Effective Proofread Strategies

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ABSTRACT

In today's industrial sector, many companies are developing their markets both regionally and internationally. One of the ways they do this is to cooperate with regional and foreign companies. To make this happen, companies need documents using international languages or English. Apart from translating documents, currently document proofreading is also needed. This document proofreading aims to ensure that the document is good and correct to use or publish. This internship program is in cooperating with two partners there are PT. Indogaben Sukses Perkasa and UCLC UIB. Author assigned to translate legal documents for PT. Indogaben Sukses Perkasa and proofread academic articles for UCLC UIB. This program started on 08 February 2021 until 30 June 2021. This project done manually by author; it means that author did not use any computer assisted translation tool in translating the documents. The results of this project are five legal documents from PT. Indogaben Sukses Perkasa which is translated from Bahasa to English and five academic articles that already proofread by the author.

1. INTRODUCTION

The times have greatly impacted all sectors of life. One of them is in the industrial and education sectors. With the intense competition that exists, this sector inevitably must keep up with the existing developments.

In today's industrial sector, many companies are developing their markets both regionally and internationally. One of the ways they do this is to cooperate with regional and foreign companies. To make this happen, companies need documents using international languages or English. Therefore, many companies need document translation services to assist them in translating documents. According to Wills in (Choliludin, 2007: 3), translation is a method that goes from a written source language text to an ideally comparable target language text and necessitates the translator's knowledge of the original text's syntactic, semantic, stylistic, and text pragmatic components.

Apart from translating documents, currently document proofreading is also needed. This document proofreading aims to ensure that the document is good and correct to use or publish (Nurlaily, N., 2021). It can be infer that proofreading is the slow and thorough reading of any piece of writing on paper or on a computer screen in order to find and rectify faults and inaccuracies. As a result, it is a reworking of what someone has previously written.

Proofreading is the last evaluating step of any information before it is presented. Why proofreading is necessary is always a huge question; it is always important to keep the information mistake free before presenting it to the audience or public (Pondalos, E. C.,et, al, 2022). The phrase proof reading has two words: proof and read, which suggest that the text is thoroughly read to verify that there, are no errors.

As a result, proofreading refers to the process of making content error-free, which entails carefully reviewing the material and correcting any errors found in it. Proofreading is crucial for delivering the proper message to the intended population since it makes written content acceptable. Customers, pupils, or readers will not value the information if it contains mistakes.

2. METHODS

The work method is divided into 3 phases by the author to achieve the work target within the specified time limit:
a.   Research and references

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This step seeks to assist the author comprehend the project's basic objective and the language elements utilized in the associated text. At this point, the author should be better familiar with the papers that must be translated using references from the source materials.

b.   Translation process

After gaining a better understanding of the material to be translated as a whole, the author will begin translating it. This exercise will also make use of references that were prepared in the previous step.

c.   Proofread process

Proofreading is the process of correcting for grammatical and spelling mistakes (Marsevani, M. 2022).. This procedure involves thoroughly reviewing all documents before they are printed or published.

In proofreading documents, the things that should concern are grammar and spelling, first-word check and punctuation.

a.   Grammar and spelling

Author can use the computer spell checker to fix spelling problems; however, the spell checker is not always effective because it cannot correct all typos and is not concerned with meaning correction. It is primarily concerned with fixing punctuation and spelling problems (for example, faults such as using the word "sea" instead of "see" cannot be addressed by using the spell checking application).

b.   First-word check

This part, author required to check the capitalization in every first-word in a sentence.

c.   Punctuation

This part is checking the punctuation in the documents. research instruments, and how the data is being analyzed. The authors should avoid too many formulas, charts, tables, or figures because the page is limited unless they are essential to appear.

3.   RESULT AND DISCUSSION

Translation Process

Preparation is the first step of translation process. In this step, author did such a mini research to find out several references in translating. Since the documents have to translate are business documents, author dis research about the terms of business, tax, etc. Besides that, author did consultation to supervisor's partner to discuss about the documents that have to translated, the format, etc.

After did the preparation, author move to the main step of translation. Author start to turn the source documents to target language. In this project, author used manual method that is translating the documents manually without any computer assisted translation tool.

Proofread Process

Grammar and spelling are the most common errors found. Most authors of the documents did mistake about this. The cases that found from the articles given by UCLC UIB are about tenses, misused verb, less use of articles, and ineffective sentence.

Based on the articles given, still found some error of first-word. As the rule of a good sentence that the first word of a sentence should start by capital word. There are some sentences that still use lower words in the first sentence.

Errors in punctuation also found in the articles. Comma has several function there are to separate elements in an item, used before a hyphen or conjunction, used to separate the clauses that precede the main clause, used after words that are used to connect sentences, used after and before the adverb or adverb of apposition and used after the information at the beginning of the sentence.

4.   CONCLUSION

In conclusion, this project resolved quite satisfactorily. All the limitation and obstacle solved and the author completes this project on time. Partners also do not have any complains about the result of translation and proofread.

Translation and proofread program also have good impact to the partners because it helped their company interests.

The author advises that any reader who is confronted with a comparable task use the author's method of working to assist them finish their task.

The author also advises and recommends that every reader who will participate in the internship program construct a fair and feasible schedule, then make progress and a final report so that it may be evaluated in the future.

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