*The following e-mail message was written by a staff member who participated in a Bank writing course. The structure is good, but we have introduced a number of errors in mechanics — punctuation, capitalization, parallelism, relative pronouns, etc.* ***Find and correct all of these mechanical errors.***

**Ms. Wong’s Candidacy for the Translator Position** 03/19/20xx 2:36 PM

**Gang Liu** to: Laurent Johnson

As you requested I have evaluated Ms. Wong’s application for the Translator position, and reviewed her sample translation. Although there are many factors in her favor, her translation sample unfortunately was not good enough to meet our needs. I would like to explain how I came to these conclusions and suggest how we might proceed.

I met with Ms. Wong on March 18 and interviewed her for about half an hour. Then she translated the requested sample text into chinese, her native language.

There are factors in her favor, including:

* I found her to be very likeable, collaborative, and she knows the bank’s work.
* given her background as an accountant, she would be a good addition to our team.
* Her CV looks very impressive, moreover, her previous work with OECD proves that she is familiar with working in an international professional environment; and
* We have received many positive recommendations for her.

Sadly, I was less impressed with her translating skills than I had expected. Although she was translating into her native language she did not clearly convey the ideas, that were in the original report. She seemed to lack the specialized vocabulary for Investment Promotion, and even with common terms she did not always use precisely the right word to convey the exact meaning. Worst of all, she seemed to lack a feeling for the elegance, grace and music of the chinese language.

Given this rather disappointing translation performance, at this point I cannot endorse Ms. Wong for the position, however, there are steps we might take. Perhaps she could come in for another interview and a more rigorous translation sample. If the second translation is better then we could offer her a short-term contract. That way, we could work with her and at the same time evaluate her skills further. With the second translation sample, if it shows the same problems in her translating skills, then I would recommend that we screen and interview additional candidates.

I hope these comments are helpful. Please let me know what you would like to do as soon as possible and I will make necessary arrangements promptly.