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Procedure of translation, transliteration and transcription

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ABSTRACT

It is the process of transferring an SL word to a TL text. It includes transliteration named "transcription". The process of transferring from the original language to the target language. Including transliteration called "transcription". It adapts the SL word first to the normal pronunciation, then to the normal morphology of the TL. Adaptation of the first word of the source language with normal pronunciation into the normal morphology of the target language. Cultural equivalent: it means replacing a cultural word in the SL with a TL one. However, "they are not accurate". The replacement of the word culture from the source language into the target language. However, "the word is not accurate". Pajamas party (staying together) and bachelor party (party together before the wedding). Functional equivalent: it requires the use of a culture-neutral word. Functional equivalent: it is necessary to use neutral cultural words. Contractor 'translated into Persian is' Moghatekar' (contractor is translated in Persian as Moghatekar 'common-law wife' (concubine) à concubine.

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1   INTRODUCTION

Descriptive equivalent: in this procedure, the meaning of the CBT is explained in several words. Descriptive equivalent: in this one procedure the meaning of CBT is explained in a few words. Samurai à Japanese aristocracy from the eleventh to the nineteenth century (Japanese aristocracy from the eleventh to the nineteenth century), white Monday à Holy Spirit (holy day). Componential analysis: it means "comparing an SL word with a TL word which has a similar meaning but is not an obvious one-to-one equivalent, by demonstrating first their common and then their differing sense components."

Componential analysis: means comparing words in the source language with words in the target language which have almost the same words but are not in the same detail, by demonstrating the first component in general then the difference [1]. Clean air = fresh air which you can breath in. (clean air), sweet talk = nice words in talking. Synonymy: it is a "near TL equivalent." Here economy trumps accuracy. Synonymy: almost the same as the target language. Personne gentile → kind person, conte piquant → racy story (obscene story), through-translation: it is the literal translation of common collocations, names of organizations and components of compounds. It can also be called: calque or loan translation. Through-translation: literal translation of general equivalent words, such as the names of the organizations and components of chemical compounds. Can also be called: translation calque or loan. European Cultural Convention à Convention culturelle européenne, study group à group d'étude.

Shifts or transpositions: it involves a change in the grammar from SL to TL, for instance, (i) change from singular to plural, (ii) the change required when a specific SL structure does not exist in the TL, (iii) change of an SL verb to a TL word, change of an SL noun group to a TL noun and so forth. Shifts or transpositions: involve changing the grammar of the source language into the target language, for example, (i) changing from the singular to the plural, (ii) the change is necessary when a structure of the source language is specifically not present in the target language, (iii) changes in vocabulary from the source language into the target language, changes in groups of nouns from the source language into the target language and so on. There's a reason for life → Hay una razón para vivir (There is a reason to live), it's getting dark → comienza a oscurecer (It's getting late).

Modulation: it occurs when the translator reproduces the message of the original text in the TL text in conformity with the current norms of the TL, since the SL and the TL may appear dissimilar in terms of perspective [2][3]. Modulation occurs when the translator mimics the message contained in the original text in the target language text with the adjustment of the norms of the target language, because the source language and target language may show inequalities in terms of perspective. Il n'a pas hésité → He acted at once (He acts at once), shallow → poco profondo (superficiality).

Recognized translation: it occurs when the translator "normally uses the official or the generally accepted translation of any institutional term." Recognized translation: occurs when a translator normally uses general terms in translating acceptable institutional terms. Farley acts as cavalier à Farley acts as knight. (Knight), Rechtsstaat → constitutional state. Compensation: it occurs when loss of meaning in one part of a sentence is compensated in another part. Compensation: occurs when the meaning is reduced in one part of a sentence and replaced in another part. A piece of ... (a little ...), the cow are grazing ... (the cow is grazing ...).

Paraphrase: in this procedure the meaning of the CBT is explained. Here the explanation is much more detailed than that of the descriptive equivalent. Paraphrase: in this procedure the meaning of CBT is explained. Here the explanation is more detailed than in the descriptive presentation. Numerophobia, fear of numbers is an irrational fear because we deal with numbers every day of our lives, from telling the time, measuring stuff, credit cards, money among other things [4]. (Fear of numbers is irrational because every day we have to deal with numbers in everyday life, from telling time, counting things, credit cards, money among other things). Ablutophobia, or fear of bathing, is a relatively uncommon but serious phobia. It appears to be more prevalent in women and children. (Fear of bathing is relatively uncommon but a serious phobia. It occurs more commonly in women and children).

2   DISCUSSIONS

The translation is an activity of transferring messages from the source language into the target language. At the time this activity lasted up to the stage end, namely the result of translation, there is a process in the translator's brain so that he is able to produce a translation. This process is what is meant with the translation process [5]. The translation process is cognitive because it is abstract and visible, only the translators themselves know about it. The translation process is a series of stages that must be passed by translators to arrive at the final result. The translation process as a process with several stages as follows. I have suggested that actually the translation process is a multilevel process. While we are translating sentences, we have a map of the original text in our minds and the same time a map of the kind of text we want to produce in the target language.

Furthermore, specifies the stages in the translation process into three stages, namely interpret and analyze source language texts. This activity is intended to recognize and analyze text in a manner comprehensive both in terms of style, text type, syntax, grammatical so that the overall meaning of the text can be identified properly [6]. Choose its equivalent at the word-to-sentence level in the language of the text target. In this stage, the translator tries to find and determine equivalent terms related to the field being translated as well the cultural equivalent in the target language that corresponds to the term referred to in the source language.

Rearrange the text according to the author's intent, the reader's expectations target language texts, as well as target language norms. Is the stage of reexpressing what has been done in the previous stage. In this stage, it is possible the translator re-performs the previous steps if found anomalies in the translation. The term procedure is distinguished from method. The first concept refers to the process of translating sentences and smaller translation units, while the second concept, as stated above, refers to the process of translating the text as a whole [7].

The difference between a method and a procedure lies in the object. The object of the method is the nas as a whole, while the object of the procedure is the sentence as the smallest translation unit, and this sentence is part of the text. The similarity between methods and procedures is that they are the methods used by translators in solving translation problems. Furthermore, conceptually the method is used as a general principle or approach in dealing with a text, while the procedure takes into account the stages of handling the problem. Since the object of the procedure is in the form of a sentence and the sentence itself is of many kinds and is very varied, it is not surprising that the types of procedures are very many and varied [8]. Despite the large number of procedures, there are types of procedures that are considered very basic and are often used by translators. Among the main translation procedures.

This procedure cannot be avoided by its users as long as it ensures pragmatic and referential equivalence with the source language. That is, this procedure is used if the meaning of the source language corresponds to the meaning of the language of the recipient or approaches it, and the word only refers to the same object, even has the same association. The object of this procedure ranges from word-by-word translation, phrase by phrase, collocation by collocation, to sentence-by-sentence. However, the longer the translation unit, the more difficult the literal procedure is to apply. The literal translation procedure is shown in the following example.

As the lower skin appears to benefit by being attached to the top skin, it becomes filling and preserves it from deterioration when stored. If it is separated, it will undoubtedly be used for firewood. However, it is decreased in levels by being linked to the content. Likewise, solely i'tiqad, without revealing the many benefits, by attributing it solely to oral speech is insufficient, by being linked to exposure and successful witnessing with the opening of the chest and its expanse, the light of truth is shining on it. The example above shows that the translator translates the source text into the recipient's text literally, namely letter by letter, word for word, phrase by phrase, clause by clause, and structure by clause is transferred exactly from Arabic to Indonesian regardless of what the order is.

Although literal procedures are not capable of producing clear translations, their use cannot be avoided, especially in the translation of passages that use faithful and semantic methods. This procedure was also taken by the translator when he encountered a complex nasal structure so that a detailed structural analysis and semantic analysis were required. That is, this procedure can be used as a means of obtaining clarity of meaning to be expressed. Therefore, when the translator finds metaphors, proverbs, and "impropriety" of expressions, he needs to practice other procedures. Transfer is understood as a procedure of transferring a linguistic unit from the source language into the text of the receiving language by copying letters or transliterating. The things that are usually transferred are the names of people, geographic and tofographic names, journal titles, books, magazines, newspapers, literary works, dramas etc. In literary texts and advertisements, cultural words are often transferred to give local color, to attract the attention of readers, to create intimacy between text and readers, and to appreciate the culture of the source language. The following is an example of using the transfer procedure and adjusting the transferred expression with the characteristics of the recipient's language as shown in the underlined word in the source text and italicized in the translation [9].

Annemarie Schimmel - one of the most famous contemporary German orientalists - started learning Arabic at the age of 15, then studied several Islamic languages such as Turkish, Persian and Urdu. In the example above, it can be seen that the translator adjusts the transferred word with the pronunciation system and the morphology of the receiving language, so that the word is in tune with the language of the receiver. In this procedure, the source language culture word is translated with the equivalent recipient language culture word. This procedure is used in a limited way, because no two cultures are exactly the same, for example in a general text, publication or propaganda, and in a brief explanation to readers who do not know the culture of the source language. In practice, these procedures are often complemented by descriptive and

functional equivalence procedures. Abdul mu; min built five safety belts around his military camp.

In the example above the translator tries to describe the cultural expression of the ahzimah amniyyah with a safety belt. However, this procedure removes the cultural nuances of the translated word, as the description is not as prevalent in the recipient's language. In Indonesian speech, the expression safety belt is known to describe something in the form of a rope, path, or fort, which functions to maintain security. Thus, ahzimah amniyyah is translated as a safety belt.

If the translator does not find an appropriate equivalent for the cultural vocabulary or he does not transfer it, a descriptive procedure of cultural equivalence or function can be used. This procedure is the final step in translating linguistic units related to cultural vocabulary [10]. In fact, the procedures for cultural equivalence, transfer, and description of equivalences or functions are a series of procedures that replace or fill in translating vocabulary categorized as culture. Words that are categorized as culture include (a) ecology, including flora, fauna, wind, hills, forests, grasslands, and so on, (b) material culture which includes various types of food, clothing, housing , and the transportation system, (c) arts of various kinds, (d) religion with its various aspects, (e) social and government institutions, and (f) customs that apply in everyday life.

Modulation Procedure (Shifting of Meaning), this procedure is understood as a change of views or perspectives related to categories of thought or changes in the lexical elements of a linguistic unit with different linguistic elements in the language of the recipient [11]. For example, the plural is translated into the singular or vice versa, the verb category is translated into a noun, and the active voice is translated as a passive voice. So they are overwritten by (due to) the crimes of their actions. It appears that the symptoms of a change in active to passive construction, namely which is actively modulated to become passive, are overwritten. In addition, it is also seen the use of plural singular like the word which is in the plural form which is translated as evil which is singular. This procedure deals with changing and adjusting the source language structure with the target language structure. This procedure is taken when the translator does not find the receiver language structure which is the same as the structure of the source language. A translator, for example, can change a compound sentence into several single sentences, a singular form a plural or vice versa, or a verb category into a noun. This book consists of 11 chapters, 5 attachments, and a bibliography which includes many references. Although the discussion in each chapter is quite in-depth, having a description of how the discussion at the beginning and a conclusion at the end of each chapter greatly facilitates understanding of the content. Each chapter is also

equipped with examples and exercises as a means of strengthening the reader's understanding.

Basic concepts regarding language, function and variety. Translation process and stage, translation method. Translation techniques, shifting general meaning, change of intent, oblivion, and matching. Special topic 1: Language sexism and translation. Special topic 2: Discourse perspective and translation, translation education and training. The appendix includes a list of organizations and places for translator education as well as Indonesian translations from the Translator's Charter FIT. The following is a summary of the contents of the book presented in compact form: one paragraph for each chapter.

Translation is not merely an activity of replacing the source language text into the target language text but needs to be seen as an act of communication, not just a collection of words and sentences [12]. Translators need to see translation from two approaches, namely processes and products, and need to be equipped with intellectual tools (skills in source and target languages, knowledge of translation topics, application of personal knowledge, and skills) and practical (use of reference sources and recognition of direct and contextual contexts) indirect).

Language is (1) a structured system, (2) a sound system, and (3) a means of interpersonal communication. The linguistic aspects that must be understood and paid attention to by the translator include form (sound, writing, and structure), meaning, function, and various languages. The hierarchy of language units is sentences, clauses, phrases, words, and morphemes. Meaning can be seen in terms of relationships in other words (lexical, grammatical, contextual, and sociocultural) as well as in terms of its origin (primary or referential and secondary or connotative). Language functions can be classified into (1) expressive, (2) informative, (3) vocative, (4) aesthetic, (5) phatic, and (6) meta-lingual. Variety of language is the difference that exists in the use of a language which can be sourced from internal or external variations. There are four terms to indicate the diversity of languages, namely (1) dialect, (2) barrel, (3) style, and (4) idiolect. Language styles can be divided into five, namely frozen, official, operational, casual, and familiar. Variety division can also be done according to standard variety (with dynamic stability and intellectual characteristics) and non-standard.

The translation process consists of three stages, namely (1) analysis, (2) transferring, and (3) harmonization, each of which can be repeated to better understand the content of the text. Analysis is carried out to understand (1) the purpose of writing, (2) the method or style of delivery, and (3) the choice of language units. The transfer is carried out to replace SL

elements with TL that are equivalent in both form and content, bearing in mind that the equivalence is not the same. Adjustment is made to adjust the translation results with terms and conditions in the target language. In analysis and diversion, the construct of situation context consists of three elements: field, atmosphere or tone (tenor), and method (mode). After analysis, a translator must choose an orientation to the source language or target language by considering (1) the purpose of the translation, (2) the reader, (3) the type of text, and (4) the time gap.

The translation method is a way of translating according to a certain plan. There are eight methods of translation, namely (1) word-for-word, (2) literal, (3) faithful, (4) semantic, (5) adaptation, (6) free, (7) idiomatic, (8) communicative. Semantic and communicative methods are often considered to best meet the objectives of accuracy and efficiency in translation. Translation procedures and methods are differentiated according to their application units: Methods in the whole text while procedures in language units are such as sentences, clauses, phrases, and words. The five most important translation procedures are (1) transposition, (2) modulation, (3) adaptation, (4) context matching, and (5) note matching. Transposition or shape shift is a change in grammatical form from SL to TL which is divided into four types, namely (1) compulsory and automatic, (2) adjustment of grammatical structures, (3) teaching of expressions, and (4) filling in lexical gaps. Modulation or meaning shift is a shift in structure which also causes changes in perspective, point of view, or other meaningful aspects which are divided into (1) mandatory, which is carried out if a word, phrase or structure has no equivalent in TL, and (2) free, which is done for nonlinguistic reasons. Adaptation is the pursuit of a cultural equivalent between two specific situations. Context matching is the provision of information in context so that the meaning is clear. Matching notes is the keeping of notes for things that cannot be handled by other procedures.

Translation techniques are practical matters, as opposed to more or less normative methods and procedures, which are directly concerned with practical steps and problem-solving in translation. This practical problem is related to various linguistic problems, including (1) text functions, (2) language style, (3) functional variety, (4) dialects, and (5) special problems that need practical handlings such as idioms and metaphors.

Similarity is the main thing that must be considered in translation. Shifts that occur in the translation process due to the methods, procedures, and/or techniques applied must ensure (1) the function and general purpose of the text does not change, and (2) the referential meaning of SL is maintained in TL. Impressions, uncoordinated texts, and dubious elements must be carefully identified and decided upon by the translator.

3 CONCLUSION

The translation assessment is carried out on the product and not the process. In the translation assessment, what needs to be understood is (1) the aspects and aspects of the assessment, (2) the assessment criteria, and (3) the method of assessment. Aspects and aspects of assessment can be seen, among others, from (1) accuracy (linguistic, semantic, pragmatic), (2) reasonableness of expressions, (3) terminology, and (4) spelling. The assessment criteria are determined for each aspect or aspect of the assessment, either positively or negatively. The method of assessment is divided into two, namely the general method (relatively applicable to all types of translations) and the special method (for special types of texts such as texts in the field of law or poetry). In the end, an assessment of the translation is carried out on the presence or absence and magnitude of deviations in the referential meaning that occurs.

Conflict of Interest Statement

The author declared no conflicts of interest related to the material presented in this article.

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