



**PROPOSAL FOR TRANSLATION AND INTERPRETATION SERVICES**

## Executive Summary

In an increasingly interconnected world, clear and accurate communication across languages is essential for businesses and organizations seeking to engage with global audiences. Our proposal for interpretation and translation services is designed to facilitate seamless communication, support your international operations, and enhance your global presence.

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## **About us**

Polyglotte Language Consulting was established in 2016 and specializes in providing high-quality interpretation and translation services across a wide range of thematic areas. Our team consists of experienced linguists, certified interpreters, and industry experts who are committed to delivering accurate and culturally sensitive communication solutions. Polyglotte Language Consulting offers:

- Translation/Proofreading/Transcribing
- Interpretation for 26 languages
- Conference Equipment Rental- Interpretation equipment plus Booth(s).
- Video Conferencing Equipment and Live Streaming
- Language Training-from beginners to professional levels

## **Languages**

We offer the services in 26 languages and our most sought-after languages are: English, French, Portuguese, Swahili, Spanish, Arabic, Kikongo, Lingala, Kinyarwanda, Kirundi, Amharic and 16 Malawian languages (Chichewa, Chitumbuka, Ciyao, Lhomwe, Sena, Chitonga, Sukwa, Bandy, Lambya, Ndali, Nyika, Namwanga, Nyakyusa, Mambwe, KyaNgonde, Bemba).

Polyglotte Language Consulting Team has engaged with technical and non-technical documents and Conference meetings in various thematic areas such as Gender, climate change discourse, agricultural communication, Business regulatory, health communication, biotechnology, financial literacy including policy. Polyglotte Language Consulting has, as such, the prerequisite expertise to handle the Translation and Interpretation (Simultaneous and Liaison/Escort) Services in the languages highlighted above.

## **Objectives**

Our primary objectives for this proposal are to:

- Provide precise and culturally appropriate interpretation and translation services.
- Support your organization in overcoming language barriers and enhancing cross-cultural communications.
- Offer reliable, scalable solutions that align with your specific needs and operational requirements.

## Scope of Services

### ***Interpretation Services:***

**Simultaneous Interpretation:** Ideal for conferences, seminars, and live events, where the interpreter translates in real-time, allowing the audience to receive immediate understanding.

**Consecutive Interpretation:** Suitable for interviews, business meetings, and small group discussions, where the interpreter translates after the speaker has finished speaking.

**Over-the-Phone Interpretation (OPI):** Provides immediate access to interpreters for telephonic communication, ideal for customer service and support.

**Virtual Interpretation:** Facilitates remote meetings and events with real-time interpretation through video conferencing platforms.

### ***Translation Services:***

**Document Translation:** Accurate translation of various types of documents including legal, technical, medical, and business documents.

**Website Localization:** Adapting your website content to different languages and cultural contexts to ensure relevance and engagement with global audiences.

**Multimedia Translation:** Includes subtitling and dubbing for video and audio content to ensure accessibility and engagement in different languages.

**Proofreading and Editing:** Ensuring the accuracy, consistency, and quality of translated materials through thorough review and editing processes.

## Methodology

### Simultaneous Interpretation

## For Your Event

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### **Beyond the language gap**

When people get together to share ideas in different languages, it can be very exciting. Different cultural perspectives bring different points of view and with it the potential for great creative ferment. But coordinating this sort of event needs preparation.

People need to understand what other delegates are saying, in numerous languages through plenaries and breakouts, videos and hand outs and Q & A sessions. Forget to connect the roving microphone to the interpreter booth, and some of the audience will never forgive you. That's why it helps to bring a military discipline to the project from the start.

### **Interpretation Equipment Rental**

We stock the latest Bosch Integrus digital wired and infrared simultaneous interpretation systems, which are the industry standard. From delegate headsets to soundproof translation booths, tour guide systems to interactive voting systems. With over 8 years' experience in the industry, Polyglotte Language Consulting is a reliable and established partner for all your event communication requirements.

### **Experienced Event Interpreters**

With over 20 simultaneous interpreters in our company broken down into language and industry knowledge, we can confidently provide suitable interpreters for your event. We have interpreters in over 26 world languages, our most requested languages are French, Arabic, Spanish, Kiswahili and Portuguese. Our interpreters come from varied backgrounds and have a minimum of 5 years simultaneous interpretation experience.

### **Video Conferencing Service**

From LED Screens to camcorders, Public Address (PA) systems, wireless microphones, staging and event lighting, we'll happily go through your event requirements to ensure the correct equipment is supplied. We stock 1000s of pieces of audio-visual equipment for hire in Malawi and all our equipment is regularly renewed and updated.

\_\_\_\_ MAKING THE MOST \_\_\_\_

# Of your Conference

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## **Preparation**

At Polyglotte Language Consulting we know how to make your multilingual conference work. We ask the right questions, and then deploy the best interpreters for the job. We do the right preparation and install the best soundproof booths and audio-visual equipment. We make sure every aspect of the conference has been considered from a linguistic point of view. Our aim is to make sure your event lives up to the potential and expectations of the people who attend it.

## **Sector Expertise**

As well as getting the right languages it really helps if your interpreters are familiar with the sector. Pharmaceutical has its own jargon and style of thinking. As does banking, tech, medical, fashion or management consultancy. By getting people who really understand the industry as well as the language, you guarantee the best chances for a productive conference.

## **A higher level of interpretation**

While the first sessions in a conference are often about bringing people up to speed, there's often a different kind of activity towards the middle and end of a conference. In these phases, delegates are often trying to solve problems, to create new ideas that address the issues raised earlier. This requires delegates to shift from relating to thinking. And this is where good interpreters are worth their weight in gold. A good interpreter helps an organisation create new thoughts and ideas. It demands not only consummate linguistic skills, but also a certain sophistication and worldliness.

## Translation

# OF Your Documents

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Translation is understood as an act of carrying the meaning of a text from one language to another. This process involves interpretation of the meaning of the source text and production of the same meaning into another language. Text however cannot exist out of context. By context what is meant is the entire environment in which the words or sentences are expressed or stated. So, a translator must go into the background of the text to understand them. Thus, a translator first de-contextualises the original text and re-contextualizes it for consumption in the target language. This forms a good, contextualized translation. While seeking the context of a text there may be two categories of factors that may influence the meaning of the text- linguistic context or the situational context. Linguistic context cites the linguistic factors influencing the meaning of the text. Any word in the text is not present in isolation but interacts with other words in the text and with the whole text at large. This interaction among words determines their meaning rather than its isolated meaning.

Situational context refers to the factors of situation and circumstances influencing the meaning of a text. These factors are little harder to be recognized than linguistic ones. The situational factors may pertain to the facial expressions, gestures and stances at micro level and the social, political and economic milieu and the culture at large. Conventions and the whole value system differ from one culture and society to another. What is 'right' and what is 'wrong' differs. Ideologies may also be a factor to refer to the context. Polyglotte Language Consulting therefore considers language a part of culture and understood in its context. Polyglotte Language Consulting Translators give over the top stress to understand the context to produce the best contextualized translation.

### ***Translation FAQs***

Q. What about Machine Translation?

A. Machine translation feebly approximates live language. It cannot accurately translate cultural concepts, semantic (meaning) phrases that belong to specific contexts such as law, sports, medicine, theatre, literature, business, insurance, banking, music, education ...the list goes on and on. Machines can do translation of rigidly limited pairs of words with unambiguous meanings and with set syntax. Language is dynamic and fluidity is geographical, demographic and contextual. It's complex!

Languages evolve and you want your translation to be vital and readily understandable to the people you have in mind. Only humans translate language accurately and fluidly. Don't hang your organization or enterprise out to dry with amateur or artificial translations.

Q. What are you like to work with?

A. We are professional and warm heart friendly. We are specialized in translation project management. We are the hub of teams of professionals located in Malawi and there who love to work with us for our steady and casual rapport. You can email us (or call) with questions, changes, worries and thank you's. We meet deadlines and put high quality work first.

Q. Does just one person do my translation?

A. Every translation is 'triaged' by a project manager who assigns it to one or more experts in that language and field. The translation is later checked by a professional translator working in the opposite language direction of the original translation. So, an English to Russian translation gets a technical and quality review (proofed and edited) by a Russian to English linguist. Who does format and desktop publishing depends upon the project.

Q. What is the difference between "interpreting" and "translation"?

A Translation is written language, interpreting is spoken language.

Q. How long does translation take?

A. In some instances it can take just as long to translate a document as it does to write it in English. It is best to allow 3-5 business days for most documents, longer for larger files.

Q. How much does translation cost?

A. Translation pricing is generally billed at a "per word rate", this means you are billed by the word versus by the hour. We are happy to provide quotes free of charge

Q. How do I get a translation quote?

A. The best way is to email us the document(s) you would like translated and then we will respond with estimated turn-around time and cost. You may also request through: [info@polyglottelanguage.com](mailto:info@polyglottelanguage.com)

## Benefits

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By choosing our services, you will benefit from:

- **Expertise:** Access to a team of skilled professionals with extensive experience and industry-specific knowledge.
- **Cultural Sensitivity:** Ensured cultural relevance and appropriateness in all translations and interpretations.
- **Flexibility:** Customized solutions tailored to your specific needs and project requirements.
- **Reliability:** Consistent, high-quality service with a commitment to confidentiality and professionalism.
- **Efficiency:** Streamlined processes that save time and reduce costs while maintaining high standards.

## Pricing and Delivery

### Pricing:

- Our pricing structure is designed to be transparent and competitive. Costs will be based on factors such as language pairs, document complexity, volume, and turnaround time. A detailed quotation will be provided following the initial consultation and assessment of your specific needs.

### Delivery:

- We offer flexible delivery options including electronic formats, hard copies, and integration with your existing systems. Timelines will be agreed upon based on project scope and urgency.

## Conclusion

Our interpretation and translation services are geared towards enhancing your communication capabilities and supporting your global operations. We are committed to delivering exceptional service and building long-term partnership with your organization. We look forward to discussing how we can assist you in achieving your international communication goals.

## Past Performance

# CLIENTS

Below are just a few of the clients Polyglotte Language Consulting has successfully performed the assignments for:



## Get in Touch

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