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 **location** of your intervention is clear	🙂"True" and "False" left in English in the table heading
...use **back-translations** 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 **impersonal** and **neutral** 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"
… write comments that are not understandable to reviewers that do not understand the target language	🙁 "քոցիւ" changed to "իռնչւխյւզզ" (Which term is the comment referring to? Who made the change? Why?) 🙂 "building" translated as "house"
… refer to other projects	🙁 Ver prefers the answering categories as used in TIMSS 🙂 Ver suggests categories "ZZ", "YY", "WW" for better equivalency to source
… use sarcasm, criticism, exclamation marks, offensive language	🙁 As usual, the Zedish team has AGAIN used as many as four different synonyms for "car"!!! while source uses same word throughout the unit 🙂 Four different synonyms used for "building". Harmonized by Ver 🙁 Translation clumsy 🙂 Translation not natural, better wording suggested by Ver
… describe grammar issues in great detail	🙁 Possessive suffix 'si' missing. The suffix is always required if the main word is preceded by a possessive pronoun. Sometimes it can be dropped, if the 'owner' of the object is clear from context, but in this case this is not possible. 🙂 Possessive suffix 'si' missing.

🙂 Before delivering the work, **please read your comments through once more** to make sure they are understandable also when not looking at the verified file.

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