



*Translators of The World*

REACH OUT TO MAKE A DIFFERENCE



# COMPANY PROFILE

## Welcome!

TRANSLATORS OF THEWORLD is a full-service Translation Agency which specializes in language translations for different businesses. Our team consists of native, educated and experienced translators with a solid professional translation background and skills.

Our agency provides content writing, translation, transcription, subtitling and voice-over services to clients all over the world. If you need a quality service for a great price, you have reached to the right place. We are glad to help you!

# Our Mission

To provide high-quality services by native and non-native speaker on a timely basis and at reasonable rates.

# Our Priorities

## Superior Quality

Professional and competent editors thoroughly check every work to achieve the highest quality possible. We are dedicated to high quality services. No students, no rookies, no outsiders - we employ only professional and experienced speakers with extensive knowledge of relevant businesses and terminology.

## Availability

If you use Internet, you can contact us through e-mail. This is a very fast and convenient way to do business with us.

## Reliability

We always meet deadlines for all orders from our clients.

## Competitive Rates

Our rates are the most affordable among translation agencies worldwide. We use many techniques that help us to reduce cost of a translation without decrease in quality. Save more on interpretation through the Internet and our agency!

# Areas of expertise

Legal, Technical, Telecommunications, User guides and Operating instructions, IT, Engineering, Mechanical Engineering, Household appliances, Computer Engineering, Data Communications, Automotive field (Cars/Trucks/Buses/ Bikes), Medicine, Heating Air Condition and Refrigeration, Economics, (Entrepreneurship, Business General, Banking and Financial, Business Administration and Management, Marketing), Entertainment, Tourism and travel, education, publications, brochures, manuals etc.

# Translators, editors, and reviewers

In addition to being a native speaker of the target language and a certified language translation professional: translators, editors, and reviewers have the following:

- A university degree in language translation, linguistics, or a technology related field. Many have master's or doctorate degrees, as well as scientific and/or technical backgrounds.
- Background knowledge in the client's industry.
- Several years of experience in the translation industry including experience translating technology-related terminology and working with computer software.

## What process does TOW (Translators Of The World) use to localize each project?

Our localization process is stable yet flexible enough to address your individual needs. The following is an example of our software localization process:

- **Assign a project manager**

The project manager oversees your project from beginning to end. He or she also communicates with you throughout the process, so you're aware of what's going on every step of the way.

His or her responsibilities include:

1. Establish a production schedule and process catered to meet your specific needs.
2. Allocate the necessary resources.
3. Manage each phase of development and follow-up with involved personnel.
4. Implement quality assurance checks.
5. Report progress to you.
6. Solicit and incorporate your feedback.
7. Deliver the final product

## B) Select team members

In addition to a project manager, the team assigned to your project may include the following:

- Terminologists — ensure that translated terminology is accurate, and that it's consistent with industry standards and previous translations.
- Translators — translate online text and hardcopy documents from the source language to the target language(s)
- Editors — review text and make sure it conveys the text's original meaning; ensure that text is grammatically and structurally correct, and that it complies with rhetorical standards in the target language.
- Desktop publishing specialists — ensure that the final product has the same look and feel as the original; help access graphic-embedded text so it can be translated; ensure that graphics are appropriate, accurate, and complete.
- Quality assurance specialists — monitor each phase of the process to ensure that the end product works properly and that it will accommodate the target market. Once selected, team members take time to learn about you and your product as necessary, so they know exactly what you want and how to create it.

## • Prepare your files

Once we receive the necessary files from you, we do the following:

1. Confirm which target language(s) you want your product translated into, including, if applicable, which variation of the language(s) — for example, English into Serbian (latin or cyrilic), English into Albanian (Kosovo or Albanian dialect) and so on.
2. Check the integrity of each file. Confirm the file type and make sure we can access it.
3. Create a glossary.

## D) Translate accompanying support literature

1. Confirm the accuracy of the translation and adjust the text if necessary.
2. Make sure the text is consistent with the software and the help system.
3. Re-check the graphics. Make sure they correlate with the newly translated software and help system.
4. Finalize the layout. Confirm that the layout is consistent with the original document.
5. Confirm the quality of the finished product. Make sure everything is accurate, consistent, and attractive.
6. Solicit and incorporate client feedback.
7. Check the quality of the new version again.
8. If requested, prepare computer files to go to the printer (output to postscript. 9. Deliver the final product.

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TRANSLATORS OF THE WORLD

Only Professional Service!

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