

## **1. A Brief Introduction of Asianscript**

### **A. Evolution/History**

Asianscript has been offering interpretation and translation services for about five years. Since its entry into the translation market, it has since become one of the most renowned and respected language service providers in East China.

Over the past years, we have steadily grown our customer base of hundreds of companies and organizations by continuously delivering quality and timely service. Among our customers are listed companies, news agencies, government institutions, industry-leading manufactures etc.

Initially we are running as an organized group consisting of selected experienced in-house translators and freelance translators/editors.

A major milestone for the organization was 2008 when Asianscript established long-term cooperation with the Chinese branches of several foreign news agencies; that year alone, nearly 3 million words were translated.

2009 saw the business consolidation and continued service improvement.

Today, being specialists in Asian languages allows Asianscript to concentrate and focus on translations into Asians languages without diluting efforts in a multitude of languages.

### **B. Fields covered**

Asianscript's translation service covers a wide range of fields. We support more than 100 genres ranging from state-of-the-art technology fields to financial business such as banks, securities and insurance, as well as law and medical science, biotechnology etc.

### **C. Languages worked with**

At present, Asianscript translates mainly into Asian languages, including Simplified Chinese, Traditional Chinese, Korean (developing more capacity) and Japanese. Other than the language combinations English/Spanish/French/Russian>Chinese, we are able to do the translations from German, Japanese, Korean, Italy and Arabic to Chinese, and English to Japanese, Chinese to English. The capacity for each language pairs varies.

### **D. Technical support**

Currently, with systems and technologies such as Trados and idiom WorldServer™, we are adequately prepared to respond to translation projects that require translation memory and can handle most usual translation file formats.

We have developed and integrated a number of tools and solutions into our internal workflows for purposes such as format conversion, terminological consistency checking. We are consistently evaluating new possibilities to enhance our service technologically. Similar solutions can be tailored or developed for specific needs. We also offer continuous support to our freelance translators in the use of different CAT tools and translation techniques.

#### E. Some dictionaries we have acquired:

<b>English – Chinese, Chinese – English:</b>
Dictionary of UN Organs and Related International Organizations
Dictionary of International Organizations
World Political Handbook and Names of the World's Peoples
The English – Chinese Word – Ocean Dictionary (EN-CN)
A Dictionary of Current Idiomatic English (EN- CN)
An All- Inclusive English – Chinese Dictionary (EN-CN)
Chinese – English Dictionary (CN-EN)
Diplomatic Documents (EN-CN, CN-EN)
A Chinese – English Dictionary of Law (CN-EN)
New English – Chinese Dictionary of Mechanical Engineering (EN-CN)
An English – Chinese Mining Glossary (EN-CN)
English – Chinese and Chinese – English Dictionary of MBA
Webster's Universal Dictionary and Thesaurus
Black's Law Dictionary
Kingsoft (on-line dictionary)
Cambridge Dictionaries Online
Dict.cn online
Google dictionary
Reuters finance dictionary
Youdao dictionary
<b>Spanish – Chinese, Chinese – Spanish:</b>
A Modern Spanish-Chinese Chinese-Spanish Dictionary

Merriam-Webster's Spanish-English Dictionary
<a href="http://www.wordreference.com/es/">www.wordreference.com/es/</a>
DICCIONARIO ENSEÑANZA LENGUA ESPAÑOLA
<b>French – Chinese:</b>
GRAND DICTIONNAIRE FRANCAIS-CHINOIS DU NOUVEAU SIECLE
DICTIONNAIRE FRANCAIS-CHINOIS DES MOTS USUELS
DICTIONNAIRE CHINOIS-FRANCAIS
DICTIONNAIRE FRANCAIS-CHINOIS ET CHINOIS-FRANCAIS CONTEMPORAIN
GRAND DICTIONNAIRE FRANCAIS-CHINOIS
<b>Russian – Chinese:</b>
大俄汉字典
汉俄大字典
现代俄汉双解词典
现代汉俄字典
俄汉文字翻译词典
汉俄科技词典
俄汉搭配词典
汉俄字典

## F. Quality Control

- *Requirements gathering.* We take the time to listen and clearly understand all your requirements so that the native Chinese translators, proof-checkers, editors and other project specialist will know exactly what you need

- *Text Analysis*(in the source, or original, document) is used to identify necessary terminologies, glossaries and style guides. This knowledge is then applied to achieve the best solution for your Chinese language translation project.

- *Actual work.* This is who your Chinese project is assigned to:

- ⊕ skilled Chinese professional translating only into their native language

- ⊕ skilled Chinese professional that have the required education, subject matter expertise and software skills unique to your particular project.

- *Different translators do the proof-checking.* This is a proven technique that allows for a great degree of objectivity and therefore, accuracy.

We use this common sense approach to produce Chinese language translation that is more than accurate.

### *Working procedure*

- a. Communication: communicate with the clients and ask for reference materials.
- b. Organization and Collaboration: carry out pre-translation procedures according to the characteristics of the documents to unify the professional terms and choose an appropriate translation memory, while starting the selection and training of translators.
- c. After carrying out the pre-translation procedures, submit the term database and translation memory to the translators' team.
- d. Train the selected translators to make them familiar with the background information, the terms and the specific requirements of the project.
- e. During Translation: Check each translator's translation, communicate and discuss in a timely manner, and help them solve the difficulties and puzzles.
- f. Examination and Feedback: Combine the translation pieces, check if they are consistent in terms of format and wording, and give suggestions for modification.
- g. Typesetting: Set type according to the client's original text. It is required to maintain the original typesetting while doing necessary editing to suit the usage of target language.
- h. Quality Control: Give a check on the whole translated text, including the format, after the completion of the translation process.
- i. Accumulation and Sharing: Add the finished translation to the database as soon as possible. Improve the project database through the discussion with the clients on the solution of difficulties and puzzles as well as the quality control and the consistence in wording.