

Dr. Babasaheb Ambedkar Open University
Term End Examination January -2026

Course	: Diploma in Translation studies	Date	: 08/03/2026
Subject Code	: DTS-08	Time	: 03:00pm to 05:15pm
Subject Name	: ADMINISTRATIVE TRANSLATION	Duration	: 02.15 Hours
		Max. Marks	: 70

- Q-1** Define Administrative Language and discuss its nature and scope with suitable examples. **14**

OR

Explain the similarities and differences between Administrative Language and Official Language.

- Q-2** Discuss the taxonomy of administrative language with reference to different sectors. **14**

OR

Explain Administrative Language in the Public Sector, highlighting its informational and relational components.

- Q-3** Explain the need and role of administrative translation in a globalized world. **14**

OR

Discuss the challenges and strategies of administrative translation.

- Q-4** **Short notes (Any two)** **14**

1. Types of Administrative Language
2. Process of Translation
3. Needs of Administrative Translation
4. Technical Terminology in Administration

- Q-5** **Choose the correct option for the questions given below and write the answer.** **14**

1. Administrative language is primarily characterized by:
(A) Informality (B) Precision and clarity
(C) Emotional expression (D) Literary creativity
2. Which component of administrative language focuses on conveying factual information?
(A) Relational component (B) Informational component
(C) Emotional component (D) Cultural component
3. The primary purpose of administrative translation is to:
(A) Create literary texts (B) Facilitate administrative and legal communication
(C) Entertain readers (D) Preserve poetic style
4. Skopos Theory emphasizes:
(A) Word-for-word translation (B) Purpose of translation
(C) Grammar rules (D) Machine translation

5. Administrative terminology in India has been influenced by:
- (A) Only English (B) Sanskrit, Persian, and English
(C) Only Hindi (D) Only regional languages
6. Which is a major challenge of administrative translation?
- (A) Use of metaphors (B) Legal and technical terminology
(C) Storytelling (D) Emotional tone
7. Technical terminology in administration requires:
- (A) Creative freedom (B) Accuracy and consistency
(C) Informal tone (D) Simplification without meaning
