

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

Course	: Diploma in Translation studies	Date	: 12/07/2026
Subject Code	: DTS-08	Time	: 03:00pm to 05:15pm
Subject Name	: ADMINISTRATIVE TRANSLATION	Duration	: 02.15 Hours
		Max. Marks	: 70

- Q-1** Explain the nature, objectives, characteristics, and scope of administrative language. 14
How does it facilitate effective administrative communication?

OR

Compare administrative language and official language. Discuss their similarities and differences with suitable examples.

- Q-2** Explain the need and importance of administrative translation in the modern globalized world. Discuss its objectives and significance in multilingual communication. 14

OR

Discuss the various types of translation. Explain the characteristics and applications of literal, dynamic, technical, literary, machine, localization, interpretation, and administrative translation.

- Q-3** Explain the concept of technical terminology in administration. Discuss the historical development of administrative terminology in India and the influence of Sanskrit, Persian, and English on administrative vocabulary. 14

OR

Discuss the principles and guidelines for translating administrative terminologies. Explain the importance of consistency, contextual accuracy, and standardized terminology in administrative translation.

- Q-4** Explain the characteristics of officialese. Discuss the problems encountered while translating official documents and suggest suitable translation techniques. 14

OR

Describe the process of translating noting, drafting, office memoranda, circulars, notifications, and other administrative forms. Discuss their significance in government administration.

- Q-5 Write Short Notes (Any two)** 14

1. What is directive language? Give one example.
2. State any five needs of administrative translation.
3. What is technical terminology in administration?
4. Define noting and drafting in administrative communication.
5. What is diplomatic correspondence?
