TEXT EDITING BASICS

**Learning Objectives**

You will learn the basics of the text editing, which will serve as a background for the editing project that should show your skills gained in the course.

**Keywords**

* text editing, editing rules, content, overall structure, structure within paragraphs, clarity, style, project

**EDITING** is what you begin doing as soon as you finish your first draft. You reread your draft to see, for example, whether the paper is well-organized, the transitions between paragraphs are smooth, and to eliminate errors. You can edit on several levels:

**Content -** checking requirements of the assignment, relevance of the information for overall translation goal and whether the sentences are consistent.

**Overall structure -** logical sequence of the paragraphs and their clear transition, the structure of the translation.

**Structure within paragraphs -** each paragraph sticks to one main idea, no extra or missing sentences in the paragraphs.

**Clarity -** defining important terms that might be unknown, clear meaning of the sentences, choice of the appropriate words. Avoid using words you find in the thesaurus that are not part of the required vocabulary; you may misuse them.

**Style -** using appropriate tone and gender, avoid repeating a word unnecessarily.

As you edit at all of those levels, you will usually make significant revisions to the content and wording of your translation. Keep an eye out for patterns of error; knowing what kinds of problems you tend to have will be helpful, especially if you are editing a large document. Once you have identified a pattern, you can develop techniques for spotting and correcting future instances of that pattern.

  (Tarshis, Barry. *How to Be Your Own Best Editor*. New York: Three Rivers Press, 1998.)

TASK 1: Comprehension check 1:

**Decide whether the following statements are true or false according to the text above.**

1. When your translation includes inappropriate words, you have to revise the content of your translation.

True False 

2. When your translation includes inconsistent sentences, you have to check content.

True False 

3. The style check includes gender and vocabulary.

True False 

TASK 2: Comprehension check 2:

**Read the sentences below and fill in the missing words.**

When you check requirements of the assignment and relevance of the information for overall translation goal, you check .

When you concentrate on paragraphs and missing sentences, you check within paragraphs.

Making sure whether you are using appropriate gender and not repeating words belongs to check.

**TYPES OF EDITING:**

**Basic editing -** eliminating gross errors, e.g. incorrect spelling or punctuation, ungrammatical constructions; obscure, ambiguous or misleading sentential configurations. When the object of editing is a TT (target text), this process has to include checking back to the ST (source text) to make sure that its basic literal meaning has not been misrepresented in the TT.

**Stylistic editing** - editing should be reasonably exact in literal meaning, grammar and spelling. In the stylistic editing of a TT, the translator considers only alternative ways of expressing the literal meanings of parts of the text.

Perhaps the most important objects of stylistic editing are **connotative meanings**. The translator has to be able to assess objectively whether a connotation that is crystal-clear in the context of the ST and the SL is equally clear in the TT. It is just as vital to check that there are no obtrusive unwanted connotations evoked by the TT.

Another thing that should be reviewed at the stylistic editing stage is the **textual effects of language variety**—alternatives associated with different social registers, dialects and sociolects. It is particularly important, in using marked language variety in a TT, to avoid the two extremes of ‘not enough’ and ‘too much’.

 (Hervey, Sándor G. J. and Ian Higgins. *Thinking Translation: A Course in Translation Method.* Abingdon: Routledge, 1992.)

TASK 3: Comprehension check 1:

**Decide whether the following statements are true or false according to the text above.**

1. Stylistic editing deals only with literal meaning.

True False 

2. Connotations are very important part of stylistic editing.

True False 

TASK 4: Comprehension check 2:

**Read the translation below and fill in the missing letters avoiding errors.**

Samotná l beralizace však nemůže vyřešit některé závažné problémy.

Mezi ně patří převaha silniční dopravy nad jiným formam dopravy, znečištění a roztříštěnost dopravních systémů, včetně špatného spojení s odlehlým regiony a mezi vnitrostátním sítěmi.

Editing projects assignment

1. You will choose a text in English and your task will be to translate it into your mother tongue.

2. Your task is to correct the translation and edit your text considering all the errors and mistakes that were discussed in the units.

3. Correct the text using the correction code.

4. Correct the text using spell-check.

5. Correct the text using Track changes.

6. At the end of the course, you should present your editing project to show your work and discuss any other problems or errors you experience while preparing the project

7. Hand in your editing project including all three types of correction in print.

Points to remember

**Editing is done on several levels:**

**content -** requirements of the assignment, relevance of the information and sentences consistency

**overall structure** **-** logical sequence of the paragraphs

**structure within paragraphs** **-** no extra or missing sentences in the paragraphs

**clarity** **-** defining important terms that might be unknown and choice of the appropriate words

**style** **-** using appropriate tone and gender, avoid repeating

**There are two primary types of editing:**

**basic editing -** eliminating incorrect spelling or punctuation, ungrammatical constructions; obscure, ambiguous or misleading sentential configurations.

**stylistic editing** - editing should be reasonably exact in literal meaning, grammar and spelling.

Glossary of terms

**Clarity** (přehlednost) - translation is understandable to TL speaker.

**Connotation** (konotace, vedlejší význam) - additional meaning beyond its primary meaning.

**Content** (obsah) - subject matter, translation follows the assignment and includes relevant information.

**Editing** (editace) - correcting the mistakes, making improvements to the translation.

**Literal meaning** (doslovný význam) - referential meaning.

**Structure** (struktura) - the way the translation is arranged and put together.

**Style** (styl) - variation in language use connected with form of the translation.