

Language Inc.



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“Your Translation, Proofreading, And Editing Specialists” Who we are Language Inc., founded in 2004, is an internationally reputed provider of translation, proofreading, copywriting, and editing services. Our network of international clientele extends across five continents. We specialise in providing translation services tailored to our clients’ needs. Language Inc. is an expert in project management and quality assurance in the fields of translation, editing, proofreading, and copywriting. With our extensive international experience, we are well-equipped to assist you with expert language services. Language Inc. is adept at localising content so that it speaks to your target audience in their own language. We are your service provider for translating, editing, or proofreading any subject matter you have developed. Language Inc. highly values quality and confidentiality. We are motivated by fast turnaround times and we aim to provide our clients with value for their money. Excellent customer service is guaranteed with Language Inc. Our work speaks for itself and, most importantly, to your clients. WHAT WE OFFER Translation Translator profile: Every Language Inc. translator is a mother-tongue speaker with tertiary education and at least five years of experience.

Professionalism and quality are constantly accessed throughout projects and any

issues are immediately addressed.

Sworn translations: Should a client need a translation for legal purposes, it is recommended that this be done by a sworn (court-appointed) translator. Please note that this service is only available for the South African juristic area and in the following languages: Afrikaans, Arabic, Dutch, French, German, Greek, Hebrew, Italian, Polish, Portuguese, Russian, and Spanish.

Levels of Translation We offer translation services at different levels designed to meet different needs. Our clients can choose between two service levels depending on their quality requirements:

- quality-assured translation**
- budget professional translation**

Both translation service levels are conducted by an experienced professional translator. However, quality-assured translations are also subjected to a full review by a second professional translator.

Languages Afrikaans, Arabic, Bemba, Bengali, Bulgarian, Chichewa, Chinese (Cantonese; Mandarin; Traditional), Croatian, Czech, Danish, Dutch, English (UK; US), Estonian, Farsi, Finnish, Flemish, French (African; Canadian; European), German, Greek, Gujarati, Hebrew, Hindi, Hungarian, Icelandic, Indonesian, isiNdebele, isiXhosa, isiZulu, Italian, Japanese, Kirundi, Korean, Lingala, Lithuanian, Luganda, Malagasy, Malay, Malayalam, Ndebele, Northern Sotho, Norwegian, Oromo, Polish, Portuguese (African; Brazilian; European), Punjabi, Romanian, Russian, Sepedi, Serbian, Serbo-Croatian, Sesotho, Setswana, Shona, siSwati, Slovakian, Slovenian, Somali, Southern Sotho, Spanish (European; Mexican; South American), Swahili, Swati, Swedish, Tagalog, Tamil, Telugu, Thai, Tshivenda, Tsonga, Tswana, Turkish, Ukrainian, Urdu, Venda, Vietnamese, Welsh, Xhosa, Xitsonga, Yugoslav, Zulu.

Editing Plain English editing Plain language is concise, everyday language that tells the reader exactly what you mean. It is about making your message as clear and straightforward as possible, without altering the meaning or 'dumbing it down'.

Developmental editing Developmental editing, also called content or substantive editing, involves an editor providing detailed feedback on "big-picture" issues. The editor will refine your ideas, shape your narrative, and help you fix any major plot or character inconsistencies.

Copy-editing Copy-editing includes checking: spelling, grammar, capitalisation, word usage and repetition, dialogue tags, usage of numbers or numerals, POV/tense (to fix any unintentional shifts), descriptive inconsistencies

(character descriptions, locations, etc.).ProofreadingProofreading is the process whereby a linguist will do a final check of the translated document to make sure there are no more spelling, grammar or inconsistency errors. Once this has been done the document should be ready for publishing.TranscriptionLanguage Inc. provides high-quality transcriptions of audio files in English. Source material can be transcribed from an MP3, AVI, mpeg, or wav file.QualityQuality is of the utmost importance to us. Therefore, we follow a set of processes to ensure all aspects of the project are addressed to the highest standard. All our linguists are mother-tongue speakers, have tertiary education, and at least five years' experience.ExperienceAll our linguists are mother-tongue speakers, have tertiary education, and at least five years' experience. We only use the best professionals to deliver top-quality translation, editing, and proofreading services.SecurityWe protect our clients' data by all available means. The company's server is secured by a firewall, backed-up off-site, and all company offices have an electronic security system. In accordance with POPIA legislation, we are serious about your information. We will process, store, and protect your data according to legislation, and will not sell or circulate any confidential information.

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