



## Translator representations implied in the construction of bilingual executive secretary identity

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### Abstract

This article's main goal is to investigate the translator's representations implicit in construction and maintenance of identity of bilingual secretary aiming to encourage these professionals. The if raise awareness about O new profile what to the companies from them require in Brazil. It is often expected that a secretary who knows two languages well will take on the role of translating technical texts, without taking into account his preparation, training, or even availability for this type of work. However, we are interested in knowing what the repercussions of such a practice are for the identity configuration of this professional and how it reinforces or modifies the representations that circulate in work environments. In order for the research to be developed, it was It is necessary to study theoretical texts about translation and the identity of the translator and the secretary. To obtain data on aspects of professional training, work routine and existing images, interviews and questionnaires were prepared and sent by email to secretaries, translators and leaders of large companies. From this survey, it was possible to observe a glaring need for education networks to adapt to the role of these professionals in Brazil with the main intention of contributing to the new profile imposed by the current market. The education sector, translators and secretaries need to be aware of this so that this profession continues to be respected.

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### Introduction

Advances in studies on what it means to translate have produced several theoretical perspectives from which to study and examine translation, including linguistic, textual, cognitive, cultural, philosophical, anthropological, historical and pragmatic approaches, each with its own foundations and methods, all of them communicating with each other, at least potentially, and all contributing to the deepening and consolidation of the area of Translation Studies.

However, there is still a long way to go when it comes to reflecting on the process of dialogue between the translation professional's reality and what is understood by academics in today's society. And it is in this context that this research is based. The goal is to investigate the translator's representations implicit in the construction and maintenance of identity, in the case of the bilingual executive secretary in Brazil, a professional whose profile is linked to the translation identity.

In the research we developed here, data on mistaken beliefs regarding the identity of the bilingual translator and executive secretary will be analyzed through statements about the daily routine of these professionals.

The aim of this article is to analyze the frequent expectation that a secretary who knows two languages well should translate technical texts of interest to the office or company, without considering their preparation or training for this type of work. Looking critically at this situation is a task that could contribute to understanding the beliefs that underlie the representations of the identities of these two professionals and contribute to a possible change in the concept of institutions with regard to teaching.

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This work is subdivided into two main parts. Firstly, we will present a discussion on the formation of identity, based on Hall (2000) and Tomaz T. Silva (2005) <sup>[6]</sup> and also the reading of texts that address the formation of professional identities that discuss the representation and identity of the translator, such as Maria J. Coracini (2005) <sup>[2]</sup>. Then, the objective was to prepare some questionnaires for translators, secretaries, leaders of large companies and students in the respective areas.

## Identity and translation

### A question of Identity

The notion that identity has I'm of with people that look the same, feel the same, call themselves the same is nonsense. To the The process, to the The narrative, to the a discourse, it is always told from the position of the other.

### Stuart Hall, 1997

Self-image or self-concept. Who the person thinks they are. The totality of being. Identity is the set of unique and exclusive characteristics with which people, animals, plants and inanimate objects can be differentiated from each other, whether in the face of all diversity or in the face of their peers. The judgments and subjectivities of the modern world antagonize the 'Wikipedian' concept of identity. A strong mark of change in the modern world is self-identity, "The self is seen as a reflexive project" (Giddens, 1992). It is the consciousness produced and reproduced at each moment, that is, no matter how fragmented the world is, it is assumed that the individual can be fully aware of their identities.

To better clarify the process of identity fragmentation that accompanies current world trends, we can describe an ordinary citizen as follows, for example: "He is Brazilian, from Rio, a father, a teacher, a PT member, a Catholic and married". The postmodern subject needs a position on any and all subjects. It's not enough to be Brazilian, you have to say: "I'm from Rio" or "I'm 'flamengo'", etc. In addition The subject's participation is highly requested today, in to the extent that society demands the individual's opinion in relation to the most varied topics. Postmodern identity is often related to various processes, such as "globalization". Here the idea of surplus value and changes in forms of production find place, regarding which Marx and Engels state: "All newly formed relations grow old before they can ossify. Everything solid melts into air." (apud Hall, 1973, p.70.).

In the case of the dualism between "mind" and "matter", Hall resorts to that of René Descartes (1596-1650), and his notion of the Cartesian subject: the center is the mind and reason and the individual subject is valued for its ability to reason and think: "I think, therefore I am". In his *Essay on Human Understanding*, such a view is reserved by the philosopher John Locke (1632-1704) who defined the individual in terms of the "sameness" of a rational being, that is, the person's identity reaches its exact extent in any action or thought experienced. This aspect is inscribed in each of the processes and practices central what constituted a world that is modern. It is necessary to observe although, that, after industrialization, societies became more complex.

Based on the new rights and obligations, to the big ones that participate more actively when it comes to the concept of identity. A new social conception of the subject emerges, and the notion of democracy is located and defined within large social structures and formations.

As a consequence, criticism of the "rational individualism" of the Cartesian subject is installed. Thus, in between to the criticism, we have the main individual as a process in a Group and collective norms are formed through their participation in broader social relations: in the figure of the isolated, exiled or alienated individual. And the background is that of the anonymous and impersonal crowd or metropolis. This decentering of the Cartesian subject is mainly due to a series of reinterpretations of the innovative speeches of great thinkers.

The first that Hall mentions is reinterpretation whose maxim is: "Men make history, but only under the conditions given to them." (18 Brumaire, Marx apud Hall, 1973, p.71). Such a statement displaces any notion of individual agency.

The second is Lacan's reinterpretation of Freud: the idea of the unconscious 'takes over' with O concept of subject cognizant It is rational. Our sexuality It is the structure of our desires are formed based on psychic and symbolic processes of the unconscious, which works according to a logic very different from the reason of the "I think, therefore I am", by René Descartes.

These transformations alter contemporary society and influence the easily assimilable and rapid dimensions of time and space. Furthermore, Anthony Giddens (cited in Hall, 1990, p.6) argues that different areas of the globe are brought into interconnection with each other and this is the key transformation of social life. Fundamental to this process are changes in the way we live in time and space, as they can alter some of the most intimate and personal characteristics of our lives. everyday existence. David Harley (apud Hall, 1990, p.12) speaks of modernity as implying not only a "merciless break with any and all preceding conditions", but as one process without end in ruptures It is internal fragmentations at the your own interior. Ernest Laclau (1990) also uses the concept of "displacement", where there is no replacement but rather a plurality of these centers of power; he also comments that modern societies have no center and do not develop according to the unfolding of a single "cause or law".

However, even in the "chaos" of current society, it can still be said that the structure of identity is partial and always open, at the same time that there is a common line, beyond fragmentations, or a conservative and contemporary tone in language and positioning of the human being. Another observation regarding identity is the way in which the subject is represented or interpellated, that is, the subject today is a "politicized" figure. In fact, in contemporary times, the concept of identity has undergone profound changes. Today, identity is not something fixed, immutable, but, on the contrary, it is something fluid and changeable that discourses seek to homogenize through the gathering of heterogeneities and differences, in order to create a "coherent" whole that ends up defining a more general instance, as is what happens with femininity or masculinity. For example, expected characteristics, or characteristic of some women, such as "fragility", "intuition", "selflessness", "altruism", "docility", "sensitivity", among others, end up defining the so-called "female identity". , that is, they come to be seen as part of a "feminine nature". Hall presents considerations regarding the valorization of the individual, which leads to the individualism of important thinkers, philosophers and scholars.

From the point of view of Psychoanalysis, Jacques Lacan postulates that: "The Self, as whole and unified, is something that the child learns only gradually." "The Self is interactive."

(apud Hall, 1990, p.74). In this case, identity is necessarily formed in relationships with others. In early childhood, based fundamentally on the paternal and maternal figure. It is what Lacan flame in "phase of mirror". A child firstly no if sees as a whole person; only between 6 and 18 months is he able to form an idea of "I" as one all, The leave of other, of that reflected at the mirror. Hall highlights also the contribution of the theoretical writings of the linguist Ferdinand de Saussure for whom language is a social system: "We are not, in any sense, 'the authors' of the statements we make or meanings we express in language." (apud Hall, 1990, p.75) Identity, in this case, is created only in the relationship with the other (self). As Lacan would say, identity, like the unconscious, "is structured like language". Words are multimodulated, they always carry echoes of other meanings that they set in motion, despite our best efforts to close down the meaning. Meaning emerges in the relations in similarity It is difference what to the words he has with others words within the language code. Another great theorist that Stuart Hall includes in that group It is Michel Foucault what he speaks from the genealogy of subject modern, referring to Disciplinary Power, and regulation, which aim to maintain and control the individual's life, activities, work, unhappiness and pleasures. "A human being who can be treated as a docile body", in the words of Dreyfus and Kabinow (apud Hall, 1990, p.75). The main paradox in this issue is that, the more collective and organized the nature of late modern institutions, the greater the isolation, surveillance and individualization of the individual subject. Finally, another factor that contributes to the fragmentation of identity are the social movements of the 20th century, including Feminism. This movement occurred together with countercultural and anti-war youth movements (mainly 3rd world struggles), accompanied by criticism of the distinction between the "inside" and the "outside", the "private" and the "public" (Hall, 1990, p. 12). The main feminist slogan was that "the personal is political".

After this brief exposition, we conclude that unified social identity is an abstraction, although it certainly plays an important role in the construction of individual identities. Thus, as we argue based on the study of Hall's ideas (1990), we can affirm that contemporary identity, despite being fragmented by the trends and demands of current society, requires individuals to position themselves to form groups and defend their interests before others. individuals. Every identity is born and survives for and from the other. Here it is worth remembering the words of the wise Argentine thinker Jorge Luís Borges, who clearly summarizes our conclusion: To be one thing is inexorably not to be all other things; The confused intuition of this truth has induced men to imagine that not being is more than being something and that, in some way, it is being whole. (1941, p.216)

### A question of Translation

Eis o que nos ensina uma tradução, não o sentido contido num texto traduzido nem isso ou aquilo, mas que há língua, que a língua é língua e há uma pluralidade de línguas que têm entre elas este parentesco de serem línguas.

Jacques Derrida, 1972

Translation is an activity that requires interpreting the meaning of a text in a language

— the text in the source language — and the production of a new equivalent text in another language — the translation, also called target text. From Latin *traducere*, either say make pass from one side or state to another, translate, pour. It is the action of transposing or transferring one content in one language for other. However, O act in translate no if it only boils down to describing an action. Designing a translation consists of weaving knowledge, expose identities, denote particularities and mainly to live in between fidelity and the tendency to interference.

According to Amparo Hurtado Albir (2001, p.133-193), there are three main characteristics of translation: being an act of communication, an operation between texts (and not between languages) and being a mental process.

As an act of communication, the need for a recipient to who does not know the language in which a text is written, can understand it. When playing, It is necessary have in account that if treats in to work with to the linguistic forms It is the communicative intentions behind them. Furthermore, it is required to consider the recipients' needs and order characteristics.

In the case of operations between texts, it is necessary to take into account that the translation is not located at the level of language, but at the level of speech; This means they don't translate units isolated, decontextualized, but complex texts. Other The point is to maintain the textual functioning mechanisms, that is, to ensure that the elements of coherence and cohesion are present and contribute to a better understanding of the text.

Through the mental process, that is, through the cognitive reformulation of the means of other language interpret first (reading), for communicate later.

Translation is an activity of a translating subject, who needs specific competence It is must carry out a cognitive process that it consists in the understanding and elaboration of transmitted texts.

As this is an operation between texts, and not between languages, it is interesting to note that textual updating mechanisms need to be analyzed and investigated per through different approaches studies regarding the translation. Thus, the following triple perspective can be taken into account:

#### Original Text - Translated Text - Communicative Purpose

Because it is so complex, translation involves multiple fields. Literary translation, for example, has two fundamental aspects: translation and creation, or as Haroldo summarizes in Campos (1977, p.21): "Art in translate poetry under the sign of creation." For the Campos brothers, in their translation theory and practice, translation is far from being an attempt to copy the original text. On the contrary, they warn, in the face of poetry and prose in which the word is seen as a living object, the concrete translators carried out a critical and active reading of foreign texts and transformed them through creative work.

Thus, the "new" literary text, translated, takes on the tones of the target language. In the case of poetry, the tendency towards non-fidelity is great, as it is precisely in this case that the translator's opinions, values and knowledge on the most diverse subjects are put at stake. It is still necessary to consider that translation is not a process autonomous linguistic. It is a practice embedded in culture, an exercise in interpreting meanings that leads us to reconstruct and

multiply the possibilities of meaning for a given paragraph or text.

In this sense, the act of translation does not only concern the structuring of positions and linguistic differences, but fundamentally the dimensions of fidelity and the perspectives of the interpretive communities of each culture.

The term interpretive community (Stanley Fish, 1980 apud Boldness, 1986) it says respect to the system or context capable of producing consensus around the choice of interpretation to be assigned to a statement or set of statements. It is what gives a certain stability to the meaning and reaffirms the rules and reading strategies that serve as a reference and that allow communicability, exchange and compatibility of interpretations. It is the interpretive community that establishes the criteria for "good translation" and that influences the translator's images in the social and professional sphere.

At this point, we ask ourselves: what do translators say about their work and about themselves ?

## PART II – A Construction in Professional Identities

### A translator is the construction in its identity

The translator must become the other while remaining one. There must be proximity without fusion, distance without longitude. The most exact reproduction is, nevertheless, a radical transformation.

Cronin (1991)

In research into the identity of the translator, Prof. Dr. Maria José Coracini (2005, P. 91- 108) deals with the topic and records statements from translators to then conclude about the representations of this professional.

Below, we transcribe some of these testimonies that seemed most significant to us: To be a translator It is be in between (two or more) languages. S15: Yes, I [like] [translating] a lot. I don't know, maybe because of a very strong interest in languages and everything that comes behind them, habits, cultures of other peoples. I really like this symbiosis. (E21) (p.98).

From the quote above, it is possible to observe the translator's taste for the new, for new words, cultures, habits... which is also a myth, according to another statement:

S17: When I think about translators, an Italian saying always comes to mind: "Traduttore, traditore" which means "translator, traitor". However, I do not see this traitor in a negative sense, in the sense that the translator deliberately subverts the meaning of the original text, but in the sense that, as a native speaker of one language and knowledgeable of a second, however faithful he try to stick to the original text, he will always see it from your own language and, inevitably, you will imprint on the original text words that make up your original repertoire, that is, from your own language. In this sense, the translation would be a "version" of what he read. (A29) (p.98)

The reprehensible idea regarding fidelity acquires a milder and more lucid meaning. The translator does not betray because he lacks sufficient knowledge of the source or target language, but rather because of the inevitable contamination that his source language can cause. Therefore, you should not blame yourself but always be aware of the authorial desire and limited power of modification that you have; This way,

you will avoid damaging your work and your image as a professional.

In this context, below are aspects of the translator's identity in a different context from the statements above, extracted from Maria J. Coracini's research. This is a contribution in the most designed and representative sense of Amparo Hurtado Albir with respect to translation skills, in addition to the ideological point of view of the translator's work:

I set out to please more than to be faithful, or rather, I found that fidelity at that point would consist at the please, without me distance, at the however, of goal It is of the drawing.

Identity lives from, in and for otherness. It often takes shape from places, times and times lived It is senses.

If one translation you are related with some institution as, per example, The Church greatly influences the translator's work. Just remember the case of translator of the Bible into Latin, made directly from Hebrew, Saint Jerome, in the third century BC. He identified with the Christian passages and the translations carried traces of his ideological points of view, which provoked many reactions, but also his success.

On the other hand, if the translator does not agree with the text he is asked to translate and knows that he cannot and should not interfere with his opinion, he goes through internal conflicts when he is unsure whether, in the choice of his words, he is betraying the author's idea or betraying his convictions. This is obviously an ethical issue.

It is in this context that we can return to the notion that identity is not fixed and depends on a series of practices and beliefs that are related and can lead to change. When it is stated that identity is not fixed, it is necessary to remember that human beings no longer have a solid and definitive identity, which can be summarized in a single concept. Today I am, for example, Argentine, divorced, remarried, secretary, translator, Catholic, spiritualist, etc. I am influenced by different sources of information and opinion and therefore it is not possible to say that I have a clear and complete vision regarding any topic, not even myself.

Returning to the specific case of the supposed conflicts that the translator has to deal with, a question that deserves to be raised is what attitude to take when faced with the task of translating in the interpretative and communicative process that constitutes the reformulation of one text into another. language. According to Albir (2005:27), based on empirical models, we can state that the main translation skills that professionals need to have and that shape their identity representation are:

- To be bilingual;
- to possess extralinguistic knowledge;
- to possess knowledge about translation;
- to possess knowledge instrumental, it is in strategy;
- To meet certain requirements psychophysiological.

In the model developed by the PACTE group, from the Autonomous University of Barcelona, which Albir is part, the acquisition of these Skills It is made with base in one process of reconstruction and restructuring of knowledge declaratives It is operational; this This means that the acquisition process is dynamic and suffers from different influences that are also related to the way the translation was learned or the languages and ideologies with which the translator works.

However, the translator's identity is not limited to skills,

since, to be a true professional, there are countless demands faced in their daily routine that are not foreseen and that result from working conditions, whether at a local level (publisher, agency, company) or national (economic policies, educational programs, etc.).

When a job request arises, the translator finds himself contained by demarcations such as the dichotomies rooted in the culture and language of origin and destination, in addition to his I want to express your opinion or words that seem correct to you to talk about a certain subject. This implies that the subject 'translator' if modify to the far away of decision process that every translation requires.

The translator often sees himself (and is seen) as the one who needs to "master" the text, the work, the subject and, obviously, most of all, the languages. He/she is expected to be faithful to the source text and faithful to the audience of the target language and culture; what do not deviate from the text to be translated but be creative; that shines in the text and fades before the reading public. The image that society has of the translator and that this professional has of himself is full of contradictions.

### **As states Silva in your search in initiation scientific about that theme**

Each society and its production, whether scientific, literary or other, has its own characteristics and when there is an encounter between different societies there is also a strangeness between them. The translation must, therefore, show these differences, bring in the new or the strange, always taking into account growth, the search for knowledge It is Never to forget what your work It is, mainly, O in interconnection in between two cultures, between different people and ideas that seek to communicate. (2006, p. 19)

### **About the representation and of image of the secretary**

Being a secretary today means choosing a profession. It's about liking what you do. It's investing at the growth It is at harmony guys It is professional. AND to have awareness of their important role as an agent of change and their role as an advisor and facilitator . (Guimarães, p. 115)

Talking about the identity of the secretary is not an easy task, as he has such a versatile profile that it is not possible to specifically mention the different aspects when discussing this matter. For some time now it has been possible to observe a new profile of the Executive Secretary in Brazil; this is someone: manager; entrepreneur; programmer solutions; dynamic; negotiator; participative; knowledgeable in technology, communication and research.

In the current corporate environment, this professional is required to have much greater vision and resourcefulness than before. Among the competencies and skills, the secretary is asked to.

### **Check organization in what it works**

- Manage effectively the time.
- Apply functions managerial such as: planning, organization, control and direction.
- Emphasize relationships with national / international customers; internal/external.
- Solve problems inherent to your work, knowing and applying elements of psychology, having skills in

personal relationships.

- Write documents business (cards, crafts, requirements, memos etc.).
- Exercise techniques secretaries (file, follow-up, schedule, meetings, trips, events etc.).
- Know at least two foreign languages, in order to translate/interpret documents and participate in video conferences, meetings with foreign clients, etc..
- Have the ability to manage projects and reference the feasibility study for its execution.
- Manage effectively the transmission and diffusion of information.

Furthermore, among all the skills required, it is essential that this professional is able to manage relationships with leaders and executives in the areas. This is an implicit condition of the function.

In your dissertation in Master's degree titled "The term interpretive community (Stanley Fish, 1980 apud Boldness, 1986) it says respect to the system English Study, student on the course: Bilingual Executive Secretary at the job market: a needs analysis" (2002), Professor Dr. Márcia Mathias Pinto provides especially relevant data on the needs required for the training of a professional at undergraduate level in the Bilingual Executive Secretariat course in Brazil.

The analysis and interviews carried out in this dissertation are essential for the development of the translator and secretary relationship, which this Scientific Initiation deals with, because through the answers given by these professionals and what the market demands of them, is that we can observe how precarious education is in Brazil and how professions are suffering as a result of an extremely difficult socio-economic reality. unfavorable.

### **A respect of profile in one executive bilingual secretary, it reads:**

In the Sunday classifieds of a reputable newspaper in the city of São Paulo, most of the job advertisements for bilingual secretaries, in which one of the required languages is English, "fluent English". An advertisement highlights that "(...) there is no point in sending a CV if you are not fluent in English". (Introduction, page 05)

It is of great value to note that, when it comes to demanding full and fluent knowledge of a foreign language, socio-economic aspects immediately come into play. It is there is one synchrony in information which makes that reading fundamental, or That is, it is easy to see why translators become secretaries. These have a specialization in the language that the secretary does not have in his training. Therefore, socio-economic aspects actually influence the final decision of these professionals.

Mathias collects testimonials from HR professionals and secretaries about the boss's behavior towards the secretary, what he expects, etc. Among them, I highlight:... at the heart of the matter, the qualifications, training, skills are very similar... she [SEB] needs to answer international phone calls, translate texts, documents, to do versions, to correct O English of boss, to produce reports, translate materials that come from abroad... spends hours and hours translating manuals and adapting them to be applied in different areas of the company... it is also responsible for communication via the internet, via fax, in short, all international correspondence is the responsibility of this person [SEB]. José AG (2002, p. 58)

... because in a small company, with a foreign boss, SEB has to be able to do all of this, translate, write, version, speak, understand well, because a small company cannot outsource tasks. Luisa, RH (idem, page 58)

The boss doesn't ask and wants to know if she knows or doesn't know, if she's there it's because she has to know, she has to manage. Hebe AG (idem, pg.59)

From the quotes above, it is possible to observe that multinationals require, in addition to in great knowledge from the language English, skills translations, interpretive and own writing regarding technical information about the company in which it operates. Recruitment agencies also assume that this is an acquired skill of SEB. No matter what your background, difficulties with the language or lack of technical knowledge of the subject, the main thing is to quickly and assertively resolve any problem or need that may arise.

The interviews carried out and profiles collected provide extremely important data for this work. The first point to be analyzed is the recruiters' testimony. Like this as in others professions, we know what required ever very in somebody from the administrative, financial, IT, Translation, etc., as happens, for example, in this advertisement found in the classified section of a newspaper in the city of São Paulo:

We are looking for a professional between 20 and 25 years old, with 5 years of experience, solid computer skills, full command of the English and Spanish languages, as well as experience abroad, proven experience and complete higher education – (idem, pg 13)

How would it be possible to find a considerable number of professionals with complete higher education, at least 5 years of experience, aged between 20 and 25?!? As in this case, in the reality of the SEB professional, similar situations occur. The company requires the professional to know, among other skills, translating, transcribing, to interpret, effect version, with perfection.

Daily, a bilingual executive secretary has a difficulty with a new situation or problem that is imposed on him. This demand comes from the executive who has not become accustomed to the reality of the facts: the idea that he does not need to resolve anything and not even know why.

It is precisely at this point that it is possible to identify the secretary's identity crisis. In most universities that train such professionals, there are not many subjects that clearly present and discuss translation theories, the basic precepts of a good version and the issues that many translators experience and the secretary faces, but if you think this is a difficulty personal, although in reality it is a problem for every professional in the field.

This profile of multinationals, and in turn of recruitment agencies, does not reveal the real socio-economic situation of our country. In a country where a state like São Paulo, in Brazil, it is a little difficult to imagine how many of these people have the dream of fluent English. The main conclusion from the master's thesis read in relation to the objectives of this research is that, in fact, the market remains outdated and has difficulties in adapting to the reality of our country

From the statements above, it can be seen that the secretary must always be willing to resolve any problem or need that may arise with dexterity, assertiveness and emotional

intelligence. As with all identity representations in today's world, the secretary's identity is not fixed or stable. It is multipurpose, that is, many facets are activated when the secretary is asked to demonstrate knowledge in different areas, deal with issues of different realities and people and relate to the corporation's leaders and employees.

Although the secretary's image is subject to modifications and adaptations depending on from the constant change us contexts politicians, economic, social It is technological, it is notable that all this multidisciplinary is little valued and recognized by companies. A secretary's university education, despite having variety and quality in subjects such as Accounting, Economics, Administration, among others, leaves something to be desired when it comes to translation.

### Part III - Analysis of the data from research

In this section, I present and analyze data on beliefs about identity of the translator and bilingual executive secretary who were collected. The idea was to collect data on the reality in which these professionals live, with regard to: 1) translations made by secretaries without due preparation; 2) translators who act as secretaries. The hypothesis is to determine whether this reality exists for financial reasons or from the convergence of profiles of activity in the market of these professionals.

Three types of questionnaires were delivered by email to secretaries, translators and leaders of large companies. The questionnaire intended for secretaries was composed of 4 questions, which are of a technical and academic nature. The questionnaire aimed at translators consisted of 3 questions that addressed the identity, desires and experience of this professional. The last questionnaire, aimed at leaders, consisted of 4 questions that asked these professionals' positioning in relation to the secretary and translator in the company.

#### A secretary and its representations, according to answers given to the quiz 01

The following quiz: 01 he was delivered per email to the secretaries in companies in small, medium, large and to students on the Bilingual (SEB) and Trilingual (SET) Executive Secretariat course at PUC-SP in November 2007. This questionnaire consisted of four questions that aimed to ascertain the number of translations and type of texts written by secretaries, in addition to knowing how they faced the reality of needing to translate without due technical and academic preparation.

When analyzing the questionnaires, it was possible to observe, among other representations, the need felt by the secretary to delve deeper into translation techniques as her routine daily includes the translation in some texts, requires deep technical knowledge. It was also observed the lack of preparation of the SEB course in providing students with technical translation classes, despite it being something so requested in their profile. In one of the questionnaires also he was investigated.

The leader often does not admit errors in translations, as he considers her to be a professional translator.

Therefore, among the questionnaires answered, three representations were identified and highlighted that presuppose the secretary & translator relationship: in question number 3, the answers about the need for training secretary to carry out a good translation, led to the following

## Conclusion

1. There is a lack of translation techniques whose acquisition requires years to be properly studied. There is also a lack of dexterity and agility in translating, which is acquired with practice. Personally, I consider myself authorized to endorse this observation, as I first graduated as a translator & interpreter and then started studying the SEB course at PUC.
2. More knowledge of the language and culture is needed – so that in translation it is not just the words that are translated, but the customs and different forms of interpretation that different groups give to facts, sensations and experiences.
3. O secretary no he has as an activity main to translation; she just performs the function of a translator at some point in his work, and this does not make him a professional translator, he is not an expert, he has no knowledge of translation techniques and often does not have in-depth knowledge of the language, or materials that enable a more accurate result of translated terms.

Based on the statements above, it is possible confirm that the secretary actually performs the role of translator, but this does not mean that for this reason she will be one translator specialized at area. Although, It is precisely due to these sporadic needs or most frequent issues that arise for the secretary, who needs to be more disciplined focused on the field of translation and its techniques.

## The translator and his images, according to answers given to questionnaire 02 (For Translators)

Questionnaire 02 (see attachment page 44) was sent to students and alumni of the Literature course at PUC-SP, who work as translators. This questionnaire consisted of three questions that aimed to discover the desires and experiences regarding the profession of translator.

Among eight completed questionnaires, three representations were identified and highlighted what presuppose The relationship secretary & a translator. About O reason for the which

## Many professionals in the language/translation field end up working as executive secretaries, the following statements were made

1. I'm not personally an executive secretary, but I believe in three very strong reasons: higher salary, job offer and the companies themselves, which look for English professionals for the importance of fluency and specialization in language that English professionals have.
2. Due to the high competition in the translation market and a high contingency of vacancies for bilingual secretaries, it is easier to work as a secretary.
3. Job offers for executive secretaries in the corporate world are much more common than those for translators. It is much easier to become a secretary and the remuneration is mostly high. Furthermore, two basic prerequisites for secretary vacancies are: have good communication skills and speak more than one language. Both are generally present in language/translation students, placing them in a prominent position in selection processes.

These testimonials indicate that the translator is aware of the current market situation when talking mainly about salaries and offers in large companies. Furthermore, there is full awareness that it is because the translator is fluent in the

English language that he is so sought after to work in the Secretariat.

## The secretary and his representations according to answers given to the questionnaire (3) (For leaders)

Questionnaire 03 (see attachment page 44) was sent to leaders of large technology companies. This questionnaire was created with the intention of find out what the leader's position was in relation to the services required from secretarial and translation professionals.

Among the four questionnaires answered, two drew attention to the need for texts translated efficiently and quickly. On the question of the translation be done by the secretary, if this has the same quality what that of the translation professional, two responses stand out:

1. Today we appeal to the secretary due to their availability in an immediate routine, to the low cost and knowledge of the business environment that helps in understanding and correctly translating terms used in the industry segment.
2. At the case of the secretary, work often has even better quality, although I recognize that the translator's technique is more refined and suitable for translations.

In the statements, mention is made of the advantage of having a secretary in in relation to a translator hired from an outsourced company: business knowledge. What makes it easier for the secretary, in addition to fluency in the language, is the familiarity she has with the area requesting the translation. She is already accustomed to the company's internal terms and has a much greater vision of the business than someone who is hired temporarily to translate a certain project or contract. For another On the other hand, when it comes to lexical richness, the translator has many more advantages than the secretary.

## Reading It is interpretation of answers given to questionnaires

In view of the answers given to the questionnaires sent, it is It is possible to observe that in the case of questionnaire 01, the need to improve and review the curriculum of the Executive Secretariat course, whether bilingual or trilingual, is indeed visible. Although in statement 03 of questionnaire 01 the secretary admits that she is not an expert, she forgets that the boss demands that the translation is always impeccable and free from any ambiguity.

Therefore, the need to become a specialist does exist and is clear in the secretary's daily routine. What he and the courses lack is the real awareness that translating is part of the function and position of the executive secretary and that it is necessary to re-update and renew the current curricula.

Regarding the answers to questionnaire 02, it is possible to verify that, due to the high number of secretarial vacancies and salary differences, in addition to benefits in medium and large companies, many translators end up migrating to this area. However, there is also another factor: cultural and grammatical knowledge of the language gives the translator a greater opportunity to get a job. The history of the mother tongue and foreign language, translation techniques, theories, cultural knowledge of the speaker are acquired in the course of Letters besides, of course, of knowledge in world that the professional carries with him.

On the other hand, when starting to collaborate with a corporation, the translator needs to adapt to administrative, financial or legal routines that are taught and properly guided

in the SEB or SET university course.

When analyzing the answers to questionnaire 03, it can be seen that leaders are aware that the translator's work is often more refined, but they end up turning to the secretary, as knowledge of the business environment becomes a greater advantage. Furthermore, translation is not always a routine activity, while business relationships are always present.

Thus, after reading and analyzing the data obtained, it is possible to conclude that the greatest lack of Secretary can only be added in regards to the missing subjects to each course and admitting that this reality exists and is part of our daily lives will we have better professionals on the market.

With these considerations in mind, we raised some questions: Would it be possible or viable for there to be a single course that meets both professional profiles? Or, would institutions finally admit that the secretary and the translator go hand in hand, in order to meet the need for knowledge of translation techniques and the business environment in the current job market?

This seems to us to be a suggestion to meet a recognized and urgent need in the area and which would be of great value to both the student and the university.

### Final Remarks

The question asked at the beginning of this research about what is happening with O professional at the Marketplace in work current, including the reason for the witch.

translation professionals become executive secretaries, executive secretaries become translators/interpreters and what these professionals think in relation to this issue and based on the reading and analysis of various texts, with emphasis on Mathias' master's thesis (2002) and from my personal experience.

The reason why I had the idea of starting this research was precisely because I myself live at this crossroads: I translate as a secretary and I recently entered the translation job market, even though I have a degree in Secretariat.

This research sought to show the reality of the current job market. The professional needs several skills, given the explicit competition between large corporations and better salaries in the case of a polished professional and detail-oriented. The urgency to meet the expectations of recruitment in companies has made everyone in the job market forget that the obligation to have such improved skills must come from the educational institution from which this professional graduated.

Today, graduate professionals try to seek language courses, specializations and others to make up for the deficiencies left by the university. This is an error. We must demand the review and update of the curricula of educational institutions University education. If there is, in fact, a need for the secretary to act as a translator and the translator to act as a secretary, why insist on maintaining separate images and identities that cannot be communicated with each other?

I conclude with the observation that my hypotheses are not wrong. And I leave in open, the following question: will under graduation courses offer contents that are more closely related to the realities of the job market?

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