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|  ASSIGNMENT BRIEFING - TEMPLATE |
| QUESTION | **ANSWER** |
| What type of text is it?(legal, medical, financial, website, etc.) |  |
| What is the text objective?(to inform, to persuade, to lead to action) |  |
| Who is the text recipient?(employees, customers, etc.) |  |
| Where and in which context will the text be used?(website print, presentation, etc.) |  |
| Are there any specific terminology requirements?(attach any term lists or term base export) |  |
| Are there any specific style and tone of voice requirements?(informal, formal, easy to read, etc.) |  |
| Is there a Style Guide which must be adhered to? |  |
| Are there any specific wishes or requirements related to design and layout?(DTP, image texts to be translated, special set-up to adhere to, etc.) |  |
| Are there any reference materials attached?(state in case there are specific requirements which must be adhered to) |  |
| Should the translation be faithful to the source or free? |  |
| Will there be subsequent internal proofreading? |  |
| Any delivery deadline?(it will be useful if you state if the deadline is firm or flexible) |  |
| To whom should the assignment be delivered? |  |
| Are there any specific invoicing requirements? |  |