

## Are You Cut Out To Be A Translator?

A Self-Assessment Tool for Translation Candidates

<b>Professional “Nitty Gritty” (Language and Language Transfer Skills)</b>	<b>Yes</b>	<b>No</b>
I have a translation degree.	<input type="checkbox"/>	<input type="checkbox"/>
I have a linguistics degree.	<input type="checkbox"/>	<input type="checkbox"/>
I have another university degree.	<input type="checkbox"/>	<input type="checkbox"/>
I have post-graduate education.	<input type="checkbox"/>	<input type="checkbox"/>
I have post-secondary education.	<input type="checkbox"/>	<input type="checkbox"/>
I have taken classes in translation.	<input type="checkbox"/>	<input type="checkbox"/>
I am completely bilingual.	<input type="checkbox"/>	<input type="checkbox"/>
I am an excellent writer in my target language, and this is reflected in marks received on compositions or in published texts.	<input type="checkbox"/>	<input type="checkbox"/>
I proofread and edit my texts carefully.	<input type="checkbox"/>	<input type="checkbox"/>
I have devised a quality-control process for all my work.	<input type="checkbox"/>	<input type="checkbox"/>
I have a keen interest in language-related issues.	<input type="checkbox"/>	<input type="checkbox"/>
I am a credible professional in the field of translation (membership with a professional translators’ association, certification) or plan to establish credibility.	<input type="checkbox"/>	<input type="checkbox"/>
I love analyzing texts and think about how a certain effect on the reader is achieved by linguistic means.	<input type="checkbox"/>	<input type="checkbox"/>
I keep up to date on current events in both languages.	<input type="checkbox"/>	<input type="checkbox"/>
I read regularly on a variety of topics in both languages.	<input type="checkbox"/>	<input type="checkbox"/>
I work quickly and accurately in a variety of subject matter.	<input type="checkbox"/>	<input type="checkbox"/>
I have excellent research skills.	<input type="checkbox"/>	<input type="checkbox"/>
I keep abreast of linguistic changes in both languages.	<input type="checkbox"/>	<input type="checkbox"/>
I am interested in professional development activities (workshops, conferences, etc.).	<input type="checkbox"/>	<input type="checkbox"/>
I regularly (at least every two years) put myself in an immersion situation with my other language, i.e. extended holidays, courses, etc. to upgrade my language skills.	<input type="checkbox"/>	<input type="checkbox"/>
I use each of my languages on a weekly basis (conversations with native speakers, listening to radio, TV, etc.).	<input type="checkbox"/>	<input type="checkbox"/>

<b>Am I a natural Freelancer? (Personality Traits)</b>	<b>Yes</b>	<b>No</b>
I pay attention to detail without losing sight of the big picture.	<input type="checkbox"/>	<input type="checkbox"/>
I adhere to deadlines, no matter what.	<input type="checkbox"/>	<input type="checkbox"/>
I consider myself an ethical person and would not accept work in an area I am not qualified for.	<input type="checkbox"/>	<input type="checkbox"/>

<b>Am I a natural Freelancer? (Personality Traits)</b>	<b>Yes</b>	<b>No</b>
I take well to revision and editing of my texts by others.	<input type="checkbox"/>	<input type="checkbox"/>
I realize I can learn from others in the field.	<input type="checkbox"/>	<input type="checkbox"/>
I am self-motivated.	<input type="checkbox"/>	<input type="checkbox"/>
I work well alone.	<input type="checkbox"/>	<input type="checkbox"/>

<b>The Business End for Freelancers</b>	<b>Yes</b>	<b>No</b>
I have excellent computer skills and am familiar with document formatting.	<input type="checkbox"/>	<input type="checkbox"/>
I have excellent computer equipment (including a top-quality printer, scanner, copier).	<input type="checkbox"/>	<input type="checkbox"/>
I have all basic software programs, including spell and grammar checker in both languages (word processor, spreadsheet, desktop publishing software, OCR program, firewall, virus protection) – and they are up-to-date.	<input type="checkbox"/>	<input type="checkbox"/>
I have (or consider buying) computer-assisted translation tools (translation memory programs, glossary/term-bank programs).	<input type="checkbox"/>	<input type="checkbox"/>
I have (or consider buying) an accounting or bookkeeping program.	<input type="checkbox"/>	<input type="checkbox"/>
I have a high-speed Internet connection and a reliable e-mail server (not yahoo or hotmail).	<input type="checkbox"/>	<input type="checkbox"/>
I have a variety of excellent and up-to-date dictionaries, including specialized dictionaries.	<input type="checkbox"/>	<input type="checkbox"/>
I have an office.	<input type="checkbox"/>	<input type="checkbox"/>
I have a phone/fax line.	<input type="checkbox"/>	<input type="checkbox"/>
I have (or plan to have) a professional looking website.	<input type="checkbox"/>	<input type="checkbox"/>
I have professional looking business cards and stationery.	<input type="checkbox"/>	<input type="checkbox"/>
I have (or will apply for) a business license.	<input type="checkbox"/>	<input type="checkbox"/>
I have a business plan.	<input type="checkbox"/>	<input type="checkbox"/>
I have a marketing/advertising plan.	<input type="checkbox"/>	<input type="checkbox"/>
I have (or plan to enroll in) professional errors and omissions insurance (because we can all make mistakes).	<input type="checkbox"/>	<input type="checkbox"/>
I have sufficient financial resources to carry me through my initial year.	<input type="checkbox"/>	<input type="checkbox"/>
I am a good salesperson (because I will have to sell my services).	<input type="checkbox"/>	<input type="checkbox"/>
I am good at customer relations (excellent communication skills – includes clarification on text-related questions).	<input type="checkbox"/>	<input type="checkbox"/>
I am 100% reliable.	<input type="checkbox"/>	<input type="checkbox"/>

If you answered “No” more often than “Yes”, you should reconsider your choice of working as a translator.