

of like character at home, so as to gather technical notes which are then carefully classified under a card index system and made available at a moment's notice.

Two years ago one of our translators was assigned the task of making a survey of the vocabulary used in the Civil Service in France and the knowledge thus acquired was put into good use in revising the translation of the report of the Civil Service Committee. It was also found of material benefit in translating the report of the Civil Service Commission last year. The old French electoral terminology was also modernized when translating the proceedings and evidence of the Committee on Privileges and Elections. This year the financial terms used in public accounts were brought up to date, after extensive research made from the public accounts of the French government.

I may say in all fairness to our translators that they have all generously responded when their services were urgently required, even though it meant having to work after office hours and on holidays.

LACK OF UNIFORMITY IN THE COPY

The greatest difficulty which confronted me when I took charge of this Branch in November, 1930, was the lack of uniformity in vocabulary and language, as a result of translations being made in parts, that is, distributed among several translators. It has been customary for years in the Branch to divide the work in signatures or 16-page portions among the staff. While such translated portions might have been acceptable as separate units, when linked together there was a visible lack of homogeneity in the whole. This was still more striking in the case of short reports. The inevitable consequence was the necessity for corrections. However, after a study of this problem, I found out that it could be remedied to some appreciable extent. The following measures were therefore taken:—

1. In special cases when strict uniformity had to be observed, a system of notes was introduced whereby the most common forms and expressions occurring in the texts were distributed among the translators. This system was followed in translating the last two or three McDougall reports on Reparations.

2. Short reports were given, whenever possible, to one man only. The McDougall Supplementary Report, 1930-31, the Civil Service Commission Report, 1932, and a half dozen other reports were later translated in that way. It is impossible, however, to rigidly apply this principle when the translation is required immediately.

3. Instructions as to conciseness in the texts were given to all and soon became a general practice in the branch. This seems to have been the key to a greater part of the trouble because after translators had striven to find the proper terms and the shortest forms of expression, a great improvement soon became evident in the copy. It has been possible to save in this way considerable space in printing. It is worthy of note that while in the past some of our French texts were from 10 to 15 per cent longer than the English, now many of our translations are about the same length and sometimes even shorter. The French version of the Proceedings and Evidence of the Select Standing Committee on Privileges and Elections for 1931 is about 10 per cent shorter than the original, while the 929 pages of the Proceedings and Evidence of the Special Committee on the Civil Service have been rendered in 923 pages. But taking into account the blank spaces and pages left in the French volume, the text should have covered only about 905 pages, thus representing a saving of about 75 pages over the old system. This we consider to be a notable attainment when we take into consideration the fact that it is generally admitted that French is longer than