Dedication

Great Thanks to my beloved parents, thank you for your support, thank you for being always with me, thank you for being the best parents a daughter could ever have, I love you from the bottom of my heart, and God bless you.

Greater thanks to my lovely brothers Yahia and Abdelnour who have always been by my side, To my sisters in law Salsabil and Chahd thank you for giving me moral support.

In addition, to my dear Husband, Thank you for being a supporter and being in my life. A bunch of thanks to the ones who have always been in my side.

Randa BRAITHEL

Dedication

This work is dedicated to my dear father

Mr.Abdelghani the source of strength

To my dear mother Dr.Noura Bouaicha the source of hope

I could never done this work without your faith, support and constant encouragement

And to my beloved brothers Houari & Abd-tawab and sister Maria

To all my family and friends

To the person who always encourage me my fiance.

Benoudina Ouidad

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Abstract

Compared to other language for specific purpose (LSPs), the terminology of administrative field poses a number of specific challenges to translation. Most administrative term refer to abstract concepts and are not defined through referential properties, but rather intentionally using other abstract concepts. Also administrative terminology shows a considerable overlap with language for general purposes (LGPs).

This research is intended to highlight the problems and difficulties that encounter translators during translation of administrative correspondence. Also, identify the procedures adopted in translating administrative correspondence. The paper also proposes a sample for English-Arabic letter of recommendation translation.

Key words: terminology, translation, administrative correspondence, procedures, administrative term.

بالمقارنة مع لغة أخرى لغرض محدد (LSPs) فإن مصطلحات المجال الإداري تطرح عدد من التحديات المحددة للترجمة. تشير معظم المصطلحات الإدارية إلى مفاهيم مجردة أخرى تظهر أيضا المصطلحات الإدارية تداخلا كبيراً مع اللغة لأغراض عامة(LGPs)

يهدف هذا البحث لتسليط الضوء على المشاكل والصعوبات التي تواجه المترجم أثناء ترجمة المراسلات الإدارية،

وكذلك التعرف على أساليب الترجمة المتبعة في ترجمة المراسلات الإدارية. يقترح هذا البحث عينة لترجمة

مراسلة إدارية متمثلة في رسالة تزكية من الإنجليزية إلى العربية.

الكلمات المفتاحية : مصطلحات، ترجمة ،مراسلات إدارية ،أساليب الترجمة ،مصطلح إداري.

LIST OF ABBRIVIATIONS

LSPs: language for specific purposes

LGPs: language for general purposes

ST: Source text

TT: Target text

SL: Source Language

TL: Target Language

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Chapter II: Administrative Correspondence and Technical Translation

Corpus Analysis: letter of Recommendation

Introduction

Technical translation is not like other translation, it goes beyond rendering words from one language to another language. It is considered as a tool that helps people around the word to develop and progress in the administration field. Nowadays, translation has played a large role in the field of administration, especially in the foreign English-speaking companies located in Arab countries through the translation of documents and administrative correspondence. All translators including translators, which deal with administrative text, face difficulties and problems.

One of the main problems that translators may face is how to deal with translating administrative terms from English into Arabic and in finding an adequate equivalent. Thus, a translator should have a reasonable knowledge and shows faithfulness to source language and target language.

The research problem

The translator faces some difficulties while translating administrative correspondence. The difficulties arise from the fact that semantic equivalent in the target language may not convey the same message in the source language. The translators which deal with administrative translation should have a reasonable knowledge about SL and TL at all level. This study will try to define the problems and difficulties in translating administrative correspondence, also identify the procedures used.

The purpose of the study

The aim of the study is to identify the difficulties and problems that encountered translators in translating administrative correspondence.

Also, intend to investigate the translation procedures used in translating administrative correspondence.

The research questions

- What are the difficulties that translators encounter while translating administrative correspondence from English into Arabic?

Sub-questions

-How can the administrative correspondence be translated into Arabic?

- What are the procedures adopted to translate Administrative terms?

Hypotheses

- The difficulties lie in finding an adequate equivalent for the administrative term.

- Translators of administrative correspondence adopt a variety of procedures.

Methodology

The approach used in this study is constructive analysis. The study investigates the procedures used in translating administrative correspondence from English into Arabic. Also, to identify the problems and difficulties that encountered translators in translating correspondence this can be achieved by selecting a sample of a recommendation letter from WEATHERFORD Company in Hassi Messoud by applying the sample on 20 students of first year master translation.

Structure of the study

The theoretical part is divided into two chapters, the first chapter is about Terminology, starting with a brief definition of translation and an overview of terminology, defining terminology and shed light on the types of terms. Also, discuss terms and word, lexicology and terminology, finally characteristic of terminology and terminological equivalent.

The second chapter, we discuss about technical translation and administrative correspondence starting with definition of technical translation and technical text as well as the administrative correspondence and its styles. Next, we identify the procedures used in translating correspondence; finally we identify the problems and the difficulties that occur in translating administrative correspondence.

The practical part is devoted to the description and analysis of the data which was chosen from the corpus "letter of recommendation from WEATHERFORD Company" in order to investigate the

procedures used by first year master translation in translating the letter and also to identify the problems which face translators .

Chapter I: About terminology

Introduction:

Terminology is important for non-literary translation. Its principles can guide the translator through translation problems in the direction of an appropriate translation solution. Considering Terminology "cabré" (2003:182) argues that:

Terminology presupposes a need of all the activities related to their presentation and transfer of specialized knowledge such as technical translation, the teaching of languages for specific purposes, technical writing, the teaching of special subjects, documentation, special language engineering, language planning, technical standardization, etc. As a note, all professions that deals with special knowledge needs terminology.

Ambiguous terminology based on synonymy, polysemy and homonymy it is obvious represents obstacles to communicate among specialists and certainly defeats efforts to order thought. For this reason, scientists in the 19th century and at the beginning of the 20th century, technicians, felt it was necessary to regulate terminology in their respective field and thus became directly involved in the standardization process.

The purpose of this chapter is give a brief definition of translation and an overview of Terminology, define Terminology and shed light on types of terminology, terms and word, lexicology and terminology also characteristics of terminology, finally Terminological equivalent.

1.1 Definition of Translation:

Generally, translation is a process of transforming ideas, meaning and message of a text from one language to another. Some considerations follow this process (clarity, accuracy and naturalness of the ideas, meaning or messages of the translation). This consideration is clarified in some definition of translation stated by some scholars.

One of the most distinguished definition of translation is stated by Newmark (1988:5) defines it as "rendering the meaning of a text into another language in the way that the author intended the text." This definition confirms on transforming the meaning of the ST into TT as it is meant by the author.

In other hand, Nida and Taber (1982:12) stated that "translating consists in reproducing in the receptor language the closest natural equivalent of the source language message." Nida and Taber clarify that translation is closely related to the problems of language, meaning and equivalent.

Another, definition of translation by Hatim and Munday (2004:6) define it as "a process of transferring a written text from source language to target language." In this definition, Hatim and Munday they do not express the object that has been translated whether it is the message or the meaning, they assure on translation as a process.

For ghazzala (1995) translation is any process that result in rendering the meaning from one language into another. From this definition the main goal is to transfer meaning of the SL by using the available equivalents in the TL.

For catford (1965) translation is to substitute a piece of writing in a language by its corresponding piece of writing in another language.

1.2 An Overview of Terminology:

1.2.1 Origins:

Although the regulation of terminology and its scientific status are recent development, Activities in the field date from much earlier. In 18th century research in chemistry or in Botany and Zoology exemplify the interest that the naming of scientific concepts has always had for the specialists. Due to the growing internationalization of science in the 19th century the scientists needed to have their disposal a set of rules for formulating terms for their respective disciplines became apparent.

Botanist (in1867), Zoologist (in1889), and Chemist (in1899) expressed this need at their respective international meetings.

In the 18th and 19th centuries scientists were the leaders in terminology; in the 20th century engineers and technicians have become involved.

The Austrian E.Wuster (1898-1977) is the founder of modern terminology and the main representative of what is known as the Vienna School. His filed was engineering.

During the first half of the 20th century neither linguists nor social scientists paid attention to terminology only from the 1950s onwards they begin to pay attention. It is inquisitive that linguists have generally show little interest in terminological studies, they have been concerned with developing a theory to account for the principles governing all possible human language but have been less concerned with the multiple aspects of language seen as a tool for communication. (Cabré1999).

1.2.2 The Evolution of Modern Terminology:

We identify four main periods in the development of modern terminology:

The first period of evolution of terminology (1930-1968) was charactrised by the layout of methods for the systematic formation of terms. The first theoretical texts by Wuster; the dictionary THE MACHINE TOOL, published in 1968 by Wuster, he had the opportunity to examine the rational and appropriateness of the methods presented in his doctoral thesis.

The second period of development (1960-1975) the most important invention in terminology came from the development of mainframe computers and documentation techniques, which that time the databanks shows up and the international coordination principles of terminology was launched. During this period the first approaches were made to standardize terminology within a language. (p.2)

The third stage that called the boom of terminology between 1975 and 1985 is characterized by the propagation of language planning and terminology projects. The importance of the role of terminology in the modernization of language becomes apparent in this period. The prevalence of prevalence of personal computers brought a major change in the conditions for processing terminological data.

In The last period of development (1985-present) Computer science is one of the most important reasons behind the changes in Terminology. In nowadays terminologists have their disposal tools and better resources adopted to their needs, and more effective. at the same time a new market raised that of the language industries in which terminology takes an excellence position. Which international cooperation is expended and unified, as international networks are bind agencies and

countries which are interested in cooperation. Finally, the model of terminology linked to language planning, which is necessary for developing countries. (Cabre1999)

1.3 Definition of Terminology:

There are many definitions concerning Terminology:

Cambridge Advanced Learner's Dictionary defines Terminology as: "special words or expression used in relation to a particular subject or activity."

Merriam-webster Dictionary defines terminology as "the technical or special terms used in business, art, science, or special subject. Nomenclature as field of study."

Terminology is a science whose aims is to study terms, which are lexical elements used in specialized field and generated in such fields or modified from elements already existing in other field.

Terminology is a general word for the group of specialized words or meaning relating to a particular field, and also the study of such terms and their use.

Cabré (2003:182.183) define terminology as a set of applications in as far as it allows the development of product, specifically intended to satisfy needs. Also, Cabré (2003) mention that terminology can only be understood in relation to special language and communication and addresses a variety of purposes, all of which related to communication and information.

Baker (2001:306) states that "terminology is the study of terms which refer deliberately to specific concepts within a particular subject fields. In other words, terms are always studied in relation to the conceptual system to which they belong and which they function as depositors of knowledge"

Based on cabré "terminology is closely linked to the special subject fields". (p.7)

"Terminology is primarily the business and the responsibility of several groups of specialists. Terminologists, with their working methods and knowledge, are merely technical aids in multidisciplinary field" Cobreil (1982)

Terminology intermediaries are language professionals such as translators, interpreters which they need terminology to complete their profession of facilitating communication, they need specialized

dictionaries and glossaries because its help them in translating a text from language to another or in technical writing.

1.4 Types of Terms:

According to cabre (1999:87.88) terms are generally classified by the criteria of form, meaning, function and origin.

From the point of view of form there are some terms that seem simple but upon examination it turns out to be complex: initialisms, acronyms, and abbreviation and short forms. All of which are examples of truncation process

From the standpoint of meaning, terms are classified according to the category of concepts that they designate. Concepts can be grouped into classes or subclasses according to the features that they share (distinguishing features of the conceptual class) and the relationships that bind them together. Several types of relationships arise from the interaction between concepts, processes, and states resulting from them, which are also considered as concepts.

From the point view of function, the terms are classified into different functional groups (nouns, verbs, adjectives and adverbs). In terminology as in the general lexicon, it is clear that the proportion of units belonging to a grammatical category or another is different, this defect is perhaps even more true of special languages, Because the number of nouns is not proportional to the number of adjectives and verbs.

From the stand point of linguistic origin, terms can be constructed by applying the grammar of the language (derivation and conversion) or the can be borrowed from another code or sub-code.in this regard borrowing is liked in the broadest sense, however, borrowing or loan word is not used by all specialists in this broad sense.

1.5 Term and Word:

The boundary between term and word is drawn by the usage of the lexical unit in a specialized field of knowledge with a specialized meaning. That is the reason of a certain level of specialized knowledge is needed to recognize a term.

Hartmann and James (1998:138) defined a term as "a word phrase, or alphanumeric symbol used by the practitioners of specialized technical subject to designate a concept."

Thus, Jackson (2002:1) defines words from two perspective writing and speech, according him in writing words refer to "a sequence of letters bounded by spaces; in speech words are composed of sound, syllables, and they follow one another in the flow of speech without spaces or pauses."

Jackson identify two classes of words, the large class and the small class, the large class which is dynamic but the small class is static and is used to link the members of the large class in making sentences.

According to him the small class consists of pronouns, determiners, prepositions, and conjunctions, which the items in the large class are nouns, verbs, adjectives, and adverbs.

Jackson uses the term "Morpheme" to identify an element of a word, and he states that "words are composed of morphemes." (p.8) In Jackson's point of view, in cases which words consist of one morpheme, the called "simple words", but if they consist more than one morpheme it called "compounds words".

Cabre (1999:35) distinguish between terms and words she expresses that "terms and words are similar and different at the same time; a word is a unit described by a set of systematic linguistic characteristics and has the property of referring to an element in reality. A term is a unit with similar characteristics used in special domain, from this standpoint, a word of a special subject field would be a term."

She also defines that "words are not just linguistic unit that can be described solely from the standpoint of the system of the language; they are also pragmatic units that identify speakers by the way they use words in specific expressive or communicative situation." (p.35)

Cabre differentiates between users of words and terms based on her, users of words are all speakers of a language, but users of terms are the professionals that deal with specific field. She says that "words are used in widely varying situation, whereas the terms are used in special subject field is usually limited to the professional circles." (p.36) According to cabre's words, the purpose of Terminology is to identify and name the concepts belonging to a specific subject.

1.6 Lexicology and Terminology:

Lexicography is concerned with language/languages as such, but terminology deals with subject fields, domains and disciplines of special language.

Sager (1990:4) says that terminology is concerned with "the study and use of the systems of symbols and linguistic signs employed for human communication in specialized areas of knowledge and activities."

According to cabré (1999:35) "if lexicology deals with all the words of a language, terminology only focuses on the words belonging to either a specific field or to professional activity." Also cabré states that "lexicology deals with the study of words, whereas terminology deals with terms."

Hartmann, et al. (1998) also distinguishes between terminological lexicography and general lexicography. From his standpoint, the general lexicography is related to general vocabulary, Multipurpose general users and Non-specialist texts. Whereas, the domain of terminological lexicography is related to technical terminology specialist texts, special-purpose expert users.

1.7 Characteristics of Terms:

According to Gutièrrez Rodilla (1998: 88-94) the features of terms are precision, emotional neutrality and stability.

Precision

When a term is precise and its communicative dimension is unchanging, that mean that its meaning does not depend on the context or the discourse in which is integrated nor the sender of the message nor any other factor of communicative event. This does happen in the standard communication.

Emotional neutrality

The use of terms has to be free of effective, personal or subjective components. They affect t the conceptual content of the transmitted information, which modifies the message and makes communication difficult.

Stability

Stability Refers to the validity of a term (with its concept and referent associated) over times. This desired stability is not always achieved, since as research goes on, the concepts are modified and the meaning of terms changes or is even omitted.

1.8 Terminological equivalent:

Forutanian, and Chalak (2013) described "the quality of equivalence implies the term with three features as, TL system and structure, TL culture, and TL discourse, this makes TL equivalence terminology correctly and accurately, especially technical terminology".

In order to achieve a correct and an accurate equivalence to the technical terminology, the translated terms should be made by TL main characteristics.

Roger (2007) states that "terms make an important semantic contribution to lexically dense texts, which is dealing with specialist subject matter, and hence to their translation, data on terms and their equivalence".

Conclusion

To conclude, any field has its own terminology as well as administration field. Terminology plays a great role in translation and in the understanding of specialized text and contexts, by understanding the complicated terminological details of the technical text and administrative contexts. Also, it helps the translators to comprehend what the main message of the correspondence is, and it helps them to transmit the message from ST to TT more effectively.

ChapterII:

Administrative Correspondence and Technical Translation

Introduction

Technical translation is a translation of Terminology such as Engineering, economics, medicine, psychology, law, and administration. Technical translation is interested with rendering meaning of source texts into target texts for communication between two languages. It needs an expert who is proficient with difficulties that might be summarized in the following: difficulties with words, sentences, and terminology. As for the difficulty the most serious and obvious ones are caused by words. Source language words might be simply misunderstood, as it sometimes results in catastrophic translations. Alternatively, the meaning of the source language words might be understood by the translator, but he/she fails to select an appropriate target language equivalent.

Nowadays, Arabic is one of the authentic languages of the United Nations. The Arab world is a giant customer of science and technology. So, science and technology are wished everywhere due to the fact of globalization in which the total world has emerged as a small village. Although Arabic is one

of oldest languages of the world, it suffers a lot for not being technically served. This can be one of the important motives that prolong the translation technique of many phrases related to pc in precise and to a number kinds of technology in general. (Hazza,2013).

This chapter is about administrative correspondence and technical translation, it consist of the definition of technical translation, as well as definition of technical text and its characteristics, and define the administration correspondences And its style. Next identify the problems that occur in translating administrative correspondences as well as the procedures and the strategies used in translating administrative correspondences.

2.1 Technical translation:

Technical translation is considered a type of specialized translation; it includes the translation of documents, produced by technical experts and writers.

Many technical terms in economics, administration, business and industry are used and learnt as if they are in their original source languages. That leads to avoid translating the terms into the target language like Arabic, Due to the absence of an adequate equivalence. These terms are used as Arabic words or jargons because of their circulation among Arab users.

The term "technical translation" has always been linked with technological connotation as defined in Thorndike's Dictionary (2010:1908) "as pertaining to a mechanical or industrial art or applied science; pertaining to the special facts of a science or art, and pertaining to any art or science."

Byrne (2006:280) defines technical translation as "a type of specialized translation involved in the translation of documents produced by technical writers such as user's guide, manuals, medical transcripts and prescriptions or technological subject texts."

Ghazala (1995:156.161) defines technical translation as "the translation of scientific terms of all kinds: medical, physical, chemical, mathematical, mechanical, technological, biological, agricultural, computer, internet and other terms of various branches of science. He adds "it is the transmission of English technical terms into Arabic. The 80-85%) are rendered by means of translating them into Arabic equivalents that are a part of Arabic language lexicon.

Farghal and Shunnaq (1992:203) define it as "technical materials normally cover specialized literature emanating from different disciplines such as sciences, e.g. chemistry, physics, industries and medicine".

Also, William and Chesterman (2002) define it as the translation of specialized texts which require high level of knowledge to master relevant terminology in diverse domains, such as economics, administration, science and technology.

Newmark (1988:151) defines it "as one part of specialized translation; institutional translation, the area of politics, commerce, finance, government etc., is the other. Technical translation is mainly distinguished from other forms of translation by its terminology and its grammatical features".

Dickins,Harvey, an Higgens(2002) set that technical translation is not restricted inly to technology or natural science but also it belongs to all specialized domains which have their own technical terms.

2.2 Technical text:

Technical texts mean "words, phrases, and terms pertaining to a mechanical or industrial art or applied science." (Thorndike,2010: 1908)
The term "technical" is appropriately all embracing as to include the scientific discipline.

The authors of "Machine Translation: An Introductory Guide" (1994:45) state that technical text "typically contain large numbers of terms".

2.2.1 Characteristics of technical text:

A technical text includes the use of specific terms; thus the focus is on semantics more than concepts.

The technical text is formal and impersonal.

Technical text differs from non-technical text in that is filled with literature.

The language used in technical text should be precise, describing objects in an exact manner.

Technical text is excluded literature, most journalism, commerce and law.

2.3 Administrative Correspondence:

Correspondence is the most important chain, through which corporate communication and official communication take place in writing or in digital form between two or more pages. It can be in the form of letters, notes, electronic messages, text messages, faxes, voice message and notes, etc.

Business executives should write a lot of letters for different types of companies to write queries, orders, and collection of money, complaints and adjustments as well as maintenance.

2.4 Administrative Correspondence styles:

2.4.1 Official Correspondence:

The official correspondence defines the official working letters and includes all the work measures in office, official correspondence are written in several government offices and departments including between two companies as business letters. Official correspondence are not friendly and there is no personal touch and are formal letters. It has different designs, styles, language etc. These letters require a good combination of clarity, correction and appeal in all aspects.

2.4.2   Business Correspondance :

Commercial correspondence means that the exchange of information in a written format within an organization between two or more organizations of the organizations is extremely important for modern companies.

2.5 Procedures of translating administrative correspondence:
2.5.1   Calque :

A calque is a special type of borrowing that translates an expression from another language; the language borrows the expression and translates it literally.

Vinay and Darblent (1995:32) define calque as "A special kind of borrowing whereby a language borrows an expression from of another, but then translates literally each of its elements"
Calque is considered as a word-for-word translation form one language to another.

2.5.2   literal translation:

Or word for word, is syntactic translation strategy or technique leading to close translation; a grammatical but necessary idiomatic translation. According to Vinay and Darblent "the direct

transfer of a SL text into a grammatically and idiomatically appropriate TL text in which translator's task is limited to observing the adherence to the linguistic servitude of the TL".

Also Newmark (1988:76) believes that literal translation is the first step in translation, and a good translator abandons a literal version only when it plainly inexact".

2.5.3   Borrowing:

Borrowing is considered as the simplest translation procedure to overcome the lexical gaps found in TL. Also, it is a translation technique whereby a SL word is transferred directly into the TL. According to Vinay and Darblent (1995, p31.32) "in order to introduce the flavor of SL culture into translation, Foreign terms may be used".

2.5.4   Modulation:

Modulation consists of the change of the semantics and point of view of the SL. Also, is a variation of the form of the text because of the change in the point of view.   Vinay and Darblent (19 95:36) define Modulation as "a variation of the form of the message obtained by a change in the point of view".

According to Newmark (1988:88) Modulation "is a variation through a change of viewpoint, of prospective and very often of category of thought".

2.5.5   Transposition:

Transposition is a change in sequence of parts of speech that does not change the meaning of the message. It can also be followed by a change in word class or another word.Newmark (1988:85) define it as "a translation procedure involving a change in the grammar from SL to TL"

Also, Vinay and Darblent they define transposition as "a procedure that involves a change in the word class without changing the meaning of the message".

2.5.6 Adaptation:

This procedure consists changing of the cultural reference. Adaptation is a special kind of equivalence, a situational equivalence is used in those cases when a situation existing in the ST, does not exist in the target culture.

Vinay and Darblent (1995:39) describe Adaptation as "a special kind of equivalence, a situational equivalence".

Newmark (1988:83) describe it as a "cultural equivalent", and speaks of the Adaptation as an approximate translation, where the SL cultural element and TL cultural element ate not complete equivalents.

2.5.7   Equivalence :

Also known as, "reformulation" produces an equivalent text in the TL by using completely different stylistic and structural methods.According to Dickins et al (2002) "a communicative Translation is produced, when, in a given situation, the ST uses an SL expression standard for an equivalent target culture situation".

2.5.8 Translation by omission:

(Dickins, Hevery&Higgins, 2002, p23) define it as "the most obvious form of translation loss is when something which occurs in the ST is simply omitted from the TT. Such omission occurs fairly frequently in Arabic/English translation is therefore worth specifically identifying".

2.5.9 Translation by addition:

According to (Dickins, Hervey, &Higgins,2002.23)"translation by addition in translation in which something is added to the TT which is not present in the ST. like omission, addition is fairly common feature of Arabic/English translation and is therefore worth specifically identifying".

2.6   Difficulties and Problems in translating administrative correspondence:

2.6.1 Untranslatability:

In translation process, translator who deals with technical text encounter a problem which called "untranslatability", this phenomena is very common in translation it is caused by the difficulty in finding a suitable equivalence of a word in SL (Rizki Gunawan 2011:17).

As stated in the Oxford Online Dictionary (2017) untranslatability is "the quality or property for being untranslatable; inability of being translated. it refers to expression of a given language that simply cannot be converted into other languages. It can be single word or a phase, either a written text or a verbal utterance".

Also, Newmark (1988:79) argues that untranslatability occurs if "a word whose meaning cannot be rendered literally and precisely by another word".

Catford (1965:94) defines it as "a property of a text, or of any utterance in one language, for which no equivalent can be found in another language." He distinguishes two types of untranslatability: cultural untranslatability and linguistic untranslatability. cultural untranslatability is due to the absence in the TL culture or relevant situational feature for the SL text, whereas on the linguistic level, untranslatability occurs when there is no syntactical or lexical substitute in the TL for an SL subject. Also, is due to differences in the SL and the TL.

According to Dr.Miremadi(1991) translation problems divided into two main categories: lexical and syntactic problems:

Lexical problems:

Lie in the interpretation of lexical problems, Miremadi says that words are entities that relate to objects or concepts, the word in a language should not replace by word in another word referring to the same concepts.

Syntactic problems:

Are the other category of translation problems.as Dr.Miremadi (1991) quoted Nida (1975) that no two language the same identical structural systems. Languages differ in the language structure.

2.6.2 Cultural difficulties:

The cultural difficulties include adequate or inadequate use of certain word, phrases based on the culture of a particular society, as well as the specifies of the society as an medical care, administration, system, social or religious taboos…etc.

2.6.3 Grammatical difficulties:

Each language has its specific grammar rules, element, features and categories. This variation causes many problems to translators when translating.

2.6.4 Semantic difficulties:

Are the difficulties that a raise in transmitting the meaning statement of the SL into the TT.

Conclusion

To sum up, any translator may encounter any difficulties during translation of administrative correspondence from English into Arabic language. To solve this problem the translator may use strategies and procedures of translation to find an adequate equivalent to SL into TL.

Corpus Analysis

Letter of recommendation

Introduction:

This chapter is an attempt to investigate the problems of translating correspondence among students of translation at Kasdi Merbah University –Ouargla- the aim as has been already mentioned in pervious chapters is to study the problems that originate from the translation of correspondence and to reveal how do first year English Master students approach administrative terms as a pure linguistic device and as a language item that sometimes carries a pragmatic meaning.

3-1   Research setting and participants:

The present study took place at KASDI MERBAH University, field of English language and literature and civilization, major translation. The experiment was conducted on First-year master translation students; so twenty students have been selected randomly to translate a letter of recommendation. The test lasted 30 minutes and no dictionaries of any type have allowed.
The selected participants have been studying translation for about three years with some practice to translate technical text.

3-2   The corpus :

The chosen corpus is a letter of recommendation by WETHERFORD Company. It is an average length letter written in English and it fills one page nearly.
A letter of recommendation (known also as reference letter) is a type of document written to assess the qualities, characteristics and the skills of a job candidates or any other person being recommended in order to perform certain tasks.
A good and minimalist professional recommendation letter is persuasive and will surely increase chances of being hired to a dream job.
For the form, the letter of recommendation letter is composed of the sender information, the date, receiver's, the salutation, the body and closing/signature.

3-3   Methodology:

In order to meet the objectives of the present study, this chapter will trace the student's errors while translating the aforementioned letter by contrasting the target text to the source text and then categorizing the errors depending on the level of language on which these errors occurred.

Moreover, an investigation of translation procedures is very significant to highlight the process followed by the participants while performing the task.

3-4   Corpus analysis :

The table below summarizes the terms related to correspondences as they appear in the letter of recommendation by WETHERFORD Company:

Pattern	Source text	The translation
1	to whom it may concern	الى من يهمه الامر
2	Subject	الموضوع
3	recommendation letter	رسالة تزكية
4	to recommend	لأوصي
5	Position	منصب
6	Organization	شركة
7	Responsibility	اشراف
8	Well test supervisor	مشرف اختبار الآبار
9	Peers	زملاء العمل
10	crew members	فريق العمل
11	Ethics	أخلاقيات المهنة
12	Staff	طاقم العمل

(Table 01)

3-5 Data analysis :

Pattern 01:

Source text Term	students translations
to whom it may concern	الى من يهمه الامر
	لمن يهمه الامر
	لمن تهمه هذه الرسالة
	للمعنيين بالأمر
	الى الشخص المعني بالأمر
	حذف الجملة

Analysis:

"To whom it may concern" is an expression used in English administrative correspondences as salutation to greet the addressee. It's considered as generic term, although this salutation is considered outdated but is still used in certain correspondences.

The analysis of the data shows that M1 translation students provided numerous equivalents for the aforementioned such as:

الي من يهمه الامر

للمعنيين بالأمر

لمن تهمه هذه الرسالة

الى الشخص المعني

It is noticed that these suggested translations have been performed upon partial literal translation whereas some students have omitted the expression because they are not acquainted with vocabulary of correspondences.

Feeling frustrated, students opted for an easy process to convey the aforementioned expression.

Some translations show that certain students have added lexis to the source text expression such as "الشخص,الرسالة" in the attempt to render the communicative dimension of the expression.

Some others did opt for lexical term, by providing the overall functional meaning of the expression "to whom it may concern" the equivalent for "للمعنيين بالامر" is sometimes the pragmatic equivalent for the very expression in English, but in singular form addresses "للمعني بالامر".

The agreed point is that the appropriate translation of the expression "To Whom It May Concern" is "الى من يهمه الامر".

Pattern 02:

Source text Term	students translations
Subject	موضوع
	حذف الكلمة

Analysis:

Most of students have opted for "موضوع" to translate "subject" by using literal translation. As it is commonly and widely used in administrative correspondence, it can be argued that the more the term is used frequently the easier the task of finding its equivalent is easier.

The analysis shows that some students have chosen not to render the term "subject" by simply omitting it, this is my due to poor lexis of the students.

Such terms are found excessively in administrative correspondence. Hence any omission of such is deemed none justified.

Pattern 03:

Source text Term	students translations
recommendation letter	رسالة توصية
	رسالة تزكية

Analysis:

As shown above, the following term "recommendation letter" is translated into:

<div dir="rtl">

رسالة توصية

رسالة تزكية

طلب ل

</div>

In the other hand, we notice that the term "recommendation letter" which is a compound word was translated into "رسالة توصية، رسالة تزكية" by using calque.

Whereas, some students render the term "recommendation letter" to "طلب ل" this is maybe due to lexical problem or the students could not draw the boundary between word and term. In this case the terms "رسالة تزكية، رسالة توصية" are the appropriate translation to the term "recommendation letter".

Pattern 04:

Source text Term	students translations
to recommend	لأوصي
	لاقتراح
	تزكية

Analysis:

The term "to recommend" as used here "an infinitive" being used after a verb in present continuous " I am writing" (see appendix) is polysemous term since it has not a one-to-one counterpart. We notice that the verb "to recommend" in the expression "recommendation letter" translated to "رسالة توصية" that's why some students did choose "لأوصي" as an appropriate equivalent using word for word translation.

Others opted for "تزكية" as the same expression "recommendation letter" is translated as " رسالة تزكية" by adopting literal translation.

For the third term which is "اقتراح" which is out of the context in this case, since it can also found in expression like "I recommend this product for you" which translated into "أقترح عليك هذا المنتج".

For we say in Arabic زكى فلان، اقترح شيئا (فلان، شيء), وصى , since the word used after "to recommend" is a proper noun "Mr….." (See appendix), and hence the appropriate tern is "يزكي"

However, and according to the translation suggested in (table 01) the equivalence "تزكية " is more appropriate to convey the meaning of ST .

Pattern 05:

Source text Term	students translations
Position	منصب
	وظيفة

Analysis:

The term position may carry a different meanings in a different context for example it can be translated as "وضع" or "موقف" or "مكانة" or "مركز" or "حالة" and all these translations are correct when we are treating this expression as a word, but in the context of the word "position" in the given text carry specialized meaning, because this lexical unit used in specialized field ,so at this case students translated "position" into "منصب" by using calque, so they treat the expression as a word not as a term in a certain context, it is noticeable that the main problem student face is to recognise the different between word and term, or they translated the word out of the context In this case, the most appropriate translation to convey the meaning of the message is the term "منصب".

Pattern 06:

Source text Term	students translations
Organization	شركة
	منظمة
	جمعية
	هيئة
	مؤسسة

Analysis:

The expression "organization "in general is a word contains a various equivalents, in different contexts, so it is unstable expression (polysmous term). Some students treat this expression as a word out of context, and others as a meaning in specialized context.

As showing above, the students provided numerous equivalents for the following term by adopting partial literal translation:

شركة

منظمة

جمعية

هيئه

مؤسسة

Regarding the term "organization", we noticed that students render it In this case the term "شركة" or "مؤسسة" is more accurate to convey the meaning of the ST.

Pattern 07:

Source text Term	students translations
Responsibility	مسؤوليتي
	اشرافي
	وصايتي
	قيادتي
	كان موظفا ل

Analysis:

the word "responsibility"definition from Oxford language as "a duty to help or take care of someone because of a job position" , this expression is not a stable one , the meaning of it changes from a context to another ,In this case, the learners were supposed to go beyond the correct meaning and have some insights into what the linguistic units may carry, in terms of other perspectives, and know the boundary between term and word, which is drown by the usage of the lexical unit in specialized field like this administrative one. The overwhelming majority of the answers were according to background and their understanding to this expression.

Some of the rendered answers are as the following:

مسؤوليتي

اشرافي

وصايتي

قيادتي

It is noticeable that the most of students render the term "responsibility" by using literal translation.

Whereas the learners tried to be faithful to the original wording without thinking of the equivalent meaning, In this case the terms "وصايتي" or "اشرافي"is more appropriate to convey the meaning of the ST.

Pattern 08:

Source text translation	students translations
Well test Supervisor	مشرف
	مشرف اختبار
	المشرف على القيام بالتجارب
	مشرف الامتحانات

Analysis:

The word " well test supervisor" is a name of a job which is already exists at WETHERFORD company we can considered it as a technical expression , In order to translate the expression " well test supervisor", the learners should call on their technical knowledge because the source expression refers to technical sector and not to something else.Student participants in this study were supposed to infer this intended meaning and translate/transfer it into the target language; the analysis of the data shows that M1 translation students provided numerous equivalents for this expression such as:

مشرف

مشرف اختبار

مشرف على القيام بتجارب

مشرف امتحانات

It is noticed that these suggested translations have been performed upon partial literal translation, whereas translations shown that certain students translated the expression as compound unit, but in

this situation the expression "well test supervisor" is considered as one lexical unit in a specialized field.

The agreed point is that the appropriate translation to the expression "well test supervisor

Is« مشرف اختبار،

Pattern 09:

Source text Term	students translations
Peers	نظير
	اقران العمل
	زملاء العمل

Analysis:

The expression "peers" which is one unit translated by M1 translation students into numerous translations such as:

نظير

اقران العمل

زملاء العمل

Students came out with different translations, some of them translated it as one unit "نظير"and others render it into two units اقران العمل, زملاء العمل

this word is an unstable expression which contains different meaning in a different context and this positively influenced their translation performance as a whole. The others, however, find a problem to infer the meaning and this is again another problem that the learners faced to find a suitable equivalent

The suggested translations were translated by using calque,In this case, the term "زملاء العمل" is more suitable to the context of the ST.

Pattern 10:

Source text Term	students translations
crew members	طاقم العمل
	اعضاء المنظمة
	ارباب العمل

Analysis:

The term "crew members" is a compound word which was translated by the students into three translations:

طاقم العمل

أعضاء المنظمة

أرباب العمل

Starting with the first one "طاقم العمل" some student have successes in rendering the term "crew members" by using calque.

In other hand, about second translation " أعضاء المنظمة " the analysis shows that the term "أعضاء" is synonymous with the term "members". Thus, the term "أعضاء المنظمة" is not the right equivalent to the term "crew members" the students try hard to guess the meaning from the context, and this is confirmed again since some students did choose the term "أعضاء المنظمة", the same can be said about the translated term "أرباب العمل" they guess the meaning whenever they do not find the exact equivalent, hence the term " طاقم العمل" is more accurate to the context of the ST.

Pattern 11:

Source text Term	students translations
Ethics	مبادئ
	أخلاقيات
	امانة
	تصرفات

Analysis:

As shown above the term "ethics" was translated to the following terms " "مبادئ، أمانة، تصرفات، أخلاق" For the terms "مبادئ، أمانة، تصرفات" are incorrect translation this is may can be said to be the result of fragile or poor linguistic background of the students, the majority of the students failed to render the term "ethics" and to guess its meaning, consequently they have been unsuccessful in their translation task. In the other hand some students succeeded in rendering the term "ethics" to "أخلاقيات" by using literal translation procedure, because the word after the term "ethics" is "work". So the term "أخلاقيات" is considered as an appropriate term that conveys the meaning of the ST.

Pattern 12:.

Source text Term	students translations
Staff	طاقم العمل
	فريق العمل
	فريقه
	شركة

Analysis:

The following term "staff" was translated by "طاقم العمل، فريق العمل، شركة، منظمة". For the terms " فريق العمل، طاقم العمل" were literally translated.

Concerning the terms "شركة، منظمة" are incorrect translation that's due to the lack of knowledge. In this context the term "طاقم العمل" is more appropriate to convey the meaning.

Generally speaking, the student's method of translation is literal translation. While reading their translations, one can notice that the literal translation is the most used procedure by the students. As it is obvious the most problematic aspect for the students is the lexical one it is rare to find grammatical or stylistic difficulty.

The text given to the students is a simple example of administrative term, through analysis and reading the translation of the students, one can notice that they tried to translate it to find the exact equivalent but the problem were caused by the poor linguistic background and the lack of knowledge and lexis, also they cannot draw the boundary between word and term, the limited knowledge about characteristics of terms, some of students they simply omit the term and leave it without translation may be they do not have the accurate equivalent or maybe they were not to bother themselves by guessing its meaning. In the other hand the majority of the students have succeeded in translating such administrative terms.

Conclusion:

To sum up, this part was pointed out to answer the hypotheses posed in this study concerning the difficulties and the problems that face translator while translating administrative correspondence from English into Arabic, also to investigate the procedures used.

Throughout the analysis which shows that the difficulties due to the lack of knowledge on the field, as well as the use of literal translation as a procedure to translate administrative correspondence.

Conclusion:

Translation is critically important to any company to do administrative correspondence in any language other than English or Arabic. When translating correspondence, it takes a professional translator with experience and a reasonable Knowledge regarding the Field.

This study has attempted to investigate the difficulties and problems that translator would face while translating administrative correspondence terms from English into Arabic, and to find out the procedures adopted to render those terminologies.

The study exposed two outcomes, throughout the analysis and comparison of translated correspondence "letter of recommendation" these following results were concluded part of this study.

The first outcome was the most common problem and difficulty that encounter students while translating administrative term is lack of knowledge and lie in finding an adequate equivalence including lexical and semantic difficulties.

The second result showed that the common procedure that the most of students applied in translating the administrative terms is literal translation procedure.

Appendix

مقدمة :

الترجمة التقنية ليست مثل أنواع الترجمة الأخرى، هي ليست تحويل الكلمات من لغة الى لغة أخرى وفقط بل تعتبر اداة تساعد العالم على التطور و التقدم في جميع المجالات خصوصا في مجال الإدارة، لعبت الترجمة دورا كبيرا في وقتنا الحالي في مجال الادارة و خاصة في الشركات الاجنبية الناطقة باللغة الانجليزية المتواجدة في الدول العربية، من خلال ترجمة الوثائق و المراسلات الإدارية.

يواجه جميع المترجمين صعوبات و مشاكل بما في ذلك المترجم الذي يتعامل مع النص الإداري. إحدى المشاكل الرئيسية التي قد يواجهها المترجمون هي كيفية التعامل مع ترجمة المصطلحات الإدارية من اللغة الإنجليزية الى اللغة العربية و إيجاد مكافئ مناسب لها، و بالتالي يجب ان يتمتع المترجم بمعرفة كافية حول المجال و يظهر الإخلاص للغة المصدر و اللغة الهدف.

الإشكالية :

يواجه المترجم بعض الصعوبات أثناء ترجمة المراسلات الإدارية، تنشأ الصعوبات من حقيقة ان المكافئ الدلالي في اللغة الهدف قد لا ينقل نفس الرسالة في اللغة المصدر، لذلك على المترجمين الذين يتعاملون مع الترجمة الإدارية ان يتمتعوا بمعرفة كافية عن اللغة المصدر و اللغة الهدف على جميع المستويات.

ستحاول هذه الدراسة تحديد المشاكل و الصعوبات في ترجمة المراسلات الإدارية، وكذلك تحديد الاساليب و الاستراتيجيات المستعملة في ترجمتها.

الأهداف من الدراسة :

- تهدف الدراسة الى التعرف على الصعوبات و المشاكل التي تواجه المترجم في ترجمة المراسلات الإدارية.

- كما تنوي دراسو الاساليب و الاستراتيجيات المستعملة في ترجمة المراسلات الإدارية.

السؤال الرئيسي للبحث:

– ماهي الصعوبات التي يواجهها المترجم اثناء ترجمة المراسلات الإدارية من اللغة الإنجليزية الى اللغة العربية؟

الأسئلة الثانوية:

– ماهي الاساليب و الاستراتيجيات المعتمدة لترجمة المصطلحات الإدارية؟
– كيف يمكن ترجمة المراسلات الإدارية الى اللغة العربية؟

الفرضيات :

– تكمن الصعوبات في ايجاد مكافئ مناسب للمصطلح الإداري.
– يعتمد مترجمو المراسلات الإدارية على مجموعة متنوعة من الاساليب و الاستراتيجيات.

المنهجية :

النهج المستخدم في هذه الدراسة هو التحليل المقارن. تحقق هذه الدراسة في الاساليب و الاستراتيجيات المتبعة في ترجمة المراسلات الإدارية من اللغة الإنجليزية الى اللغة العربية، ايضا للتعرف على الصعوبات و المشاكل التي تواجه المترجم في ترجمة المراسلات الإدارية يمكن تحقيق ذلك من خلال اختيار عينة المتمثلة في رسالة تزكية من شركة ويذرفورد المتواجدة في حاسي مسعود و تطبيقها على طلبة السنة أولى ماستر تخصص ترجمة جامعة قاصدي مرباح ورقلة.

هيكل الدراسة:

ينقسم الجزء النظري إلى فصلين، الفصل الأول حول المصطلحات يبدأ بتعريف موجز للترجمة و لمحة عامة عن المصطلحات تتمثل في نشأته و تطوره و تعريفه، و تسليط الضوء على انواع و خصائص المصطلحات، كما ناقش المصطلح و الكلمة و المعجم و المصطلحات و المكافئ الاصطلاحي.

الفصل الثاني المعنون بالترجمة التقنية و المراسلات الإدارية، بدءاً بتعريف الترجمة التقنية و النص التقني و المراسلات الإدارية و اساليبها. بعد ذلك حدد اساليب الترجمة و أخيرا حدد الصعوبات و المشاكل التي قد تواجه المترجم عند ترجمته المراسلات الإدارية.

اما الجزء التطبيقي خصص لوصف و تحليل العينة التي تم اختيارها من شركة ويذرفورد المتمثلة في "رسالة تزكية" و تطبيقها على طلبة السنة الأولى ماستر ترجمة من اجل التحقيق في الاساليب و الاستراتيجيات المستعملة في ترجمة الرسالة و ايضا التعرف على الصعوبات و المشاكل التي واجهت الطلبة عند ترجمتهم لهاته الرسالة.

الفصل الاول :

تعد الترجمة الخط الناظم الذي يربط بين المجتمعات و هي ذات أثر ثقافي يسهم في تشكيل الوعي و تنوع الموروث الثقافي و الفكري العربي، كما ان المصطلح يلعب دورا كبيراً في عملية الترجمة فعلى الاقل على المترجم تكون لديه نبذة او لمحة حول نشأة المصطلح و تطوره عبر العقود. وكذلك معرفة خصائصه المتمثلة في

اولا الدقة و يقصد بها عندما يكون المصطلح دقيقا و بعده التواصلي متغير فان هذا يعني ان معناه لا يعتمد على السياق الذي تم دمجه فيه. ثانيا يختص بالحياد العاطفي و ذلك بأن يكون استخدام المصطلحات خالية من المكونات الفعالة او الشخصية الذاتية. ثالثا و اخيرا يختص المصطلح بالاستقرار و يشير ذلك الى صلاحية المصطلح.

انا بخصوص المصطلح و الكلمة يتم رسم الحدود بينهم من خلال استخدام الوحدة المعجمية في مجال معرفة متخصص ذي معنى متخصص. كما تهتم المعاجم باللغة و لكن المصطلحات تتعامل مع مجالات و تخصصات و مواضيع لغة خاصة.

الفصل الثاني:

الترجمة التقنية هي نمط من الترجمات المتخصصة والتي تتضمن ترجمة وثائق او مراسلات، و بشكل اكثر تحديد ترجمة النصوص التي لها علاقة بمجالات تقنية. كما تعد الترجمة توازنا بين الفن و العلم ينطبق امتلاك المعرفة في كلا الخواص اللغوية و الجمالية.

من خصائص النص التقني يكون نصاً رسمي و غير شخصي، و يجب ان تكون اللغة المستخدمة في النص التقني لغة دقيقة و تصف المواضيع بشكل دقيق، كما يستثني النص التقني الأدب، الصحافة و التجارة.

المراسلات الإدارية هي أهم سلسلة يتم من خلالها الاتصال المؤسساتي و الاتصالات الرسمية سواء كانت مكتوبة او في شكل رقمي بين صفحتين او اكثر. كما يمكن ان تكون في شكل رسائل، ملاحظات، رسائل إليكترونية، فاكس او رسائل صوتية و ما الى ذلك.

، و تتعلق هاته الرسائل او المراسلات بخصوص استفسارات او أوامر او بخصوص تعديلات و صيانة يرسلها مدير العمل او المسؤول لشركة او مؤسسة مختلفة.

تنقسم المراسلات الى مراسلات رسمية و مراسلات تجارية. اولا تحدد المراسلات الرسمية خطابات العمل الرسمية و تشمل جميع اجراءات العمل في المكتب، ويتم كتابة المراسلات الرسمية في العديد من المكاتب ، الإدارات و الشركات على سبيل المثال بين شركتين. المراسلات الرسمية ليست ودية ولا تحتوي على لمسة شخصية و هي رسائل رسمية محض لها تصميمات و انماط و لغة مختلفة و متخصصة. فيما يتعلق بالمراسلات التجارية فتعني تبادل المعلومات في شكل مكتوب داخل و خارج المنظمة و تكون بين منظمتين او أكثر.

يلجأ المترجمون الى استخدام اساليب الترجمة عند ترجمة مصطلحات في مجال معين. في هذا الصدد تتوفر العديد من الخيارات لترجمة المصطلحات الإدارية من اللغة الإنجليزية الى اللغة العربية.

و من أهم المشكلات التي تواجه المترجم عند ترجمة لنص من النصوص التي تتضمن مصطلحات متخصصة و ذلك يتعلق بإيجاد المصطلح العربي المكافئ للغة المصدر، وقد يواجه مصطلحات حديثة لا مكافئ لها، فإذا تضمن النص الاصلي أحد هذه المصطلحات الحديثة فإن المترجم يظل يكابد يجد مقابله او المكافئ القريب في اللغة العربية، و هنا يجد نفسه امام ثلاث خيارات انا ينتظر حتى ان يتم تداول المصطلح في المعاجم العربية، او ان يدرج المصطلح في اللغة الهدف دون ترجمة، او ان يجتهد في صياغة و ابتداع مقابل مصطلح اللغة المصدر و هذه مسؤولية تتطلب اتقان لغوي عميق باللغة العربية و اتساع معرفة بالعلم الذي أوجد هذا المصطلح. كما تكمن الصعوبات في المشاكل اللغوية و الدلالية و المعجمية.

الفصل الثالث:
المنهجية:

نظراً لطبيعة موضوع دراسة مشاكل و الاساليب في ترجمة المراسلات الإدارية من اللغة الإنجليزية الى اللغة العربية تم اعتماد منهج تحليلي مقارن.

عينة البحث تتمثل في رسالة تزكية من شركة ويذرفورد الأجنبية تُرجمت من طرف 20 طالب اختيروا عشوائيا من طلبة السنة الأولى ماستر تخصص ترجمة جامعة قاصدي مرباح ورقلة لوقت محدد متمثل في 30 دقيقة. استعملت هذه العينة لتحقق في المشاكل التي واجهت الطلبة في ترجمة هذا النوع من النصوص خاصة المصطلح الإداري و كذلك التحقيق في الاساليب الذي اعتمدها الطلبة في ترجمة الرسالة من اللغة الإنجليزية الى اللغة العربية.

الخاتمة:

الترجمة مهمة للغاية لأي شركة للقيام بالمراسلات الإدارية بأي لغة أخرى غير الإنجليزية أو العربية. عند ترجمة المراسلات، يتطلب الأمر مترجمًا محترفًا يتمتع بالخبرة والمعرفة المعقولة فيما يتعلق بالمجال.

كشفت الدراسة عن نتيجتين، خلال التحليل والمقارنة للمراسلات المترجمة "خطاب توصية"، تم الانتهاء من هذه النتائج التالية كجزء من هذه الدراسة. كانت النتيجة الأولى هي المشكلة والصعوبة الأكثر شيوعًا التي تواجه الطلاب أثناء ترجمة المصطلح الإداري، وهي الافتقار إلى المعرفة وتكمن في إيجاد التكافؤ المناسب بما في ذلك الصعوبات المعجمية والدلالية.

وأظهرت النتيجة الثانية أن الإجراء الشائع الذي يطبقه معظم الطلاب في ترجمة المصطلحات الإدارية هو إجراء الترجمة الحرفية

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