Top Tips for Microsoft Translation into Manipuri

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Here are the most important aspects to keep in mind when translating into Manipuri.

1. Microsoft voice

The Microsoft voice is warm and relaxed, crisp and clear, and ready to lend a hand. Write short, easy-to-read sentences. Do not translate literally. Be pleasant and ensure that explanations are appropriate for the target audience and as enjoyable to read as is possible. Avoid slang and be careful with colloquialism—it is acceptable to reassure and connect with customers in a conversational tone but be professional in doing so.

Literal translations should be avoided, as these often fail to get the intended meaning across and sound unnatural, even ridiculous. If necessary, split or merge sentences.

Examples

Source	Use this	Not this
You may notice a new look. In August 2024, we updated our Privacy at Microsoft websites with a modern design built on a more secure platform.	অনৌবা মশক অমা অদোম্না থেংনবীবা য়াই। ওগস্ত ২০২৪দা, ঐখোয়না হেন্না চেকশিলহনবা প্লেৎফোর্ম অমদা অনৌবা দিজাইনগা লোইননা শেম্বা মাইক্রোসোফ ৱেবসাইৎশিংদা ঐখোয়গী অরোন-অখুপ অদু অপদেৎ তৌখ্রে।	অনৌবা মশক অমা অদোম্না থেংনবগীনি। ওগস্ত ২০২৪দা, ঐখোয়না মাইক্রোসোফ ৱেবসাইৎশিংদা হেন্না চেকশিলহনবা প্লেৎফোর্ম অমদা শেম্বা অনৌবা দিজাইনগা লোইননা ঐখোয়গী অরোন-অখুপ অদু অপদেৎ তৌখ্রে।
We hope this page will help you, as a young person, learn about and understand Microsoft's privacy practices and how to use our products in a way that protects your privacy.	পেজ অসিনা অদোম্বু, নহা অমা ওইনা, মাইক্রোসোফকী অরোনবা ঙাকপগী চৎনবীশিংগী মতাংদা খঙবা অমসুং ৱাখল তাবদা মতেং পাংগনি হায়না খাজবা থমজরি অমসুং অদোমগী অরোন-অখুপ অদু ঙাক্কুনা থম্লবা ঐখোয়গী পোৎখোকশিং মতৌ করম্না শিজিন্নগনি হায়বদুসু তাক্কনি।	ঐখোয়না খাজৈ মদুদি পেজ অসিনা অদোম্বু, নহা অমা ওইনা, মাইক্রোসোফকী অরোন-অখুপ ঙাকপগী চৎনবীশিংগী মতাংদা খঙবা অমসুং ৱাখল তাবদা মতেং পাংগনি অমসুং মসিসু তাক্কনি মদুদি মদুনা অদোমগী অরোন-অখুপ অদু ঙাক্কুনা থম্লবা ঐখোয়গী পোৎখোকশিং মতৌ করম্না শিজিন্নগনি।

2. Tone of voice and form of address

Product	Tone of voice	Form of address (pronoun "you")
Microsoft privacy content	Formal, but friendly	অদোম

3. Abbreviations

You might need to abbreviate some words due to lack of space, especially in the UI. This can be done in the following ways:

- A full stop is not used after an abbreviated term.
- Abbreviated terms are not used in the plural.

Examples

Source (full form)	Source (abbreviate form)	Target (full form)	Target (abbreviated form)
Monday	Mon	নিংথৌকাবা	নিংথৌ
volumes	vols.	ভোল্যুমশিং	ভোল

4. Acronyms

Acronyms are words made up of the initial letters of major parts of a compound term. Some well-known examples are DNS (Domain Name Server) or HTML (Hypertext Markup Language).

● The affix 'শিং' is appended to the acronym to form the plural.

Source	Target
MPs	এম.পি.শিং

● If an English acronym is to be used throughout a text, the first time it occurs, follow this structure: full form (acronym). In the subsequent cases, acronym.

● Some English acronyms will be left in English, due to their wide acceptance and usage in the target language.

Examples: http, www

5. Capitalization

Capitalization does not apply to Manipuri language and script. A single form is used for each letter.

6. Punctuation

Follow the source text punctuation.

Bulleted lists
Follow the source text punctuation.

Example

Source	Target
• Improve and develop our products. • Personalize our products and make recommendations.	• ঐখোয়গী পোৎথোকশিং ফগৎহল্লু অমসুং শেমগৎলু।

	• ঐখোয়গী পোৎথোকশিং লনাইগী ওইহল্লু অমসুং অতোপ্পনা পন্নহল্লু।

Dashes and hyphens

Hyphen

The hyphen (-) is the shortest of the three dash characters. Use hyphens for:

- Re-duplication words: to indicate repeated words
- Breaking words at the end of a line
- Page numbers, dates, and other number intervals
- To establish relationships between two concepts

Examples

Source	Target
Brothers	মচিন-মনাও
Pages 30-52	চেনা 30-52

En dash

The en dash (–) is obtained by pressing Alt + 0150 or Ctrl + - (num) in Windows. It's used in arithmetic operations and negative numbers.

Example

Source	Target
Temperature is -10°C .	তেম্পরেচর -10°C নি।

Em dash

The em dash (—) is obtained by pressing Alt + 0151 or Ctrl + Alt + - (num) in Windows. Avoid extensive use of the English em dash and use commas or parentheses instead. You can also start a new sentence. Feel free to change the sentence (you can remove the em dash) so that it will look and sound more natural in Manipuri.

Example

Source	Target
Search and browse products connect you with information and intelligently sense, process, and act on information—learning and adapting over time.	সর্স অমসুং ব্রাউজ প্রদক্তশিং অদোমগী ই-পাওগা শল্লে অমসুং ই-পাও অদু হৈ-শিংনা খঙই, চৎথৈ

	অমসুং মদুদা থবক তৌই — মতমগী মতুং ইন্না তম্মি অমসুং লৌশিল্লি।

Quotation marks

Follow the quotation mark type used in the source text.

Example

Source	Target
On the website and in the app, users enter “prompts” that provide instructions to Copilot (e.g., “Give me recommendations for a restaurant that accommodates parties of 10 near me”).	ৱেবসাইৎ অমসুং এপতা, য়ুজরশিংনা “প্রোম্প” এন্তর তৌই মদুনা কোপাইলোৎতা ইন্সত্রকশনশিং ফংহল্লি (খুদমঃ “ঐঙোন্দা ঐগা নক্লবা মীওই 10গী পার্তীগী থৌরাং তৌবা রেস্তুরেন্তকী মতাংদা থঙহনবীয়ু”)।

7. Usage of Nuqta

The **Nuqta** is a diacritic used in the Devanagari script to describe modern sounds borrowed from languages not native to Devanagari, mainly Urdu (Arabic, Farsi) and English. It appears as a dot and is used in some Hindi letters. However, it is not used in Manipuri. **Please ensure that the Nuqta is strictly avoided.**

8. Numbers, symbols, and non-breaking spaces

Numbers

In documentation, numbers from one to ten need to be spelled out, the other numbers are written with numerals.

Non-breaking space

When the source text includes a non-breaking space, ensure that the non-breaking space is also included in the target text. Always adhere to the formatting of the source text.

Ampersand

Always translate “&” as “অমসুং” in running text. Do not keep “&” in the target, unless it is part of a tag, placeholder, shortcut or other type of code.

Example

Source	Target
Cookies & Similar Technologies	কুকিজ অমসুং তেক্নোলোজীশিং

9. Date

Date format: DD/MM/YYYY

Example ০১/০৪/২০২৫

When only the month and year are included, such as “March 2025,” use the date format “Month YYYY”

Example

Source	Target
Last updated March 2024	ইকোন কোন্না অপদেং তৌখিবা 2024

10. Inclusive language

Microsoft technology reaches every part of the globe, so it's critical that all our communications are inclusive and diverse.

General guidelines

- Comply with local language laws.
- Use plain language.
- Be mindful when you refer to various parts of the world.
- In text and images, represent diverse perspectives and circumstances.
- Don't generalize or stereotype people by region, culture, age, or gender, not even if the stereotype is positive.
- Don't use profane or derogatory terms.
- Don’t use slang that could be considered cultural appropriation.
- Don't use terms that may carry unconscious racial bias or terms associated with military actions, politics, or controversial historical events and eras.

Use this	Not this	Use this	Not this
English examples		Target examples	
expert	guru	অথঙ-অহৈ	গুরু
colleagues; everyone; all	guys; ladies and gentlemen	মরূপ-মপাং; মীপুম খুদিংমক; পুম্নমক	নুপাশিং; নুপীশিং অমসুং ভদ্রলোক

i. Avoid gender bias

There are no gender-specific words in Manipuri. Nouns, pronouns, and adjectives do not change form based on gender.

ii. Accessibility

Microsoft devices and services empower everyone, including people with disabilities, to do the activities they value most.

Focus on people, not disabilities. Don't use words that imply pity, such as *না শোকহল্লবা* or *দগী চৈনা ফংলবা*. Don't mention a disability unless it's relevant.

Use this	Not this	Use this	Not this
English examples		Target examples	
person with a disability	handicapped	শোয়নাইবা	মিমান্নদ্রবা
person without a disability	normal person; healthy person	শোয়নাইদবা	মশা-মউ ফবা

Use generic verbs that apply to all input methods and devices. In procedures and instructions, avoid verbs that don't make sense with alternative input methods used for accessibility.

Use this	Not this	Use this	Not this
English examples		Target examples	
Select	Click	খল্লু	ক্লিক তৌ

Keep paragraphs short and sentence structure simple—aim for one verb per sentence. Read text aloud and imagine it spoken by a screen reader.
Spell out words *অমসুং, তিনশিনবা* and ***মরমদা।*** Screen readers can misread text that uses special characters like the ampersand (&), plus sign (+), and tilde (~).

11. Application, products, and features

Application/product names that are trademarked are not translatable. Before translating any application, product, or feature name, verify that it is in fact translatable and not protected in any way.

Version numbers

Version numbers always contain a period.

Source	Target
Version 4.2	ভর্জন 4.2

12. Trademarks

Trademarked names and the name Microsoft Corporation shouldn't be localized unless local laws require translation and an approved translated form of the trademark is available. A list of Microsoft trademarks is available for your reference at the following location: https://www.microsoft.com/en-us/legal/intellectualproperty/trademarks

13. Reference information

Terminology

Approved terminology related to the translation project being translated will be provided in the translation editing environment, including product names. It is also available at the Microsoft Terminology Search page, but translators need to be aware that the terminology on this site is not as fresh as the terminology provided in the editing environment. It does however provide terminology across all Microsoft products.

Use approved terminology, especially for key terms, technical terms, and product names.

Normative references

Adhere to these normative references. When more than one solution is possible, consult the other topics in this guide for guidance.

1. DOLEN, Hidam. *English-Manipuri Dictionary*.

2. SAGOLSEM, Ibomcha. *Pukeilol* (Dictionary)

3. SINGH, W. Tomchou. *Anouba Manipuri Grammar and Composition*.

Note: If more than one spelling is acceptable, opt always for the spelling adopted on Microsoft approved terminology and it the normative dictionaries mentioned above. Use a consistent spelling across Microsoft products.

Informative references

These sources may provide supplementary and background information.

1. Poknapham (Manipuri daily newspaper)