



TRANSLATION CHECKLIST

		Yes	No
1	Are names, acronyms and abbreviations spelt correctly?		
2	Have I run the spell checker on my translation?		
3	Are numbers and percentages the same as in the original?		
4	Have I used punctuation correctly?		
5	Have I used the glossary for vocabulary/technical terms I'm not sure about?		
6	If a term isn't in the glossary, have I researched it?		
7	Is the formatting the same as in the original?		
8	Does my translation read idiomatically?		