

Plain Language

MEMO

To: EDWARD
From: GREG
Date: 10 JANUARY 1996
Re: SUMMARY - UPDATE

This memo is an update of where we are with the summary, indicating problems experienced since I went on leave at the end of last year.

1. Translation

Although translations were delivered on time, problems were experienced.

A hard copy of the **Swati** translation was delivered, but I learned yesterday that the disc given to Typeface Media (who are the layout artists for the summary) was blank. ECCO, the translators, were notified of this and delivered this to Typeface Media today. The Swati version has consequently not been laid out yet.

I have also learned that the **Venda** translation is very bad. ECCO have agreed to discuss this with Typeface Media and either arrange for the Venda translator to spend time with them, or to arrange for it to be re-translated. The Venda version has consequently not been laid out yet.

The translation of the **Tsonga** version appears fine, but a glitch in the translators computer has resulted in headlines not being clearly identified in bold from about half way through the text. Because of this, Typeface Media have not been able to lay this out yet. ECCO have agreed to sort this out.

Both the **North Sotho** and **South Sotho** version have a sub-section missing from them which was not translated. ECCO agreed to sort this out and provided Typeface Media with these paragraphs today. Other than this paragraph, the rest of these versions have been laid out and are expected later today.

I also discovered yesterday that ECCO make use of "some" of the translators from Parliament (Barbara would not be specific about how many). This defeats the object of using them, since we do not use these people ourselves because of their reputation, and I would recommend that we try not to use ECCO again.

2. Layout

Pat was to manage this, but did not. Eventually, I had to call Typeface Media last year and meet with Adli to ensure that the English text was laid out according to my specifications.

Pat was then to manage the layout of the other languages. I spoke to Adli during December about this and told him to stay in touch with Pat. According to Adli (when I spoke to him at the beginning of this month), Pat did not stay in touch with them. They had problems with other languages and could not proceed.

3. Graphics

Graphics for the summary are the same as those used in the tabloid. These were translated by Afrophone. According to Pat, these were only completed at the end of December. Also, instead of these being on computer, only negatives were supplied to Typeface Media. Pat informs me that this is because they were not all done on computer, but were done using the cut and paste method. Typeface Media claim that this will slow down the layout of these, but that it is not impossible to do. (Pat disagrees with Typeface Media that this is a problem).

4. Proofing

There is some disagreement between Pat and I as to who would be responsible for proofing. I have a memo dated 24 November and copied to Pat which indicates he was to handle this. I have another memo to you (not copied to Pat) dated 28 November which confirms Pat would handle this. In any event, I have taken over this responsibility and this has been discussed with Tango and you.

English and **Afrikaans** have been proofed and are ready for repro once the necessary corrections are made.

Zulu is being proofed by Louisa and has been promised to me by Thursday.

Xhosa is being proofed by Ntoz and has been promised to me by Thursday.

The **Tswana** version is ready for proofing. Tango indicated that this could be done by Stoncy, but Stoncy is on leave until Monday.

When we met with Tango on Monday, we discussed proofing of languages where there is no-one at the CA with the necessary language skills. It was agreed that we would make use of Coordinators to proof these. I spoke to Barbara of ECCO today and asked whether they would be prepared to proof these. She has agreed to arrange proofing of all languages we cannot proof at no extra cost. The only problem is **Ndebele** where she has not been able to find anyone. She will be able to give me a final answer on Ndebele by Friday morning.

We are able to proof **English; Afrikaans; Zulu; Xhosa; and Tsonga** (Snakes). Barbara can handle proofing of **Tswana; North and South Sotho; Venda; and Swati**.

Barbara has still to establish whether ECCO can handle the **Ndebele** proofing.

Barbara will collect the Tswana tomorrow as well as the North Sotho, South Sotho, and Ndebele (which Typeface Media have promised to deliver later today) if these have been received from Typeface Media in time. I will notify her as soon as I receive the rest.

5. Repro and Printing

English and Afrikaans texts have been given to Typeface Media for repro and printing. I have been told that this will be completed by Friday next week. Once the Xhosa and Zulu versions have been proofed, they will be sent to Typeface Media for correction and then to repro.

Tango has agreed that Media will drive the process of repro and printing. I have notified him that Typeface Media have the English and Afrikaans versions (I left a message on Catherine's cell phone).

6. Distribution

Tango agreed to decide how best to distribute the summary to the Coordinators. I have provided him with a list of addresses and quantities required by each province. I do not know what has been decided, but when I met with Abubakr of Typeface Media today, he had not yet received a copy of this memo. I gave him a copy, but the decision on how to distribute is still Tango's.