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**Effective Methodologies and Challenges when Administering Translation Manuscripts in Indigenous Languages**

This study explores methodologies and challenges encountered by language practitioners when dealing with translating official documents such as welcoming messages in nine official languages as research is a ‘conditio sine quanon’ when such methodologies and challenges are dealt with. The study alludes that the Directorate Language Services under the Department of Tuition Support and Facilitation of Learning receive manuscripts, for example, welcoming messages that are translated for officialdom that are in line with the Departmental Operational Plan. from clients. During the process of translating and editing, language practitioners within the Directorate interact with one another in their respective indigenous languages to make sure that consistencies with quality assurance become ‘par excellence. ’The purpose of the paper is to analyse processes the Language Services Directorate follows when executing its tasks. The paper selects both a qualitative research approach and a quantitative research method for data gathering.