For Assessor Only:

Total Points: **/ \_points**

**Exhibit B- Microsoft Word Skills Assessment**

Name:

Date:

**The purpose of this assessment is to test your translation skills.  This will help us to determine your qualification for the Language Access Program.** **Please do not use machine or artificial intelligence (AI) tools. Please READ ALL INSTRUCTIONS CAREFULLY.**

**This assessment is divided into three sections:**

* A Translation Assessment Matrix
* A blog excerpt
* A PowerPoint slide
* Please pay attention to the following while you are working in each section:
* Translations that are misleading or change the original intent of the source text
* Omissions
* Addition of materials that are not in the original source text (i.e., adding hyperlinks that are not included in the English source text)
* Departure from standard language grammar, idiom, and diction on the in-language/translated text
* Misspellings
* Missing accents, added accents, and misplacement of accents
* Alternative translations are discouraged (i.e., words or sentences you parenthesize as an alternative to your translation)

**After completing the assessment, please save and rename the file as a Word document. Please use the following convention: YourLastName\_YourFirstName\_TranslationAssessment\_ YourLanguage**

**There is a possible total score of \_ points. Each section has a score corresponding to each task. A score of \_ or higher will be necessary to be included in the program.**

**The total points for this assessment will be categorized as:**

**0-\_ Points**: Does Not Qualify for Program

**\_ Points or more:** Qualifies for Program

**Please follow the instructions carefully in each section and complete each task.**

|  |
| --- |
| **Section 1: Translation Assessment Matrix****Instructions for Translation of this section:** This Matrix provides sample texts from a variety of different subjects and topics requested for translation. Please follow the instructions carefully. * Please enter the corresponding translated text in the “Translation” row.
* Please maintain the same formatting as the English text.
* **Words in [brackets] are to be kept in English. DO NOT TRANSLATE.**
* Green highlights indicate technical terms that may need further consideration regarding the translation choice to be more culturally appropriate.
* Follow notes from the Requestor
* Please add the translated language to the “Language” box
* Please add your name to the “Translator” box
 |
| **Language:** | **Project title: Translation Assessment** | **Translator:**  |
| **Cell** | **English** | **Notes from requestor** | **Translation** |
|  | World TB Day is coming up, March 24. This annual awareness day is an opportunity to learn more about what we can do to help protect our health and the health of our community from this devastating disease. |  |  |
|  | TB is caused by bacteria that can attack the lungs and other parts of the body. Not everyone infected with TB germs gets sick. As a result, two conditions of TB exist: latent TB infection (inactive TB) and TB disease (active TB).  | **Latent means that the TB germs are in your body, but they are not hurting you, and cannot be given to other people** |  |
|  | LEARN MORE: KINGCOUNTY.GOV/TB | **Please capitalize text if possible** |  |
|  | MANY PEOPLE HAVE INACTIVE TB AND MAY NOT KNOW IT | **Please follow color format for translations. This will help with formatting our materials. Please capitalize text if possible** |  |
|  | TB is common throughout the world including Africa, Asia, Mexico, Central and South America, the Caribbean, Eastern Europe, and the South Pacific |  |  |
|  | *Have you heard? You can double your [SNAP/EBT] benefit at the farmers market. Find out how it works here: \_\_\_\_\_\_\_\_\_\_and come on out! Why? Because It’s Your Market!* | “It’s Your Market” is the slogan we are using for this social media campaign, so it is best not to modify it too much. |  |
|  | **No AC? Can’t open your windows? Here’s how to stay cool.** |  |  |
|  | When it’s hot outside, it can be miserable inside if you don’t have air conditioning (AC) or can’t open your windows. These tips can help when it feels like an oven in your home. |  |  |
|  | **Rent Request – limited to 12 months** |  |  |
|  | What is the tenant’s monthly rent/lease amount? *Utility costs included in the lease and paid by the landlord can be included in the rent payment.* |  |  |
|  | **“With a commitment to equity: Board of Health updates King County’s bike helmet policy”** | Please keep this text bolded (or highlighted if bolding does not exist in your language) |  |
|  | Bike helmets save lives and help prevent serious injuries. A review of several published studies estimates that bike helmets provide a 63-88% reduction in the risk of head and brain injuries for people who ride bikes.  |  |  |
|  | As part of the movement to encourage the use of bike helmets, the King County Board of Health passed a law in 1993 requiring anyone riding a bike to wear a helmet. |  |  |

**Section 2: Blog Post Excerpt**

**Instructions for Translation of this section:**

This is a blog post that would be published on the Public Health website.

* Please translate the contents of this blog excerpt.
* Please make sure that all hyperlinks are working after translation

Begin translation here:

The value of medications for opioid use disorder

March 8, 2022

Opioid use disorder can affect anyone in any community. King County has seen an [alarming rise in overdose deaths](https://publichealthinsider.com/2021/08/17/thirty-four-king-county-residents-died-from-fentanyl-drug-overdose-in-july-how-our-community-can-take-action/) and is working to expand access to a proven, life-saving intervention. Medications for Opioid Use Disorder (MOUD) [lower the risk of death by about 50%.](https://www.learnabouttreatment.org/treatment/medications-for-opioid-use-disorder/)

Medications such as buprenorphine are vital, life-changing tools. They can help people stabilize cravings and withdrawal symptoms and create a window for them to seek the kinds of help that they feel they need most. Expanding quick access to buprenorphine and similar medications without barriers, along with community education and access to harm-reduction services, have been a primary focus of Public Health – Seattle & King County (PHSKC).

With high-potency opioids such as fentanyl causing overdose deaths in King County at levels never seen before – from just 3 in 2015, to 171 in 2020, to a record-high 382 last year in 2021 – these services are more important than ever.

**Section 3: PowerPoint Slide Deck Translation**

**Instructions for Translation of this section:**

Please open attachment Exhibit C- Part 2 .

* Please translate the contents of slide deck
* Keep the same formatting as the original English document
* **After completing the slide deck translation, please save the final version as a Power Point document. Please save and rename the document with the following convention: YourLastName\_YourFirstName\_Translation\_Assessment\_Part2\_YourLanguage**