

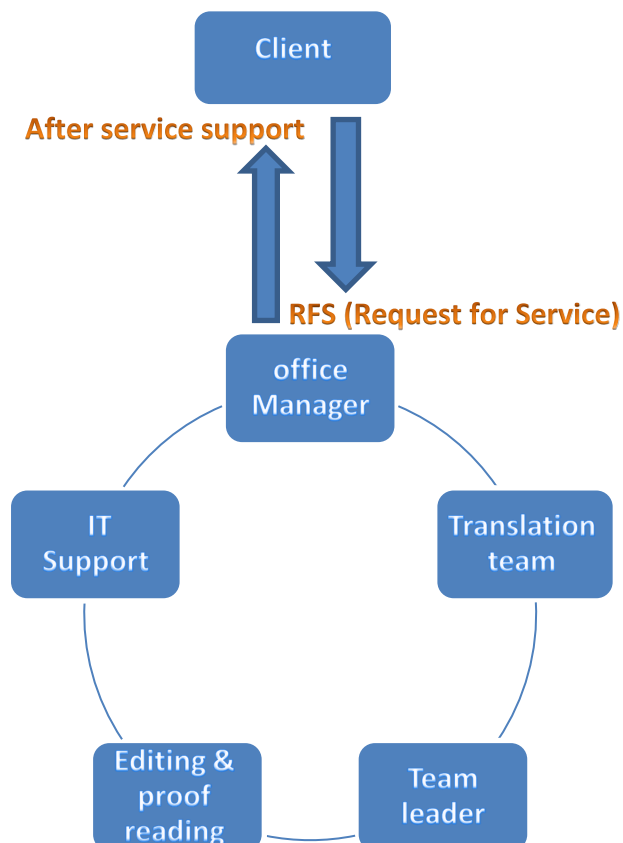
Strategy and Methodology

Our Strategy and Methodology

According to researches, one of the challenges that face translation is the lack of consistency in terminology which affects clarity of translation, therefore a consistent methodology should be used in translation which help in refining the translation and achieving clarity. Our methodology takes into account not only the final product of the translation, but also the process that lead to the translated text and the subject who produce it, as shown and explained hereunder in the work plan:

Work Plan

Translation Services:



Request for Service (RFS):

Our clients can contact the office or they can email us their projects defining their requirements and project's specifications in terms of language combination, subject matter, deadline, number of source words, etc.

After Receiving the RFS:

Upon receiving the RFS with subject matter and materials, the office communicates subject matter and materials to the translation team to start working instantly and inform them with the deadline.

Translation Team:

Read the texts, make sure they have completely understood them, surf the web for similar topics to retrieve the terminology that is commonly used in the subject, create the relevant glossary, contact professionals operating in the concerned field to have a better understanding of the subject matter, and they communicate with each other making use of all possible communication means.

Team Leader:

Once the translation team finish the work, the team leader aggregate all glossaries and work in final word files to harmonize the translation and avoid discrepancy and using synonyms of the same term.

Editing & Proof Reading:

The team leader, who is also the proofreader, reviews the translation and make sure that it is consistent and free of grammar/spelling mistakes and false meanings.

IT Support:

The team leader sends the final document to the IT person who makes sure to keep the same formatting of the original document especially when there is a power point presentation, charts, bookmarks, cross-reference etc. then he/she delivers the final version to the contract manger.

After Service Support:

The office makes sure that United 4 Translation has delivered high quality translation that meets professional standards. Should the clients have inquiries or need to bring minor modifications to the translated information, the team handles the necessary changes until the translation is fully satisfactory to the client.

Simultaneous Interpretation Service:

RFS → Selection → Assignment → Reporting

Upon receiving the RFS with the specific dates, subject matter and materials (if any), a **selection process** starts instantly to who is going to carry out the task from among our best qualified and available interpreters.

Once booked, subject matter and materials are communicated to them via their emails respectively. The office is responsible for finding substitutes for interpreters in case an incident emerges at any time.

Ancillary services

The office has excellent resources to all ancillary services that may be requested by our clients. Being a sister company for United photocopiers all the facilities for printing leaflets or handouts in colour or black and white are available, same for tour guide equipment for small meetings and sound systems and interpretation equipment, our team and staff will be always happy to offer any service or help for our valued clients.