



ANGLICISATION- CHECKLIST

We offer this service to adapt an American, Canadian or Australian text for the British market. It may involve making lexical changes and restructuring sentences, as well as making amendments that take account of conventions of grammar, spelling, syntax and punctuation. Any tables, figures, numbers, names or abbreviations will also be verified.

We refer you to our terms and conditions of business; ask us if you need a copy.

The list below gives some examples of different terminology used in British English and American English.

British English

bank holiday
Fortnight
Ordinary/extraordinary general meeting (of the shareholders)
(memorandum and) articles of association
profit and loss account
Chairman
managing director
estate agent
bureau de change
Property
post code
Prison
stand (for office)
unit trust
Cheque
current account

American English

legal holiday
two weeks
regular/special shareholders' meeting
(articles of incorporation and) bylaws
income statement
President/Chairman
chief executive officer
realtor
currency exchange
real estate
zip code
Penitentiary
run (for office)
mutual fund
Check
checking account

It is often worthwhile establishing whether your audience or the recipients of your document would prefer British or American terminology, as although many US terms may be understood by a British person and vice versa, others may cause confusion and require time to be spent on further explanations/clarifications.



We advise that you consider the following points when communicating with us about your requirements:

- What is the subject matter of the text?
- Who is your intended audience?
- Is any reference material available e.g. a glossary of terms? Do you have a style sheet or guide?
- How many pages/words are there? (*Please indicate page size - A4, A5 etc.*)
- When is your deadline?
- When will the text be available?
- In which format will you supply the text?
- Do you require amendments to be inserted electronically or hand-written on a hard copy?
- Do you have any special instructions?