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virtual assistance

secretarial

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CURRICULUM VITAE

HEATHER EASON heather@sprigofheather.com

OBJECTIVE

Since qualifying as a translator, I have undertaken a number of projects on behalf of businesses and charities within the UK, US and French-speaking countries. My objective is to increase my translation portfolio and to combine my language and translation skills with my professional experience to the benefit of my clients.

NATIVE LANGUAGES

Bilingual from birth in English and Esperanto.

QUALIFICATIONS

2002	Institute of Linguists (London) Diploma in Translation
1999	University of Cambridge Extended Studies Diploma in Religious Studies with distinction
1990-1993	University of Warwick, UK BA (Hons) French
1989-1990	Coleg Glan Hafren, Cardiff (evening classes) 3 A Levels in English, French and History

AREAS OF EXPERTISE

٠.	Literature	•	Policy/Strategy
•	Humanities	•	Social Sciences
	Apiculture	•	World Religions

CAREER EXPERIENCE

June 2003 - to date: Wales Tourist Board, Cardiff, United Kingdom.

Policy assistant. Liaison with local, regional and European bodies. Seconded work in France with Marketing Department due to French-language skills. Post includes use of French for business correspondence, liaison with European partners. Extensive proofreading and some editorial functions.

Terminological experience: policy/strategy, European, government

August 2001 - April 2002: School of Social Sciences, Cardiff University, United Kingdom. Secretary/PA to the PGCE (FE) teacher-training programme. Duties included writing administrative training manuals and proofreading all course materials.

Terminological experience: social sciences/education

April 2001 - July 2001: Association of National Park Authorities, Cardiff Bay, United Kingdom. Four-month contract as temporary PA to Director. Close liaison with government and EC on issues related to National Parks.

Terminological experience: rural issues, sustainability

December 2000 - April 2001: District Audit, Cardiff, United Kingdom.

Four-month contract as publishing assistant and temporary PA to Director. Duties included close proofreading of all auditors' reports prior to publication. This included revision of documents machine-translated from Welsh and minority languages.

Terminological experience: governmental, particularly health and education

February 2000 - December 2000: The Peacock Group PLC, Cardiff, United Kingdom. PA to Property Department team.

Terminological experience: property, legal, insurance, retail

September 1994 - December 1999: The Salvation Army, United Kingdom. Commissioned Officer with responsibility for Salvation Army centres in a variety of locations throughout the UK and in France.

Terminological experience: social inclusion/exclusion, world religions

1993 - 1994: Church Pastoral Aid Society, Warwick, United Kingdom.

Administrator to the youth publishing division. Extensive proofreading and basic editorial work.

Terminological experience: Anglican and Roman Catholic churches

Summers 1991 and 1992: Paris; Lille; Ardèche, France:

Voluntary work experience in France to perfect spoken and written French.

1988 - 1999 Mid Glamorgan Family Health Services Authority, Cardiff, United Kingdom. Higher Clerical Officer in Medical Records department.

1986 - 1988: South Glamorgan County Council, Cardiff, United Kingdom. Library Assistant based in central Cardiff area.

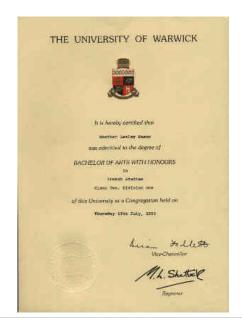
SOFTWARE SKILLS

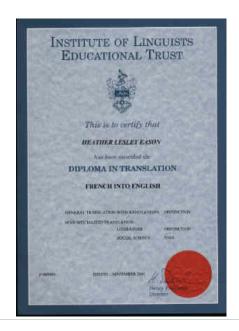
- Microsoft Office 2000 (Word, Excel, Powerpoint, Access, Outlook and Outlook Express) advanced skills.
- Serif Page Plus 8
- Eurodicautom
- In-depth knowledge of Internet-based research
- Accurate typing of 80wpm.

ADDITIONAL INFORMATION

- Wide experience of international context and issues through lifelong participation in Esperantolanguage events worldwide.
- In-depth grammatical understanding of both UK and US English and localisation as appropriate.
- Ability to work calmly and methodically under pressure whilst maintaining a positive attitude.
- Proven time-management and organisational skills.

QUALIFICATIONS





REFERENCES







TO WHOM IT MAY CONCERN

Dear Sir or Madam,

Reference: Heather Eason

In her role as Policy Assistant Heather uses her French language skills on a regular basis in liaising with European partners and undertaking business correspondence. She has also represented WTB at marketing events within France using her fluent French and her translation skills.

Heather also regularly redrafts and proofreads reports and consultation responses. Such documentation includes policy and consultative documents produced by central and devolved governments as well as the European Commission. In dealing with this type of documentation Heather has a thorough understanding of European Union terminology, which is necessary to undertake such a function successfully. She also has an extensive understanding of written English which is vital to the written output of the Policy Department.

Please do not hesitate to contact me if you require anything further.

Yours faithfully,

Carys Eyton Jones Policy Analyst Carys.jones@tourism.wales.gov.uk

Madame, Monsieur,

Je me permets de vous recommander chalcureusement Madame EASON que je connais personnellezaent dopuis 2001. An cours de ces dernières années, elle a rèslité la traduction de nombreux documents personnels (français-anglais) pour mos compte Mme EASON multrise parfaitement la langue et la culture françaises et possède également une parfaits compréhension de la grammaire et de l'expression anglaises, sa langue maternelle.

De plus. Madame EASON a toujours fait preuve d'une mombité et d'une honnèteté exemplaires dans l'exercice de ses fonctions à mon service. C'est une personne de confiance que je n'hésite pas à vous recommander pour son intégrité et son profesionnalisme.

Veuillez agrèer, Madume, Monsieur, l'expression de mes salutations distinguées.



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Heather

From: <hleriJulia98999@aol.com>
To: <hleriJulia98999@aol.com>
Sent: 25 June 2003 08:51
Subject: Reference

The Institute of Linguists

Heather Eason has assisted me frequently in arranging bed and breakfast accommodation, and self-catering accommodation, through Gites de France. Her telephone calls and letters on my behalf have invaluable, and greatly appreciated.

Julia Evans

SAMPLE TRANSLATION 1 LITERATURE

I have included my translator's annotations with the first two sample texts as a means of illustrating my thought processes when undertaking a translation. These would normally not be included, of course, unless specifically requested by the client.

SOURCE TEXT

Sous l'œil du Cyclope

L'œil était dans l'espace et nous regardait tous. Vents, frimas, givre, manteau neigeux : rien ne peut arrêter son regard perçant, regard d'aigle spatial, de monstre électronique. Il rôde quand nous dormons. Nous travaillons? Il tourne. Nous nous déplaçons? Il voit nos allées et venues. Travailleurs des champs, il vous observe. Cortèges de mécontents sur le pavé des villes, cortèges de vacanciers sur les routes des Alpes, sorties de messes, files d'attente devant les cinémas ou l'Agence pour l'emploi, boulistes, pêcheurs de truites, amoureux enlacés dans les coins sombres : il voit tout. Il note tout, il enregistre tout et transmet sur la terre les images que la terre lui envoie sans le savoir.

Il s'appelle Spot, ce surveillant perpétuel. Satellite lancé par la France, on lui a confié la mission de fouiller la surface du monde et de la transmettre, *via* son œil géant et globuleux qu'aucune paupière ne vient jamais fermer. Chacun de s'émerveiller sur cette merveille de précision qui, de très haut, voit les plus petits détails de nos paysages...

Économiquement, géologiquement, géographiquement, la légitimité de Spot ne fait pas de doute. Il n'empêche il y a dans cette ronde de vigile satellisé une redoutable précision, une inquisitoriale efficacité.

(Le Monde, 2 mars 1986 Bruno Frappat)

TARGET TEXT

Beneath the eye of the Cyclops

The eye was in space and was watching us all¹. Wind, sleet, frost, a blanket of snow² - nothing can stop the electronic monster's piercing gaze, the cosmic eagle's beady eye³. He prowls around us while we sleep. While we work⁴, he is orbiting. When we move from place to place -he⁵ sees our coming and going. Workers in the fields - he is watching you. Demonstrators marching through city streets⁶, caravans of holiday-makers on Alpine roads, lines of the Faithful filing out from Mass⁷, queues at the cinema or Job Centre,

trout-fishermen⁸, players of *boules*⁹, lovers intertwined in dark corners, he sees you all. He notes it all. He records these pictures which the Earth unknowingly sends him and transmits them back to Earth again.

This permanent overseer is called Spot. This satellite, launched by France, has been entrusted with a mission - to scour the Earth's surface and transmit the information¹⁰ received via his giant protruding and unsleeping eye. We can only marvel¹¹ at this wonder of precision which from high above sees the tiniest details of our landscapes.

From an economic, geological or geographical point of view, the legitimacy of Spot's existence is not in question. Nevertheless, the vigil of this orbiting sentinel is frightening in its accuracy, as effective as an inquisition.

(Le Monde, 2 March 1986 Bruno Frappat)

TRANSLATOR'S ANNOTATIONS

- ¹ At a number of points in the text, the SL author uses language which mimics Biblical verses relating to omnipotence. At these points the translator has several options:
 - to use traditional Biblical language to directly mimic this effect
 - to maintain the style of the Biblical reference whilst using more general and modern language.

I have chosen the second option, in order that the allusions remain for those TL readers familiar with them, however the style is consistent and an equivalent effect produced for TL readers unfamiliar with the allusion. At other points similar allusions are made to Homeric language. Same strategy used here and throughout text.

- to use the impersonal third-person 'it', since the satellite is an inanimate object.
- to use the personal third-person 'he'.

I have chosen the latter - since the satellite is personified throughout, this is appropriate in the context and style of the text.

² SL metaphor transferred into TL equivalent.

³ Amplification of metaphor to maintain cohesive style.

⁴ Where SL uses questions here, TL would more naturally use a statement of fact.

⁵ SL third-person referent can be translated in two ways into TL. The translator has two options:

⁶ SL phrase 'pavé' has particular connotations which are lost in TL. This is compensated by substituting the active for the passive voice at the commencement of the sentence in order to create a more forceful effect.

⁷ Extremely concise SL style requires amplification in TL. Same strategy used here and elsewhere in text.

⁸ Order of phrases changed to transfer SL rhythm more effectively to TL.

⁹ SL term retained as the TL reader can be expected to understand this. Retaining this term also provides valuable French context.

¹⁰ Whilst SL can use 'Earth' as an object, in TL an alternative object must be provided.

¹¹ SL author uses the same word twice in close succession. The translator has the choice either to mirror this usage or to provide a synonym for one usage of the word. I have chosen the second option as it is more consistent with good TL style.

SAMPLE TRANSLATION 2

SOURCE TEXT

Le Figaro poursuit la publication des principaux articles que l'éditorialiste avait consacrés aux événements de Mai 68.

Parce qu'il a compris mieux que tous les autres ces journées des dupes, Aron révèle ici que, sous le vocable de Mai 68, se cachent deux événements bien différents. Le premier donne l'image flatteuse d'une pièce de théâtre jouée par une troupe étudiante. Utopie sexuelle, parole généralisée, prophétisme politique. Le second "événement " commence au moment où le ludisme laisse la place à un néo-marxisme d'autant plus craint qu'il se pare des vertus de l'absolu.

Les historiens de la "révolution de mai" gardent le choix entre deux interprétations : imputer au gaullisme soit la responsabilité des événements, soit le mérite d'avoir surmonté la crise. Les électeurs, eux, devaient choisir entre majorité et opposition. Mais ce choix demeurait théorique pour la simple raison que personne ne croyait l'opposition de gauche - communistes, Fédération, PSU - assez cohérente pour constituer un gouvernement à la fois légal et libéral. Il en résulte, me semble-t-il, que beaucoup d'électeurs, en dépit des critiques qu'ils formulaient contre la gestion gaulliste, devaient, faute de mieux, faire confiance à ceux qui exerçaient le pouvoir avant la tourmente et qui devront en maîtriser les conséquences demain.

Les événements de mai 1968 demeurent, à beaucoup d'égards, mystérieux. L'avenir seul nous apprendra s'il s'agit d'un "accident de parcours" durant une phase de modernisation ou de forces souterraines, soudain surgies à la lumière et destinées, après une disparition dans l'ombre, à se manifester une nouvelle fois avec une violence accrue. Mais, en attendant le verdict de l'avenir, tenon-nous-en au niveau de la politique, non de l'histoire.

Le Parti communiste, pendant la première semaine des troubles, condamne les étudiants de Nanterre, puis il ordonne une grève générale de 24 heures le lundi 13 mai, officiellement pour protester contre les brutalités policières, probablement pour reprendre en main les troupes ouvrières. Quelques jours plus tard, les premières occupations d'usines interviennent en province et, de nouveau, le CGT, qui n'envisageait pas, semble-t-il, un grand mouvement revendicatif au printemps, déclenche une grève quasi générale illimitée, au moment où la commune estudiantine parle sans discontinuer et où les écrivains prennent d'assaut l'hôtel de Massa. Enfin, à partir du lundi 27 mai, les dirigeants communistes lancent le mot d'ordre de "gouvernement populaire", ils se laissent entraîner à la politisation de la grève générale, démarche à laquelle ils s'étaient opposés aussi longtemps que possible.

Ce rappel de faits connus laisse subsister une incertitude : l'accord de Grenelle, auquel M. Séguy avait souscrit au nom de la CGT, a-t-il été rejeté spontanément par les ouvriers de Billancourt, ou ce refus est-il dû soit aux jeunes et aux mouvements activistes, soit à certains membres du bureau politique du PC, opposés à la ligne suivie par la CGT?

En dehors de toute interprétation, il reste que le PC a commis, non par décision libre mais sous la pression des circonstances, une erreur grossière : recourir à des moyens apparemment insurrectionnels sans vouloir le moins du monde une insurrection. Celle-ci aurait comporté le risque inévitable d'intervention de l'armée et de guerre civile. Personne ne croyait plus à la grève générale - mythe sorélien qui fleurissait au début du siècle.

Le PC, sans aller jusqu'au bout puisqu'il ne déclencha pas la grève de l'électricité, donna au Français moyen l'impression qu'il voulait paralyser la vie nationale. Bien plus, comme l'alliance de la Fédération et du PC, en période de crise, apparaît celle du pot de terre et du pot de fer, l'opposition a pris figure, en dépit d'elle-même, de mouvement révolutionnaire.

Il suffit de relire Machiavel pour comprendre la déconfiture électorale de la gauche. L'erreur à ne pas commettre, écrit le Florentin, c'est de faire peur et de ne pas frapper. La gauche a commencé par faire peur et, d'un seul coup, en une demi-heure, à la suite d'un discours de quelques minutes, elle a juré ses grands dieux qu'elle n'avait jamais eu de mauvaise intention (ce qui, d'ailleurs, est vrai). Malentendu, a-t-elle proclamé : nous n'avions d'autre objectif que de mettre les étudiants à la place des professeurs et de provoquer l'inflation par des hausses de salaires. (© Le Figaro 1998)

TARGET TEXT

French newspaper the Figaro 1 continues its series of articles dedicated to the unrest 2 of May 1968 3.

Because he understood these unstable days⁴ better than anyone, Aron reveals here that two very different events are hidden beneath the term 'May 1968'. The first conveys the flattering image of a drama played by a student theatrical troupe, including sexual utopia, generalised rhetoric and political prophesying⁵. The second 'event' began at the moment when the Luddite⁶ tendencies gave way to a neo-Marxism all the more feared because it was clothed in the virtues of the absolute.

The historians of the 'May Revolution' have the choice between two interpretations: to ascribe to Gaullism⁷ either the responsibility for the events or the merit of having overcome the crisis. The electorate themselves were obliged to choose between government and opposition. But this choice remained theoretical for the simple reason that no-one believed that the Left-wing opposition, which was made up of the communists, the *Fédération nationale des syndicats d'exploitants agricoles* (FNSEA) [National Federation of Agricultural Workers Unions] and the *Parti Socialiste Unifié* (PSU) [United Socialist Party]⁸, was sufficiently organised to form a lawful and liberal government. It seems to me that as a result, many electors, despite the criticisms which they levied at the Gaullist administration, were obliged, by default, to put their confidence in those who had been in power prior to the upheavals and who would have to manage the subsequent consequences.

In many respects, the events of May 1968 remain a mystery. Only time will teach us whether they occurred due to a chance event during a period of modernisation or due to underground forces suddenly thrust into the light and destined, after a disappearance into the shadows, to manifest themselves once more with heightened violence. But, whilst we await the future's verdict, let us retain a political rather than an historical perspective.

During the first week of the unrest, the *Parti communiste* (PC - French Communist Party) condemned the students of the Paris-Nanterre campus⁹, then ordered a 24-hour General Strike on Monday 13 May, officially to protest against police brutality, but probably to regain their grip on the proletarian troops¹⁰. A few days later, the first factory sit-ins occurred in the French provinces and, once again, the *CGT* (*Confédération générale du travail* - General Workers' Union) although apparently not anticipating widespred action in the spring, initiated an almost total indefinite General Strike at the moment when the student commune was issuing constant statements and when writers took the *Hôtel de Massa*¹¹ by storm. Finally, from Monday 27 May, the communist leaders introduced the slogan "people's government", and allowed themselves to be led into the politicisation of the General Strike, a step which they had resisted as long as possible.

This reminder of the accepted facts still leaves one question. Was the Agreement of Grenelle, which Monsieur Séguy had signed in the name of the CGT, spontaneously rejected by the workers of Billancourt or was this refusal provoked either by the students and activist movements or by certain members of the PC's political office, who opposed the CGT's stance?

Whatever the interpretation, the fact is that under the pressure of circumstances rather than by a freely taken decision, the PC committed a crude error. It reverted to apparently revolutionary means without in the least wanting to provoke an insurrection, which would have entailed the

inevitable risk of a military intervention and civil war.¹² People no longer believed in the concept of the General Strike, a Sorelian^{•13} myth which flourished at the turn of the twentieth¹⁴ century.

The PC, without seeing it right through, since it was not the instigator of the electricity strike, gave the average French person the impression that it wanted to paralyse the life of the country. Much more importantly, the alliance of the *Fédération* and the PC during the crisis appeared to be a pact between agriculture and industry¹⁵ and so, despite itself, the opposition assumed the characteristics of a revolutionary movement.

One only has to reread Machiavelli to understand the Left's electoral unease. The Florentine politician wrote that the error to be avoided is to cause fear but then not to attack. The Left began by causing fear and suddenly within half an hour following a brief statement, it swore by its great gods that it had never intended any harm (which, incidentally, is true). It was a misunderstanding, it proclaimed. We had no other objective than to show the students the teachers' point of view and to bring about inflation through increasing salaries. (© Le Figaro 1998)

TRANSLATOR'S ANNOTATIONS

¹ Line 1

In translating this sentence, the translator must consider whether it is necessary to provide a gloss for the TL reader to clarify that the *Figaro* is a newspaper. The options are as follows:

- To provide a close translation which transfers the title of the newspaper without explanation many educated TL readers may recognise the name of the Figaro. For those who do not, it is clear from the context that this refers to a newspaper or journal and that further explanation may not be necessary.
- To provide a gloss which clarifies that the *Figaro* is a French newspaper. As stated above, this may not be necessary in some circumstances. However, since it is important that the reader of this text is quickly made aware that the article relates to France, this is the option which I have selected in this instance.

² Line 1

SL term which has particular connotations. A SL reader would immediately interpret this sentence as referring to the unrest of May 1969, since the term 'événements' is popularly understood to have a particular meaning to specific political events. As a result, I have chosen to substitute a more explicit TL word to provide an equivalent register. Subsequently in the text it is possible to use the more ambiguous word 'events' since the context has already been set.

³ Li<u>ne 1</u>

This long SL sentence can be shortened in the TL. Since the TL term 'lead article' presupposes the assumption that the article was provided by the 'lead' or 'editorial' writer, it is not necessary to explicitly state this as it is in the SL. Contracting the sentence in this way creates a more concise style which is in keeping with the introductory TL norm for an article of this type.

⁴ Line 4

SL text relies on a metaphor drawn from the History of France. In some contexts a translator may choose to retain the metaphor, providing an explanatory gloss or footnote. I consider this to be unnecessary in a factual report such as this one. The translator then has the option of substituting a similar metaphor from the TL culture or of providing a neutral translation. The latter is the option which I have chosen. Since the original metaphor referred to a politically unstable period of French history, I have considered it sufficient to evoke this instability.

⁵ Line 5

Short SL sentences. Since the second sentence is devoid of subject or verb, it is more consistent with good TL style to join these sentences.

⁶ Line 7

^{*} Translator's note: From George Sorel (1847 - 1922), French political theorist who advocated radical tradeunionism.

SL here employs a reference to Luddites, an originally TL phenomenon and concept. Because of this, the TL readership is likely to be familiar with the general use of the term and I have not considered it necessary to provide a gloss or equivalent term. It is important, however, to bear in mind that if this translation were for a non-UK audience, a gloss might be appropriate.

⁷ Line 11

A SL political concept which I consider to be sufficiently well known to retain and still be understood by the educated TL reader.

⁸ Line 14

In dealing with SL organisations, my strategy has been as follows:

- Firstly, to provide the full SL name of the organisation referred to.
- Secondly, to provide the official SL acronym (where it exists).
- Thirdly, to provide a TL gloss in parenthesis to provide the necessary context for the understanding of the TL reader.
- On subsequent occurrences of the organisation's title, I have used the SL acronym or abbreviation since
 these have already been explained. I believe this to be the clearest way of providing adequate reference
 for the TL readers' comprehension.

⁹ Line 27

A TL reader is unlikely to be familiar with this geographical reference. Thus, I have clarified that we are referring to the Parisian area and also to a student campus of the university.

¹⁰ Line 29

The TL term 'proletarian' which I have substituted here has more political connotations than the term 'workers' which would be a close translation of the SL text. It would not be appropriate to use such a substitution in all contexts. However, I believe it to be acceptable in this instance given the political register and the slightly ironic tone used in referring to the left-wing coalition. The use of the word 'troops' has been closely translation for the same reasons.

¹¹ Line 33

It is not necessary for further explanation to be provided for the TL reader to understand, since the focus of the text is not on the specific locations and events, but on the general motivating forces behind them. However, in some instances it may be appropriate to provide the TL reader with a brief gloss to give a little more background to an unfamiliar historical event.

¹² Lines <u>40-43</u>

The long SL sentence of lines 40-42 has been split into two and the second half of it joined with the following sentence of lines 42-43. I have adopted this strategy to maintain the coherence of the argument and to provide a more cohesive TL style.

¹³ <u>Line</u> 44

Since George Sorel is not likely to be known by many TL readers, I have considered this to be one of the rare cases for a brief translator's footnote to give the reader some helpful contextual information. An alternative strategy would be to include a brief gloss in the text itself or to remove the reference to Sorel completely. However, I consider the strategy of the footnote to be the clearest method in this situation and the most accurate means of maintaining the integrity of the source text in translation.

¹⁴ Line 44

Contextualisation added. Since the SL text was written, a new century has been entered. It will, therefore, become increasingly important to specify such dates to avoid any misunderstanding on the part of the TL reader.

¹⁵ Line 47-48

The SL text uses a metaphor which has no direct equivalent in the TL. As a result, I have substituted an explanatory and neutral explanation which conveys the meaning of the relationship between the often opposing forces of the land and of industry. However, it is important to bear in mind that such a substitution causes a loss in the TL, not only of the rhyme provided by the SL phrase, but also of some of the imagery. For the TL reader to understand, however, I have considered this to be necessary.