

translation

What is translation?

At its most basic, translation is the process of converting written communication from one language to another. But, it's not always that simple. Our professionally trained translators take into account cultural differences and sensitivities, euphemisms and idioms which often don't translate, and do all of this while keeping your message intact.

You should know...

- ▶ We are known for our quick turnaround time and accuracy; we're often able to complete a job in less than 24 hours.
- ▶ You can send us documents by mail, email, fax or through our website.
- ▶ Professional translation does not only facilitate communication, it can save your business time and money by avoiding costly mistakes.

We often translate the following:

- | | |
|--------------------------|------------------------|
| + Advertising | + Marketing Materials |
| + Correspondence | + Medical Certificates |
| + Educational Materials | + Product Packaging |
| + HR Documents | + Safety Manuals |
| + Immigration Documents | + Signage |
| + Informational Leaflets | + Technical Documents |
| + Legal Documents | + Websites |
| + Manuals | + And More! |



interpretation

What is interpretation?

Interpretation is the process of translating verbal communication in real-time. As today's businesses become more and more specialized, a qualified interpreter needs to be fluent in more than just the language. They also need to possess detailed knowledge of the specific industry and its lingual nuances. We have interpreters trained in a variety of specialized fields, to insure accurate communication services tailored to your individual needs.

You should know...

- ▶ Using an untrained interpreter (like a friend or bilingual employee) can be a liability for your company.
- ▶ We send our interpreters to your location.
- ▶ Our interpreters are trained in medical and legal terminology, confidentiality, conflict of interest issues and cultural differences.
- ▶ We have interpreters for over 100 languages including American Sign Language.

Our interpreters are trained in a variety of specialized fields, such as:

- | | | |
|------------------|-------------|--------------|
| + Medical | + Financial | + Industrial |
| + Legal/Judicial | + Social | + Conference |



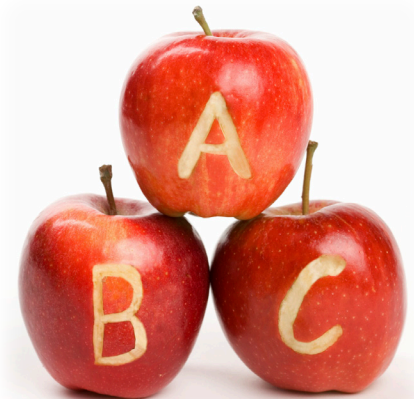
training

Who do you train?

At Affordable Language Services we do more than just keep our staff trained. From helping to further the education of your own on-staff interpreters to educating your employees on cultural competence and how best to utilize interpreters, we offer a wide array of training programs to our clients. We also teach an internationally recognized course on interpretation several times a year.

You should know...

- ▶ We are a leader in interpreter training and education.
- ▶ We are licensed to provide 'Bridging the Gap,' a nationally recognized medical interpreter training program.
- ▶ We offer language testing.
- ▶ We offer language tutoring. Get a leg up on learning that language you've always wanted to, or let us help your child with their language studies.





6 Ways To Get The Most Out Of Translation

Tips from Affordable Language Services

1. Translate only what you need.

Is your manual 200 pages? See if you can cut it down. It will save you time and money.

2. Use images where you can.

A picture is worth a thousand words, even in a different language. Sometimes, entire pages of text can be replaced with a diagram or map.

3. Tell your translator what the project is for.

Your audience and purpose is important regardless of what language you use. Relay this information to your translator to ensure the accurate presentation of your message.

4. Give your translator a final draft.

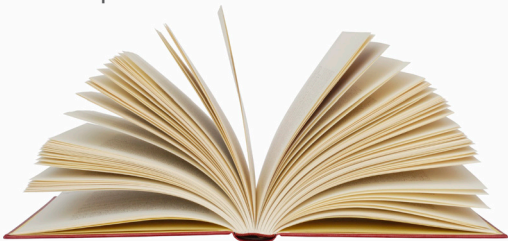
To facilitate a smooth translation process, give your translator a final draft. Making revisions to the original document midway through can significantly delay the project costing you both time and money.

5. Don't rely on translation software.

Language is complex. Software programs can't take into account your text's tone, purpose or recipient.

6. Use an established translation agency.




Affordable Language Services has over 350 translators, all with the additional training and background they need. You're not going to find anyone else more qualified.



Want access day or night?
All of our clients can log on to our secure website to view and schedule appointments, view invoices, time sheets and more.


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-  translation
-  interpretation
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