

## 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” 😬 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 😬 Text caption not fully visible. Ver was unable to change \\ 😬 Text caption not fully visible
... use <b>impersonal</b> and <b>neutral</b> approach	😬 “Verifier feels... Changed by Ver(ifier)” “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” 😬 Not “booklet” 😬 “book” translated as “booklet”
... describe the issue through the action performed by you	😬 Ver changed “house” to “building” 😬 “building” translated as “house”
... ( )	😬 😬 😬

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