



Otherwords
Language Services

Otherwords is a translation, interpreting, language courses agency and much more, supporting companies and individuals.

Our goal is to break down the boundaries of your communication.



What we can do for you

Otherwords is the result of years of experience in translation and localization, interpreting, training and language consulting.

We daily manage translation, localization, proofreading, interpreting, language training and many other services in all languages.

We carry out our language projects with great accuracy, keeping constant communication with our customers so as not to leave their point of view in the background. This aspect of the process is particularly important to us, for every service we carry out, from translations to interpreting, to language teaching.



- Support and advice for your sales strategies abroad
- Support and availability, even after service delivery or provision
- Competitive rates, thanks to a lean management
- Transparency, reliability, kindness and excellent customer service

The following is what you get when you choose Otherwords:

- Highly specialized professionals
- Decades of relevant experience in the field
- Procedures compliant with international standards as defined by the European quality standard ISO 17100:2015 relating to language services
- Reliability and cost savings using translation software programmes
- Flexibility and customized solutions based on your needs and resources



Our languages:

English, French, Spanish, German, Portuguese, Dutch, Russian, Polish, Romanian, Serbian, Croatian, Slovenian, Czech, Slovak, Bulgarian, Hungarian, Swedish, Finnish, Danish, Norwegian, Arabic, Turkish, Albanian, Greek, Chinese, Japanese, Korean and other languages on request.

Our services:



TRANSLATION

Translation is the transposition of a text from one language to another. It is a complex process that is the foundation of global communication. To carry out this process, our translation agency carefully analyses each translation project and **avails itself of the collaboration of native speaking translators in the target language, specialised in different fields.** The translations we perform are subjected to various quality assessments, to ensure maximum quality.

Our workflow:

ANALYSIS

The project is analysed to **determine and choose** the most suitable resources and tools.

TRANSLATION

The translation is performed by **native speaking translators in the target language and specialised in the relevant field.**

PROOFREADING

The translation is **checked by one or more professionals other than the translator.** This control covers all aspects of the text: spelling, grammar, linguistic register, completeness, conformity to the original document, localization and comprehensibility level.

QUALITY CONTROL

After its proofreading, the **translation is rechecked by the project manager** before delivery.



POST-EDITING

The post-editor is a **specialized translator** who carefully **reviews** the output produced by an **automatic translation software**, guaranteeing the final translation is **accurate** and compliant with all **quality standards**.

This technology has **2 advantages** and it is increasingly required for the translation of:

- **large volumes of technical content (manuals, patents, catalogs, etc.)**
- **web contents (e-commerce platforms, product descriptions, tourist packages, software, etc.).**

Post-editing is increasingly required by **companies targeting online sales**, as it addresses quickly and cost-effectively global market trends. In fact, post-editing allows for a considerable **reduction in the overall translation costs** and the translation of content is **much faster**. The result is greater competitiveness and visibility of the company on the international market.

Our workflow:

ANALYSIS

The project is analysed to **determine and choose** the most suitable resources and tools.

TRANSLATION

Translation is executed by a **professional machine translation software**.

POST-EDITING

The **machine translation output** is thoroughly **reviewed by a professional translator** of the relevant field. This check covers all aspects of the text: spelling, grammar, language register, completeness, conformity to the original text, localization and level of comprehensibility.

CONTROLLO QUALITÀ

After its proofreading, the **translation is rechecked by the project manager** before delivery.

LOCALIZATION

Localization is the **linguistic and cultural adaptation of a text that is subjected to translation**. That's why at Otherwords translation and localization always go hand in hand. We firmly believe that localization is a process closely related to the translation process, and therefore, it cannot be disregarded. Each type of text, from technical to legal to marketing, must be adapted to be received by an audience of a different nationality.

The concept of localization is vast and includes technical, graphics and cultural aspects. **Localizing means adding a series of devices to the translation to make the result as close as possible to the targeted international audience.**

For example, localizing means changing units of measure and numbers, changing the way we address people, paying the utmost attention to everything that does not have a perfectly matching term in the target countries (institutions, laws, school systems ...).

Localizing means paying attention to the length of the translated strings, for example in software localization or subtitling.

Localizing means changing content, for example, in wordplays, metaphors, idioms that are commonly used in a language, but may be incomprehensible or even unpleasant to other cultures.

In short, **localizing means helping you improve your business through translation and get new customers in the target country of your choice.**

TRANSLATION TECHNOLOGY AND SOFTWARE

Some tools can support and facilitate the translation process. These tools, so-called **CAT tools or software for the assisted translation**, are particularly useful in the translation of texts that have a high degree of repetition, such as for example catalogues and technical manuals, company financial statements, modified versions of contracts and documents of all kinds issued later than the original document. The translation of these texts is managed with the aid of a software based on the memorisation of text segments.

Thanks to a translation memory, the software can reproduce segments of text that are the same or similar to previously translated segments or which are repeated within the text. This implies a considerable saving of time and costs and, at the same time, ensures uniformity in the terminology.



INTERPRETING

Otherwords provides specialised professional interpreters for your international business needs. We can support you both with conference interpreting (simultaneous, consecutive and chuchotage) and with liaison interpreting for your business negotiations. Our interpreters have a solid professional experience and are specialised in different fields.

LIAISON

The presence of the interpreter ensures mutual understanding between the parties. Ideal for small groups, in business negotiations, company visits and professional and technical meetings. professionali tecnici.

CONFERENCE INTERPRETING

Suitable for **conferences and institutional meetings**. Options:

SIMULTANEOUS

The interpreter translates what the speaker is saying simultaneously, in a soundproof booth with the aid of a special equipment.

CONSECUTIVE

The interpreter listens to the speaker and translates in segments.

CHUCHOTAGE

The interpreter whispers in the ear of one/two listener/s the simultaneous translation of what the speaker is saying.

Information we need to prepare for the assignment

The location where the service will take place, the number of participants and the type of event. The reference documentation is required in advance.

2 interpreters for the same language pair

For conference interpreting (simultaneous, consecutive and chuchotage), we will provide **two interpreters for the same language pair**, thus guaranteeing the **highest quality for the whole service duration**.

The best equipment for every occasion

We can provide **the specific equipment for your event**. We carry out an inspection of the chosen location, to assist you with sound advice.

REMOTE INTERPRETING

In this period of health emergency, Otherwords has never stopped! Choose our remote interpreting service; our specialized professional interpreters will be **remotely connected to offer you language assistance during your online events**, even through simultaneous interpreting.



TRAINING

Otherwords offers both **individual and group language courses to companies and individuals for all levels**. We will be happy to plan together a training path suitable to your or your study group's needs and to propose solutions to help you effectively achieve your goals.

- Our language courses are taught by **native or same level teachers, specialised in language teaching** and with years of teaching experience.
- We can provide **courses in many languages**, even in non-European languages.
- Following one of our courses, you will be entitled to the initial assessment test, to the attendance certificate at the end of the course and to our welcome kit.
- We also **offer exam preparation services** in the language of your choice.

DISTANCE LEARNING

Our **native-speaking tutors** are just a click away!

Our language training, both one-to-one or group language courses, now **go digital** through specific e-learning platforms for **interactive distance learning**.



Did you know that as a company you can receive training at no cost?

Thanks to the collaboration with partners specialised in management of financed training, we can offer you a complete consultation to identify your company's training needs and the most suitable way to implement such training at no cost.

We also provide the following services:

Voice over

We work with **professional speakers of different nationalities and languages** to provide a fast and competent service. Our service includes **exclusively native speaking speakers**, fast delivery, free and unlimited use of the recorded audio, audio format of your choice, and editing and post-production.

Telephone calls and video conferences in foreign languages

Our professional interpreters can also support you during your meetings by **video conference or by telephone**. You can request an interpreter on-site or remotely.



Hostess and steward services

We can provide you with **hostesses and stewards for congresses, fairs and advertising events**, knowledgeable in the foreign language you request.

Transcription of audio recordings

We perform the **transcription of audio files in many languages** providing you with the written text, and any translation in the requested language. Furthermore, we can produce technical documentation, both in Italian and in any foreign language. We can carry out:

- instruction manuals
- technical files (ATEX directives, PED, Machinery Directive, MID, etc.)
- Technical passports (TR CU)

- Data Book Manufacturing

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