

CONTENTS

INTRODUCTION 9

CHAPTER 1 13

From orality to writing

- Origins of the first scripts
- Origin and evolution of different alphabets
- Jack Goody's works
- David R. Olson's ongoing research
- The choice: Written Translation vs. Interpreting

CHAPTER 2 31

How I became a translator

- First assignment
- Diversified education
- Personal development
- Getting established
- The concept of a flawless career execution

CHAPTER 3 41

What it takes to be a successful translator

- Definition of a Systemic approach
- Setting your goals, rates and expectations
- Being convincing
- Preparing your exit door

CHAPTER 4 63

Things to know

- Development of Leadership
- Presentation of PRISME© Model
- Setting your payment term goals
- Origin of the Calendar
- Professional Payment Schedule
- Implementing a Leadership Strategy
- Situations where a translator can trust
- How to get to your direct client

CHAPTER 5	91
Knowledge and skills to acquire	
Translator as a service activity representative	
Possession of a linguist's profound and extensive knowledge of his or her native language; a deeper understanding of the industry and marketplace	
Translator's Framework Regulations and Code of Ethics	
Limitations and extensions of the meaning of translation	
Quality Review Process	
Professional templates: quote, invoice, work order	
Contract Template	
Definition of Key Contractual Terms	
Tips to read a contract	
CHAPTER 6	123
Things to avoid	
Determining potential sources of issues with a new client	
Controlling the dangers of the Internet	
Reducing risk	
How to recover	
Comparative contract analysis	
CHAPTER 7	137
Examples of situations where a translator doesn't want to be	
Example 1	
Example 2	
CONCLUSION	143
ENDNOTES	145

ANNEXES	155
Annex A	Languages and Writing Systems
Annex B	The Language Colonies
Annex C	Distribution of Language Families in India
Annex D	Distribution of Language Families in Africa
Annex E	The Cuneiform Writing
Annex F	The Egyptian Writing
Annex G	The Phoenician Writing
Annex H	The Greek Writing
Annex I	The Latin Alphabet
Annex J	The Hebrew Script
Annex K	The Arabic Alphabet
Annex L	The Brahmi Script
Annex M	The Chinese Writing
Annex N	The Mayan Writing
Annex O	The Futhark Runic Alphabet
Annex P	The Assamese Writing
Annex Q	Primary African Writing Systems
Annex R	Kanak Customary Areas – New Caledonia Map
Annex S	Example of Signs Evidencing the passage from Kanak oral to written expression
SUGGESTED REFERENCE BOOKS	194
INTERNET RESOURCES	195
ACKNOWLEDGMENTS	197
ABOUT THE AUTHOR	199