



## Guidelines for French network mentees

The purpose of this language mentoring is for the mentor to provide their mentee with frank, friendly and constructive assessments and feedback on translation problems and to make suggestions on how to overcome them.

The main focus is on mother-tongue skills and the ability to rethink the meaning in your own language, not just knowledge of the source language or subject area. The exercise will be an opportunity for you as the mentee to become aware of any areas you need to concentrate on, such as style, grammar, punctuation and register, layout and presentation.

### **What will you translate?**

You will translate three texts of around 500 words; roughly one every two months.

If the mentor's commitments don't fit in neatly with this timing, then you can both agree to change the deadlines for choosing texts, translating them and returning assessments. However, you should treat each assignment as you would a job from a client: send queries by email, deliver a cleanly formatted end document, etc., and observe the agreed deadlines.

Mentors may suggest pieces they have already translated themselves and, if they wish, show you their own translations at the end.

You can of course ask your mentor about resources – dictionaries, useful websites and sources for research, rates and your potential target markets.

Generally, mentoring pairs communicate by email and/or phone or Skype etc. but there is nothing to prevent you meeting up if you live close enough.

### **Getting started**

First, send your potential mentor a short introduction as soon as possible: tell them a bit about your background, your work and what you hope to achieve as a mentee.

If you both decide you are well matched and are going ahead, please let me know. Your mentor will send you their invoice (£45 net, some mentors may charge VAT) for the three assignments. Once you have paid, the mentor can send you the first translation text, giving you a firm date for the return of translation.

Please provide a commentary with your translation, highlighting any difficulties or problems and explaining what research was done, why certain words were chosen over others, etc.

Enough time should be allowed with each assignment for assessment, feedback and discussion before the next text is set. In the 2nd and 3rd assignments, you should also show that you have absorbed the advice and suggestions given.

### **Evaluation of translation and mother-tongue writing skills**

After completion of all three assignments, your mentor will use a standard form to give you an idea of your performance overall and make comments to help you in your future work.

Please let me know if you have any specific comments on your experience and what you achieved or any suggestions so we can improve things in future if possible.

We also ask that you and your mentor write a short review of your experience for our newsletter Au Courant so that other members are encouraged to take part.

If you complete all three translation pieces, this will count as 4.5 hours of CPD.

Mentoring pairs are of course free to make private arrangements to continue beyond the initial six months, but the French Network scheme itself only allows for the three translation assignments described above.