Tigrigna Style Guide

Contents

What's New?

Last Updated: April 2013

New Topics

The following topics were added:

- n/a

Updated Topics

The following topics were updated:

October, 2011

- Percentages
- Currency
- Time
- Date
- Days
- Months

January, 2012

- Keys – subsection [Key Names](#) added

April, 2013

- General changes in branding from "Windows Live" to "Windows Services"

Introduction

This Style Guide went through major revision in February 2011 in order to remove outdated and unnecessary content. It contains information pertaining to all Microsoft products and services.

About This Style Guide

The purpose of this Style Guide is to provide everybody involved in the localization of Tigrigna Microsoft products with Microsoft-specific linguistic guidelines and standard conventions that differ from or are more prescriptive than those found in language reference materials. These conventions have been adopted after considering context based on various needs, but above all, they are easy to follow and applicable for all types of software to be localized.

The Style Guide covers the areas of formatting, grammatical conventions, as well as stylistic criteria. It also presents the reader with a general idea of the reasoning behind the conventions. The present Style Guide is a revision of our previous Style Guide version with the intention of making it more standardized, more structured, and easier to use as a reference.

The guidelines and conventions presented in this Style Guide are intended to help you localize Microsoft products and materials. We welcome your feedback, questions and concerns regarding the Style Guide. You can send us your feedback via the Microsoft Language Portal feedback page.

Scope of This Document

This Style Guide is intended for the localization professional working on Microsoft products. It is not intended to be a comprehensive coverage of all localization practices, but to highlight areas where Microsoft has preference or deviates from standard practices for Tigrigna localization.

Style Guide Conventions

In this document, a plus sign (+) before a translation example means that this is the recommended correct translation. A minus sign (-) is used for incorrect translation examples.

In Microsoft localization context, the word *term* is used in a slightly untraditional sense, meaning the same as e.g. a segment in Trados. The distinguishing feature of a term here is that it is translated as one unit; it may be a traditional term (as used in terminology), a phrase, a sentence, or a paragraph.

References to interface elements really only refer to translatable texts associated with those interface elements.

Example translations in this document are only intended to illustrate the point in question. They are not a source of approved terminology. Microsoft Language Portal can be used as reference for approved terminology.

Sample Text

ቃል ሓዘን

ሓውና ተኽሰተ ተኽለ ብዝሓደሮ ናይ ሓጺር ግዜ ሕማም ብዕለት 13 ጥሪ 2011 (January 13, 2011) ኻብዚ ዓለም ብሞት ተፈልዩ፨ ተኽሰተ ብተጥሮኡ ኹሉ ግዜ ሕጉስ ፈታው ሰብ ፈታው ጽቡቕ ስልዝነበረ ዝበዝሑ ግዜኡ ኣብ ሰብ ምሕጋዝን ምትሕብባርን የሕልፎ ነበረ፨ ዝኾነ ሽግር ዘጋጠሞ ሰብ ድማ ሓገዝን ምኽርን ንምርካብ ናብ ተኽሰተ ዘይውከስ ሰብ ኣይነበረን፨ ንሱ ከኣ ወገን ይኹን ዓለት ከይፈለየ ከእለቱ ንዝፈቐዶ ኹሉ ከይተገበዘ ንኹሉ ህዝቢ ብዘይ ኣዳላው ዝሕግዝ ዝነበረ ብሀገቢ ድባርዎን ከባቢኣን ኣዝዩ ፍትው ዝተመስገነ ሰብ ዝነበረ እዩ፨ ከምቲ ሰብ ዝፈትዎ ፈጣሪ እውን ስለዝፈተዎ ናብ ኢዱ ጠርኒፉዎ ኣሎ፨ሞ መንግስት ሰማያት የዋርሶ እንዳበልና ጸሎትና ነብጽሓሉ፨

ተኽሰተ ብዕለት 29 ጥሪ 2011 ኣብ ድባርዋ ኣብ ጎድኒ ወላዲኡ ብዓብይ ክብሪ ናይ ቀብሪ ስነስዓት ተፈጺሙሎ፨

ምስጋና

ብምኽንያት ሞት በዓል ቤተይ (ቃል ኪዳነይ) ተኽሰተ ተኽለ ንዝተገብረለይ ምትሕብባር ፤ ሓገዝን ምጽንናዕን ፤ ካብ ግዜ ሕማሙ ኣትሒዘኩም ናብ ሆስፒታል ይኹን ናብ ገዛ ምስጋቲ ኹሉ ዕማማትኩምን ናብራኹምን ደኪምና ከይበልኩም ብዘይ ዕረፍቲ እንዳተመላለስኩም ብጉልበትኩም ይኹን ብገንዘብኩም ፤ ብፍላይ ከኣ ኣብ ትሕቲ እግዝኣብሄር ሄዉ ንምድሓን ፍሉያት ሽማግለ መዚዘኩም ንዝተጋየኩም ርህሩህን ሰናይን ተግባርኩም ካብ ልቢ የመስግነኩም፨

ካብ ርሑቕ መጺእኩም በኣካል ንዝተሳተፍኩም ፤ ብተለፎን እንዳደወልኩም ንዘጸናናዕኩምኒ ፤ ከሳን መወዳእታ ናይ ቀብሩ ስነ ስርዓት ብጽቡቕ ንኽጽጸም ዝተሓባበርኩምን ዘማዕረኩምን ፈተውትን ኣሕዋትን ኣሓትን ብሰመይን ብስም ቤተሰበይን ኮነ ሕሉም ኣይትርከቡ ፤ የቓንየለይ ክብረት ይሃበለይ ኢድኩም ኣብ ጽቡቕ ተፈደይዋ እንዳበልኩ ምስጋናይ ይብጸሕኩም፨

ወ/ሮ ልዋም ተስፋይ ምስ ጓለይ ሰናይት ተኽሰተን ምስ ኩሎም ቤተሰብ ብሓባር

ቁጽሪ ስልኪ. 291-23-23-23

ኣስመራ፣ ማይ ተመናይ ጎደና ካሱ፣ ገዛ ቁጽሪ 203

ፖ.ሳ. ቁጽሪ 2333

ዕለት 20 የካቲት 2011

ሰዓት፣ 2:00 ድሕሪ ቀትሪ

Source: FT

Recommended Reference Material

Use the Tigrigna language and terminology as described and used in the following publications.

Normative References

These normative sources must be adhered to. Any deviation from them automatically fails a string in most cases. When more than one solution is allowed in these sources, look for the recommended one in other parts of the Style Guide.

1. *ኢትዮጵያ ቋንቋታት ኣካዳሚ፣ 1989 ዓ.ም. መዝገበ ቃላት ትግርኛ ብትግርኛ፨ ንግድ ማተሚያ ድርጅት፨ ኣዲስ ኣበባ፨*
2. *ዶ/ር ካሳ ገ/ሂወት፣ ፕ/ር ኣማኑኤል ጋንኪን፣ 2000 ዓ.ም መዝገብ-ቃላት ትግርኛ፨ ኤማይ ፕሪንተርስ፨*

Informative References

These sources are meant to provide supplementary information, background, comparison, etc.

1. *ገብረእግዚኣብሄር ቢሃን ተኽለ፣ 1987 ዓ.ም. ናዕላ መዝገበ ቃላት ትግሮኛ - በትግርኛ፨ ንግድ ማተሚያ ድርጅት፨ ኣዲስ ኣበባ፨*
2. *ዳንኤል ተኽሉ ረዳ፣ 2000 ዓ.ም. ዘበናዊ ሰዋሰው ቋንቋ ትግርኛ፨ ካልኣይ ሕታም፨ ሜጋ ኣሳታሚና ማከፋፈያ ኃ/የተ/የግ/ማኅበር፨ ኣዲስ ኣበባ*

3. Ghebrehiwet, Mesfen. 1993. English-Tigrigna grammar.
4. Mason, John. (ed.). 1996. Tigrinya Grammar. Lawrenceville, NJ: Red Sea Press.
5. Tewolde, Tesfay. 2000. A Grammar of Tigrinya. Rome: Simmos Printing Press.
6. Tuquabo, Aressi. 1987. Concise English-Tigrinya dictionary. Asmara: Ethiopian Studies Centre.
7. Uqbamicael Habtemariam. 1993. English-Tigrigna dictionary.
8. http://www.abyssiniagateway.net/fidel/unicode/new/references.html#Dehne
9. http://www.abyssiniagateway.net/fidel/unicode/new/recommendation.html

Language Specific Conventions

This part of the style guide contains information about standards specific to Tigrigna.

Country/Region Standards

Characters

Country/region	Eritrea/ Ethiopia
Lower-case characters	n/a
Upper-case characters	n/a
Characters in caseless scripts	ሀ,ሁ,ሂ,ሃ,ሄ,ህ,ሆ,ለ,ሉ,ሊ,ላ,ሌ,ል,ሎ,ሏ,ሐ,ሑ,ሒ,ሓ,ሔ,ሕ,ሖ,ሗ,መ,ሙ,ሚ,ማ,ሜ,ም,ሞ,ሟ,ሠ,ሡ,ሢ,ሣ,ሤ,ሥ,ሦ,ሧ,ረ,ሩ,ሪ,ራ,ሬ,ር ,ሮ,ሯ,ሰ,ሱ,ሲ,ሳ,ሴ,ስ,ሶ,ሷ,ሸ,ሹ,ሺ,ሻ,ሼ,ሽ,ሾ,ሿ,ቀ,ቁ,ቂ,ቃ,ቄ,ቅ,ቆ,ቇ,ቈ,ቊ,ቋ,ቌ,ቍ,ቐ,ቑ,ቒ,ቓ,ቔ,ቕ,ቖ,ቘ,ቚ,ቛ,ቜ,ቝ,በ,ቡ,ቢ,ባ,ቤ,ብ,ቦ ,ቧ,ቨ,ቩ,ቪ,ቫ,ቬ,ቭ,ቮ,ቯ,ተ,ቱ,ቲ,ታ,ቴ,ት,ቶ,ቷ,ቸ,ቹ,ቺ,ቻ,ቼ,ች,ቾ,ቿ,ኀ,ኁ,ኂ,ኃ,ኄ,ኅ,ኆ,ኈ,ኊ,ኋ,ኌ,ኍ,ነ,ኑ,ኒ,ና,ኔ,ን,ኖ,ኗ,ኘ,ኙ ,ኚ,ኛ,ኜ,ኝ,ኞ,ኟ,አ,ኡ,ኢ,ኣ,ኤ,እ,ኦ,ኧ,ከ,ኩ,ኪ,ካ,ኬ,ክ,ኮ,ኰ,ኲ,ኳ,ኴ,ኵ,ኸ,ኹ,ኺ,ኻ,ኼ,ኽ,ኾ,ዀ,ዂ,ዃ,ዄ,ዅ,ወ,ዉ,ዊ,ዋ,ዌ,ው,ዎ,ዐ,ዑ, ዒ,ዓ,ዔ,ዕ,ዖ,ዘ,ዙ,ዚ,ዛ,ዜ,ዝ,ዞ,ዟ,ዠ,ዡ,ዢ,ዣ,ዤ,ዥ,ዦ,ዧ,የ,ዩ,ዪ,ያ,ዬ,ይ,ዮ,ደ,ዱ,ዲ,ዳ,ዴ,ድ,ዶ,ዷ,ዸ,ዺ,ዻ,ዼ,ዽ,ዾ,ዿ,ጀ,ጁ,ጂ,ጃ, ጄ,ጅ,ጆ,ጇ,ገ,ጉ,ጊ,ጋ,ግ,ጎ,ጐ,ጒ,ጓ,ጔ,ጕ,ጘ,ጙ,ጚ,ጛ,ጜ,ጝ,ጞ,ጟ,ጠ,ጡ,ጢ,ጣ,ጤ,ጥ,ጦ,ጧ,ጨ,ጩ,ጪ,ጫ,ጬ,ጭ,ጮ,ጯ,ጰ,ጱ,ጲ,ጳ,ጴ,ጵ,ጶ,ጷ, ጸ,ጹ,ጺ,ጻ,ጼ,ጽ,ጾ,ጿ,ፀ,ፁ,ፂ,ፃ,ፄ,ፅ,ፆ,ፈ,ፉ,ፊ,ፋ,ፌ,ፍ,ፎ,ፏ,ፐ,ፑ,ፒ,ፓ,ፔ,ፕ,ፖ,ፗ,ፘ,ሯ,ሟ፡,።,፣,፤,፥,፦,፧,።፨ ,ቈ,ቊ,ቋ,ቌ,ቍ,ኈ,ኊ,ኋ,ኌ,ኍ,ዀ,ዂ,ዃ,ዄ,ዅ,ጐ,ጒ,ጓ,ጔ,ጕ,ፘ,ፙ,ፚ
Extended Latin characters	n/a
Note on alphabetical order	Alphabetical order is not necessarily indicative of sorting order.
Total number of characters	344
Unicode codes	ሀ (U+1200), ሁ (U+1201), ሂ (U+1202), ሃ (U+1203), ሄ (U+1204), ህ (U+1205), ሆ (U+1206), ለ (U+1208), ሉ (U+1209), ሊ (U+120a), ላ (U+120b), ሌ (U+120c), ል (U+120d), ሎ (U+120e), ሏ (U+120f), ሐ (U+1210), ሑ (U+1211), ሒ (U+1212), ሓ (U+1213), ሔ (U+1214), ሕ (U+1215), ሖ (U+1216), ሗ (U+1217), መ (U+1218), ሙ (U+1219), ሚ (U+121a), ማ (U+121b), ሜ (U+121c), ም (U+121d), ሞ (U+121e), ሟ (U+121f), ሠ (U+1220), ሡ (U+1221), ሢ (U+1222), ሣ (U+1223), ሤ (U+1224), ሥ (U+1225), ሦ (U+1226), ሧ (U+1227), ረ (U+1228), ሩ (U+1229), ሪ (U+122a), ራ (U+122b), ሬ (U+122c), ር (U+122d), ሮ (U+122e), ሯ (U+122f), ሰ (U+1230), ሱ (U+1231), ሲ (U+1232), ሳ (U+1233), ሴ (U+1234), ስ (U+1235), ሶ (U+1236), ሷ(U+1237), ሸ (U+1238), ሹ (U+1239), ሺ (U+123a), ሻ (U+123b), ሼ (U+123c), ሽ (U+123d), ሾ (U+123e), ሿ (U+123f), ቀ (U+1240), ቁ (U+1241), ቂ (U+1242), ቃ (U+1243), ቄ (U+1244), ቅ (U+1245), ቆ (U+1246), ቈ (U+1248), ቊ (U+124a), ቋ (U+124b), ቌ (U+124c),

Country/region	Eritrea/ Ethiopia
	ቍ (U+124d), ቐ (U+1250), ቑ (U+1251), ቒ (U+1252), ቓ (U+1253), ቔ (U+1254), ቕ (U+1255), ቖ (U+1256), ቘ (U+1258), ቚ (U+125a), ቛ (U+125b), ቜ (U+125c), ቝ (U+125d), በ (U+1260), ቡ (U+1261), ቢ (U+1262), ባ (U+1263), ቤ (U+1264), ብ (U+1265), ቦ (U+1266), ቧ (U+1267), ቨ (U+1268), ቩ (U+1269), ቪ (U+126a), ቫ (U+126b), ቬ (U+126c), ቭ (U+126d), ቮ (U+126e), ቯ (U+126f), ተ (U+1270), ቱ (U+1271), ቲ (U+1272), ታ (U+1273), ቴ (U+1274), ት (U+1275), ቶ (U+1276), ቷ (U+1277), ቸ (U+1278), ቹ (U+1279), ቺ (U+127a), ቻ (U+127b), ቼ (U+127c), ች (U+127d), ቾ (U+127e), ቿ (U+127f), ኀ (U+1280), ኁ (U+1281), ኂ (U+1282), ኃ (U+1283), ኄ (U+1284), ኅ (U+1285), ኆ (U+1286), ኈ (U+1288), ኊ (U+128a), ኋ (U+128b), ኌ (U+128c), ኍ (U+128d), ነ (U+1290), ኑ (U+1291), ኒ (U+1292), ና (U+1293), ኔ (U+1294), ን (U+1295), ኖ (U+1296), ኗ (U+1297), ኘ (U+1298), ኙ (U+1299), ኚ (U+129a), ኛ (U+129b), ኜ (U+129c), ኝ (U+129d), ኞ (U+129e), ኟ (U+129f), አ (U+12a0), ኡ (U+12a1), ኢ (U+12a2), ኣ (U+12a3), ኤ (U+12a4), እ (U+12a5), ኦ (U+12a6), ኧ (U+12a7), ከ (U+12a8), ኩ (U+12a9), ኪ (U+12aa), ካ (U+12ab), ኬ (U+12ac), ክ (U+12ad), ኮ (U+12ae), ኰ (U+12b0), ኲ (U+12b2), ኳ (U+12b3), ኴ (U+12b4), ኵ (U+12b5), ኸ (U+12b8), ኹ (U+12b9), ኺ (U+12ba), ኻ (U+12bb), ኼ (U+12bc), ኽ (U+12bd), ኾ (U+12be), ዀ (U+12c0), ዂ (U+12c2), ዃ (U+12c3), ዄ (U+12c4), ዅ (U+12c5), ወ (U+12c8), ዉ (U+12c9), ዊ (U+12ca), ዋ (U+12cb), ዌ (U+12cc), ው (U+12cd), ዎ (U+12ce), ዐ (U+12d0), ዑ (U+12d1), ዒ (U+12d2), ዓ (U+12d3), ዔ (U+12d4), ዕ (U+12d5), ዖ (U+12d6), ዘ (U+12d8), ዙ (U+12d9), ዚ (U+12da), ዛ (U+12db), ዜ (U+12dc), ዝ (U+12dd), ዞ (U+12de), ዟ (U+12df), ዠ (U+12e0), ዡ (U+12e1), ዢ (U+12e2), ዣ (U+12e3), ዤ (U+12e4), ዥ (U+12e5), ዦ (U+12e6), ዧ (U+12e7), የ (U+12e8), ዩ (U+12e9), ዪ (U+12ea), ያ (U+12eb), ዬ (U+12ec), ይ (U+12ed), ዮ (U+12ee), ደ (U+12f0), ዱ (U+12f1), ዲ (U+12f2), ዳ (U+12f3), ዴ (U+12f4), ድ (U+12f5), ዶ (U+12f6), ዷ (U+12f7), ዸ (U+12f8), ዺ (U+12fa), ዻ (U+12fb), ዼ (U+12fc), ዽ (U+12fd), ዾ (U+12fe), ዿ (U+12ff), ጀ (U+1300), ጁ (U+1301), ጂ (U+1302), ጃ (U+1303), ጄ (U+1304), ጅ (U+1305), ጆ (U+1306), ጇ (U+1307), ገ (U+1308), ጉ (U+1309), ጊ (U+130a), ጋ (U+130b), ጌ (U+130c), ግ (U+130d), ጎ (U+130e), ጐ (U+1310), ጒ (U+1312), ጓ (U+1313), ጔ (U+1314), ጕ (U+1315), ጘ (U+1318), ጙ (U+1319), ጚ (U+131a), ጛ (U+131b), ጜ (U+131c), ጝ (U+131d), ጞ (U+131e), ጠ (U+1320), ጡ (U+1321), ጢ (U+1322), ጣ (U+1323), ጤ (U+1324), ጥ (U+1325), ጦ (U+1326), ጧ (U+1327), ጨ (U+1328), ጩ (U+1329), ጪ (U+132a), ጫ (U+132b), ጬ (U+132c), ጭ (U+132d), ጮ (U+132e), ጯ (U+132f), ጰ (U+1330), ጱ (U+1331), ጲ (U+1332), ጳ (U+1333), ጴ (U+1334), ጵ (U+1335), ጶ (U+1336), ጷ (U+1337), ጸ (U+1338), ጹ (U+1339), ጺ (U+133a), ጻ (U+133b), ጼ (U+133c), ጽ (U+133d), ጾ (U+133e), ጿ (U+133f), ፀ (U+1340), ፁ (U+1341), ፂ (U+1342), ፃ (U+1343), ፄ (U+1344), ፅ (U+1345), ፆ (U+1346), ፈ (U+1348), ፉ (U+1349), ፊ (U+134a), ፋ (U+134b), ፌ (U+134c), ፍ (U+134d), ፎ (U+134e), ፏ (U+134f), ፐ (U+1350), ፑ (U+1351), ፒ (U+1352), ፓ (U+1353), ፔ (U+1354), ፕ (U+1355), ፖ (U+1356), ፗ(U+1357), ፘ (U+1358), ፙ (U+1359), ፚ (U+135a), ። (U+1361), ። (U+1362), ፣ (U+1363), ፤ (U+1364), ፥ (U+1365), ፦ (U+1366), ፧ (U+1367), ፨ (U+1368), ፩ (U+1369), ፪ (U+136a), ፫(U+136b), ፬(U+136c), ፭(U+136d), ፮(U+136e), ፯(U+136f), ፰(U+1370), ፱(U+1371), ፲ (U+1372), ፳ (U+1373), ፴(U+1374), ፵(U+1375), ፶(U+1376), ፷(U+1377), ፸(U+1378), ፹(U+1379), ፺ (U+137a), ፻ (U+137b), ፼ (U+137c)
Notes	The Ethiopic character set does not have uppercase and lower case letters. The

Country/region	Eritrea/ Ethiopia
	character set has been incorporated in the international Unicode standard. The set given above is based on that standard.
	This is the character set for Tigrinya, it does not include the full Ethiopic set. See http://unicode.org http://Tigrinya.org

Date

Country/region	Eritrea/Ethiopia
Calendar/Era	Gregorian Calendar for Eritrea Tigrinya speakers and Ethiopian/A.D. for Ethiopian Tigrinya speakers
First Day of the Week	ሰምበት (Sunday)
First Week of the Year	Week containing 1/1 is the first week of the year. Note that this can be a single day, if 1/1 falls on the last day of the week
Separator	/
Default Short Date Format	d/M/yyyy yyyy-MM-dd
Example	18/8/2011 2011-08-18
Default Long Date Format	dddd '፣' MMMM d 'መዓልቲ' yyyy
Example	Thursday ፣ August 18 መዓልቲ 2011
Additional Short Date Format 1	n/a
Example	n/a
Additional Short Date Format 2	n/a
Example	n/a
Additional Long Date Format 1	n/a
Example	n/a
Additional Long Date Format 2	n/a
Example	n/a
Leading Zero in Day Field	Yes

Country/region	Eritrea/Ethiopia
for Short Date Format	
Leading Zero in Month Field for Short Date Format	Yes
No. of digits for year for Short Day Format	4
Leading Zero in Day Field for Long Date Format	no
Leading Zero in Month Field for Long Date Format	n/a
Number of digits for year for Long Day Format	4
Date Format for Correspondence	dd/mm/yyyy
Example	17/03/2011
Notes	- EEEE denotes the day of the week - G denotes the year context (e.g. Gregorian: ኢ.ኢ.ኢ / Geez : ዓ/ዓም) * YYYY denotes the use of Ethiopic numerals, e.g. ፲፱፻፺፪ - Date-Time pattern: {1} {0} {0} = time, {1} = date The general practice today is to use Arabic numerals (the common numerals in the Latin character set) in expressing numerical values such as dates. It should be noted, however, that the Ethiopic character set has its own distinct numerals. It is not uncommon to see these numerals used in dates. An important difference between Arabic numerals and Ethiopic numerals is the Ethiopic numerals do not have a '0' (zero), and therefore are not exactly a decimal system.
Abbreviations in Format Codes	**d** is for day, number of d's indicates the format (d = digits without leading zero, dd = digits with leading zero, ddd = the abbreviated day name, dddd = full day name) **M** is for month, number of M's gives number of digits. (M = digits without leading zero, MM = digits with leading zero, MMM = the abbreviated name, MMMM = full name) **y** is for year, number of y's gives number of digits (yy = two digits, yyyy = four digits)

Time

Country/region	Eritrea/Ethiopia
24 hour format	No
Standard time format	h:mm:ss tt
Standard time format example	2:30:16 AM
Time separator	:
Time separator examples	03:24:12
Hours leading zero	Yes
Hours leading zero example	03:24:12
String for AM designator	*ንጉሆ*
String for PM designator	*ድሕሪ ቐትሪ*
Notes	- Eritreans use the same time telling method as the Europeans. Therefore much of this section is not applicable in Eritrea. - Ethiopians count the hours of the day starting not from midnight but from daybreak in the morning. That is the first hour of the day starts at six a.m. and one in the morning is at seven a.m. The day is divided into 12 hours of daytime and 12 hours of nighttime. A 24 hour format is only used in the military and is based in the internationally accepted manner. - For the reason in the note above a.m. and p.m. do not make much sense in the Ethiopian context. People speak of daytime hours and nighttime hours. The day division names: Period Begin Time Period Name 04:00 (+) *ወጋሕታ* 06:00 (+) *ንጎሓ* 12:00 (+) *ፍርቂ መዓልቲ* 13:00 (+) *ድሕሪ ቀትሪ* 16:00 (+) *ኣጋምሸት* 18:00 (+) *ምሸት* 24:00 (+) *ፍርቂ ለይቲ*

Days

Country/region: Eritrea/Ethiopia

Day	Normal Form	Abbreviation
Sunday	ሰንበት	ሰንበት
Monday	ሰኑይ	ሰኑይ
Tuesday	ሰሉስ	ሰሉስ
Wednesday	ሮቡዕ	ሮቡዕ
Thursday	ሓሙስ	ሓሙስ
Friday	ዓርቢ	ዓርቢ
Saturday	ቀዳም	ቀዳም

First Day of Week: ሰንበት

Is first letter capitalized?: no

Notes: n/a

Months

Country/region: Eritrea/Ethiopia

Month	Full Form	Abbreviated Form
January	ጥሪ	ጥሪ
February	የካቲት	የካቲት
March	መጋቢት	መጋቢት
April	ሚያዝያ	ሚያዝያ
May	ግንቦት	ግንቦት
June	ሰነ	ሰነ
July	ሓምለ	ሓምለ
August	ነሓሰ	ነሓሰ
September	መስከረም	መስከረም
October	ጥቅምቲ	ጥቅምቲ
November	ሕዳር	ሕዳር
December	ታሕሳስ	ታሕሳስ

Is first letter capitalized?: No

Notes: This is not applicable for Eritrean Tigrinya speakers but there is a thirteenth month in the Ethiopian calendar. The month falls between August and September. It is five or six days long depending on whether the year is a leap year or not. The need for the thirteenth month arises from the fact that all other months are 30 days long each. The thirteenth month is called ጳጉሜን (long form) or ጳጉሜ (short form).

Numbers

Tigrinya sometimes and rarely uses Geez numerals for official writing purposes. However, the Arabic numerals are quiet commonly used today as Tigrinya numbers.

Phone Numbers

Country/ region	International Dialing Code	Area Codes Used?	Number of Digits – Area Codes	Separator	Number of Digits – Domestic	Digit Groupings – Domestic
Ethiopia	251	Yes	3	Space (no standard, sometimes hyphens are used)	10	(0) ### ## ## ##
Country/ region	**Number of Digits – Local**	**Digit Groupings – Local**	**Number of Digits – Mobile**	**Digit Groupings – Mobile**	**Number of Digits – International**	**Digit Groupings – International**
Ethiopia	10	(0) # ## ## ## ##	12	(###) ### ## ## ##	12	+251 ### ## ## ##

Notes: Eritea's international dialing code is 291 and it has eight digits in international calls.

Country/ region	International Dialing Code	Area Codes Used?	Number of Digits – Area Codes	Separator	Number of Digits – Domestic	Digit Groupings – Domestic
Eritrea	291	Yes	3	Space (no standard, sometimes hyphens are used)	8	(0) 1 ## ## ##

Country/ region	Number of Digits – Local	Digit Groupings – Local	Number of Digits – Mobile	Digit Groupings – Mobile	Number of Digits – International	Digit Groupings – International
Eritrea	8	(0) 1 ## ## ##	8	(0) 1 ## ## ##	10	(291) 1 ## ## ##

Addresses

Country/region: Eritrea/ Ethiopia

Disclaimer: Please note that the information in this entry should under no circumstances be used in examples as fictitious information.

Address Format:

1. [ኣይተ/ ወ/ሮ / ወ/ሪት] FirtstName Father's Name

2. [CompanyName]

3. Address1

4. [Address2]

5. [CountryCode-] PostalCode City

6. [Country]

Example Address:

ኣይተ ይስሃቅ ገብረማርያም

ትካል ቤት ማህተም ኣዱሊስ

ማይ ተመናይ ዞባ 2 ገዛ ቁጽሪ 025

ቁጽሪ ሳጹን 1243-1222

ኣስመራ

ኤርትራ

Local Postal Code Format: n/a

Example Address: n/a

Notes: There are no standardized postal codes and address schemes. The most common way of exchanging mail is through Post Office Boxes as shown in the example above. Mail is not delivered to street addresses.

Currency

Country/region	Eritrea
Currency Name	ናቕፋ
Currency Symbol	ETB
Currency Symbol Position	Before and after the figure

Positive Currency Format	Number, no separation, monetary symbol
Negative Sign Symbol	- (minus sign)
Negative Currency Format	Negative sign, monetary symbol, number
Decimal Symbol	. (period)
Number of Digits after Decimal	2
Digit Grouping Symbol	, (comma)
Number of Digits in Digit Grouping	three
Positive Currency Example	123,456,789.12ETB
Negative Currency Example	-ETB123,456,789.12
ISO Currency Code	ERN
Currency Subunit Name	ሳንቲም
Currency Subunit Symbol	ሳንቲም
Currency Subunit Example	0.50 ሳንቲም

Country/region	Ethiopia
Currency Name	ብር (Ethiopian Birr)
Currency Symbol	ETB
Currency Symbol Position	Before and after the figure
Positive Currency Format	Number, no separation, monetary symbol
Negative Sign Symbol	- (minus sign)
Negative Currency Format	Negative sign, monetary symbol, number
Decimal Symbol	. (period)
Number of Digits after Decimal	2
Digit Grouping Symbol	, (comma)
Number of Digits in Digit Grouping	three
Positive Currency Example	123,456,789.12ETB
Negative Currency Example	-ETB123,456,789.12
ISO Currency Code	ERN
Currency Subunit Name	ሳንቲም

Currency Subunit Symbol	ሳንቲም
Currency Subunit Example	0.50 ሳንቲም

Digit Groups

Country/region: Eritrea/Ethiopia

Decimal Separator: . (Period)

Decimal Separator Description: period

Decimal Separator Example: 1234.344

Thousand Separator: , (comma)

Thousand Separator Description: , (comma)

Thousand Separator Example: 1, 231

Notes: n/a

Measurement Units

Metric System Commonly Used?: Yes

Temperature: Celsius

Category	English	Translation	Abbreviation
Linear Measure	Kilometer	ኪሎሜትር	ኪ.ሜ.
	Meter	ሜትር	ሜ
	Decimeter	ዴሲሜትር	ዴ.ሜ
	Centimeter	ሳንቲ ሜትር	ሳ.ሜ
	Millimeter	ሚሊ.ሜትር	ሚ.ሜ
Capacity	Hectoliter	ሄክቶሊ.ትር	n/a
	Liter	ሊ.ትር	n/a
	Deciliter	ዴሲሊ.ትር	n/a
	Centiliter	ሴንቲሊ.ትር	n/a
	Milliliter	ሚሊሊ.ትር	n/a
Mass	Ton	ቶን	ቶን
	Kilogram	ኪሎ ግራም	ኪ.ግ.
	Pound	ፓውንድ	n/a

Category	English	Translation	Abbreviation
	Gram	ግራም	ግ.
	Decigram	ዴሲ ግራም	ዴ.ግ.
	Centigram	ሴንቲ ግራም	ሴ.ግ
	Milligram	ሚሊ ግራም	ሚ.ግ.
English Units of Measurement	Inch	ኢንች	n/a
	Feet	ጫማ	n/a
	Mile	ማይል	n/a
	Gallon	ጋሎን	n/a

Notes: There are no standard abbreviations for measures and weights. The ones included here are suggested abbreviations.

Percentages

Format: number, percent; for example, 66.0%.

Sorting

Sorting rules	1 The Ethiopic alphabet has undergone some variations over the past few decades. In general there have been some added characters intended to accommodate sounds that do not exist in the original languages that used the alphabet but exist in other Ethiopian and foreign languages. The current Unicode character set is one such expanded version of the alphabet that has characters that are not used in Tigrinya. Thus the sort order for the Unicode standard set will vary from the one used in existing Tigrinya dictionaries. 2. The Ethiopic character set is a syllabic character set with one root character (letter) and six phonetic variants (as detailed in the 'Spelling Variations' section above). The initial (root) letter is often used as a basis for sorting. The variants in the sequence as subsumed under the root. 3. If the sequence adopted in the Unicode character set is used as a basis for sorting, the non-alphabetic characters and numerals come after the alphabetic characters. 4. There are no uppercase and lowercase characters in the Ethiopic character set. Therefore, case is not a relevant issue in sorting. 5. Often non-Ethiopic characters such as the Arabic numerals and hyphens are used when writing in Tigrinya. These are likely to affect sort orders in lists that contain such characters. 5. There is no accepted standard sorting order.

Character sorting order	ሀ (U+1200), ሁ (U+1201), ሂ (U+1202), ሃ (U+1203), ሄ (U+1204), ህ (U+1205), ሆ (U+1206), ለ (U+1208), ሉ (U+1209), ሊ (U+120a), ላ (U+120b), ሌ (U+120c), ል (U+120d), ሎ (U+120e), ሏ (U+120f), ሐ (U+1210), ሑ (U+1211), ሒ (U+1212), ሓ (U+1213), ሔ (U+1214), ሕ (U+1215), ሖ (U+1216), ሗ (U+1217), መ (U+1218), ሙ (U+1219), ሚ (U+121a), ማ (U+121b), ሜ (U+121c), ም (U+121d), ሞ (U+121e), ሟ (U+121f), ሠ (U+1220), ሡ (U+1221), ሢ (U+1222), ሣ (U+1223), ሤ (U+1224), ሥ (U+1225), ሦ (U+1226), ሧ (U+1227), ረ (U+1228), ሩ (U+1229), ሪ (U+122a), ራ (U+122b), ሬ (U+122c), ር (U+122d), ሮ (U+122e), ሯ (U+122f), ሰ (U+1230), ሱ (U+1231), ሲ (U+1232), ሳ (U+1233), ሴ (U+1234), ስ (U+1235), ሶ (U+1236), ሷ (U+1237), ሸ (U+1238), ሹ (U+1239), ሺ (U+123a), ሻ (U+123b), ሼ (U+123c), ሽ (U+123d), ሾ (U+123e), ሿ (U+123f), ቀ (U+1240), ቁ (U+1241), ቂ (U+1242), ቃ (U+1243), ቄ (U+1244), ቅ (U+1245), ቆ (U+1246), ቈ (U+1248), ቊ (U+124a), ቋ (U+124b), ቌ (U+124c), ቍ (U+124d), ቐ (U+1250), ቑ (U+1251), ቒ (U+1252), ቓ (U+1253), ቔ (U+1254), ቕ (U+1255), ቖ (U+1256), ቘ (U+1258), ቚ (U+125a), ቛ (U+125b), ቜ (U+125c), ቝ (U+125d), በ (U+1260), ቡ (U+1261), ቢ (U+1262), ባ (U+1263), ቤ (U+1264), ብ (U+1265), ቦ (U+1266), ቧ (U+1267), ቨ (U+1268), ቩ (U+1269), ቪ (U+126a), ቫ (U+126b), ቬ (U+126c), ቭ (U+126d), ቮ (U+126e), ቯ (U+126f), ተ (U+1270), ቱ (U+1271), ቲ (U+1272), ታ (U+1273), ቴ (U+1274), ት (U+1275), ቶ (U+1276), ቷ (U+1277), ቸ (U+1278), ቹ (U+1279), ቺ (U+127a), ቻ (U+127b), ቼ (U+127c), ች (U+127d), ቾ (U+127e), ቿ (U+127f), ኀ (U+1280), ኁ (U+1281), ኂ (U+1282), ኃ (U+1283), ኄ (U+1284), ኅ (U+1285), ኆ (U+1286), ኈ (U+1288), ኊ (U+128a), ኋ (U+128b), ኌ (U+128c), ኍ (U+128d), ነ (U+1290), ኑ (U+1291), ኒ (U+1292), ና (U+1293), ኔ (U+1294), ን (U+1295), ኖ (U+1296), ኗ (U+1297), ኘ (U+1298), ኙ (U+1299), ኚ (U+129a), ኛ (U+129b), ኜ (U+129c), ኝ (U+129d), ኞ (U+129e), ኟ (U+129f), አ (U+12a0), ኡ (U+12a1), ኢ (U+12a2), ኣ (U+12a3), ኤ (U+12a4), እ (U+12a5), ኦ (U+12a6), ኧ (U+12a7), ከ (U+12a8), ኩ (U+12a9), ኪ (U+12aa), ካ (U+12ab), ኬ (U+12ac), ክ (U+12ad), ኮ (U+12ae), ኰ (U+12b0), ኲ (U+12b2), ኳ (U+12b3), ኴ (U+12b4), ኵ (U+12b5), ኸ (U+12b8), ኹ (U+12b9), ኺ (U+12ba), ኻ (U+12bb), ኼ (U+12bc), ኽ (U+12bd), ኾ (U+12be), ዀ (U+12c0), ዂ (U+12c2), ዃ (U+12c3), ዄ (U+12c4), ዅ (U+12c5), ወ (U+12c8), ዉ (U+12c9), ዊ (U+12ca), ዋ (U+12cb), ዌ (U+12cc), ው (U+12cd), ዎ (U+12ce), ዐ (U+12d0), ዑ (U+12d1), ዒ (U+12d2), ዓ (U+12d3), ዔ (U+12d4), ዕ (U+12d5), ዖ (U+12d6), ዘ (U+12d8), ዙ (U+12d9), ዚ (U+12da), ዛ (U+12db), ዜ (U+12dc), ዝ (U+12dd), ዞ (U+12de), ዟ (U+12df), ዠ (U+12e0), ዡ (U+12e1), ዢ (U+12e2), ዣ (U+12e3), ዤ (U+12e4), ዥ (U+12e5), ዦ (U+12e6), ዧ (U+12e7), የ (U+12e8), ዩ (U+12e9), ዪ (U+12ea), ያ (U+12eb), ዬ (U+12ec), ይ (U+12ed), ዮ (U+12ee), ደ (U+12f0), ዱ (U+12f1), ዲ (U+12f2), ዳ (U+12f3), ዴ (U+12f4), ድ (U+12f5), ዶ (U+12f6), ዷ (U+12f7), ዸ (U+12f8), ዺ (U+12fa), ዻ (U+12fb), ዼ (U+12fc), ዽ (U+12fd), ዾ (U+12fe), ዿ (U+12ff), ጀ (U+1300), ጁ (U+1301), ጂ (U+1302), ጃ (U+1303), ጄ (U+1304), ጅ (U+1305), ጆ (U+1306), ጇ (U+1307), ገ (U+1308), ጉ (U+1309), ጊ (U+130a), ጋ (U+130b), ጌ (U+130c), ግ (U+130d), ጎ (U+130e), ጐ (U+1310), ጒ (U+1312), ጓ (U+1313), ጔ (U+1314), ጕ (U+1315), ጘ (U+1318), ጙ (U+1319), ጚ (U+131a), ጛ (U+131b), ጜ (U+131c), ጝ (U+131d), ጞ (U+131e), ጠ (U+1320), ጡ (U+1321), ጢ (U+1322), ጣ (U+1323), ጤ (U+1324), ጥ (U+1325), ጦ (U+1326), ጧ (U+1327), ጨ (U+1328), ጩ (U+1329), ጪ (U+132a), ጫ (U+132b), ጬ (U+132c), ጭ (U+132d), ጮ (U+132e), ጯ (U+132f), ጰ (U+1330), ጱ (U+1331), ጲ (U+1332), ጳ (U+1333), ጴ (U+1334), ጵ (U+1335), ጶ (U+1336), ጷ (U+1337), ጸ (U+1338), ጹ (U+1339), ጺ (U+133a), ጻ (U+133b), ጼ (U+133c), ጽ (U+133d), ጾ (U+133e), ጿ (U+133f), ፀ (U+1340), ፁ (U+1341), ፂ (U+1342), ፃ (U+1343), ፄ (U+1344), ፅ (U+1345), ፆ (U+1346), ፈ (U+1348), ፉ (U+1349), ፊ (U+134a), ፋ (U+134b), ፌ (U+134c), ፍ

	(U+134d), ፎ (U+134e), ፏ (U+134f), ፐ (U+1350), ፑ (U+1351), ፒ (U+1352), ፓ (U+1353), ፔ (U+1354), ፕ (U+1355), ፖ (U+1356), ፗ (U+1357), ፘ (U+1358), ፙ (U+1359), ፚ (U+135a), ፡ (U+1361), ። (U+1362), ፣ (U+1363), ፤ (U+1364), ፥ (U+1365), ፦ (U+1366), ፧ (U+1367), ፨ (U+1368), ፩ (U+1369), ፪ (U+136a), ፫ (U+136b), ፬ (U+136c), ፭ (U+136d), ፮ (U+136e), ፯ (U+136f), ፰ (U+1370), ፱ (U+1371), ፲ (U+1372), ፳ (U+1373), ፴ (U+1374), ፵ (U+1375), ፶ (U+1376), ፷ (U+1377), ፸ (U+1378), ፹ (U+1379), ፺ (U+137a), ፻ (U+137b), ፼ (U+137c)
Examples of sorted words	ሉቤክ ሉክ ላማ ላቪ ላክ ላውግ ላይ ላየር ሌይ l ሎዌን ሎዛ ሚር ማስታ ማነር ማይንዲግ ሞቸተን ሰብትል ሲምቦል ሳመተሊች ሳቭዋር ሴይትላ ሸርቡራ ሸርክኸርት ሻራን ሽሉብ ቪጋ ቦክስ አሮን አንድሬ ኢርዲሽ አንድሬ

	ቶሚን
	ቹቼት
	ቻክ
	ቼክ
	ኮተ
	ኮቴ
	ኮቴ
	ኮውቴ
	ዋፍል
	ዎድ
	ዙ
	ዙሪክ
	ዛል
	ዜና
	ዝቪዶሪያ
	ዝዘለዝ
	ዝዘለጅ
	ዝዘነዝ
	ዝዘነጅ
	ዝይስክ
	ገፎኔቫ
	የን
	የአን
	የካ
	ፒሎን
	ፒንት
	ፒና
	@
	፤

Geopolitical Concerns

Part of the cultural adaptation of the US-product to a specific market is the resolving of geopolitical issues. While the US-product should have been designed and developed with neutrality and a global audience in mind, the localized product should respond to the particular situation that applies within the target country/region.

Sensitive issues or issues that might potentially be offensive to the users in the target country/region may occur in any of the following:

- Maps
- Flags

- Country/region, city and language names
- Art and graphics
- Cultural content, such as encyclopedia content and other text where historical or political references may occur

Some of these issues are relatively easy to verify and resolve: the objective should be for the localizer to always have the most current information available. Maps and other graphic representations of countries/regions and regions should be checked for accuracy and existing political restrictions. Country/region, city and language names change on a regular basis and need to be checked, even if previously approved.

A thorough understanding of the culture of the target market is required for checking the appropriateness of cultural content, clip art and other visual representations of religious symbols, body and hand gestures.

Guideline

As country/region and city names can change, please use the most up-to-date Tigrigna list for every release of your product.

Grammar, Syntax & Orthographic Conventions

Adjectives

In Tigrigna, adjectives should be handled in the following manner.

Adjectives behave in most ways like nouns. Most Tigrinya adjectives, like those in Tigre and Ge'ez, have feminine and plural (both genders) forms. For example, (+) ጽቡቕ *s'əbbux'* 'good (m.sg.)', (+) ጽብቕቲ *s'əbbəx'ti* 'good (f.sg.)', (+) ጽቡቓት *s'əbbux'at* 'good (pl.)' Within personal pronouns and subject agreement inflections on verbs, gender is distinguished in second person as well as third.

For example, (+) ተዛረብ *täzaräb* 'speak! (m.sg.)', (+) ተዛረቢ *täzaräbi* 'speak (f.sg.)'.

Possessive adjectives

The frequent use of possessives is a feature of English language. However in Tigrigna, possessive adjectives are handled by taking the form of noun suffixes: (+) ገዛ *gäza* 'house', (+) ገዛይ *gäza-y* 'my house', (+) ገዛኺ *gäza-xi* 'your (f.sg.) house'.

Articles

General considerations

There is a definite article, related (as in English) to the demonstrative adjective meaning this or 'that': (+) እታ ጓል *'əta gʷal* 'the girl'.

Unlocalized Feature Names

Microsoft product names and non-translated feature names are used without definite or indefinite articles in the English language. We treat them in this way:

English example	Tigrinya example
Enable .NET Framework setup	(+) NET Framework ዕንባረ አበራብር
Start Visual Studio	(+) Visual Studio ጀምር
powered by Windows Services	(+) ብ Windows Services ከምዝህይል ዝተገብረ

Localized Feature Names

Translated feature names are handled in this way: ("ናይ" sign is used whenever there is a noun following the Microsoft brand name and no space should be used after the sign)

Example:

(+) ናይ Windows Services ፊልም መስርሒ.

English example	Tigrinya example
Hide the Task Manager when it is minimized.	(+) ከምዝንዕስ ከግበር እንተሎ ነቲ ናይ ግብሪ አማሓዳሪ ሕባዕ፦

Articles for English Borrowed Terms
This section does not apply to Tigrinya.

Capitalization

This section does not apply to Tigrigna.

Compounds

Generally, compounds should be understandable and clear to the user. Overly long or complex compounds should be avoided. Keep in mind that unintuitive compounds are ultimately an intelligibility and usability issue.

English examples	Tigrinya example
Internet Accounts	(+) ናይ በይነመረብ መለለዪታት
Logon script processing	(+) ናይ መዕተዊ ስክሪፕት ዉደት
Workgroup Administrator	(+) ናይ ዕዮ ጉጅለ አማሓዳሪ
Internet News Server Name	(+) ናይ በይነመረብ ዜና አገልጋሊ ሽም

Gender

A Tigrinya noun is treated as either masculine or feminine form. However, most inanimate nouns do not have a fixed gender.

Example:

(+) ሰብኣይ , ሰበይቲ

(+) ወዲ ተባዕታይ , ጓል ኣንስተይቲ

(+) መንበር

(+) ገዛ

Gender Neutrality

Please follow the recommendations below while translating Microsoft texts and terms:

1) Use masculine gender for "user-to-computer" type

   (+) ሰርዝ

   (+) ምስ ... ተራኸብ

2) Use plural/polite form for "computer-to-user" type

   (+) ይደልዩ ዶ

3) Use plural/polite gender for all strings with unclear context

   (+) ብዙሓት ናይ ፕሮግራም ባሕሪያት ንብዙሓት ተጠቀምቲ ብቐሊሉ ክረክብዎም ዝክእሉዎም ኣይኮኑን።

Genitive

This section does not apply to Tigrigna.

Modifiers

This section does not apply to Tigrigna.

Nouns

General considerations

In Tigrinya nouns can be primary or derived words.

Example:

- (+) ከብዲ *käbdi* 'stomach', ልቢ *ləbbi* 'heart'
- *-äy* 'my', (+) ከብደይ *käbdäy* 'my stomach', (+) ልበይ *ləbbäy* 'my heart'
- *-ka* 'your (masc.)', (+) ከብድኻ *käbdəxa* 'your (masc.) stomach', (+) ልብኻ *ləbbəxa* 'your (masc.) heart'
- *-n...-n* 'and', (+) ከብድን ልብን *käbdən ləbbən* 'stomach and heart'

Inflection

In Tigrinya inflections are very much used.

- ከብዲ *käbdi* 'stomach'*,* ልቢ *ləbbi* 'heart' *äy* 'my', ከብደይ *käbdäy* 'my stomach'*,* ልበይ *ləbbäy* 'my heart'
- -ka 'your (masc.)', ከብድኻ *käbdəxa* 'your (masc.) stomach', ልብኻ *ləbbəxa* 'your (masc.) heart'
- -n...-n 'and'*,* ከብድን ልብን *käbdən ləbbən* 'stomach and heart'

Similar to other Semitic languages, Tigrinya has a verbal system relating to several inflections and derivations. The verb may be inflected for such things as person, number, gender, aspect, mood, tense, benefactive, causative: i.e. ፈለጡ *fäläť-u* 'they knew', ተፈልጡ *tä-fält'-u* 'they were known', ኣፈልጡ *'a-fält'-u* 'they caused to know (they introduced)', ተፋለጡ *tä-faläť-u* 'they knew each other', ኣፋለጡ *'a-f-falät'-u* 'they caused to know each other', transitive, passive, relative, instrumental, dative, locative, infinitive, frequentative, reciprocal, imperfective: ይስበሩ *yə-sbär-u* 'let them break'and so on. Within personal pronouns and subject agreement inflections on verbs, gender is distinguished in second person as well as third. For example, (+) ተዛረብ *täzaräb* 'speak! (m.sg.)', (+) ተዛረቢ *täzaräbi* 'speak'. A verb can be apparent in various forms depending on aspectual criteria and some morphological categories of verbs, namely, gerundive, imperative or jussive, and infinitive.

Verbs are based on consonantal roots, most consisting of three consonants: {*sbr*} 'break', (+) ሰበረ *säbärä* 'he broke', ይሰብር *yəsäbbər* 'he breaks', (+) ምስባር *məsbar* 'to break'. Within the tense system there is a basic distinction between the perfective form, conjugated with suffixes and denoting the past, and the imperfective form, conjugated with prefixes and in some cases suffixes, and denoting the present or future: (+) ሰበሩ *säbär-u* 'they broke', (+) ይሰብሩ *yə-säbr-u* 'they break'.

Plural Formation

Tigrinya nouns have plural as well as singular, forms, though the plural is not obligatory when the linguistic or pragmatic context makes the number clear. As in Tigre and Ge'ez (as well as Arabic), noun plurals may be formed through internal changes ("broken" plural) as well as through the addition of http://en.wikipedia.org/wiki/Affixes suffixes.

For example: (+) ፈረስ *färäs* 'horse'*,* ኣፍራስ *'afras* 'horses'.

Prepositions

Pay attention to the correct use of the preposition in translations. Influenced by the English language, many translators omit them or change the word order.

US-English expression	Tigrinya expression	Comment
migrate to	(+) ኣፍልስ ናብ …	
migrate from	(+) ኣፍልስ ካብ	
import to	(+) ኣምጽእ ናብ	
import from	(+) ኣምጽእ ካብ	

US-English expression	Tigrinya expression	Comment
export to	(+) ናብ … ስደድ	
export from	(+) ካብ … ስደድ	
update to	(+) ናብ… ዘበናዊ ግበር	
upgrade to	(+) ናብ … ኣማሓይሽ	
change to	(+) ናብ … ለውጥ	
click on	(+) ን… ጠውቅ	
connect to	(+) ምስ… ተራኸብ	
welcome to ...	(+) ናብ … እንኳዕ ደሓን መጻኻ	

Pronouns

In most languages, there is a small number of basic distinctions of person, number, and often gender that play a role within the grammar of the language. We see these distinctions within the basic set of independent personal pronouns,

For example:

(+) ኣነ = I

(+) ንስኻ = you masculine

(+) ንስኺ = you feminine

(+) ንስኹም = you polite form for both masculine and feminine forms

Punctuation

Please follow the basic rules for the use of punctuation marks in Tigrinya.

The general rules that obtain in Tigrinya writing should be observed. Do not use two points standing one above the other (፡) as a word separator, please use a single space instead. The rest (፣) used as comma, (፤) functioning same way as a semicolon, (፧) as a question mark, (፥) as a colon, and (።) as a full stop to end sentences are used as phrase and sentence boundaries.

።	U+1362 Ethiopic Full Stop
፣	U+1363 Ethiopic Comma
፤	U+1364 Ethiopic Semicolon
፥	U+1365 Ethiopic Colon
፧	U+1367 Ethiopic Question Mark

In Lists and Tables

Please adhere to the following guidelines when determining whether to include a period at the end of a list or table entry:

- If bulleted items are complete sentences: each ends with a period (Full Stop).
- If bulleted items continue an introductory clause: do not use a period (Full Stop).
- For items in a list (chapters, sections, products, system requirements, etc.) that are neither sentences nor continuations of sentences, do not use a period.
- If your translation is longer than the US text, or if you split your translation into several independent sentences, use common sense and insert a period (Full Stop), if it improves the Tigrinya style.
- Never put a period after just one word.
- The same convention applies to instruction lists, captions, and callouts.

Comma

For thousands, English uses a comma while many other languages use a period (at Microsoft we normally do not use a space for this purpose, but we use a period instead to avoid wrapping problems). In Tigrinya a **comma** is used.

English example	Tigrinya example
1,526	(+) 1,526
$ 1,526.75	(+) $ 1,526.75

Colon

Colon is used the same way as it is used in English. It is major use is to be used as a mark before giving a list of nouns, ideas, phrases and the like.

English example	Tigrinya example
To enable this file type, do the following:	(+) ነዚ ፋይል ንምብርባር፣ ነዚ ዝስዕብ ግበሩ፤
Scale bubble size to:	(+) ናይ ዓረፋ ኣቀን ኣተኣራርየዎሞ ብመጠን ምዘኑ፤

Dashes and Hyphens

This section does not apply to Tigrinya**.**

Ellipses (Suspension Points)

Tigrinya uses ellipses the same way as we use English.

English example	Tigrinya example
Software, hardware, disk…	(+) ሶፍትዌር፣ (+) ሃርድዌር፣ (+) ዲስክ…

Period

US English uses a period as the decimal separator, while many other languages use a comma. In Tigrinya a **period** is used. Do not use a space for this purpose as a space separates the numeral from the abbreviation.

In paper sizes (the last example in the table below) the decimal separator and the abbreviation "in" for inches are kept, since the sizes are US norms and should be represented accordingly.

English example	Tigrinya example
5.25 cm	(+) 5.25 ሳ.ሜ.
5 x 7.2 inches	(+) 5 x 7.2 ኢንች
Letter Landscape 11 x 8.5 in	(+) Letter ቅርጺ ወርዲ 11 x 8.5 ኢንች

In Lists and Tables

Please adhere to the following guidelines when determining whether to include a period at the end of a list or table entry:

- If bulleted items are complete sentences: each ends with a period.
- If bulleted items continue an introductory clause: do not use a period.
- For items in a list (chapters, sections, products, system requirements, etc.) that are neither sentences nor continuations of sentences, do not use a period.
- If your translation is longer than the US text, or if you split your translation into several independent sentences, use common sense and insert a period if it improves the Tigrinya style.
- Never put a period after just one word.
- The same convention applies to instruction lists, captions, and callouts.

Quotation Marks

Quotation marks are used when referring to direct speech.

In US source strings, you may find software references surrounded by English quotation marks. Please follow the basic rules for the use of quotation marks in Tigrinya. In Tigrinya: « … » are quite often used and preferred.

« ብዝሓደሮ ናይ ሓጺር ግዜ ሕማም ብዕለት 13 ጥሪ 2011 (January 13, 2011) ኻብዚ ዓለም ብሞት ተፈልዩ። »

Parentheses

In English, there is no space between the parentheses and the text inside them. And it is used in the same way in Tigrinya.

Example:

(+) (1974)

Singular & Plural

Tigrinya has a singular and plural. No distinction is made between masculine and feminine forms for plural formation.

Example:

(+) ገዛ - ገዛዉ፡ቲ

(+) ሰበይቲ - ኣንስቲ

(+) ሓኺም - ሓኻይም

Split Infinitive

This section does not apply to Tigrinya**.**

Subjunctive

This section does not apply to Tigrinya**.**

Symbols & Non-Breaking Spaces

- Use a non-breaking space (CTRL+SHIFT+SPACEBAR) in any abbreviation.
- If non-breaking spaces cannot be used (in Help files, for example) it is also acceptable to write these abbreviations without a space to avoid having one letter move to the beginning of the next line.

Syntax

Syntax and register differ between English and Tigrinya in the following ways:

1. Difference #1
   Example: I saw the boy. (+) እቲ ወዲ ሪኤዮ፡፡ (lit.)the boy - I saw

2. Difference #2
   Example: I live in Asmara. (+) ዝነብረሉ ኣስመራ እዩ፡፡ (lit.) where I live - Asmara.

Noun phrases

Noun phrases have the following overall order: (demonstratives) noun (adjective)-(relative clause)

(+) ኣብዚ ኣዲ

(+) እቲ ብርቱዕ ንጉስ

Adjectives and determiners agree with the noun in gender and number:

(+) እዛ ብርትዕቲ ንግስቲ

(+) እዞም ብርቱዓት ነገስታት

Relative clauses are introduced by a pronoun which agrees in gender and number with the preceding noun:

(+) ወዱ ዝቀተለ ሰብዓይ

(+) ወዱ ዝቀተሉሉ ሰብዓይ

As in many Semitic languages, possession by a noun phrase is shown through the construct state. In Tigrinya , this is formed by suffixing /-a/ to the possessed noun, which is followed by the possessor, as in the following examples፡

(+) ወዲ ንጉስ

(+) እቲ ወዲ ንጉስ

(+) ሽም መልዓክ

Verbs

- Verbs are based on consonantal roots, most consisting of three consonants: {sbr} 'break', (+) ሰበረ *säbärä* 'he broke', (+) ይሰብር *yəsäbbər* 'he breaks', (+) ምስባር *məsbar* 'to break'.
- Within the tense system there is a basic distinction between the perfective form, conjugated with suffixes and denoting the past, and the imperfective form, conjugated with prefixes and in some cases suffixes, and denoting the present or future: (+) ሰበሩ *säbär-u* 'they broke', (+) ይሰብሩ *yə-säbr-u* 'they break'.
- As in Ge'ez and Tigrinya, there is also a separate "gerundive" form of the verb, conjugated with suffixes and used to link verbs within a sentence፡ (+) ጋዲፍካ ተዛረብ *gädifka täzaräb* 'stop (that) and speak (m.sg.)'.
- Verbs also have a separate jussive/imperative form, similar to the imperfective: (+) ይስበሩ *yə-sbär-u* 'let them break'.
- Through the addition of derivational morphology (internal changes to verb stems and/or prefixes), verbs may be made passive, reflexive, causative, frequentative, reciprocal, or reciprocal causative: (+) ፈለጡ *fälät'-u* 'they knew'*,* (+) ተፈልጡ *tä-fält'-u* 'they were known', (+) ኣፈልጡ *'a-fält'-u* 'they caused to know (they introduced)', (+) ተፋለጡ *tä-falät'-u* 'they knew each other'*,* (+) ኣፋለጡ *'a-f-falät'-u* 'they caused to know each other'.
- Verbs may take direct object and prepositional pronoun suffixes: (+) ፈለጠኒ *fälät'ä-nni* 'he knew me', (+) ፈለጠለይ *fälät'ä-lläy* 'he knew for me'.
- Negation is expressed through the prefix ay- and, in independent clauses, the suffix -n፡ (+) ኣይፈለጠን *ay-fälät'ä-n* 'he didn't know'.
- The copula and the verb of existence in the present are irregular: (+) ኣሎ *'allo* 'there is, he exists', እዩ *əyyu* 'he is'*,* (+) የለን or የልቦን *yällän* or *yälbon* 'there isn't, he doesn't exist', (+) ኣይኮነን *ayk*ʷ*änän* 'he isn't', (+) ነበረ *näbärä* 'he existed, he was, there was', (+) ይኸውን *yə-xäwwən* 'he will be', (+) ይነብር *y*ə*-näbbər* 'he will exist, there will be'.
- The verb of existence together with object suffixes for the possessor expresses possession ('have') and obligation ('must'): (+) ኣሎኒ *'allo-nni* 'I have, I must' (lit. 'there is (to) me').
- Relative clauses are expressed by a prefix attached to the verb: (+) ዝፈለጠ *zə-fälät'ä* 'who knew'
- Cleft sentences, with relative clauses normally following the copula, are very common: (+) መን እዩ ዝፈለጠ *män əyyu zə-fälät'ä* 'who knew?' (lit. 'who is he who knew?').

- There is an accusative marker used on definite direct objects. In Tigrinya this is the prefix *nə-*. For example, (+) ሓጐስ ንኣልማዝ ረኺቡዋ *ḥag*ʷ*äs **nə'almaz räxibuwwa** *'Hagos met Almaz'.
- As in other modern ES languages, the default word order in clauses is subject-object-verb, and noun modifiers usually (though not always in Tigrinya) precede their head nouns."

Information about translating continuous operations

In translating continuous operations use infinitive preceded by the preposition: "ኣብ"

Example:

Saving … = (+) ኣብ ምቕማጥ …

Deleting file… = (+) ኣብ ምስራዝ ፋይል …

Word Order

The default word order in clauses is subject-object-verb, and noun modifiers usually (though not always in Tigrinya) precede their head nouns.

Example:

(+) ሓጐስ ንኣልማዝ ረኺቡዋ፨

Style and Tone Considerations

This section focuses on higher-level considerations for audience, style, tone, and voice.

Audience

You should always recognize your audience's sensitivity to male and female stereotypes. Instead of stressing gender differences or reinforcing stereotypical distinctions between men and women, use language that is as neutral as possible. The neutral approach also applies to the localization of scenarios, comparisons, examples, illustrations, and metaphors.

Create a balance when assigning roles and functions to men and women (active vs. passive roles, leading vs. secondary roles, technical vs. non-technical professions, and so on). Scenarios, pictures, metaphors, and comparisons should be based on areas and attributes common to both genders.

Instead of using phrases which mention the two genders separately, use a general term that includes both genders such as "person", "users" or "persons (+) "ሰብ" ፣ (+) "ተጠቓምቲ" or (+) "ሰባት".

Avoid writing sentences that refer to a single person whose gender is unknown. You can often avoid this situation by rewriting the sentence to make the subject plural. In cases where a reference to a single person is impossible to avoid, do not use "he or she" "or "S/he" (+) "እሱ ወይ እሳ" or (+) "ናቱ/ናታ". The language in Microsoft products should sound natural, as if part of a spoken conversation. Also, generally avoid the use of slashes to combine both genders (although sometimes exceptions are made - see table below).

Use the following strategies to avoid the use of overtly gender-based expressions:

Linguistic method	Example	Context
Use a Neutral noun	(+) ሰብ፣ (+) መራሒ፣ (+) መራሒ ጋንታ፣ (+) ኤክስፐርት፣ (+) ሰራሕተኛ፣ (+) ተጠቃማይ	Concept descriptions, explanations
Combine both genders by means of a slash	(+) ንሱ/ሳ፣ (+) እሳ/ሱ	**Only** in exceptional cases such as License Terms, sometimes in tables (headers or column/row titles, for example)

Style

In procedural text, which tells the user to perform certain actions in a certain number of steps, the order in which interface terms are to appear in the translation is usually top to bottom (for example, "menu," "command," "dialog box," "dialog box controls"). This order reflects the sequence in which the action needs to be performed, and it should be maintained unless there are technical reasons preventing it.

This convention is less important in normal body text, which is usually written in a more personal tone and less formal style, thus requiring the translator to be more creative.

English example	Tigrinya example
On the View menu, click Filter	(+) ኣብ መርኣዬ እንታየሎ ኣጽሪ ንዝብል ጠውቒ
On the Tools menu, click Internet Options, and click the Security tab	(+) ኣብ ናይ መሳሪሒ እንታየሎ፣ ነቲ ናይ በይነመረብ መማረጽቲ ዝብል ብመጀመርታ ጠዊቖኹም ድሕሪኡ ነቲ ናይ ደህንነት ትሪ ጠውቒ

Tone

The informal tone has been used in the localization in Tigrinya. In this tone one is addressing a familiar person or a person of equal status. No sense of disrespect can be inferred from the tone.

It seems that the formal tone, i.e. the verb conjugated in the plural, would be contrary to the spirit of ICT (the computer world) and would perhaps impose an unnecessary burden on the communication.

The passive voice should be avoided; it suggests a stubborn refusal to be polite without laying oneself open to the accusation of rudeness.

As for the word በጃኹም/ ብኸብረትኹም introduced to translate the English word "*please*", it simply is inaccurately employed; the Tigrinya word signifies pleading with someone rather strongly and conveys a sense of being exasperated. The note of politeness is in fact carried through in a linguistically significant tone variation.

Example: (-) በጃኹም ብመጀመርታ ነቲ ዝኸፈትኩሞ ፋይል እጸዉዖ።
        (+) ብመጀመርታ ነቲ ዝኸፈትካዮ ፋይል እጸዎ።

Voice

The addressee is a masculine single person. The conjugate form of the Tigrinya verb with its pronominal suffix obeys three rules of concord that concern person, gender and number of the subject. Normally, the independent pronoun is not employed unless special effect is pursued. "You" is therefore not translated as such, the signifying element incorporated in the verb being used instead.

Example:

English	Tigrinya
You are now connected to the Internet.	(+) [*ንስኹም] ሕጂ ምስ በይነመረብ ተራኺብኩም ኣለኹም።

Gender Neutrality

Please follow the rules of Gender neutrality. To see the rules please check chapter Gender

Localization Guidelines

This section contains guidelines for localization into Tigrigna.

General Considerations

This section of the Style Guide describes all of the general localization guidelines that apply to Tigrinya. Accessibility, acronyms, applications, products and features, frequent errors, glossaries, fictitious information, recurring patterns, standardized translation, unlocalized items and much more essential information.

Abbreviations

Common Abbreviations

You might need to abbreviate some words in the UI (mainly buttons or options names) due to lack of space. This can be done in the following ways:

The following table lists common Tigrinya expressions and their associated, acceptable abbreviations.

Tigrinya example	Acceptable abbreviation
(+) ዓመተ ምሕረት	(+) ዓ.ም.
(+) ውድብ ሕቡራት ሃገራት	(+) ው.ሕ.ሃ.
(+) ሕቡራት ሃገራት ኣሜሪካ	(+) ሕ.ሃ.ኣ
(+) ሕዝባዊ ግንባር ሃርነት ኤርትራ	(+) ሕ.ግ.ሃ.ኤ
(+) ውድብ ሓድነት ኣፍሪካ	(+) ው.ሓ.ኣፍሪካ

Additional guidelines:

- Use a non-breaking space (CTRL+SHIFT+SPACEBAR) in any abbreviation.
- If non-breaking spaces cannot be used (in Help files, for example) it is also acceptable to write these abbreviations without a space to avoid having one letter move to the beginning of the next line.
- The forward stroke is also commonly used as abbreviation marker; example (+) ገብረሕይወት - (+) ገ/ ሕይወት

Don't abbreviate such words as

Megahertz	MHz	(+) ሜጋሄርዝ
Hertz	Hz	(+) ሄርዝ

Acronyms

Acronyms are words made up of the initial letters of major parts of a compound term. Some well-known examples are WYSIWYG (What You See Is What You Get), OLE (Object Linking and Embedding), or RAM (Random Access Memory).

Example:

(+) ራም፣ (+) ሲዲ ሮም፣ (+) ፒሲ

Many acronyms are standardized and remain untranslated. They are only followed by their full spelling in English if the acronym needs to be explained to the speakers of a different language. In other cases, where the acronym is rather common, adding the fully spelled-out form will only confuse users. In these cases, the acronym can be used on its own.

Localized Acronyms

This section is not applicable to Tigrinya.

Unlocalized Acronyms

Some Acronyms are already adapted to Tigrigna as they are used in English without localization.

Example:

(+) HIV/ AIDS, (+) USA, (+) USAID, (+) ራም፣ (+) ሲዲ ሮም፣ (+) ፒሲ

The following list contains examples of acronyms and abbreviations that are considered commonly understood; these acronyms and abbreviations should not be localized or spelled out in full in English:

- (+) ANSI (American National Standards Institute)
- (+) ISO (International Standards Organization)
- (+) ISDN
- (+) DOS
- (+) DSL
- (+) ሲዲ
- (+) ዲቪዲ

Applications, Products, and Features

Application/product names are often trademarked or may be trademarked in the future and are therefore rarely translated. Occasionally, feature names are trademarked, too (e.g. IntelliSense™). Before translating any application, product, or feature name, please verify that it is in fact translatable and not protected in any way.

Frequent Errors

The frequent errors observed in software translation in Tigrinya are mistranslation of words, direct application of English word when a Tigrinya word could mean it, and inconsistency.

Example:

(+) Windows Services ፊልም መእየዬ

Account is used as (-) አካውንት when it could be said (+) መለለዬ

Glossaries

You can find the translations of terms and UI elements of Microsoft products at Microsoft Language Portal (http://www.microsoft.com/Language/en-US/Default.aspx).

Recurring Patterns

This section is not applicable to Tigrigna.

Standardized Translations

There are a number of standardized translations mentioned in all sections of this Style Guide. In order to find them more easily, the most relevant topics and sections are compiled here for you reference.

- The importance of standardization
- Standard Phrases in Error Messages
- Standard Phrases in Documentation

Unlocalized Items

Trademarked names and the name Microsoft Corporation shouldn't be localized. A list of Microsoft trademarks is available for your reference at the following location: http://www.microsoft.com/trademarks/t-mark/names.htm.

Using the Word Microsoft

In English, it is prohibited to use MS as an abbreviation for Microsoft.

It is used the same way as in English.

Example:

(+) ማይክሮሶፍት

Software Considerations

This section refers to all menus, menu items, commands, buttons, check boxes, etc., which should be consistently translated in the localized product.

Refer to http://msdn.microsoft.com/library/aa511258.aspx for a detailed explanation of the Windows user interface guidelines (English).

User Interface

This refers to all menus, menu items, commands, buttons, check boxes, etc., which should be consistently translated in the localized product.

Main Menus

- Main menus are the menus that appear at the top of the user interface. Main menus typically include File, Edit, View, Insert, Format, Tools, Table, Window, and Help.
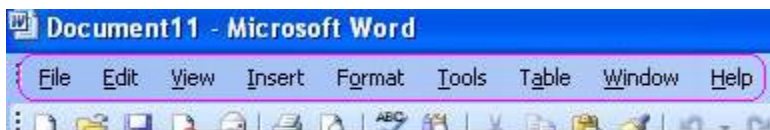

- Typically, main menus should be a noun or a Verb (infinitive or imperative). Translations should distinguish between the verbal and nominal forms of a word.

Examples:

English	Translation
View	(+) አርዕይ (v. imp.)
	(+) መርዓዩ (n.)
Edit	(+) አርትዕ (v. imp.)
	(+) አርትዖት (n.)
Insert	(+) የእትው (v. imp.)
	(+) መእተዊ (n.)
Format	(+) ቅርጺ (n.)
	(+) ቅረጽ (v. imp.)
Tools	(+) መሳርሒ (n.)
Table	(+) ሰንጠረጅ (n.)
Window	(+) መስኮት (n.)
Help	(+) ሃገዝ (n.)

Menu Items and Commands

- Typically, commands and menu items should be verbs in the imperative mood, second person, singular, masculine.
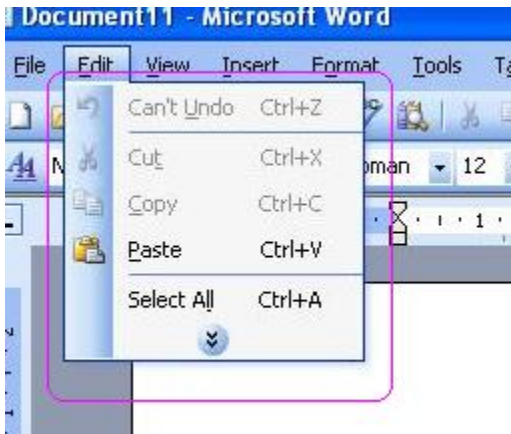
Examples:

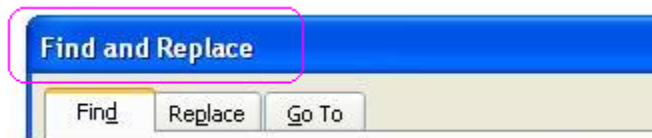| English	Translation
Save As…	(+) …ኢልኻ አቐምጥ Conjugated Verb
Print…	(+) ሃትም Conjugated Verb
Select All	(+) ንኹሉ ምረጽ Conjugated Verb

Static text
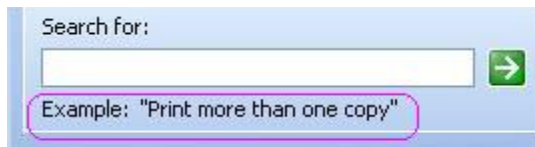
The basic structure of a request is command-type and the verb will therefore be in the imperative.

English	Translation
Print more than one copy	(+) ካብ ሃደ ንላዕሊ ህታም ሃትም
Select all	(+) ንኹሉ ምረጽ

Dialog Boxes

When translating dialog box interface you are expected to use **consistent** terminology and language style in all dialog boxes and ensure that your translations are **consistent** with translations in other localized applications. Take also into account that some applications, currently not localized, may be localized in the future and the same solutions adopted now will be re-used later. This is particularly important when localizing identical dialog boxes found in several applications. An example of a common dialog box containing the same terminology is the Options dialog box on the Tools menu in the Office applications.
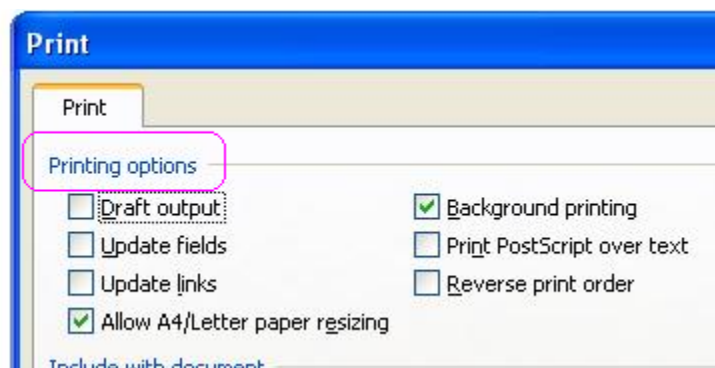
Dialog Box Titles

Dialog titles should be consistent with the menus items or menu commands that call them. Typically, menus are verbs in the imperative mood, therefore dialog titles should be verbs in the imperative mood.
Examples:

UI Category	English	Translation
Menu Item	Split cells	(+) ሀዋስ ክፈል
Dialog Title	Split cells	(+) ሀዋስ ክፈል

Group Box Titles

- Typically, group box titles should be a noun or a conjugated verb.

Examples:

English	Translation
Include with document	(+) ምስ እቲ ሰነድ ሃውሶ
Printing Options	(+) ናይ ህትመት መማረጽቲ
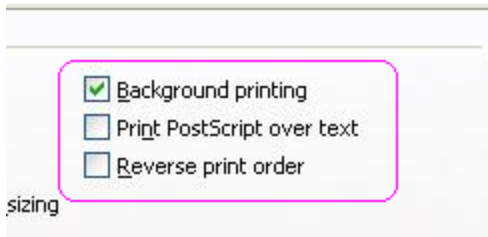
Check boxes

- Typically, check boxes should be a noun or a conjugated verb.

Examples:

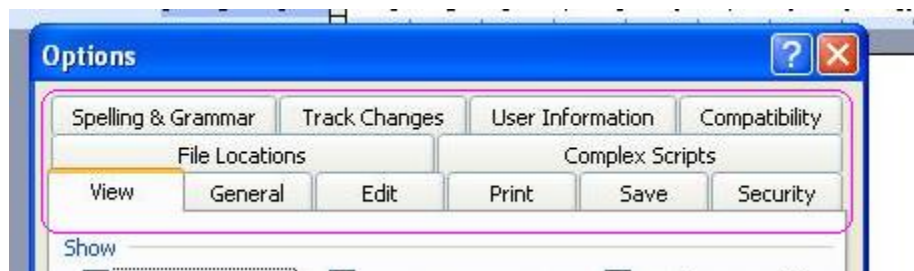| English	Translation
Enable reminder	(+) መዘካከሪ አበራብር
Don't show me this dialog again.	(+) ነዚ መራኸቢ ዳግማይ አይተሪኣኒ
Always ask me first	(+) ኩል ጊዜ ኣቐዲምካ ሕተተኒ
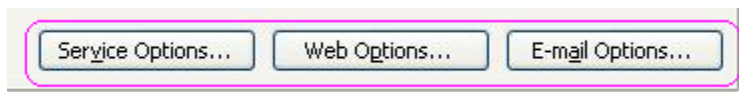
Buttons

- Typically, buttons should be a noun or a conjugated verb.

Examples:

English	Translation
Add	(+) ወስኽ
Cancel	(+) ሰርዝ
Continue ->	(+) ቀጽል->

Dialog Box Tabs

- Typically, dialog box tabs should be a noun or a conjugated verb.

Examples:

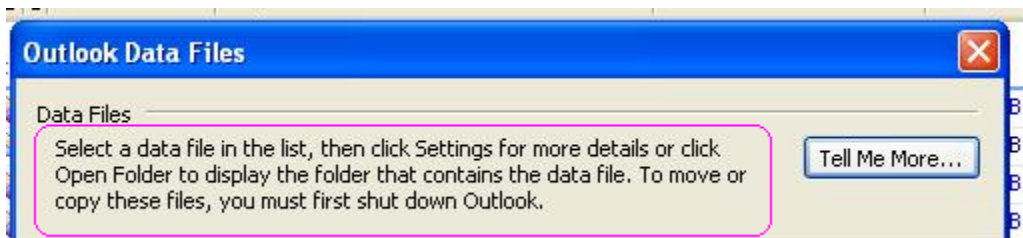| English	Translation
Print	(+) ሃትም
Changes	(+) ለውጥታት
Format	(+) ቅርፃ

Lists Boxes/Tables
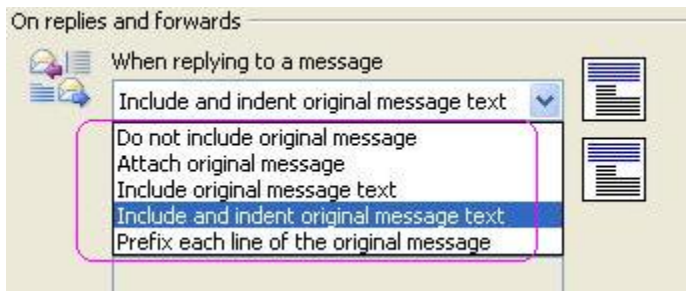
Use parallel language for UI elements that are parallel in function, such as lists and tables. Make sure to make all items:
Similar in form.
Use the same part of speech.
Where there is an English verb all translation must end with a verb in the imperative. Tigrinya is always more at ease with its verbs than other word classes. The subject of the introductory phrase is, of course, also that of the main verb.

Instruction Text In Dialog Boxes

- When a user is expected to take action on a page or in a section, use the imperative verb.

Examples:

| English	Translation
Change settings for the files	ነቲ ዕንበር ናይ ፋይላት ቀይር
Outlook uses to store e-mail messages and documents.	Outlook መልዕኽቲ ኢ-ሜይልን ሰነዳትን ይጥቐመሉ::

Messages

There is no as such a special consideration to be made except the routine translation professional obligations duties to meet standards and come up with legible text similar to the source text.

Status Messages

What is a Status Bar Message?

A status bar message is an informational message about the active document or a selected command as well as about any active or selected interface item. Messages are shown in the status bar at the bottom of the window when the user has chosen a menu, a command or any other item, or has started a function. The status bar messages refer to actions being performed or already complete (for example in Outlook below).
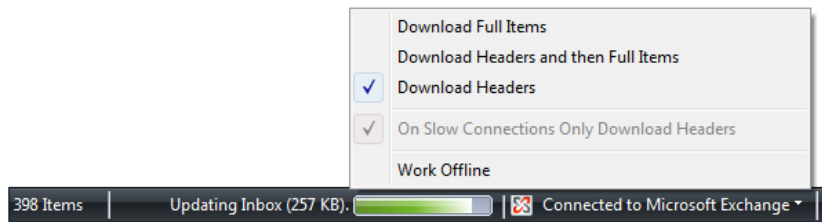
Tigrigna Style in Status bar Messages

In English, the status bar messages have different forms dependent on the information they must convey. In *Tigrinya,* menu and commands status bar messages should follow the format below.

| Name	Tigrinya Name	Category	English Status Bar message	Tigrinya Status Bar message
Edit	(+) ኣርትዕ	menu	Contains editing commands	(+) ናይ ኣርትዖት ትዕዛዛት ሃዘሎ
Copy to Folder...	(+) ናብ ሓቑፈ ቅዳሕ...	menu	Copies the selected items to a new location	(+) ነቶም ዝተመርጹ ንጥላት ናብ ሓዲሽ ሰፈር ከቐድሕ አዩ።
New	(+) ሓዲሽ	command	Creates a new document	(+) ሓዲሽ ሰነድ ይፈጥር
			Make object visible?	(+) እቲ ነገር ይረአ ዶ?
			Word is converting the document. Press Esc to stop.	(+) Word ነቲ ሰነድ እንዳቐየረ አዩ። ጠጠው ንምባል ን Esc ጠውቚ
			Datasheet View	(+) ናይ ውሂብ ሉህ መርአዪ
			Done	(+) ተዛዚሙ

The importance of standardization

In the US product you can often find messages that are phrased differently even though they have the same meaning. Try to avoid this in the localized Tigrinya version. Use one standard translation as in the examples below:

English term	Correct Tigrigna translation
Press F1 to get Help	(+) ሃገዝ ንምርካብ ን F1 ጠውቒ
If you want Help press F1	
To get Help press F1	
Not enough memory	(+) እኹል ዝኮነ መቐመጢ መዘከርታ የለን
Insufficient memory	
There is not enough memory	
Save changes to %1?	(+) ለውጢታት ኣብ %1 ክተቐምጥ ይደልዩ ዶ?
Do you want to save changes to %1?	

Error Messages

What Is An Error Message?

Here is an example:
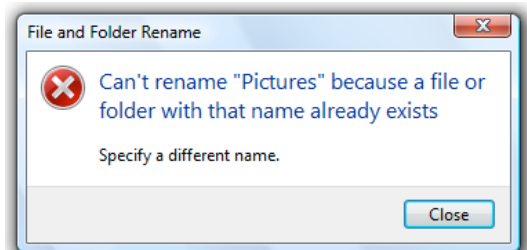
Error messages are messages sent by the system or a program, informing the user that there is an error that must be corrected in order for the program to keep running. For example, the messages can prompt the user to take an action or inform the user of an error that requires rebooting the computer.

Tigrigna Style in Error Messages

It is important to use consistent terminology and language style in the localized error messages, and not just translate as they appear in the US product.

As you localize the software into Tigrinya, you should ensure that you use a standard phrase for error messages that have the same meaning and purpose in the US-English version.

Standard Phrases in Error Messages

When translating standard phrases, standardize. Note that sometimes the US uses different forms to express the same thing.

Examples:

English	Translation	Example	Comment
Cannot … Could not …	(+) … ኣይካኣልን፦ (+) … ኣይተካለን፦	(+) ነቲ ፋይል ምርካብ ኣይካኣልን፦ (+) ነቲ ፋይል ምርካብ ኣይተካለን፦	No comment
Failed to … Failure of …	(+) … (ምግባር) ኣይተኣወተን (+) ናይ… ጌጋ	(+) ምስ በየነመረብ ምርኻብ ኣይተኣወተን፦ (+) ናይ ርኸብ ጌጋ	No comment
Cannot find … Could not find … Unable to find … Unable to locate …	(+)… ምርካብ ኣይካኣልን (+)… ምርካብ ኣይተኻለን (+)… ክረከብ ኣይካኣለን (+)… ዘለዎ ክረከብ ኣይካኣለን	(+) ነቲ ፋይል ምርካብ ኣይካኣልን፦ (+) ነቲ ፋይል ምርካብ ኣይተኻለን (+) ነቲ ፋይል ክረከብ ኣይካኣለን (+) ነቲ ፋይል ዘለዎ ክረከብ ኣይካኣለን	No comment
Not enough memory Insufficient memory There is not enough memory There is not enough memory available	(+) እኹል መቐመጢ መዘከርታ የለን (+) እኹል ዘይኮነ መቐመጢ መዘከርታ (+) እኹል ዝኮነ መቐመጢ መዘከርታ የለን	(+) እኹል መቐመጢ መዘከርታ የለን (+) እኹል ዘይኮነ መቐመጢ መዘከርታ (+) እኩል ዝኮነ መቐመጢ መዘከርታ የለን	No comment
... is not available ... is unavailable	(+)… ዝርከብ ኣይኮነን (+)… ኣይርከብን	(+) እቲ ፕሮግራም ዝርከብ ኣይኮነን (+) እቲ ፕሮግራም ኣይርከብን	No comment

Error Messages Containing Placeholders

When localizing error messages containing placeholders, try to find out what will replace the placeholder. This is necessary for the sentence to be grammatically correct when the placeholder is replaced with a word or phrase. Note that the letters used in placeholders convey a specific meaning, see examples below:

%d, %ld, %u, and %lu means <number>

%c means <letter>

%s means <string>

Examples of error messages containing placeholders:

"Checking Web %1!d! of %2!d!" means "Checking Web <number> of <number>".

"INI file "%1!-.200s!" section" means "INI file "<string>" section".

When localizing error messages containing placeholders, find out what text will replace the placeholder when the user sees the error message. This process is necessary because you must ensure the resulting sentence will be grammatically correct when the placeholder is replaced with a word or phrase. Most source strings have instructions that detail what text will replace the placeholder.

In the English source string, placeholders are found in the position where they would naturally occur in that language. Since in English numerals typically precede the noun, the numeral placeholders typically precede the

noun in the source strings. If the numeral follows the noun it modifies in Tigrinya, you have to move the placeholder after the noun. See the examples from Tigrinya below:

English examples	Tigrinya examples
in %d days	(+) ኣብ ውሽጢ %d መዓልቲ
%d minutes	(+) %d ደቃይቅ

The letters and symbols used in placeholder text convey a specific meaning. Please refer to the following table for examples of placeholder text and corresponding error message text that users will see.

Placeholder text	Error message text that users will see
%d, %ld, %u, and %lu	Number (such as 3 or 512)
%c	Letter (such as "f" or "s")
%s	String (such as "Click here to continue.")
"Checking Web %1!d! of %2!d!"	"Checking Web <number> of <number>"
"INI file "%1!-.200s!" section"	"INI file "<string>" section"

Keys

The *keyboard* is the primary input device used for text input in Microsoft Windows. For accessibility and efficiency, most actions can be performed using the keyboard as well. While working with Microsoft software, you use keys, key combinations and key sequences.

In English, References to key names, like arrow keys, function keys and numeric keys, appear in normal text (not in small caps).

Key Names

English Key Name	Tigrigna Key Name
Alt	Alt
Backspace	Backspace
Break	Break
Caps Lock	Caps Lock
Ctrl	Control
Delete	Delete

English Key Name	Tigrigna Key Name
Down Arrow	ንታሕቲ መመልከቲ
End	End
Enter	Enter
Esc	Esc
Home	Home
Insert	Insert
Left Arrow	ንጸጋም መመልከቲ
Num Lock	Num Lock
Page Down	Page Down
Page Up	Page Up
Pause	Pause
Right Arrow	ንየማን መመልከቲ
Scroll Lock	Scroll Lock
Shift	Shift
Spacebar	ቦታ መፈላለይ
Tab	Tab
Up Arrow	ንላዕሊ መመልከቲ
Windows key	መፍትሕ Windows
Print screen	Print screen
Menu key	መፍትሕ ዝርዝር ኣማራጺ

Access Keys/Hot keys
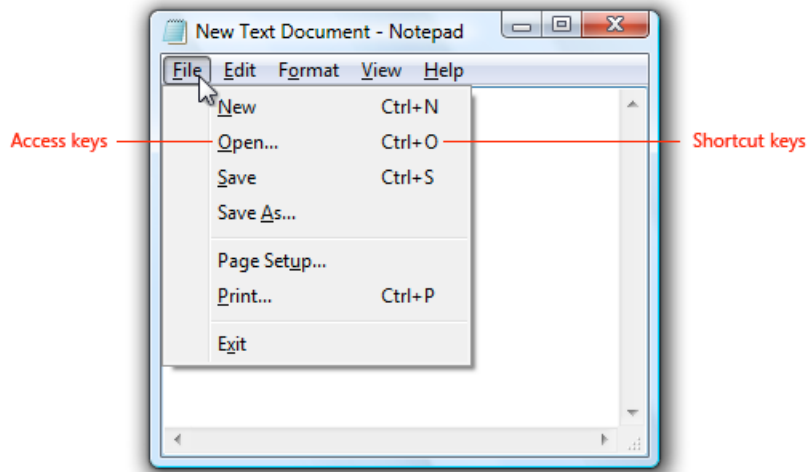
Sometimes, there are underlined or highlighted letters in menu options, commands or dialog boxes. These letters refer to access keys (also known as hot keys) that allow you to run commands, perform tasks, etc. more quickly.

Hot Key Special Options	Usage: Is It Allowed?	Notes
"Slim characters", such as I, l, t, r, f can be used as hot key	no	n/a
Characters with downstrokes, such as g, j, y, p and q can be used as hotkeys	no	n/a
Extended characters can be used as hotkeys	no	n/a
An additional letter, appearing between brackets after item name, can be used as hotkeys	no	n/a
A number, appearing between brackets after item name, can be used as hotkey	no	n/a
A punctuation sign, appearing between brackets after item name, can be used as hotkey	no	n/a
Duplicate hotkeys are allowed when no other character is available	no	n/a

Hot Key Special Options	Usage: Is It Allowed?	Notes
No hotkey is assigned when no more characters are available (minor options only)	no	n/a

Additional notes: n/a

Arrow Keys

The arrow keys move input focus among the controls within a group. Pressing the right arrow key moves input focus to the next control in tab order, whereas pressing the left arrow moves input focus to the previous control. Home, End, Up, and Down also have their expected behavior within a group. Users can't navigate out of a control group using arrow keys.

Numeric Keypad

It is recommended that you avoid distinguishing numeric keypad keys from the other keys, unless it is required by a given application. In case which keys to be pressed is not obvious, provide necessary explanations.

Shortcut Keys

Shortcut keys are keystrokes or combinations of keystrokes used to perform defined functions in a software application. Shortcut keys replace menu commands and they are sometimes given next to the command they represent. In opposition to the access keys, which can be used only when available on the screen, shortcut keys can be used even when they are not accessible on the screen.

Standard Shortcut Keys

US Command	US English Shortcut Key	Tigrigna Command	Tigrigna Shortcut key
General Windows Shortcut keys			
Help window	F1	ሓገዚ መስኮት	F1
Context-sensitive Help	Shift+F1	ሓገዝ ኩነታት-ዝተመርኮሰ	Shift+F1
Display pop-up menu	Shift+F10	ቅልቅል-ብሃላይ እንታይሎ መርኣዪ	Shift+F10
Cancel	Esc	ሕደጎ	Esc
Activate\Deactivate menu bar mode	F10	ናይ እንታይሎ ኣሞሌ ኩነት መሰራሰሪ/ መደቀሲ	F10
Switch to the next primary application	Alt+Tab	ናብ ዝቅጽል ተግባር ቀይር	Alt+Tab

US Command	US English Shortcut Key	Tigrigna Command	Tigrigna Shortcut key
Display next window	Alt+Esc	ዝቕጽል መስኮት መርአዪ	Alt+Esc
Display pop-up menu for the window	Alt+Spacebar	ነቲ ዘሎ መስኮት ቅልቅል-ብላዕ እንታይሎ መርአዪ	Alt+Spacebar
Display pop-up menu for the active child window	Alt+-	ነቲ ተበራቢሩ ዘሎ ቆልዓ መስኮት ቅልቅል-ብሀላዪ እንታይሎ መርአዪ	Alt+-
Display property sheet for current selection	Alt+Enter	ሕጂ ተመሪጹ ንዘሎ ወረቐት ባህሪያት መርአዪ	Alt+Enter
Close active application window	Alt+F4	ተበራቢሮ ዘሎ መስኮት እጸው	Alt+F4
Switch to next window within (modeless-compliant) application	Alt+F6	(ብዘይገለ ቅጥዒ- ኣቤቱታ) ናብ ዝቕጽል መስኮት ትግበራ ተሰጋገር	Alt+F6
Capture active window image to the Clipboard	Alt+Prnt Scrn	ናብ ቅንጡብ ስዕሊ ቦርድ ዝተበራበረ መስኮት ማርኽ	Alt+Prnt Scrn
Capture desktop image to the Clipboard	Prnt Scrn	ነቲ ዴስክቶፕ ኣብ ቅንጡብ ስዕሊታት ቦርድ ሃትም	Prnt Scrn
Access Start button in taskbar	Ctrl+Esc	ኣብ ናይ ስራሕ ኣሞሌ ነቲ ጀምር መልጎም ብጻህ	Ctrl+Esc
Display next child window	Ctrl+F6	ነቲ ዝስዕብ ናይ ቆልዓ መስኮት ኣርኢይ	Ctrl+F6
Display next tabbed pane	Ctrl+Tab	ነቲ ዝተዳለወ መቃን ኣርኢይ	Ctrl+Tab
Launch Task Manager and system initialization	Ctrl+Shift+Esc	ናይ ስራሕ ኣማሓዳሪን ናይ ስርዓት መጀመርታ ኣበግስ	Ctrl+Shift+Esc
		File Menu	
File New	Ctrl+N	ሓዱሽ ፋይል	Ctrl+N
File Open	Ctrl+O	ፋይል ክፈት	Ctrl+O
File Close	Ctrl+F4	ፋይል እጸው	Ctrl+F4
File Save	Ctrl+S	ፋይል ኣቐምጥ	Ctrl+S
File Save as	F12	ፋይል ኣቐምጥ ከም	F12

US Command	US English Shortcut Key	Tigrigna Command	Tigrigna Shortcut key
File Print Preview	Ctrl+F2	ፋይል ሕታም ቅደም ተርእዮ	Ctrl+F2
File Print	Ctrl+P	ፋይል ሃትም	Ctrl+P
File Exit	Alt+F4	ካብ ፋይል ውጻእ	Alt+F4
Edit Menu			
Edit Undo	Ctrl+Z	መምለሲ ኣርትዕ	Ctrl+Z
Edit Repeat	Ctrl+Y	ድገም ኣርትዕ	Ctrl+Y
Edit Cut	Ctrl+X	ቆረጽ ኣርትዕ	Ctrl+X
Edit Copy	Ctrl+C	ቅዳሕ ኣርትዕ	Ctrl+C
Edit Paste	Ctrl+V	ለጥፍ ኣርትዕ	Ctrl+V
Edit Delete	Ctrl+Backspace	ሰርዝ ኣርትዕ	Ctrl+Backspace
Edit Select All	Ctrl+A	ንኹሉ ምረጽ ኣርትዕ	Ctrl+A
Edit Find	Ctrl+F	ርኸብ ኣርትዕ	Ctrl+F
Edit Replace	Ctrl+H	ድገም ኣርትዕ	Ctrl+H
Edit Go To	Ctrl+B	ናብ… ኪድ ኣርትዕ	Ctrl+B
Help Menu			
Help	F1	ሓገዝ	F1
Font Format			
Italic	Ctrl+I	ዘዘንበለ	Ctrl+I
Bold	Ctrl+G	ድሙቕ	Ctrl+G
Underlined\Word underline	Ctrl+U	ኣብትሕቲ ቃል ዝተሰመረሉ	Ctrl+U
Large caps	Ctrl+Shift+A	ዓበይቲ ፊደላት	Ctrl+Shift+A
Small caps	Ctrl+Shift+K	ንዓሽቱ ፊደላት	Ctrl+Shift+K
Paragraph Format			
Centered	Ctrl+E	ማዕከል	Ctrl+E
Left aligned	Ctrl+L	ናብ ጸጋም ዘዘንበለ	Ctrl+L
Right aligned	Ctrl+R	ናብ የማን ዘዘንበለ	Ctrl+R
Justified	Ctrl+J	ዝተሳነየ	Ctrl+J

Document Translation Considerations

Document localization may require some specific considerations that are different from software localization. This section covers a few of these areas.

Titles

In English the title for chapters usually begins with "How to …" or with phrases such as "Working with …" or "Using …" In the Tigrinya version of Microsoft documentation, we use the same style:

English example	Tigrinya example
How to use Outlook	(+) Outlook ብከመይ ክንጥቐም ንክዕል
How to create a picture	(+) ከምይ ጌርካ ስዕሊ ትፈጥር

Document localization may require some specific considerations that are different from software localization. This section covers a few of these areas.

Headings for topics in Troubleshooting Help are often constructed after the pattern "I have done so and so, but this or that does not happen". Keep the same grammatical structure in Tigrinya.

Example:

(+) ከመይ ንOutlook ክንጥቐም ንክዕል?

Copyright

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Translation of copyright text should be consistent both within the product being localized and across Tigrinya versions of Microsoft products. Important things to remember:

- No changes in copyright text are allowed until English text is different. Different Tigrinya translation should be treated as a minor style error unless meaning is the same (if meaning was changed, it would be an accuracy error.)
- Logo word position: all logo occurrences should be at the end of Tigrinya trademarks enumeration regardless of where the <name> logo part is placed in the English text. It is required to make sure logo in Tigrinya is associated only with the following product/technology name (not with the subsequent names too.)

English example	Tigrinya example
© 2011 Microsoft Corporation. All rights reserved. The example companies, organizations, products, people, and events depicted herein are fictitious. No association with any real company, organization,	(+) © 2011 Microsoft Corporation. ሙሉእ መሰሉ ተሓለወ እዩ። ኣብዚ ዝተጠቅሱ ሽማት ኩባንያታት፣ ትካላት፣ ምሕርቲ፣ ሰባት ከምኡ‐ውን ሽማት ናይ ጉዳያት ብሙሉኡ‐ኦም ምህዞታት እዮም። ብዝከነ ይኹን መንገዲ በጋህዲ ምስዘሎ ኩባንያ፣ ትካል፣ ምሕርቲ፣ ሰብ ወይ‐ውን ጉዳይ ኮነ ተባሂሉ