

I Requirements

1. Prerequisites for working with MB are that

- you translate exclusively into your native language and that you should generally be resident in the country in which your language is spoken.
- you possess a high degree of the following competencies in your native language and the language from which you translate:

All assigned translators and proofreaders must be proficient in the following respective disciplines:

a) Translation competence

The translator must observe the following aspects during the translation process:

Terminology: Accordance with customer-specific terminology, terminological conventions of the specialist field or other underlying terminology and consistent use of terminology throughout the translated text. We provide our translators with TMs and/or glossaries to assist in this process.

Grammar: Sentence structure, writing style, punctuation, spelling, diacritical marks

Lexis: Lexical cohesion, phraseological accuracy

Style: Adherence to our own or customer-specific style guidelines; use of the appropriate register and choice of the correct language variant

Localisation: Local and regional conventions and standards. This aspect considers the individuality of the target country; contact is made with experts from the respective region who are able to revise the text with regard to the respective culture and customs, thus ensuring that there are no errors in the local, cultural background.

Formatting: Adaptation of the format with regard to the customer's specifications and the source text.

Target audience and purpose of the translation

b) Linguistic and textual competence in the source and target language

In principle only technical translators will be assigned who translate exclusively into their native language.

c) Research skills, acquiring and processing information

Research skills will be assessed on the basis of a sample text (by the university or 1-2 independent translators)

d) Cultural competence

MB will assess whether there is an ability to utilise information about the locale, behaviour patterns and value systems that are characteristic of the source and target culture.

e) Technical competence

MB will conduct a stringent assessment to ascertain whether all of the abilities and skills that are necessary for the professional preparation and production of translations are present.

All of MB's translators are **exclusively technical translators who translate solely into their native language.**

In addition you must have had university-based translation training, a university education and proof of 3 years professional experience or 5 years professional experience if you do not have the necessary training.

2. Specialisation

In addition to the competences specified under point I, you should also have knowledge in at least one specialist field. This could be knowledge that you have acquired from your studies or through practical work experience in the field. You should be well versed in the latest developments and technical terminology used in this field. ***Please inform us in detail about your specialist fields***, as we require this information for evaluation purposes when selecting translators.

3. EDP knowledge

You should be well-acquainted with standard office and communication software, as we expect to receive your translations in file format, preferably by e-mail. You should have the following standard equipment:

- A computer with a text editing programme (preferably MS Word 2003 or higher)
- Your own e-mail address that you can check several times a day during projects
- A telephone, mobile phone & fax machine where you can be reached during the translation project.
- It would be considerably advantageous if you already have experience with translation software. We use Translator's Workbench™ (from Trados) for the majority of our projects. The majority of our customers request that we use these products. Therefore, it would be advantageous if you possess one of these products. If this is not the case, purchasing this software would certainly be a good investment.

4. Project related requirements

We will agree upon these project related requirements on an individual basis, depending on the order or project:

Background knowledge of the customer required:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	will be announced by MB
CAT tools required: (Trados, Wordfast etc.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	will be announced by MB
Terminology database available:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	will be announced by MB
Send updated terminology database to MB:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	will be announced by MB
Proofreading to be done by a colleague:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	will be announced by MB
Glossary available:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	will be announced by MB
Add to the glossary:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	will be announced by MB
Reference texts available:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	will be announced by MB
Customer's website available:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	will be announced by MB
Check the customer's website:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	will be announced by MB
Maintain the format of the source text:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	will be announced by MB

5. Other requirements

There are no formal requirements in addition to the capabilities mentioned above. However, we do expect you to work well together in a team with our project managers. This means that you

- ALWAYS send us brief written confirmation of each order
- Comply with deadlines
- Inform us of any problems or delays as soon as you are aware of them
- Plan your own resources well
- Work carefully

Furthermore, we ask you to:

- Please inform us in sufficient time of any planned absence (e.g. holidays, etc.)!
- Please also inform us in sufficient time about any changes to your contact details (e.g. address, e-mail, etc.)!
- We use the internal abbreviations for languages according to the attachment "Language Abbreviations.xls"!