term ook aandui dat dit gebruikstatus geniet. In die verlede is terme dikwels opgeneem omdat daar nie genoegsame vakwoordeboeke was waarin gebruikers die terme kon naslaan nie.

Die lemmas (trefwoorde) in die *Woordelys* is alfabeties gerangskik en in baie gevalle met bykomende inligting toegerus. Die bykomende inligting is van morfologiese, woordsoortelike of toeliggende aard. By selfstandige naamwoorde wat ’n meervoudsvorm het, word die meervoudsvorm aan-

gedui. By werkwoorde word inligting oor die verledetydsvorm gegee. By byvoeglike naamwoorde word moontlike verbuigingsuitgange verskaf asook die trappe van vergelyking. In sommige gevalle word woordsoorte van 'n lemma duidelikheidshalwe tussen hakies verstrek. Toeliggende aantekeninge is tweërlei van aard, dit kan betekenisleiding gee of inligting oor die konteks waarbinne 'n bepaalde lemma optree.

Variasie in betekenis, sinsvorm, woordvorm, klank, ensovoorts, is 'n kenmerk van 'n natuurlike, lewende taal, dus ook van Afrikaans en sy variëtiëte. Die houding van gebruikers van die taal hieroor is uiteenlopend. Sommige gebruikers wil so min moontlik wisselvorme aanvaar sien, ander voel geaffronteerd as 'n variant wat in hulle taalgebruik voorkom, nie as standaard beskou word nie. Die Taalkommissie het deur die jare 'n middeweg ingeslaan: Vorme wat as standaard beskou en gebruik word deur instansies wat deur hulle voorbeeld norme vestig (soos uitgewers van koerante en tydskrifte, formele geskifte en letterkundige werke), is erken en opgeteken. Hierdie keuses het met die verloop van tyd bygedra tot die standaardisasie van Afrikaans. Wisselvorme by terminologiegebruik lei egter dikwels tot verwarring. Na oorlegpleging met vakspecialiste is daar byvoorbeeld besluit om in hierdie uitgawe voorkeur te gee aan die **-ien**vorm eerder as die **-ine**vorm by terme soos *vitamien*, *albumien*, *toksien*, ens. Die vorme *albumine*, *vitamine*, *toksine* word nie as verkeerd beskou nie, maar voorkeur word aan die **-ien**vorme gegee. Daar was telkens verwarring by byvoorbeeld die gebruik van **vitamien**, meervoud **vitamiene** teenoor **vitamine**, meervoud **vitamines**. Die meervoud van die een klink soos die enkelvoud van die ander. Dit lei tot verwarring en in vaktaal moet een term verkieslik een begrip of konsep verteenwoordig. In dié geval word voorkeur gegee aan een vorm en al die afleidings word met die voorkeurterm gevorm: *vitamienaanvulling*, *vitamientablet*, *vitamienbruistablet*, ens.

Afkortingslys

Die AWS bevat ook 'n afkortingslys. Dié lys is volledig hersien en bygewerk. Dit is nie 'n volledige lys van alle afkortings wat in Standaardafrikaans gebruik word nie. Dit bevat slegs die gebruiklikste afkortings en leidende voorbeelde wat die reëls en beginsels illustreer. Sommige SI-simbole is opgeneem hoewel hulle streng gesproke nie afkortings

is nie. Die volvorme van sekere afkortings is soos dit in Suid-Afrikaanse wetgewing vasgelê is. Historiese afkortings is behou omdat gebruikers dikwels sulke afkortings in bronne teëkom en hulle gevolglik inligtingswaarde het. Talle voorbeelde van afkortings van instansies en politieke partye is egter weggelaat. Die hoofstuk *Afkortings* bevat 'n oriëntasieparagraaf sowel as riglyne by die gebruik van afkortings, gevolg deur 'n aantal afkortingsreëls.

Omgangstaalafrikaans

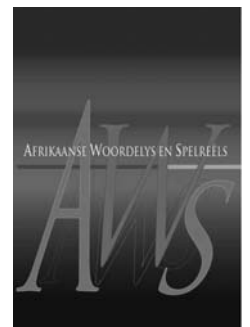
'n Lys omgangstaalwoorde en -uitdrukings wat lank reeds in informele gesprekke gebruik word, maar waarvan die spelling nog nie vantevore bereël is nie, is in 'n aparte lys ingesluit. Die Taalkommissie gee leiding oor die spelling en skryfwyse van sulke woorde en uitdrukings. Alle omgangstaalwoorde is met 'n verhewe-O gemerk waarmee aangedui word dat dit nie deel is van Standaardafrikaans nie.

Die invloed van Engels op Afrikaans is die duidelikste waarneembaar in die informele variëteit: die Afrikaans wat moedertaalsprekers (en ander gebruikers van Afrikaans) in gemoedelike omgang met mekaar gebruik. Baie van hierdie woorde word ook in veral die hedendaagse Afrikaanse letterkunde aangetref. Daar is veral vier kategorieë waar te neem:

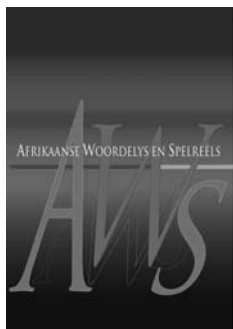
- ♦ Afrikaanse woorde waarvan die uitspraak nie deur die vorme in die Standaardvariëteit weergegee word nie (ammal^o – almal; hierie^o – hierdie)
- ♦ Sekere Engelse woorde wat reeds 'n gevestigde Afrikaanse spelwyse het: orrait^o of orraait^o, spietkop^o, sjaddap^o of sjarrap^o, soetkys^o
- ♦ Woorde wat 'n Engelse spelling het, maar reeds Afrikaanse morfologie vertoon: quit^o (ophou) – gequit^o; brag^o (spog) – gebrag^o; complain^o (kla, mor) – gecomplain^o; koel^o of cool^o (oulik, mooi, bakgat), koeler^o, cooler^o, koelste^o, coolste^o; sexy^o, sexiër^o, sexyste^o, weird^o (eienaardig), weider^o, weirdste^o.
- ♦ Sekere uitdrukings wat Engelse en Afrikaanse komponente het: uitfigure^o, uitfreak^o, watever^o, toezip^o, uit-chicken^o, boots en all^o, fair en square^o, finish en klaar^o.

Dit is onmoontlik om 'n volledige lys op te neem. Dit was egter ook nie die Taalkommissie se doel hiermee nie. Ons wou genoeg voorbeelde gee om goeie leiding ten opsigte van die skryfvorme van die Afri-

“Variasie in betekenis, sinsvorm, woordvorm, klank, ensovoorts, is 'n kenmerk van 'n natuurlike, lewende taal, dus ook van Afrikaans en sy variëtiëte.”



“Die Taalkommissie hoop dat hierdie negende, verbeterde en omvattende herbewerkte uitgawe van die AWS ’n noodsaaklike naslaangids sal wees vir elkeen wat Afrikaans moet en wil skryf.”



kaanse omgangstaal te gee. Tog jammer dat hierdie klein gedeelte in die boek die meeste aandag trek en dat die werklike bydraes ten opsigte van die herbewerking van die AWS nie altyd raakgesien word nie.

Geografiese name

’n Lys geografiese name van oor die wêreld met hul byvoeglikenaamwoord- en persoonsnaamafleidings is bygevoeg. Die gebruiker kan dus die korrekte Afrikaanse spelling van die buitelandse plekname en hul afleidings naslaan. Baie van hierdie plekname en hul afleidings het nog nie vantevore in enige ander werk verskyn nie en sal nog hul lêplek in Afrikaans moet vind. Slegs buitelandse plekname is opgeneem omdat die spelling van amptelike geografiese name in die Republiek van Suid-Afrika bereël word deur die *Raad vir Suid-Afrikaanse Geografiese Name*. Volledige besonderhede sal in publikasies van daardie raad verkrygbaar wees. Die Taalkommissie was egter van oordeel dat daar wel in die AWS vir gebruikers leiding gegee moet word oor die skryfwyse van geografiese name in Afrikaans en onder Reël 9.38 word ’n paar groeperings gegee. Tipiese probleme soos die los- of vasskryf van geografiese name met die element –park (vas aan die stam-element) of Park (los van die stam-element) lewer skryfprobleme op omdat hier nie ’n vaste patroon is nie. So is daar byvoorbeeld *Monumentpark* naas *Kempton Park*. Hierdie onderskeid hang af van hoe die betrokke naam geregistreer is. Die *Raad vir Suid-Afrikaanse Geografiese Name* se riglyne geld hier as bepalende faktor.

Transliterasietabel

Vir die eerste keer bevat die AWS ook ’n Afrikaanse transliterasietabel van die Cyrilliese (Russiese) alfabet. ’n Probleem waarmee taalpraktisyns soms te doene kry, is hoe om Russiese en ander Slawiese name wat hulle in die oorspronklike taal of in Engels teëkom, in Afrikaans weer te gee. In hierdie tabel word, benewens die skryfwyse van gedrukte Russiese letters, ook die betrokke uitspraak aangedui, sowel as die ooreenstemmende letter in Engels en Afrikaans. Die tabel gee ook ’n aantal voorbeelde van sulke name in die Russiese, Engelse en Afrikaanse ortografieë. Waarom dan die Cyrilliese alfabet en nie ook die Griekse, Hebreeuse, en veral Oosterse alfabette nie? Bloot weens die feit dat ander alfabette nie soveel probleme in Afrikaans besorg as die Russiese en Slawiese name nie. Die Taalkommissie was veral ook

geïnteresseerd in die Arabiese alfabet – ook vanweë die Moslemafrikaanse verbintenis. ’n Gebrek aan tyd en plek in die boek was egter maar die grootste oorwegings vir die weglating van ander alfabette.

Terminologielys

’n Terminologielys word verskaf waarin omskrywings gegee word van terme wat in die AWS gebruik word. Dit weerspieël egter net betekenistoepassings soos dit in die AWS gebruik word.

Indeks

Die AWS bied laastens ’n volledige indeks wat help met die naslaanproses. Hierdie gedeelte is deur Me Jana Luther van die uitgewer Pharos, versorg.

Slot

Die Taalkommissie hoop dat hierdie negende, verbeterde en omvattende herbewerkte uitgawe van die AWS ’n noodsaaklike naslaangids sal wees vir elkeen wat Afrikaans moet en wil skryf. Ons vertrou dat dit vir die opvoeder, leerder, vertaler, taalpraktisyn, woordeboekmaker, dosent, student, briëfskrywer en gewone taalgebruiker ’n onontbeerlike en veral bruikbare naslaanbron sal wees.

Die Taalkommissie het baie hard gewerk. Ons het ten minste twee maal per jaar vir ten minste ’n week op ’n slag vergader om die reëls en hul toepassings te bespreek. Buiten hierdie twee weke per jaar is baie ure ná die gewone werksverplichtinge, naweke en vakansietye benut om aan die AWS te werk. Ons het werklik gepoog om die boek foutloos te hê. Ons het veral probeer om seker te maak dat die reëls bruikbaar en verstaanbaar is en bowenal dat dit mekaar nie weerspreek nie. Ons het ook besondere klem gelê op kruisverwysings. Feilbare mense het egter die AWS saamgestel. Ons moeë oë het waarskynlik iets êrens misgekyk. Ons wil u graag versoek om hierdie foute onder ons aandag te bring. Die uitgewer het reeds te kenne gegee dat sulke foute in ’n tweede oplaag van die AWS reggestel sal/kan word.

Ten slotte: die AWS is beskikbaar by alle vooraanstaande boekwinkels teen R150 per eksemplaar – KOOP ’N AWS!

This article discusses the recently published new edition of the Afrikaanse Woordelys en Spelreëls. Since only persons fluent in Afrikaans will be using this book, the article is not summarised in English.

The Oxford Guide to Style

Throughout my professional career I have heard reference to *Hart's Rules*, but have never had the pleasure of coming across a real, live copy. I thus felt myself greatly privileged when I read in the preface to the *Oxford Guide to Style* that this is "the revised and enlarged edition of Horace Hart's *Rules for Compositors and Readers at the University Press, Oxford*".

Hart ran Oxford University Press between 1883 and 1915 and his *Rules*, the first edition of which was published in 1893, were produced as an in-house guide for the employees there. He soon found the book being used all over, though, and so made it generally available. It subsequently went through 39 editions before metamorphosing into this *Guide to Style*.

As the name implies, this is not a dictionary, but a guide to the way in which things are traditionally done in the publishing industry. The section on "Abbreviations and symbols" thus does not provide a list of abbreviations, but rather discusses the various types of abbreviations and the way they are used and written. So, for example, I was pleased to see the usage note: "Prefer ... 25 per cent (two words, no point) to 25% in text"; I had been taught this in my magazine editing training, but felt that I was waging a losing battle with the proliferation of *percent* in the newspapers particularly.

The Oxford Guide to Style is divided into 16 chapters: The parts of a book, Preparation of copy and proofs, Abbreviations and symbols, Capitalization and treatment of names, Punctuation, Italic, roman, and other type treatments, Numbers, Quotations, Lists and tables, Illustrations, Languages, Science and mathematics, Specialist subjects, Copyright and other publishing responsibilities, References and notes, and Indexing. Each chapter is then divided into as many sections as necessary.

The book is well laid out, using a clear typeface and lots of white space. There is an extensive index, making it relatively easy to find what one is looking for if it is not immediately obvious from the chapter titles.

I have had the book on my shelf for several months, and have found it most useful. The explanations are detailed and clearly set out and there are numerous examples illustrating various points, to aid comprehension. What's more, it is so interesting to see rules related to things one has done automatically for years or has never even considered being governed by a rule that every time I consulted the *Guide* I found myself spending several minutes more browsing over other

entries. I could almost recommend the book as bedtime reading for those with a passion for their work!

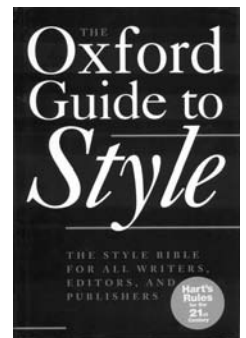
I consulted the *Guide* on several issues that cause repeated problems in my work and was pleased to find clear answers in most cases. While I am generally aware of the difference between a hyphen and an en rule, and change them religiously in certain contexts, I have never been certain of what to use, and with or without spaces, in indicating ranges. But the *Guide* provided the answer: "Use the en rule closed up to denote elision in elements that form a range", e.g. pp. 23–45, Wednesday–Friday, 1939–45, and also "Use the en rule closed up to express the meaning of *to* or *and* between words of equal importance", e.g. Dover–Calais crossing, on–off switch. [Obviously Bill Gates and his cronies do not know this rule, as I found the MS Word shortcut of using a double hyphen if you need an en rule, which the program then converts automatically when you complete the next word, does not work without a space on either side of the rule; without spaces, the hyphens covert to an em rule.]

I was pleased to see clearly set out another rule that my clients seem never to have learnt: "Numbers are made plural without an apostrophe both as words and figures", e.g. the 1960s, twos and threes, in the Nineties. The text goes on to illustrate when numbers take a singular and plural verb: "plural phrases take plural verbs where the elements enumerated are considered severally", e.g. Ten miles of path are being repaved, but "plural numbers considered as single units take singular verbs", e.g. Ten miles of path is a lot to repave.

Don't think you always know best, though. One of my personal bugbears is the case of whether to use single or double quotation marks. I regarded single marks as a sign of lazy typing. Imagine my surprise at finding the *Guide to Style* giving exactly the opposite rule: "British practice is normally to enclose quoted matter between single quotation marks, and to use double quotation marks for a quotation within a quotation." My views seem to be typically American, as the *Guide* continues: "The order is often reversed in newspapers, and uniformly in US practice." So it looks like I'll have to go back and change them all in this review!

I would unreservedly recommend this publication to all wordsmiths – to those new in the field as a good place to start and to seasoned editors as a valuable source for brushing up one's knowledge.

Ritter, RM.
The Oxford Guide to Style.
2002. Oxford:
Oxford University Press.
ISBN:
0-19-869175-0
Hard cover, xii + 623 pp.
Price:
Approximately R350.



Answers to the St Jerome's Day quiz (page 19)

1. St Jerome (Eusebius Hieronymus c. 331- 320) is the patron saint of translators. This Catholic saint translated the Bible out of the Greek Septuagint into Latin. This translation became known as the Vulgate and was the traditional authorised translation of the Western church for centuries – at times it had even greater authority than texts in the original languages.
2. Sol Plaatje was a journalist, court interpreter, lexicographer and writer. His translations of Shakespeare were responsible for initiating creative writing in Tswana. His was a life of firsts:
 - the first black editor of the first Tswana language newspaper in the country;
 - the first translator of Shakespeare into an African language
 - the first Black novelist in South Africa, and, most significantly
 - the first Secretary-General of the African National Congress, a political body he was instrumental in launching
- 3.1 The five rand coin has “South Africa” written in Zulu on the back, as Zulu is the largest language group in South Africa.
- 3.2 The 20c coin represents the English language. English is ranked fifth in SA.
- 3.3 The R1 coin represents the Afrikaans language, since Afrikaans is ranked third in South Africa.
- 3.4 Ndebele is the smallest language group in SA, and is therefore represented by the 1c coin.
- 3.5 There are only nine languages represented on the backs of our coins because some languages use the same words for “South Africa”.
4. PanSALB stands for the Pan South African Language Board. Its mission is as follows: “To promote multilingualism in South Africa by: creating the conditions for the development of and the equal use of all official languages; fostering respect for and encouraging the use of other languages in the country; and encouraging the best use of the country’s linguistic resources – in order to enable South Africans to free themselves from all forms of linguistic discrimination, domination and division; and to enable them to exercise appropriate linguistic choices for their own well being as well as for national development.”
5. Autshumato was a Khoikhoi leader who became an interpreter for Europeans passing by the Cape after 1631 and an intermediary between them and the Khoikhoi once a Dutch settlement was established in 1652. He was taken to Java by the English in 1631-2 and after his return to the Cape was said to speak “a little English”. Autshumato was instrumental in helping the Dutch settlers barter with the Khoikhoi for cattle after the Cape Town refreshment station was established in 1652. Autshumato was to return to Robben Island in 1658, however, as a prisoner for misinterpretation. Van Riebeeck had contemplated this step as early as 1652, when negotiations between the Dutch and Khoi were not progressing sufficiently well for his liking. After a year and a half on the Island, Autshumato and a fellow prisoner managed to steal a little rowing boat and escape from the Island. Their boat was found about two weeks afterwards by the Dutch: the latter could not believe that the men had survived the difficult crossing. It was only a year later that Autshumato applied to live near the Castle again and resumed his role as interpreter. He died in 1663.
6. Nelson Mandela’s *Long Walk to Freedom* has been translated into Xhosa (by Peter Mtshu), Zulu (by DBZ Ntuli), Afrikaans and Northern Sotho, and is currently being translated into the other official languages.
7. *Huisgenoot* (Afrikaans), translated as *You* (English) and *Bona* magazine, which appears in English, Zulu, Xhosa and Sotho.
- 8.1 These are all German words that have been borrowed by the English language.
- 8.2 These words are all loan words from French used in English. Many words in English that relate to learning and courtly behaviour originate from French.
- 8.3 These words are loan words from Zulu used in English.
- 8.4 These words are loan words from English used in Zulu.
9. The Bible (16 translations into Zulu dating back to 1848); Shakespeare’s *Macbeth*, amongst others; Alan Paton’s *Cry the Beloved Country*; Chinua Achebe’s *Things Fall Apart*, etc.
10. Nyembezi, DBZ Ntuli, DHH Dhlomo, Vilakazi, amongst others.
11. Andre P Brink, Uys Krige, Breyten Breytenbach, Dalene Mathee. Mark Behr is also a self-translator.

The proceedings of the XVI FIT Congress are available for purchase. The Congress had participants from 41 countries and was organized into 9 theme strands. There is a wealth of information for those who would like to read about translation activities. The cost is US\$50 per issue plus US\$15 for postage and handling. Order through the FIT Secretariat: 2021, avenue Union, Bureau 1108, Montréal (Québec) H3A 2S9, Canada, or secretariat@fit-ift.org.