



# *Focuslingua*

*Brochure*

## About us:

FocusLingua Translation ServiCes is one of the leading language ComPanies with quality as its Core value. InsPired by "Water" we are transParent in our PoliCies, free flowing in our thoughts and highly transform- able in exeCuting Client's requisite. Our Client CentriCaPProaCh enables us to exCeed the set exPeCtations.

Established in 2010, headquartered in ahmedabad, india. In mere few years, we have aChieved distinCt ProminenCe in the Challenging language industry offering quality translation & innovative language-related serviCes.

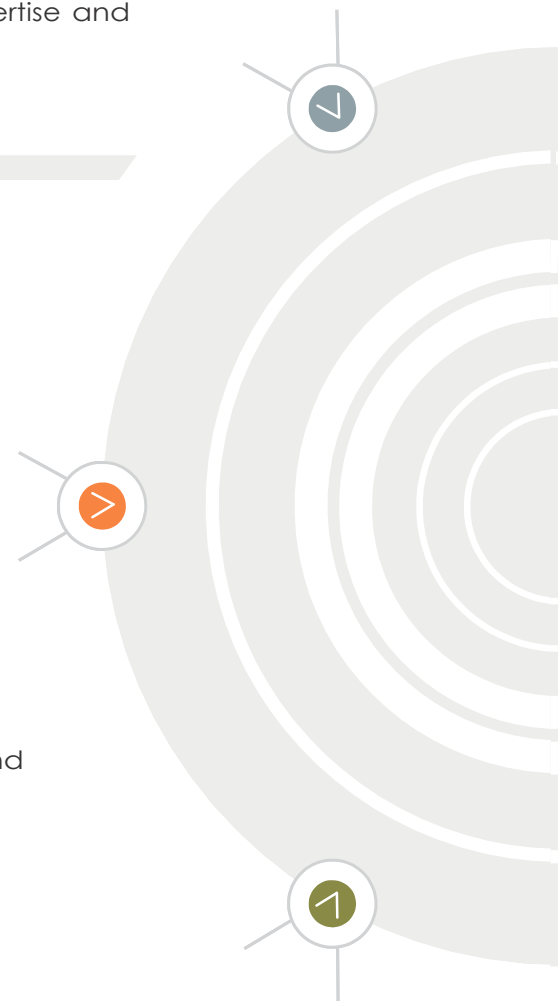
One of the biggest strengths of FocusLingua is the unParalleled quality of its World Class serviCes and PraCtiCe of Providing genuine human translations.

**Vision:** Our vision is to lead the language industry and Cater to every small and large ComPany worldwide.

**Mission:** Our mission is to Present Customers with effiCient strategies by assuring best quality, fastest turnaround, in-Country exPerte and full Confidentiality while maintaining the ComPetitiveness.

## We believe in:

- ⦿ Speaking..... your language
- ⦿ giving..... Personal touCh to your business
- ⦿ moving..... with the Changing times
- ⦿ Putting..... the Clients first
- ⦿ Working..... in a style that is rigorous and Collab- orative
- ⦿ delivering..... value for money
- ⦿ behaving in..... a manner whiCh is friendly, honest and oPen



To assure the best quality we are Indian Translator Association Certified and adhere to TQM ideologies. We believe in Continuous evolution and hence technology is an indispensable part of us. Coupled with team work we give our best to Convince Client satisfaction.

Our extensive research, a Professional team of in-house translators, interpreters, editors, Proofreaders and Content managers enables us to deliver localized solutions of the highest quality in any language for any industry.

## Key services:

FocusLingua Translation Services provides a wide range of innovative solutions to help Companies maximize their global presence. At FocusLingua, we understand your global business needs and our services are tailored to suit your requirements.

### Some of the Key services We offer include:

#### Translation:

- Document translation (for meeting and Conference materials)
- Website translation (globalization solutions for online registration sites)
- Technical translation (audio visual equipment and technical support)
- Medical translation
- Financial translation
- Legal translation
- translation for Marketing & PR (Public relations)
- translation for government
- Personal translation (Academic Certificates, birth Certificates, property documents, etc.)

### **Interpreting:**

- ⦿ On-site interpreting (simultaneous, consecutive, whispered, liaison)
- ⦿ Audio and video transcription
- ⦿ Visual language interpretation (sign language)
- ⦿ Voiceover

**Content Writing Services:** We provide content writing in all the sectors and in all languages. We work with digital marketing techniques and closely with our clients based on their requirements.

**Editing & Proofreading Services:** We provide editing & proofreading services on our client requirements. Our professional proofreaders and editors who are passionate enough to do this kind of work with their many years experience.

**Multilingual Desktop Publishing (dtp):** In order to provide you complete peace of mind we cater to all major European, Asian and Middle Eastern languages. We monitor multilingual desktop publishing projects for on-time delivery, best quality at the same time maintaining confidentiality. We service a wide range of file formats: PHP, ASP, rtf, html, xml, Microsoft Office 1997/2000/2003/2007 documents, xml formats, Adobe InDesign CS2/CS3, Adobe Illustrator CS2/CS3, QuarkXPress, Adobe Photoshop, CorelDraw, Freehand and Macromedia Dreamweaver files.



## Languages Offered:

We offer translation services in the following languages:

| European   | Middle East & Eastern European | Asian                | Indian Languages | African   |
|------------|--------------------------------|----------------------|------------------|-----------|
| Danish     | Albanian                       | Bangladeshi          | Assamese         | Afrikaans |
| Dutch      | Arabic                         | Bhutanese (Dzongkha) | Bengali          | Amharic   |
| English    | Armenian                       | Burmese              | Bodo             | Somali    |
| Finnish    | Azerbaijani                    | Chinese              | Dogri            | Swahili   |
| Flemish    | Belarusian                     | Filipino (Tagalog)   | Gujarati         | Twi       |
| French     | Bosnian                        | Indonesian           | Hindi            | Zulu      |
| German     | Bulgarian                      | Japanese             | Kannada          |           |
| Greek      | Croatian                       | Kazakh               | Kashmiri         |           |
| Icelandic  | Croatian                       | Khmer                | Konkani          |           |
| Italian    | Czech                          | Korean               | Maithili         |           |
| Maltese    | Dari                           | Kurdish              | Malayalam        |           |
| Norwegian  | Estonian                       | Kyrgyz               | Manipuri/Meitei  |           |
| Portuguese | Farsi                          | Lao                  | Marathi          |           |
| Spanish    | Georgian                       | Malagasy             | Nepali           |           |
| Swedish    | Hebrew                         | Malay                | Oriya            |           |
|            | Hungarian                      | Nepalese             | Punjabi          |           |
|            | Latvian                        | Pashto               | Sanskrit         |           |
|            | Lithuanian                     | Sinhalese            | Santhali         |           |
|            | Mongolian                      |                      | Sindhi           |           |
|            | Polish                         |                      | Tamil            |           |
|            | Romanian                       |                      | Telugu           |           |
|            | Russian                        |                      | Urdu             |           |
|            | Serbian                        |                      |                  |           |
|            | Slovak                         |                      |                  |           |
|            | Slovene                        |                      |                  |           |
|            | Tajik                          |                      |                  |           |
|            | Turkish                        |                      |                  |           |
|            | Uzbek                          |                      |                  |           |
|            |                                |                      |                  |           |

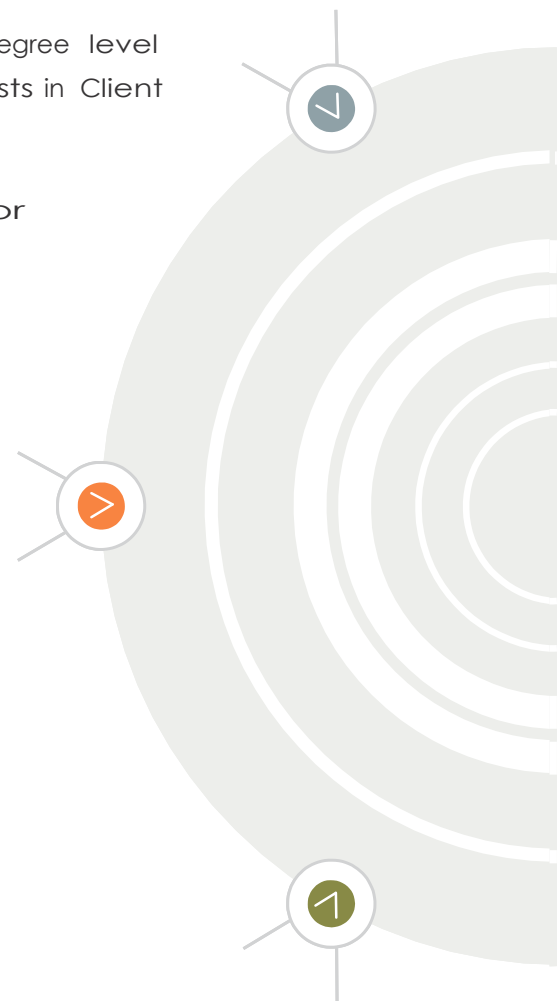


## QuALity AssurAnce:

In today's era of globalisation and speedily Changing business environment, staying ahead on the basis of Cost is not the only Criteria, therefore we have strict quality guidelines in Place to Check all our services meet Global standard and fit the requirements of our Client.

## How does FocusLingua Assure finest QuALity in trAnsLAtion?

- ⦿ We handPick the best translators in the business based on their exPerienCe and skill-set.
- ⦿ We ensure all our translators follow our strict seleCtion Criteria.
- ⦿ We make sure that all our translators are at least degree level holders in translation and are Proven subjeCt sPeCialists in Client ProjeCts/ ProduCts /formats.
- ⦿ Our translators have working industry exPerienCe for the material they translate
- ⦿ Most of our translators are native sPeakers of the language they translate in and are Proven subjeCt matter exPerts.
- ⦿ These translators are dediCated to eaCh ProjeCt whiCh best suits their Profile in the longer term.
- ⦿ All translations are reviewed by Proof readers, and then Content Managers who are resPonsible for overall qualityControl, and ConsistenCy during the life-sPan of the ProjeCt based on Client sPeCifiC requirements.



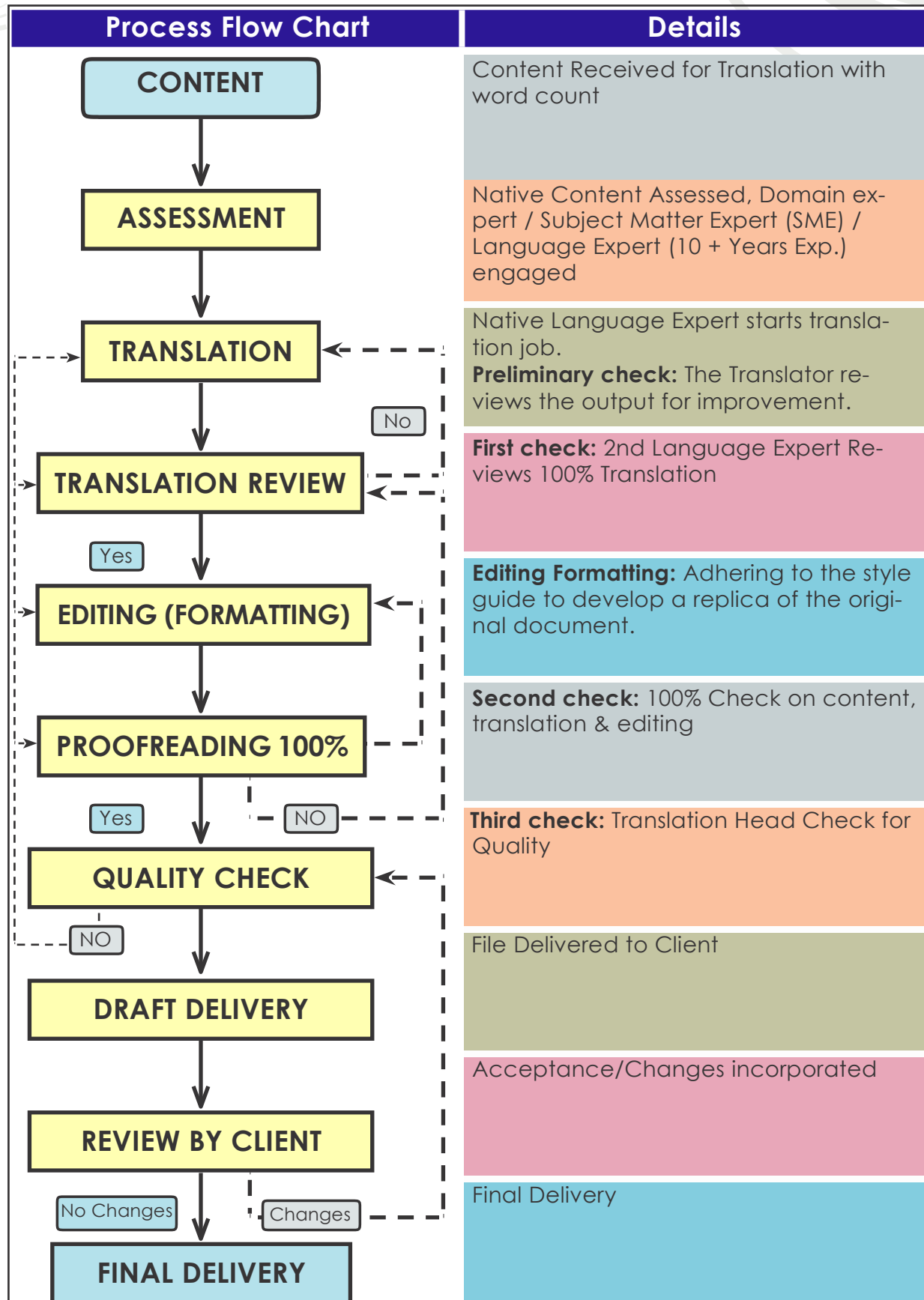
- ⦿ All our translators are well aware of the latest terminology in their Chosen fields of exPertise. They keeP themselves uPdated with the latest terminology used in teChniCal, finanCial, mediCal and other translation fields.
- ⦿ We regularly maintain & uPdate our database with the latest terminology in different fields of translation.

## Our QA AnAlYst checks the folloWing eleMents:

- ⦿ SPeLLing --- GRammar --- tYPograPhy Conventions --  
- Terminology ConsistenCy
- ⦿ inaPProPriate translations (Changing the meaning of the sourCe text)
- ⦿ Key terminology



## TrAnslAtion pRocess





**Contact details:**

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