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Module : Translation and Interpreting

Level : 3rd year

Translation of instructional texts

Instructional texts play a crucial role in conveying information, guiding readers, and facilitating learning. These texts are designed to provide clear and concise instructions on how to perform a task, operate a device, or follow a set of procedures. They are widely used in various domains, including technical manuals, user guides, educational materials, and online tutorials.

In this context, translation becomes essential to ensure that instructional texts effectively reach diverse audiences, regardless of their language or cultural background.

Translation plays a vital role in making instructional texts accessible to a global audience. However, it is not merely a process of word-for-word substitution. Effective translation of instructional texts requires careful consideration of the following aspects:

1. **Language adaptation:** translating instructional texts involves adapting the language to suit the target audience's linguistic conventions, cultural norms, and readability preferences. This ensures that the instructions are clear, relevant, and easily understood by the intended users.
2. **Terminology consistency:** maintaining consistency in the use of technical terms across languages is crucial for accurate comprehension. Translators must establish a consistent terminology glossary and adhere to it throughout the translation process.
3. **Cultural context:** cultural differences can impact the interpretation of instructions. Translators need to consider cultural nuances, idiomatic expressions,

and references when conveying instructions to ensure that the intended meaning is accurately conveyed.

4. **Formatting and Layout:** translators must adapt the formatting and layout of instructional texts to accommodate the linguistic and structural characteristics of the target language. This includes adjusting sentence structure, text alignment, and visual elements to maintain readability and usability.

5. **Localization:** localization goes beyond translation by adapting instructional texts to specific regional or cultural contexts. It involves adjusting units of measurement, currency, examples, and references to make the instructions relevant and relatable to the target audience.

In conclusion, instructional texts serve as valuable resources for guiding readers through various tasks and processes. Effective translation of these texts requires careful attention to linguistic and cultural nuances, ensuring that the instructions are accurately conveyed and comprehensible to the target audience.



Features of instructional texts :

Instructional texts have many distinctive features which should be taken into account in the translation process. They include :

- **Clarity and precision:** they prioritize clarity and precision in conveying information. They use concise language and specific terminology to ensure that readers understand the steps or procedures accurately

- Structured organization: they follow a logical and sequential structure. They are typically divided into sections or steps, providing a clear flow of information to guide readers through the process.
- Action-oriented language: they employ action-oriented language, using imperatives and direct instructions to prompt readers to perform specific actions.
- Visual support : they often incorporate visual aids such as diagrams, illustrations, or screenshots to enhance comprehension and facilitate understanding.
- Consistency and standardization: they maintain consistency in terminology, formatting, and style to ensure coherence and ease of reference. Standardization helps users navigate different instructional materials seamlessly.



Practice



Task 01 : Identify the structure and features of the instructional texts below.

Task 02 : Comprehension questions

- What is the main purpose of the instructional texts below ?
- Identify the target audience for these instructional texts.

Task 03 : Language analysis

- Identify the types of sentences used in the instructional texts (e.g. declarative, imperative, interrogative). How does the choice of sentence types contribute to the effectiveness of the instructions ?
- Analyse the use of verb tenses in the texts below. How are different tenses employed to convey sequence, duration, or conditionality in the instructions ?
- Identify any specific technical vocabulary or jargon used in the instructional texts.
- Examine the use of transition words or phrases in the texts below? How do they indicate the logical flow of the process ?

Task 04 : Critical thinking

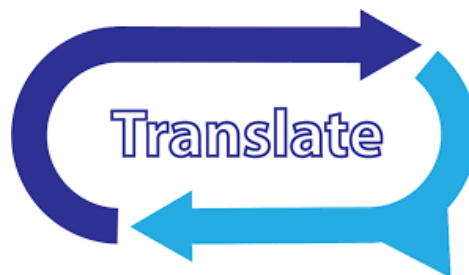
- How logical and coherent are the steps outlined in the instructional texts ?
- Can the instructions be easily applied in different contexts or situations ?

Task 05 : Terminology consistency

- ❖ Create a glossary of technical terms used in the instructional texts and ensure consistent translation of these terms throughout the entire document.
- ❖ Identify any terms that might require adaptation or explanation to suit the target language and propose appropriate translations.

Task 06 : Translation practice

- Translate the instructional texts into the target language while maintaining the accuracy and clarity of the original instructions.
- Identify any potential ambiguities or areas where the translation might be unclear and propose alternative translations to improve comprehension.



Text 01 :

How to Make a Paper Airplane

Step 1: Start with a rectangular piece of paper.

Step 2: Fold the paper in half lengthwise.

Step 3: Unfold the paper and fold the top corners down to the center crease.

Step 4: Fold the top triangle down to meet the bottom edge.

Step 5: Fold the bottom edges up to meet the top edge.

Step 6: Fold the paper in half along the center crease.

Step 7: Fold the wings down at a slight angle.

Step 8: Your paper airplane is ready to fly!



1. Fold a sheet of paper in half lengthwise. Unfold so that the crease is 'valley' side up.



2. Fold the top corners down to the center fold.



3. Fold the tip down.



4. Fold about one inch of the tip up; unfold.



5. Fold the top corners down to the center fold so that the corners meet above the fold in the tip. (Note that the top—the nose of the plane—should be blunt.)



6. Fold the tip up. This is the Nakamura lock.



7. Fold the entire plane in half so that the tip is on the outside.



8. Fold the wings down. Trim and fly!

Text 02 :

How to Brew Traditional Japanese Green Tea

Step 1: Begin by selecting high-quality loose leaf Japanese green tea, such as sencha or matcha.

Step 2: Fill a kyusu (Japanese teapot) or yunomi (tea cup) with hot water and let it sit for a moment to warm the vessel. Then, discard the water.

Step 3: Measure the appropriate amount of tea leaves using a chashaku (bamboo tea scoop) or teaspoon. The amount may vary based on personal preference and the type of tea used.

Step 4: Place the tea leaves into the warmed kyusu or yunomi.

Step 5: Heat water to around 80°C (176°F), just below boiling point. Avoid using boiling water as it can scorch the tea leaves and result in a bitter taste.

Step 6: Pour the hot water onto the tea leaves, covering them completely. Allow the tea to steep for about one to two minutes, depending on the desired strength.

Step 7: Using a chasen (bamboo whisk) or a small spoon, gently stir the tea to ensure even extraction and to create a frothy layer.

Step 8: Pour the brewed tea into yunomi or small cups, distributing it evenly.

Step 9: Take a moment to appreciate the aroma and color of the tea before savoring its delicate flavor. Traditional Japanese tea ceremonies emphasize mindfulness and the enjoyment of each sip.

Step 10: Serve the tea with a small sweet, such as a wagashi (traditional Japanese confection), to complement the tea's taste.

Step 11: Repeat the process for subsequent servings, adjusting the tea leaves, water temperature, and steeping time according to your preference.

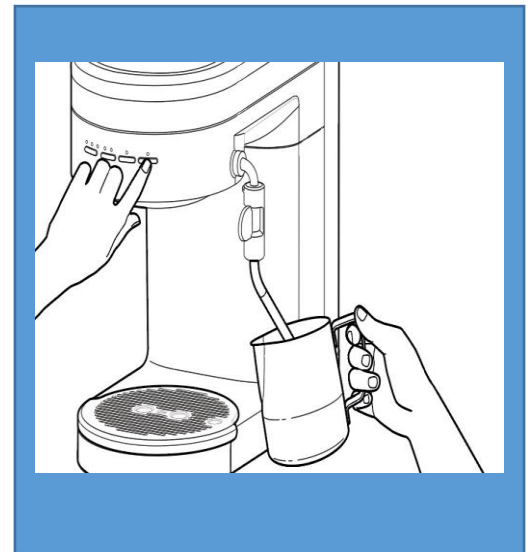


Text 03 :

Coffee Machine User Manual - Model XYZ-2000

Table of Contents:

1. Introduction
 - 1.1. Safety Precautions
 - 1.2. Package Contents
2. Machine Overview
 - 2.1. Control Panel
 - 2.2. Water Reservoir
 - 2.3. Coffee Bean Hopper
 - 2.4. Brewing Unit
 - 2.5. Drip Tray
3. Initial Setup
 - 3.1. Water Reservoir Filling
 - 3.2. Coffee Bean Loading
 - 3.3. Power Connection
 - 3.4. Language and Settings Configuration
4. Brewing Coffee
 - 4.1. Selecting Coffee Strength
 - 4.2. Choosing Cup Size
 - 4.3. Single Cup Brewing
 - 4.4. Double Cup Brewing
5. Milk Frothing
 - 5.1. Frothing Wand Usage
 - 5.2. Steaming Milk for Cappuccino
 - 5.3. Frothing Milk for Latte
6. Maintenance and Cleaning
 - 6.1. Daily Cleaning Routine
 - 6.2. Descaling Process
 - 6.3. Removing and Cleaning Drip Tray
 - 6.4. Cleaning the Brewing Unit



- 7. Troubleshooting
 - 7.1. Common Issues and Solutions
- 8. Warranty Information
- 9. Contact Information

Section 1: Introduction

- Safety Precautions: Explanation of important safety guidelines to follow while operating the coffee machine.
- Package Contents: A list of items included in the package and their purpose.

Section 2: Machine Overview

- Control Panel: Description of the buttons, knobs, and display screen on the coffee machine.
- Water Reservoir: Instructions on how to fill and maintain the water reservoir.
- Coffee Bean Hopper: Guidance on loading and storing coffee beans.
- Brewing Unit: Explanation of the brewing mechanism and how to access and clean it.
- Drip Tray: Instructions for removing, cleaning, and reassembling the drip tray.

Section 3 : Initial setup

- Before using the coffee machine for the first time, it is essential to perform the initial setup.
- Water reservoir filling : locate the water reservoir at the back of the machine, remove it from the machine, rinse it with clean water and fill it with fresh, cold water up to the maximum fill line indicated. Place the filled reservoir back into its position.
- Coffee bean loading : steps to load the coffee bean.
- Power connection : check that the coffee machine is turned off and the power switch is in the « Off » position. Insert the power plug into a suitable power electrical outlet. Turn on the machine by flipping the power switch to the « On » position. Wait for the machine to complete its startup process.
- Language and settings configuration : set the language and the preferences, follow the on-screen instructions, confirm your selections and proceed to the next step.

Section 4: Brewing Coffee

- Selecting Coffee Strength: Steps for adjusting the coffee strength settings.
- Choosing Cup Size: Instructions on selecting the desired cup size for brewing.
- Single Cup Brewing: Steps for brewing a single cup of coffee.
- Double Cup Brewing: Instructions for brewing two cups of coffee simultaneously.

Section 5: Milk Frothing

- Frothing Wand Usage: Explanation of how to use the frothing wand for milk frothing.
- Steaming Milk for Cappuccino: Steps for steaming milk to create a cappuccino.
- Frothing Milk for Latte: Instructions on frothing milk for a latte.

Section 6: Maintenance and Cleaning

- Daily Cleaning Routine: Guidelines for regular cleaning and maintenance tasks.
- Descaling Process: Detailed steps for descaling the coffee machine to remove mineral buildup.
- Removing and Cleaning Drip Tray: Instructions on removing and cleaning the drip tray.

- Cleaning the Brewing Unit: Guidance on cleaning the brewing unit to ensure optimal performance.

Section 7: Troubleshooting

- Common Issues and Solutions: Troubleshooting tips for addressing common problems that users may encounter.

Section 8: Warranty Information

- Details about the warranty coverage, duration, and any specific terms and conditions.

Section 9: Contact Information

- Contact details for customer support or service center for any queries or assistance.

The manual would provide comprehensive instructions and information to guide users in operating, maintaining, and troubleshooting the coffee machine effectively.

Text 04 :

عجينة البيتزا الكلاسيكية



المكونات:

- 2- ونصف كوب طحين
- ملعقة صغيرة خميرة فورية
- ملعقة صغيرة سكر
- نصف ملعقة صغيرة ملح
- 1-ملعقة كبيرة زيت زيتون
- حوالي 1 كوب ماء دافئ

طريقة التحضير:

- 1- في وعاء كبير، امزج الطحين، الخميرة الفورية، السكر، والملح.
- 2- أضف زيت الزيتون والماء الدافئ تدريجياً إلى الوعاء واعجن المكونات جيداً حتى تتكون عجينة طرية ومنتاسكة.
- 3- قم بوضع العجينة على سطح مرشوش بالطحين واعجنها لمدة 5-10 دقائق حتى تصبح ناعمة ومرونة.
- 4- ضع العجينة في وعاء مدهون بالقليل من الزيت وقم بتغطيتها بمنشفة نظيفة. اتركها تتخمر في مكان دافئ لمدة ساعة إلى ساعتين حتى تتضاعف في الحجم.

- 5- بعد التخمر، ستجد العجينة جاهزة للتحضير على شكل بيتزا. افرد العجينة على سطح مرشوش بالطحين وقم بتشكيلها وتمديدتها بحجم البيتزا المطلوبة.
 - 6- ضع العجينة الممدودة في صينية الخبز المدهونة بقليل من الزيت أو ورقة زيتون وابدأ في تجهيز البيتزا بالحشوات والصلصة حسب الرغبة.
 - 7- سخن الفرن إلى درجة حرارة 220 درجة مئوية (425 درجة فهرنهايت).
 - 8- قم بخبز البيتزا في الفرن لمدة حوالي 12-15 دقيقة أو حتى تتحمر القاعدة وتنضج الحشوات.
 - 9- بعد الخبز، قم بتقطيع البيتزا وتقديمها ساخنة. تمتع بالطعم اللذيذ!
- ملاحظة:** يمكنك تعديل حشوات البيتزا حسب الرغبة، مثل إضافة صلصة الطماطم، الجبن، الخضروات المشوية، اللحم المفروم، أو أي توابل أخرى تفضلها.



Text 05 :

استخدام جهاز التلفزيون الذكي

الخطوة 1: التوصيل

- قم بتوصيل كابل الطاقة بمنفذ الطاقة في الجهاز التلفزيون.
- قم بتوصيل كابل الإشارة أو الهوائي بالمنفذ المناسب في الجهاز.

الخطوة 2: التشغيل

- قم بتشغيل الجهاز التلفزيون بالضغط على زر التشغيل على جهاز التحكم عن بُعد أو على الجهاز نفسه.
- انتظر لحظة حتى يقوم الجهاز بالتشغيل ويظهر الشعار الخاص به.

الخطوة 3: الإعدادات الأولية

- قم بتحديد اللغة المفضلة من القائمة المعروضة على الشاشة.

- اتبع الإرشادات على الشاشة لإعداد الاتصال بالإنترنت إذا كانت الخدمة متاحة.
- قم بضبط التوقيت والتاريخ الحاليين.

الخطوة 4: التنقل والاستكشاف

- استخدم أزرار التنقل على جهاز التحكم عن بُعد للتنقل بين القنوات والقوائم.
- قم بفتح تطبيقات الوسائط المتعددة مثل YouTube أو Netflix للاستمتاع بالمحتوى عبر الإنترنت.
- استخدم الأزرار الوظيفية مثل الصوت والسطوع لضبط الإعدادات والتفضيلات الشخصية.

الخطوة 5: إيقاف التشغيل

- قم بإيقاف تشغيل الجهاز التلفزيوني بالضغط على زر الإيقاف على جهاز التحكم عن بُعد أو على الجهاز نفسه.
- قم بفصل كابل الطاقة عن الجهاز التلفزيوني عند عدم استخدامه لفترة طويلة.

يرجى ملاحظة: قد تختلف خطوات الاستخدام حسب نوع وطراز الجهاز التلفزيوني الذكي الخاص بك.

