

## The Methodology of Translating a Legal Public Service Document in Algeria: Translating of 'Work Permit' from Arabic to English

منهجية الترجمة الخدمائية لوثيقة قانونية في الجزائر :  
ترجمة "رخصة العمل" من العربية إلى الإنجليزية

Ahlem BIRA<sup>1</sup>, Salah BOUREGBI<sup>2</sup>, Naima BOUGHERIRA<sup>3</sup>

<sup>1</sup>Translation Department, TRADIL Laboratory, Annaba Badji Mokhtar University,  
(ALGERIA), ahlem\_bira@yahoo.fr

<sup>2</sup>Department of English, TRADIL Laboratory, Annaba Badji Mokhtar University,  
(ALGERIA), salihbourg@yahoo.fr

<sup>3</sup>Translation Department, TRADIL Laboratory, Annaba Badji Mokhtar University,  
(ALGERIA), ayabough@yahoo.fr

Received: 15/09/2020

Accepted: 19/10/2020

Published: 28/12/2020

### Abstract :

This paper primarily deals with the methodology of a translating Legal Public Service document from Arabic into English language. In the study is of two folds: the first part is devoted to the theoretical bases of translation and interpretation in the public services, mainly in the legal field. The second part is the practice through a genuine analysis of the corpus namely "Work Permit" issued from the Directorate of Work in Algeria. This analysis highlights the distinctive difficulties and problems that may arise during the translation process. Finally, a glossary was set out to sum up the main terminology and expressions found in this corpus.

**Keywords** : Translation; Interpretation; Public Services; Work Permit; Legal Translation

### ملخص:

يتناول هذا المقال بشكل أساسي منهجية ترجمة وثيقة قانونية في إطار الخدمات العامة من اللغة العربية إلى اللغة الإنجليزية. وخصّص المؤلف، في هذه الدراسة، الجزء الأول للجانب النظري حول الترجمة الكتابية والشفوية بشكل عام في مجال الخدمات العامة ثم بشكل خاص في المجال الإداري القانوني، أما الجزء الثاني فقد خصّصه للتطبيق من خلال تحليل دقيق للمدونة والتي هي عبارة عن "وثيقة تصريح عمل لأجانب" صادرة عن مديرية التشغيل بالجزائر. كما سلط هذا التحليل الضوء على أهم الصعوبات والمشاكل التي يمكن أن يصادفها المترجم أثناء عملية الترجمة. وفي الأخير وضع مسرد لأهم المصطلحات والتعبيرات القانونية التي جاءت في هذه المدونة.

الكلمات المفتاحية: الترجمة الكتابية - الترجمة الشفوية - ترجمة الخدمات العامة - تصريح بالعمل للأجانب - ترجمة قانونية.

Corresponding author: Ahlem BIRA, e-mail: ahlem\_bira@yahoo.fr

## 1. Introduction:

This paper aims to approach the field of Translation and Interpretation in public institutions and services. The research work offers a practical study of legal document, basing its methodology, essentially, on translation and interpretation studies. The study attempts an analysis that fits into a general communicative situation in which the mediator-Translator needs to use a specialized language based on his own experience in order to provide a professional translation.

Knowledge production within the field of Translation and Interpretation in Public Institutions and Services -in the last three and a half decades- focused on practice rather than theory as it paid more attention to interpreting rather than translation. The first major research studies concentrated on Court and Medical Interpreting; the huge study carried out by Berk-Seligson (1990) examined the interaction between the Interpreter, the legal system and the Spanish-speaking witness from discourse analytical, experimental and ethnographic perspectives. Kaufert and Koolage, 1984; Knapp-Potthoff and Knapp, 1987 worked on Medical Interpreting and dealt with Interpreter-mediated doctor-patient communication, such as, interpreter roles and their impact on the interaction. However, Hale (1997a) focused on the language of the answers of courtroom testimony with particular interest to the importance of register in the evaluation of character in the courtroom and its treatment by interpreters-, that investigated the use of interpreter services in the legal system and the role of interpreters in the courtroom and in refugee hearings. In addition to other studies that dealt with other issues such as impartiality in sign language interpreting (Metzger, 1999), accuracy, crosscultural pragmatics, the Interpreting process, the strategic use of questions and the importance of style (Hale, 2001, 2002, 2004). Besides, there were empirical studies conducted on the linguistic coping strategies of sign language interpreters while interpreting in the education setting and on the role of the interpreter, the code of ethics and the feasibility of interpreter neutrality settings. Otherwise, the present study offers a practical study of a legal document and attempts an analysis of a communicative situation in which the translator, who works as a mediator, needs to use a specialized language, based on his previous experience in the field, in order to provide a qualified professional translation.

## 2. Prelude to Interpreting and Translation:

The English word "translation" derives from the Latin word *translatio* (Vélez, pp. 3–21.), which comes from *trans*, "across" + *ferre*, "to carry" or "to bring" (-*latio* in turn coming from *latus*, the past participle of *ferre*). Thus, *translatio* is "a carrying across" or "a bringing across": in this case, of a text from one language to another (Kasperek, p. 83.).

It can be defined as the transfer of a text from one language to another; it is the activity or process of changing the words of one language into another language that have the same meaning. Here are some scholars' definitions: Juliane House defines Translation as a procedure, where an original text, often called, 'the source text,' is

replaced by another text in a different language, often called, 'the target text' (House, 2018, p. 9). However, Ortega Arjonilla considers translation as:

A linguistic and cultural mediation process compromised of at least two stages: understanding the original text and producing the target text. The translation process involves at least seven factors, which usually appear according to a certain hierarchical order depending on the role played by the different components: linguistic, communicative and cognitive of the translation activity. These factors are the author of the original text, the original text, the reader of the original text, the translator, the translated or the target text, the reader of the translation and the client (Qtd in Carmen Valero-Garces, 2014, p 10).

As for Eugene Albert Nida, translation is the reproduction of the correct equivalent of the message in form and content: " [It] consists in reproducing in the receptor language, the closest natural equivalent of the source language message, first in terms of meaning and secondly in terms of style" (1982, p 12).

Concerning the word interpretation, there are common agreements that it is derived from: Middle English *interpreten*, old French *interpreter*, (*French interpréter*), Latin *interpretor* (to "explain, expound, interpret) past participle *interpretatus*, *interpretor* ("an agent, broker, explainer, interpreter, negotiator"), *inter* ("between") + *-pres*, probably the root of *pretium* ("price"). 'Pres' is probably connected with Ancient Greek *φράζειν* (*phrázein*, "to point out, show, explain, declare, speak" (C.Merriam, 1913).

The interpretation - or what is called the Oral Translation - can be defined as an oral process of transferring the meaning of an oral message of one language into the words of another language. There are many types of interpreting: Namely simultaneous interpreting or conference interpreting, consecutive interpreting, sight interpreting and summary interpreting.

On the surface, interpretation and translation are similar fields, but in point of fact, they are completely different. The first obvious difference is that the interpreter deals with the oral text, however, the translator deals with a written document. A translation is a target audience-oriented process, whereas interpreting is an author /speaker-oriented process. A translator is monological, whereas the interpreter is dialogical; the translator has more time to prepare and document in order to check the parallel texts in order to compare the styles, terminology and the appropriate structures (Hale, 2007, p. 8). As a matter of fact, the interpreter has no time to prepare, except in one case of a "conference interpretation." Here, he could usually be provided by the needed document before starting his task. Broadly, Hale states:

The principal difference between these two types of dialogue is, of course, that the translated dialogue is static and the translation will not change the subsequent turns. In dialogue interpreting, the interpreter's renditions of each speaker's turn will determine the next turn, and hence the dialogue is dynamically created by three participants, rather than by two. (2007, p 12)

### 3. Public Service Interpreting and Translation: Concept and Practice:

On the whole, Public Service Translation (PSI), or Community Translation, can be defined as a type of translation that occurs between people of the community in the public services, where users of the service do not speak the common language in the country. This type of translation is involved with the social interpreting as it occurs in the society, especially in the multicultural ones, mainly European countries due to immigrants, who bring with them their own tongue, cultures, habits and customs. Algeria does not make exception to this rule. It is not only a country of immigrants but also a country to which immigrants come, mainly sub-Saharan countries.

There are also refugees, who leave their homelands, whether for social or reasons, such as wars and conflicts; there are also Asian or European foreigner workers, who come for work due to investigation and bilateral partnership. All these categories are in need of communication. Then, translation is imperatively required, mainly in public spheres, such as medical, legal and administrative institutions.

Consequently, this form of translation has emerged. The Social Translation, or the so-called Public Service Translation and Interpreting "Psit," as it is named in the United Kingdom, Australia and some other European countries, or Community Translation as it is known in other pioneer countries, such as the United States, Canada, Australia, and New Zealand have emerged in the world of translation Arena. (Valero-Garces, 2014, p. 27). However, it is called in Arabic "*Tardjama El-Khadamatiya*" "الترجمة الخدمائية" or "*Tardjama El Khakhamat El Aama*" "ترجمة الخدمات العامة" in Algeria and other some Arab countries.

### 4. Theoretical Study: Public Service Translation or Community Translation:

It is defined by Wadensjo (Valero-Garces, 2014, p. 27) as follows: "PSIT refers to a type of interpreting that takes place in public services to facilitate communication between staff and those who utilize the interpreting service," for instance, in police stations, immigration offices, social services, health care centers, economic institutions, or other social places. In other words, Public Services or Community texts are ultimately texts generated by the larger community (society) or by smaller communities (linguistic or ethnic communities within the larger society, local communities, religious groups, ...etc) in order to ensure communication with all citizens and permit their participation and therefore empowerment. Harold M. Lesch adds:

Community translation is a means to an end, namely to equip the community with the necessary information and other means to develop skills for themselves. It is an attempt to balance the power relationship between the sender and the receiver by prioritizing the needs of the community. Effective, empowering communication between the author and the reader via the translated text implies that the translator needs to be on the side of the powerless that is the reader. (Qtd in Valero-Garces, 2014, p.28)

Public Service Interpreting has been associated with languages services offered in western countries to migrant and refugee groups, like Australia, the United Kingdom, Sweden, and Spain. So, the Full access to services and participation in society would not be possible without interpretation and translation services.

While interpreting facilitates direct interaction between public service providers and users, translation enables speakers of languages, other than the local or national languages, to access information, healthcare, welfare, schooling, traffic, environment,... etc, which is necessary for them to integrate in their new society and play an active part in it. This spacious range of institutional standards and cultural backgrounds constitute many hurdles for the translator, as he finds himself conveying not only languages or dialects but cultural aspects too and in many areas (Mezcua, 2015).

### **5. Practical Study: The translation of “Work Permit” (ترجمة رخصة عمل):**

In this practical space, there will be about translation and analysis of the communicative situation and the translational problems of this corpus.

**5.1 Methodology:** In order to translate this legal document, there are some steps to follow and go through:

#### **5.1.1 Text Selection:**

“Work Permit” is one of the most common documents that have a public aspect. It is issued only in Arabic. According to the provisions mentioned in the Article 9 of the Algerian Work Code, any foreigner, who desires to engage in a paid activity in Algeria, must have a work permit delivered to him by the regionally competent employment service. (وزارة العمل والضمان الاجتماعي، 2020)

The Employing Organization must submit a complete report that includes the opinion of workers' representatives to the Regionally Competent Employment Services. The Employer institution -within its jurisdiction- is the actual entity to deliver a work permit taking into account the role of each regionally Competent Labor Inspectorate, Security Directorate, Employment service of the National Employment Agency, in addition to the Employment Control Directorate of the Ministry of Labor, Employment and Social Security (وزارة العمل والضمان الاجتماعي، 2020) . That mentioned

document could be found through the link below, and it can be downloaded freely (الموظف الجزائري، 2020). However, it is only written in Arabic without neither a prior translation nor explanation of the contents or vocabulary. This text will then be translated, here, into English. (وزارة العمل والضمان الاجتماعي، 2020).

### 5.1.2 Translation and Documentation Stages:

Since Legal Translation has its own characteristics because of high differences in the legal system between each country and the lack of equivalence. Consequently, for providing a good work, the following important steps are needed in the translation process: to scope out the text to be translated-initial translation, to review the accuracy of the translation, then to refine translation wording, and finally, to revision. In the world of translations, legal texts are certainly a special topic, not only because of the complexity of their vocabulary, the sensitivity and impact of their content, but also because they usually require a lot of preparation before the translation can begin. That is why a public translator is required to guarantee a precise translation, faithful to the original. Thus, documentation process is necessary before translating, mainly in such type of texts, as dictionaries, glossary, lexicons, ... etc. Bilingual or unilingual legal dictionaries are the first translation tools. As legal language is not separable from "legal acts", it is not possible to deal with word-acts of the law without giving oneself a typology, which takes into account both their linguistic aspects and the institutional conditions of their functioning. In this regard, Terré said:

The language of law is a language of action and legal language is not separated from "legal acts", a term of which the polysemy is symptomatic. - It is not possible to deal with legal word-acts without adopting a typology which takes into account both their linguistic aspects and the institutional conditions of their functioning. All this is likely to influence the technical process of translation.<sup>1</sup> (Trans Mine)

The legal translator is often caught between accuracy requirements and faithfulness. As the translator deals with an accurate document, any mis-comprehending may lead to serious consequences. In this respect, Coulthard mentioned: “[B]y being in control of the written form in which the original interaction was to be subsequently presented to the Court, the police were able to create a misrepresentation which would significantly influence the outcome of the case and help to secure a conviction” (2004:33).

<sup>1</sup> Terré, F. (1986). Brèves notes sur les problèmes de la traduction juridique. *Revue Internationale de Droit*, p.50 : Le langage du droit est un langage d'action et la parole juridique n'est pas séparable des «actes juridiques», terme dont la polysémie est symptomatique. — Il n'est pas possible de traiter des mots-actes du droit sans se donner une typologie qui prenne en considération à la fois leurs aspects linguistiques et les conditions institutionnelles de leur fonctionnement. Tout cela est de nature à influencer le processus technique de la traduction.

For this approach, the author has used monolingual dictionaries, encyclopedias, multi-language dictionaries, glossaries, parallel texts and also experts' opinion. In addition, there are some possibilities that could be used: some professional website, like PROZ.COM, Translators café, the official page of national security, interior ministry of Algeria and England as well as USA department of state. After consulting the needed documentation, in order to get the special terminology, the next step is to write and reformulate the translation. In such a field, it is not easy to find the appropriate words. The translator must do tremendous work to get equivalents that go in line with both linguistic systems. After writing, revision is inevitable to insure consistency, clarity, and the quality of the expression used in both levels: "form and content." This is how to elaborate this translation process.

## 5.2 General Analysis of the Document:

This Work Permit to be translated is available in the link below and it can be downloaded for free.

### 5.2.1 The Communication Situation:

As previously mentioned, the Employment Directorate is responsible for establishing a 'Work Permit' for any foreigner upon his request. This foreigner is required to hand over the necessary documents- for this purpose- translated into the official language-Arabic- by an accredited Algerian authority or by the consular services representing the country of the concerned foreign worker in Algeria. These translated copies will be authenticated by the Algerian diplomatic representations abroad at the place of residence of the foreign worker to ensure its authenticity and its complete conformity with the original document (وزارة العمل والضمان الاجتماعي، 2020).

For reference only, this type of document is very confidential and is issued in the Algerian official language namely –Arabic-, according to articles stated in the Labor Code. The Directorate of Employment should issue this kind of document in the official language only, and, therefore, the foreigner worker has to find a translator, either in the company he belongs to or a private translator. However, some other police stations, for instance, demand a translator, especially in the big cities, such as Algiers, Annaba, and Oran, where the presence of translator is crucial in order to establish the bridge between the foreigner and the interviewer and ensure communication between them.

#### a) Parties:

i) **User:** He has the right to communicate in his mother tongue, either with the Employment Directorate or with the policeman. Therefore, the existence of an interpreter or translator is necessary. However, French is also permitted in the Algerian administration being broadly used by Algerian people.

ii) **The Inspector or the Interviewer:** He has to inquire about the necessary documents, either in Arabic or in French.

**iii) The Interpreter or Translator:** He should make the bridge between both in a professional way, while respecting the ethics of the translator profession.

**b) The Linguistic Combination:**

The linguistic situation is characterized by a variation of the use of three languages (Arabic - French - Berber) regardless of the Individual bilingualism / pluri-lingualism, or less frequently collective bilingualism (French-Arabic), (French-Berber) and (Arabic-Berber) (Bouhadiba, 2010). However, English remains less used in the Algerian society. Consequently, the need of a translator is essential to ensure communication and eliminate barriers of various situations between people with different origins and nationalities that come into contact with Algerians.

The communication situation of this study takes place between the agent of Employment Directorate, who speaks his native language, namely –Arabic- and the user-foreigner-, who communicates with his mother tongue, either in French or English, or even another Asian language, for instance: Chinese or Korean or Indian. It depends on the nationality of the foreign worker. So, the intervention of interpreter, in such case, is crucial giving that the user needs to know the content of the ‘Work Permit’ document issued in Arabic.

**5.2.2 The Typology of the Document:**

Broadly speaking, legal translation can be considered as pragmatic texts, as they focus on the function of the text. However, Bocquet (2008:5) said that legal translation could be classified into the following categories: (1) primarily normative texts, such as, constitutions, laws, regulations, codes, contracts. These are regulatory instruments, as they contain rules of conduct. (2) Jurisdictional and administrative texts, such as judicial decisions and judgments, decisions of the administration, bailiffs or police reports, requests, petitions,... etc. (3) The final category includes texts, which set out the content of the rules of laws, namely doctrine. They are descriptive, written by legal scholars and jurists, who influence legislators and judges. They belong to legal scholarship. Susan Šarčević defines legal translation as special-purpose communication between specialists, excluding communication between lawyers and non-lawyers. (1997: 9) Consequently, this document belongs to the second category “Jurisdictional and administrative” texts giving the style and the legal -administrative terminology and expressions used hereto. In general, legal translation is a field related to specialized translation, or rather the translation of a language for specific purposes. The specificity of this kind of translation is characterized by its special language of administrative law.

Therefore, the translator must have a specialized deep knowledge and extensive skills that allow him to analyze and rephrase or reformulate the original message and transmit it to the recipient so that the target texts will have the same effects as the

source texts. Claude Bocquet (2008: 88) calls it “ le bagage cognitif “ “ cognitive baggage “ of the translator. Salama-Carr claims that: “The translator must demonstrate the same lucidity of expression and the same level of knowledge as the author that he translates. He must know the source language very well and the one into which he translates equally well” (2006a:124). Furthermore, Eugene Nida maintains that: “The best translation does not seem like a translation .Quite naturally” (1982:12).

In order to obtain legal text that does not seem a translation, a harmonious meeting and fusion of the two constituent elements of the text - form and content –should be established to produce the desirable text (Gémar, 1998, pp. 12-13). Consequently, the legal translator should be aware in choosing the appropriate word, or the so-called the equivalence, that can maintain the form and the exact meaning with the same effect of the original text. In this regard, Louis-Philippe Pigeon points out: “On the one hand, it [the equivalence] must avoid corrupting the language by the servile calque which does not respect its genius and structure; on the other hand, it must not betray the meaning of the message by the imperfection inherent in this type of equivalence.”<sup>1</sup> (Trans. Mine) The concept of equivalence is based on the principle of the universality of language (François, 1968, pp. 3-5).

As in all other fields of knowledge, the translation of legal and administrative texts depends on the translator’s full understanding and comprehension of the subject matter in question, points out Hans Schwarz (1977: 21).

In this study, the textual typology of this document is concerned exclusively by the structure of the document. It is a one-page-document containing all the personal information of a foreign worker in Algeria, in addition to the expiration period.

### 5.3 Suggestion of Translation:

#### 5.3.1 An Overview of Legal Arabic and English Languages

Before starting the translation of the document, it is worthwhile to make a brief summary about the most similarities and differences between the legal English and legal Arabic languages in order to shed light on hurdles that could face a translator during his process of translation. In general terms, legal English and Arabic documents share the same characteristics of specialized texts, either in terms of structure or style, and terminology. Yet, each language has its own genius and logic.

Legal English has its own specific lexical features: it is characterized by the use of the archaic terms, like : hereby, thereby, aforesaid to referred the document. Likewise, the Latin and French terms are used: for instance a verdict- judge - bona fide (*good faith*); the religious, culture, specific and system-based lexis, such as “in the name of our Lord”, “Acts of God”. In addition other syntactic features are used, such as

---

<sup>1</sup>- PIGEON, L.-P. (1982). "La Traduction Juridique. Equivalence Fonctionnelle". *Langage du Droit et Traduction.*, p. 279 : D’un côté, elle[l’équivalence] doit se garder de corrompre la langue par le calque servile qui n’en respecte pas le génie et la structure, de l’autre côté, il lui faut ne pas trahir le sens du message par l’imperfection inhérente à ce genre d’équivalence.

Nominalization, Passivization, Wh-deletion and Conditionals, prepositional phrases, restrictive connectors and *complex* sentences (El-Farahaty, 2015, pp. 21-25).

Seemingly, Arabic legal language is different. It is characterized with other distinctive features of literary Arabic, which are more sophisticated and highly distinct, such as the intensive use of formality, especially in the Gulf countries, due to some political and cultural considerations, the common use of metaphors, the decorative phrases, expressions and the culture specific system based terms and expressions, as well as the complex sentence structure. Sharron Gu sums up the differences that exist between Arabic and Latin languages:

Whereas legal English adopted a Romanic vocabulary to build its legal (as distinct from literary) language, legal Arabic grew out of literary language and became more sophisticated with the development of its literary counterpart. In fact, there was neither a clear separation between legal, religious, linguistic and literary Arabic nor an absolute division of labor between grammarians, theologians and jurists in early Islam. Furthermore, the Lexical repetition and redundancy, or ‘wordiness’ frequently used in Arabic legal language in order to emphasize and give more information about something wide (2006, p 140).

### 5.3.2 Translation or Adaptation:

After shedding light on the differences between Arabic and other languages, mainly English and French, the question about the approach to be used to tackle the practical is raised: Which approach that could be adopted to deal with this kind of legal document: Translation or Adaptation?

Translating is said to be difficult, but translating legal texts is further complex and complicated, especially between Arabic and English. It is a real dilemma for the translator. The latter must not only move from one language to another, from one system to another, but also from one legal family to another. On the other hand, adaptation is a process that requires preserving the meaning of the text, and not the form, taking into account the region and culture to which the target text belongs.

Giving the pragmatic nature of the legal text, the translator often tends to adopt the strategy of Equivalence set by Nida Theory in such a way that the target readers will feel it as originally written in English. Nida distinguishes between two types of Equivalence: “Formal Equivalence or (F.E), which is the literal or the verbatim reproduction of the source text. In this regard, Nida says: “Translation is basically source –oriented; that it is designed to reveal as much as possible of the form and the content of the original message” (1964: 165).

In contrast, the Dynamic Equivalence is directed to the receptor response and reaction. In this respect, he points out: “One way of defining a D.E translation is to describe it as “the closest naturally equivalent to the source language message” (1964:

166). The translator, therefore, carries out the literal translation taking into account the Functional Approach in order to get a text that matches with the cultural expectations of the target reader and have the same effect as it is the original text. Therefore, some changes are expected during the translation process, since English and Arabic are structurally different.

It seems that the Functional Theory is more appropriate for such texts, due to the fact that it underscores the purpose of the translation process, which will lead to the production of target texts having the same communicational effects as the source text. Hence, transferring only the content of this 'Work Permit' could not be sufficient to provide a professional translation. As a result, the adaptation in such case is not really applicable, neither recommended as it could cause an alteration, or big loss in some meaning.

### 5.3.2 Analysis of the Difficulties of the Document:

Owing to the differences in the legal systems and cultures, translating such kind of document is not a mere process of transferring meaning, but also culture a code that can speak about itself (Nida, 2001, p 13). In this respect, Uwe Kischel states that the existence or lack of a legal and terminological equivalent is not, however, a question of 'yes' or 'no' but rather one of degree (2009, p 8). The translator, therefore, must attempt to reproduce the meaning of a passage as understood by the writer and stated according to the Theory of Functional equivalence, which has a great influence on translation, including legal translation. (Nida E. , 1982)

The major distinctive problem, thus, is both cultural and political. The administrative division in the English native countries is completely different from the Algerian one. Administratively speaking, in Algeria, we use in Arabic the terms *El-Wilaya – El-Baladia -Daira – الدائرة -البلدية -الولاية* to refer to the territorial division –where people live- in order to fill in the part dedicated for personal information. However, the problem arises when it is the case with the foreigner. Due to the language and other various political and cultural considerations, each country has its special status and administrative division, which lead to other designations. For instance, in Algeria, the highest level subdivision is *El-Wilaya – الولاية*, which is, in turn, divided into *Dawair* دوائر or *Daira دائرة* and in each *Dayara in Baladiya بلدية*

In England, the administrative division is so complex. The highest level subdivision of England is the region. England is divided into nine regions: each region is further divided into cities and boroughs. The counties are further divided into districts (which can be called cities, boroughs, royal boroughs, metropolitan boroughs or districts and civil parish).

On the other hand, the first level administrative division of the United States is the State, which is, then, typically subdivided into counties –e.g. Louisiana uses the term parish and Alaska uses the term borough to refer to the same designation. Counties, in turn, are further subdivided into townships or town. The latter is used in twenty states, mostly in the Northeast and Midwest. It could be, as well, organized

into incorporated cities, towns, villages, and other types of municipalities, in addition to villages and districts, and unorganized atolls.

Canada is, likewise, divided into ten provinces and three territories. Each province may be divided into counties, municipal, districts, regional municipalities, regional districts or regional county municipalities. These divisions are, then, subdivided into lower-tier or urban jurisdictions, such as cities, towns, villages, townships and parishes.

Since there are huge differences in the systems of government and culture of these countries, these terms “province,” “county” or “territory” has a large meaning. So, they could not be appropriate and equivalent to the term in Arabic “*El-Wilaya*” “الولاية.” So, the translator, so far, can only translate it into ‘the City’ and opt for the literal translation for the term in Arabic “البلدية” into “municipality” just for knowing where the national lives exactly and avoiding all ambiguities and problems .

## 6. Glossary of Legal and Administrative Terms:

In this part, the translator includes a glossary of all the vocabulary and expressions in this ‘Work Permit’ translated into Arabic, as well as the Translation Strategy adopted in this process according to the Equivalence Theory of Nida.

Target Language	Source Language	Translation Strategy
City	ولاية	Functional Equivalence
File	ملف	Formal Equivalence
In his capacity as...	بصفته	Functional Equivalence
Limited	محددة	Formal Equivalence
Municipality	بلدية	Formal Equivalence
Nationality	جنسية	Formal Equivalence
Permit	رخصة	Formal Equivalence
Registered	مسجل	Formal Equivalence
Sealed	ختم	Formal Equivalence
Submitted	مودع	Formal Equivalence
Terms	بنود	Formal Equivalence
Territorial	إقليمية	Formal Equivalence
Validity	صلاحية	Formal Equivalence
Work	عمل	Formal Equivalence
Work Contract	عقد العمل	Formal Equivalence

## 7. Glossary of Legal and Administrative Expressions:

Target Language	Source Language	Translation Strategy
At the labor office...	بمكتب اليد العاملة ل...	Formal Equivalence
Directorate of Labor and Manpower	مديرية العمل واليد العاملة	Formal Equivalence
Date of Entry to Algeria	تاريخ الدخول إلى الجزائر	Formal Equivalence
Department Directorate of Labor and Social Affairs ...	مديرية الولاية للعمل والشؤون الاجتماعية ل...	Formal Equivalence
Director of Labor and Manpower	مدير العمل واليد العاملة	Formal Equivalence
Employer's name and address	إسم وعنوان رب العمل	Formal Equivalence
In accordance with the terms of the contract (form No.2) concluded between the party concerned on...	ذلك طبقا لبنود عقد العمل (النموذج رقم 2) المبرم من طرف المعني بالأمر....بتاريخ...	Formal Equivalence
Limited Validity	صلاحية محددة	Formal Equivalence
Ministry of Labor and Social Affairs	وزارة العمل والشؤون الاجتماعية	Formal Equivalence
People's Democratic Algerian Republic	الجمهورية الجزائرية الديمقراطية الشعبية	Formal Equivalence
To exercise a paid activity in his capacity as...	أن يمارس نشاطا مأجورا في الجزائر بصفة....	Formal Equivalence
Place of Work	محل العمل	Formal Equivalence
Registered under No.	مسجل تحت رقم	Formal Equivalence
Signed and sealed	إمضاء و ختم	Formal Equivalence
Signed by the Head of Labor Office	إمضاء رئيس مكتب اليد العاملة	Formal Equivalence
Territorial Validity	الصلاحية الإقليمية	Formal Equivalence
The holder of this work is authorized ...	يرخص لحائز رخصة العمل	Formal Equivalence
Work Permit	رخصة عمل	Formal Equivalence
Work Permit Application File	ملف طلب رخصة عمل	Formal Equivalence
Work permit delivered on	رخصة عمل مسلمة بتاريخ	Formal Equivalence

## 8. Conclusion

This study has shed lights on legal translation as it is one of the most vital fields, especially in Algeria. Thus, the legal translator should have a certain criteria that may qualify him to manage precisely this kind of translation process. The translator is not only restricted to the written document, but furthermore, to carry out interpretation in some public organization. For this reason, the interpreter is not only required to know the linguistic sides of the languages for which he interprets, but also he must go beyond the linguistic structure to other cultural and political features that distinguish one language from another.

This research study has discussed the methodology of translating legal document, which belongs to a public organism, from Arabic language into English based on Nida Strategies, which considers translating as reproducing in the target language the closest natural equivalent of the source language message, first in terms of meaning and secondly in terms of style. Accordingly, it has highlighted that any failure in finding equivalent terms to communicate easily in a legal way makes the task of translator more and more complicated. That is why, the translator should not only enhance his linguistic and cognitive baggage, but also be acquainted with the legal style and different cultural aspects.

Overall, the public service translator/interpreter is required to have a professional formation and high trainee that enable him to make his communication easy and professional.

## 9. References:

- Arjonilla, O. (2014). INTERLINGUISTIC COMMUNICATION:INTRODUCTION TO INTERPRETING AND TRANSLATION. In C. Valero-Garces, Communicating across Cultures. A Coursebook on Interpreting and Translating (p. 10). the United States of America: British Library Cataloging in Publication.
- Berk-Seligson, S. (1990/2002). The Bilingual Courtroom. Court Interpreters in the Judicial Process. Chicago: The University of Chicago Press.
- Bocquet, C. (2008). "La Traduction Juridique; Fondement." (G. d. spécialité, Éd.) ASp la Revue du GERAS(56), 5.
- Bouhadiba, Farouk. (2010). An Overview of the Linguistic Situation in Algeria. Cahiers de Linguistique et Didactique(3), 6.
- Coulthard, M. (2004). "Whose Voice Is It? Invented and Concealed Dialogue in Written Records of Verbal Evidence Produced by the Police." In J. Cotterill, Language in the Legal Process (p. 33). New York: Palgrave Macmillan.
- El-Farahaty, H. (2015). Arabic–English–Arabic Legal. Milton Park: Routledge.
- Eugene Albert Nida, C. R. (1982). The Theory and Practice of Translation. The Netherlands: Library of Congress Cataloging-in Publication Data .
- François, F. (1968). "Le langage et ses Fonctions." Le Langage(25), 3-5.
- Gémar, J.-C. (1998). <http://www.tradulex.com/Bern1998/Gemar.pdf>. Récupéré sur Les Enjeux de la Traduction Juridique.Principes et Nuances.
- Gu, S. (2006). The Boundaries of Meaning and Formation of Law:Legal Concepts and Reasoning in the English, Arabic and Chinese Traditions. Montreal and London: McGill-Queen's University Press.
- Hale, S. (1997a). "The Treatment of Register in Court Interpreting." The Translator3(1), 39–54.
- . (2001). "How Are Courtroom Questions Interpreted? An analysis of Spanish Interpreters' Practices." In I. Mason (ed.), Triadic Exchanges: Studies in Dialogue Interpreting (pp. 21–50). Manchester: St Jerome.
- . (2002). "How faithfully Do Court Interpreters Render the Style of Non-English-Speaking Witnesses' Testimonies?" A data-Based Study of Spanish-English Bilingual Proceedings. Discourse Studies 4(1), 25–47.
- . (2004). The Discourse of Court Interpreting: Discourse Practices of the Law,

- the Witness and the Interpreter. Amsterdam and Philadelphia: John Benjamins.
- Hale, S. B. (2007). Community Interpreting. New York,: PALGRAVE MACMILLAN.
- House, J. (2018). Translation, The Basics. Milton Park: by Routledge.
- Joseph M.Kaufert, W. W. (1984). "Role Conflict among 'Culture Brokers': the Experience of Native Canadian Medical Interpreters." Social Science and Medicine, 18 (3), 283-286.
- Kischel, U. ( 2009). Legal Cultures – Legal Languages. Dans U. Kischel, Translation Issues in Language and Law (p. 8). London: Palgrave Macmillan.
- Knapp-Potthoff, A. a. (1987). "The Man (or Woman) in the Middle: Discoursal Aspects of Non-Professional Interpreting." In K. Knapp and W. Analysing Intercultural Communication, 181–211.
- C.Merriam, G. &. (1913). Interpret. Retrieved from Webster's Revised Unabridged Dictionary: <https://en.wiktionary.org/wiki/interpret>
- Metzger, M. (1999). Sign Language Interpreting. Deconstructing the Myth of Neutrality. Washington, DC: Gallaudet University Press.
- Mezcua, A. R. (2015). " La Traduction et l'Interprétation dans les Organismes Publics: Comment traduire un formulaire de police espagnole en français ?" Revue du Gerflint,(8), 79-96.
- Nida, E. A. (1964). Toward a Science of Translating: with Special Reference to Principles and Procedures Involved in Bible Translating. Brill Archive.
- . (1982). The Theory and Practice of Translation. Leiden: Brill for United Bible Societies.
- . (2001). Contexts in Translating. John Benjamins Publishing Company.
- Pigeon, L.-P. (1982). "La Traduction Juridique. Equivalence Fonctionnelle". Langage du Droit et Traduction.
- Salama-Carr, M. (2006a). "Translation into Arabic in the 'Classical' Age: When the Pandora's Box of Transmission Opens." Dans T. Hermans, Translating Others (p. 124). Manchester: St. Jerome Publishing.
- Sarcevic, S. (1997). New Approach to Legal Translation. The Hague • London • Boston: Kluwer Law International.
- Schwarz, H. (1977). Legal and Administrative Language. *Babel*, 23(1), 21.

Terré, F. (1986). Brèves notes sur les problèmes de la traduction juridique. Revue Internationale de Droit, 38(2), 350.

Valero-Garces, C. (2014). Communicating across Cultures: A Coursebook on Interpreting and Translating. the United States of America: British Library Cataloging in Publication Information.

الموظف الجزائري (07 07, 2020). نصوص قانونية تمّ الاجانب :

<https://www.mouwazaf-dz.com/t10215-topic?fbclid=IwAR1PLQQND7rm0tjIhc6iDwwNaEJDeqAo6h2biZguJT66xKxkJO7cwG9qar4>

وزارة العمل والضمان الاجتماعي. (07 07, 2020). دليل اجراءات العمل. تمّ الاسترداد من وزارة العمل والضمان

الاجتماعي : [www.mtess.gov.dz/ar/%D8%AF%D9%84%D9%8A%D9%84-%D8%A7%D9%84%D8%A5%D8%AC%D8%B1%D8%A7%D8%A1%D8%A7%D8%AA/?fbclid=IwAR139w0w3E0JnnN6QOIht52nAUzcyjCKLKnDzcLipHyUjs6yOToLYq-oJVOI](http://www.mtess.gov.dz/ar/%D8%AF%D9%84%D9%8A%D9%84-%D8%A7%D9%84%D8%A5%D8%AC%D8%B1%D8%A7%D8%A1%D8%A7%D8%AA/?fbclid=IwAR139w0w3E0JnnN6QOIht52nAUzcyjCKLKnDzcLipHyUjs6yOToLYq-oJVOI)

--- (07 07, 2020). دليل الاجراءات. تمّ الاسترداد من وزارة العمل والضمان الاجتماعي :

<https://www.mtess.gov.dz/ar/%D8%AF%D9%84%D9%8A%D9%84-%D8%A7%D9%84%D8%A5%D8%AC%D8%B1%D8%A7%D8%A1%D8%A7%D8%AA/?fbclid=IwAR139w0w3E0JnnN6QOIht52nAUzcyjCKLKnDzcLipHyUjs6yOToLYq-oJVOI>

--- (07 07, 2020). دليل الإجراءات. تمّ الاسترداد من وزارة العمل والتشغيل والضمان الاجتماعي :

<https://www.mtess.gov.dz/ar/%D8%AF%D9%84%D9%8A%D9%84-%D8%A7%D9%84%D8%A5%D8%AC%D8%B1%D8%A7%D8%A1%D8%A7%D8%AA/?fbclid=IwAR139w0w3E0JnnN6QOIht52nAUzcyjCKLKnDzcLipHyUjs6yOToLYq-oJVOI>