Bilingual Translation Template

# Translation

1. Break the document by paragraph: Copy and paste each paragraph into the table below. Add rows as needed
2. Mark text NOT to be translated in **RED**.
3. Source Language: Input the source language.
4. Target Language: The translator will input the target language.

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| **Source Language (input by you)** | **Target Language (input by translator)** |
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# Terminology

Include any special terminology that might be useful to the translator:

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# Next Steps

1. Send this template along with the source document for reference to the translator.
2. Once the translation is completed, copy and paste the translated version over the English source.
3. Ask a native speaker to review the final version to ensure the quality of the translated version matches the English source.