

How to Write for Auto Translate Features

Avoid	Instead
Acronyms & abbreviations	Spell out the acronym, followed by the acronym in parenthesis. Use the acronym alone moving forward.
Slang or Wordplay	Use direct and simple language
Words with multiple meanings	Be specific. See the back for examples.
Mascot References	<p>Mascot references are okay to use in English but will be translated literally by automatic translators. Instead, use the school name for the Spanish translation.</p> <p>English - Dear Jaguar Families Spanish - Estimadas familias de [SCHOOL NAME]:</p>
Contractions	Spell out the words to ensure accurate translation.
Date in number format	<p>Spell out the month.</p> <p>Why: In latinamerican countries, the numeral date format is date/month/year. Therefore, 09/10/24 could confuse native speakers and be understood to be October 9, 2024, instead of September 10, 2024.</p>

Always ask a native speaker to review the automatic translation.



Avoid	Use
Shots	Vaccines, Immunizations
Make-up test	Test retake
Room	Classroom, or specify
Spirit	School Spirit
Senior	Senior Class

Campus names with other meanings (Black, Gray, Price, New, Berry, etc.) could be translated literally. Proper names should remain the same. Manually correct, if needed.

Example: "Price Elementary" or "Primaria Price" are both correct, but "Primaria Precio" is not.

For campus translators

Address parents with "usted" or "ustedes" and ensure consistent formality throughout the translation.

Capitalization: Months, days of the week, and seasons are not capitalized in Spanish.

Elementary School – Escuela primaria

Middle School – Escuela intermedia

High School – Preparatoria

Online Resources

Linguee.com – English-Spanish online dictionary, supports phrases and provides a variety of examples.

Spanishchecker.com – To revise Spanish grammar. Use with discretion.

Graphics on social media and Smore DO NOT translate.