

			<p><i>Impuestos Internos) es el ente estadounidense encargado de [...] – no adaptation, specific to the source culture</i></p> <p><i>[...] La Hacienda es el ente encargado de [...] – no acronym, general to the target culture</i></p>
Unknown (sometimes clients invent their own acronyms)	ESCs, MSCs, HSCs	<p>Context: in a teacher's personal agenda</p> <p>Elementary school classes, middle school classes, high school classes</p>	<p>Any acronym that is only known by a specific client should be spelled out throughout to avoid confusing the reader. However, if such acronym is important to the client, then spell it out the first time it appears.</p> <p><i>Lunes: clases de primaria (ESC, por sus siglas en inglés) a las 3 de la tarde y de secundaria (HSC, por sus siglas en inglés) a las 5 de la tarde.</i> <i>Martes: ESC a las 2 de la tarde y HSC a las 5 de la tarde.</i></p> <p>These type of "personal" acronyms would be useful on a table or chart, but not on prose.</p>

Tips for accuracy, clarity, consistency and reader comprehension

-If you do not know what an acronym stands for, ask the client for a full description of the name.

-Spell out the acronym the first time it appears in the document to be translated. Then you can use it in the rest of the document.

-Use the same acronym throughout the translation.

-Take into account the above chart to make the best decision at the time of translating an acronym based on the purpose of the translation and the target reader.