

## DOs and DON'Ts in Comment Writing

| Please DO...  | Example   |
|---|---|
| ...describe how the target deviates from source (rather than the other way around)        | 😬 “wild” added to “horse” “horse” translated as “wild horse”<br>😬 ENG source only reads “horse”, not “wild horse”                   |
| ...make sure that the <b>location</b> of your intervention is clear                       | 😬 “True” and “False” left in English in the table heading   |
| ...use <b>back-translations</b> whenever useful, and ALWAYS in the case of mistranslation | 😬 “donkey” translated as “monkey”   |
| ... advise, if your comment is FYI only   | 😬 FYI: in Zedish “with backbone” and “vertebrate” have the same root word, which makes the correct answer obvious. Unchanged by Ver |
| ... ALWAYS advise whether or not you made an intervention                                 | 😬 OK now / Unchanged by Ver<br>😬 Text caption not fully visible. Ver was unable to change \\\n😬 Text caption not fully visible      |
| ... use <b>impersonal</b> and <b>neutral</b> approach                                     | 😬 “Verifier feels... Changed by Ver(ifier)”<br>“I think...” “I changed”   |
| Please DON'T...   | Example   |
| ...describe what it reads in the source (but rather how the target deviates from source)  | 😬 In ENG source it reads “book”<br>😬 Not “booklet”<br>😬 “book” translated as “booklet”  |
| ... describe the issue through the action performed by you                                | 😬 Ver changed “house” to “building”<br>😬 “building” translated as “house”   |
| ...<br>( )  | 😬<br>😬<br>😬   |
| ...<br>( )  | 😬<br>😬<br>😬   |
| ...<br>( )  | 😬<br>😬<br>😬   |
| ...<br>( )  | 😬<br>😬<br>😬   |

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