



AKTUEL TRANSLATIONS

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**real experience** of what is  
required from **professional  
translators** working at the  
cutting edge of commercial  
translation in a fast-paced and  
highly rigorous environment."*

Robin Bennett



# Aktuel Translations Internship programme 2015

## About Aktual Translations

*“Working in close contact with translators who are specialists in their fields provides a unique opportunity to develop relevant skills and techniques for becoming a professional linguist.”*

**Charlie  
Homewood,  
Senior Project  
Director**

Founded in 1992 in London by Robin Bennett, The Aktual Translation Group was built on foundations of increasing globalisation and rapidly advancing technology. This combination provided both the opportunity and the tools for businesses the world over to discover new markets for growth in the international arena. The expansion of global business has provided the demand for a fully certified language translation agency.

Over the last 23 years, our certified translation agency has built a network of more than 4,000 translators around the world. Aktual Translations has a reputation for being a bespoke agency that ‘punches above its weight,’ in providing high end translation for multi-nationals and government departments globally whilst remaining relatively small and very personalised.

We can provide translation between more than 150 languages and we are **ISO9001** quality-certified for translation in over 400 language combinations. Companies specialising in patent translation and the translation of books, magazines and websites have been set up within the Aktual Translation Group. And with translation at its core, the business has branched out into all areas of language consultancy and training.

***Internships  
tailored  
to your  
personal goals***

## Internship Programme Overview

In 2001 we started our first internships with the overall goal of providing wholly practical professional translation training to people who had completed a graduate degree in modern languages or were in the process of carrying out a Masters in Translation.

Our aim is to give our interns real experience of what is required from professional translators working at the cutting edge of commercial translation – in a fast-paced and highly rigorous environment.

We feel we are unique in that each intern has the opportunity to discuss their goals with us prior to the internship starting and to tailor the internship to their aims and according to the time they can spend with us.

The main areas each intern will work on are translation, proofing skills and project management. We also run an in-depth programme in CAT tools (Trados, Wordfast, MemoQ) and multi-lingual DTP (Quark, InDesign).

In addition to this, guidance is given on the practical side of becoming a freelance translator including: finding clients, self-managing projects and basic accounting.

*All Internships follow the  
**internationally recognised**  
ISO:9001:2000 guidelines for  
translation and proofing*



# Translation

Monitored training is carried out in the different forms of translation – both technical and non-technical. To start with, real life translations are done in the intern's own time (without harsh deadlines) and then proofed by professional translators who will provide detailed feedback.

Specific areas often covered are:

- ✧ Literary translation (children's market, adult)
- ✧ PR and marketing
- ✧ Patents and Intellectual Property
- ✧ Medical
- ✧ Engineering
- ✧ User Guides and manuals
- ✧ Translation of commercial tenders and bids
- ✧ Tourism
- ✧ Pharma
- ✧ Defence



*“Use of **CAT and MT technology** is not going away. Learning how to make it a good servant and not a bad master is crucial.”*

**Robin Bennett**

Interns will be taught how to modify translation techniques for audience and sector

✧ Research terminology

✧ Handle ambiguities

✧ Construct a style guide

✧ Speed

Crucially, as the internship progresses they will be encouraged to work on their speeds to get to a near or indeed fully commercial rate of over 2000 words a day

## Use of technology

### CAT Tools

The intern will have use of a full version of Trados and other CAT tools and will learn practical skills of analysis, TM management, translation within a Trados environment, Term Bases and WinAlign.

Should there be scope and interest, an intern can also practise typesetting and design skills using InDesign, Photoshop, Quark, AutoCad and a host of other software at our disposal.

### Proofing

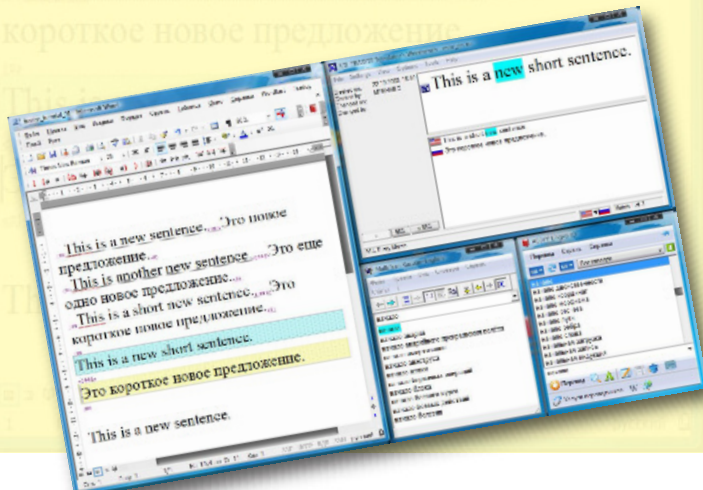
Self-proofing and proofing other translators is an essential part of the process of providing top flight translation these days and we also make time to teach interns to:

✧ Proof against a checklist

✧ Spot the common pitfalls in a translation

✧ Cross-reference terminology

✧ Mark up edits professionally













## Project Management

Even if the intern does not intend to work in project management, it is invariably helpful to have an overview of the industry and translation agency requirements that an insight into project management can give.

The intern will gain an insight into

-  Quoting (and current freelance versus agency translation rates)
-  Setting up a project
-  Analysis and CAT tools
-  File handling
-  Sourcing translators
-  Managing translators
-  Liaising with clients (often in blue chip companies and government departments)
-  Meeting deadlines

## Special project

On longer internships, we encourage the intern to take on a special project that they can do when they are not busy. Often this will provide an opportunity for the intern to take ownership of a long term project and earn money from it. In the past interns have signed royalty agreements to translate books, carry out research in fields of interest to them and develop marketing initiatives.

The special project is a chance for the intern to tell us what is of greatest benefit to them and for us to give them the scope to immerse themselves in something they can take away with them after the internship has finished.

## Mentoring

Each intern has a mentor who will be on hand every day to monitor progress and provide support. They will usually be someone who has recently trained and who will therefore relate to the intern's requirements and concerns. A senior project manager will review progress once a month.

## Application procedure

Initially we will conduct a Skype or telephone interview to talk about the specifics of the internship, answer any questions and discuss start dates.

The second stage is a Test Piece. This is usually around 150 words long and is carried out over one hour. The purpose of the test piece is to make sure you are on the right track for us and that there is the raw talent we feel we can work with and develop.

## Funding

The vast majority of our interns are funded through the ERASMUS or LEONARDO schemes. Some self-fund and in a small number of cases we will consider grants or salaries if the intern has prior commercial translation experience.

## Out-of-pocket expenses

### Henley-on-Thames and Accommodation

Since 2002, Aktuel translations has been based in the quiet, Thames-side town of Henley-on-Thames. Henley is considered one of the most picturesque spots on the Thames, with excellent travel links to London and Oxford, yet in the midst of some of the most pleasant and typically attractive countryside in England. Henley-on-Thames is home to the famous rowing regatta as well as a rapidly expanding literary festival and a host of cultural and sporting events throughout the year.

As a tourist town, accommodation is easy to find 'out of season' but nearby Oxford, Reading or Maidenhead are a better bet at other times.



Thank you for reading about our internship programme; we hope you found it useful and that you would be interested in applying.

*The mentoring structure,  
coupled with the special  
project programme make  
Aktuel's Internships  
**unique***



For more information or any questions,  
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