











## ✅ 1. Universal MT Post-Editing Quality Checklist (Core Workflow)

Step	Task	Tip
 1. <b>Understand the Source</b>	Read and understand the source segment.	If the source is unclear, do <i>not</i> guess—flag it.
 2. <b>Check Accuracy</b>	Does the translation convey the same meaning as the source?	Watch for omissions, additions, or hallucinations.
 3. <b>Fix Grammar &amp; Syntax</b>	Correct awkward or unnatural sentence structures.	MT often mimics source word order—fix that!
 4. <b>Fix Semantic Errors</b>	Ensure no misinterpretations or wrong word choices.	Beware of false friends and idioms.
 5. <b>Verify Terminology</b>	Make sure domain-specific terms are used consistently.	Use your termbase or TM for reference.
 6. <b>Refine Style &amp; Tone</b>	Ensure tone is appropriate (formal/informal, neutral).	Adjust register to match audience.
 7. <b>Check Fluency</b>	Read aloud or subvocalize: Does it sound natural?	Reading out loud helps catch awkward phrasing.
 8. <b>Consistency Check</b>	Ensure consistency in terminology, punctuation, numbers, units.	Use QA tools or manual spot checks.
 9. <b>Final Read-Through</b>	Do a quick holistic review before confirming segment.	Look for flow between segments.
 10. <b>Flag Critical Issues</b>	Flag any ambiguity, source errors, or missing context.	Clients appreciate proactive editors.
















## 💡 2. "Red Flag" MT Error Detection Checklist (For Speed + Consistency)

Error Type	Clue	Fix
<b>False Friends</b>	Looks familiar but means something else.	Replace with true equivalent.
<b>Gender Errors</b>	Gender mismatch (common in Romance languages).	Adjust adjectives/pronouns.
<b>Incorrect Tense</b>	MT often defaults to present tense.	Adjust to match source timeline.
<b>Named Entities</b>	Names translated or mishandled.	Restore or correct manually.
<b>Repetitions</b>	Unnatural repetition of words/phrases.	Rephrase for fluency.
<b>Literal Translations</b>	Word-for-word instead of sense-for-sense.	Restructure the sentence.
<b>Sentence Fragments</b>	Cut-off or incomplete segments.	Reconstruct grammatically.

## 3. Self-Review Checklist for MT Post-Editors (Post-QA Checklist)

Category	Yes/No	Notes
<input checked="" type="checkbox"/> Meaning is accurate and complete.	<input type="checkbox"/>	
<input checked="" type="checkbox"/> Style/tone is appropriate.	<input type="checkbox"/>	
<input checked="" type="checkbox"/> Grammar and spelling are correct.	<input type="checkbox"/>	
<input checked="" type="checkbox"/> Punctuation follows language norms.	<input type="checkbox"/>	
<input checked="" type="checkbox"/> Numbers and units match the source.	<input type="checkbox"/>	
<input checked="" type="checkbox"/> Names, brands, and acronyms are correct.	<input type="checkbox"/>	
<input checked="" type="checkbox"/> No MT hallucinations present.	<input type="checkbox"/>	
<input checked="" type="checkbox"/> No redundant or duplicated phrases.	<input type="checkbox"/>	
<input checked="" type="checkbox"/> All CAT tags/markup are preserved.	<input type="checkbox"/>	
<input checked="" type="checkbox"/> Final read confirms natural flow.	<input type="checkbox"/>	

## 4. Light vs. Full Post-Editing Checklist

Task	Light PE	Full PE
Correct grammar & punctuation		
Fix critical mistranslations		
Maintain source meaning		
Match style & tone to target		
Restructure for fluency		
Apply style guide & branding		
Harmonize terminology		
Perfect formatting & tags		
Achieve publication-level quality	