PROCESS OF TRANSLATION

01

- Text type
- Target audience
- Purpose
- Format
- Reference materials
- Tools
- Terms

SPECIFICATIONS

02

Creation of a glossary using client's resources and ongoing translation

TERMINOLOGY RESEARCHAND READING

03

Production of a text in the target language which communicates the meaning of the text in the source language, taking into account the specifications

TRANSLATION

04

Comparing the source text to the target text checking:

- Completeness
- Accuracy
- Style
- Register
- Consistency
- Readability

EDITING

05

Checking the target text for:

- Typography
- Spelling
- Grammar
- Punctuation
- Consistent usage of terms

PROOFREADING

06

Checking for consistency of:

- Fonts and emphasis
- Bullets of numbering
- Spacing
- Margins
- Graphics
- Tablets
- Colours

FORMATING

07

Quality assurance
Comparison of the final version of the translation with the original
Comparison with specifications

VERIFICATION

08

Sending the requested translation to the client in the agreed format and within the agreed delivery date

DELIVERY

UNIVERSAL TRANSLATION SERVICES

DONE!