



# Dialinguo

*A profession, a passion: translation*

**Our team of translators presents:**

**Our team**

**Our services**

**Our prices**

**and our commitments**

# Dialinguo

A PROFESSION, A PASSION: TRANSLATION

## OUR TEAM OF TECHNICAL TRANSLATORS

### DIALINGUO: a team of technical translators with complementary skills

The Dialinguo team of translators was born from the desire of four qualified translators, trilingual in German, English and French, to join forces to merge their respective competences and strong points, in terms of translation. Apart from this main activity, the four associates equally took on the various company management tasks as follows:

- **Laura MEISSNER** takes on the administrative and accounting tasks;
- **Pierre-Louis RIEGERT** is in charge of customer relations and commercial development;
- **Céline TAUB** ensures the maintenance of the archives and the company website;
- **Jeannie VILQUIN** is responsible for project management and quality assurance.

Since 2016, the team has also had a fifth salaried member, coming from the same university background, and previously trained at the heart of the team, as a trainee in 2015.

All holders of a Master of Scientific and Technical Translation, from the University of Haute-Alsace, for the language pairs English-French and German-French, the members of the Dialinguo team possess several translation specialisms, in particular:

- Biology
- Medical science
- Mechanics (including automotive, aeronautic...)
- Electronics
- Energies
- Earth sciences
- IT (localisation)
- German law
- English law
- Insurance
- Marketing

And many others...

Before joining the company, the members of Dialinguo already had some experience in the area of translation, acquired in various companies such as:

- The translation agencies **Version internationale** and **Wohanka, Obermaier & Kollegen GmbH**;
- The automotive manufacturer **Audi AG**;
- The insurance company **Allianz**;
- The German law firm **Köberle & Wolff**;
- The pharmaceutical research centre **Hoffmann La Roche**;
- The coaching company **Atelier des Leaders**.

Furthermore, all the members of the team were part of the **Association Junior Études de Traduction Technique et Scientifique** [Junior Studies Association of Scientific and Technical Translation], for which they successfully completed several translation projects.

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## OUR SERVICES

- **TECHNICAL TRANSLATION**

Thanks to our respective education and professional experiences, we are able to translate your **German** and/or **English** documents into **French**, whether they are technical or scientific documents, or communication documents (marketing translation).

In accordance with the rules of professional conduct of the Société Française des Traducteurs (the professional organisation for translators in France), we mainly translate into our mother tongue, French.

Nevertheless, if you want us to do a translation from French into English, or German, we work in close collaboration with **trusted English and German speaking partners**, to offer you a consistently optimum quality of translation.

Please note that we also have partners for other languages, such as **Spanish, Italian** or even **Dutch**.

- **REVISION OF DOCUMENTS / POST-EDITING**

Our team offers text revision services to optimise the content of your previously translated documents. This revision, called **technical-linguistic revision**, includes the verification of technical terms, the verification that the technicality of the content has been respected, the verification of the adaptation of the content to the cultural context of the target country, and of course, the correction of spelling and grammar mistakes.

We also offer to take charge of **post-editing** works.

Post-editing consists in the improvement of a document translated by a computer system (machine translation). The language level and technicality of the document will depend on the requirements of our clients. Please note that this service is only aimed at clients who **have their own machine translation software**, which has to be high-performing and recognised.

- **CREATION OF TERMINOLOGY DATABASES**

A corporate glossary will be an invaluable aid to you, if you use technical jargon that is specific to your company, and you have a great need for translation. The creation of your corporate glossary will ensure the consistency of the technical terms that are specific to your company, in all of your documents.

- **LOCALISATION**

The term "localisation" describes the adaptation of the content of a software, a programme or Website from one language into another, while adapting it to the cultural context.

As a consequence, the localisation of a product not only involves a translation, but also the adaptation of this translation to the local conventions and to the target audience, which sometimes includes the need for a marketing type translation.

- **INTERPRETATING**

Our interpretation services are only dedicated to one-off liaison interpretation missions – for example, in business meetings or group discussions.

We come to you by appointment, at your convenience, in the Alsace and Franche-Comté regions, as well as the canton of Basel (Switzerland) and Baden Württemberg (Germany).

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## OUR PRICES

We offer **two different translation packages** depending on your needs. The prices for translation are likely to evolve, according to the nature of the translation, the complexity of the text and the requested deadlines.

### Express Package

This package is dedicated to people who essentially need a quick translation to understand the meaning of a document. It comprises:

- The translation of the whole document;
- Simple linguistic proofreading;
- The final layout of the document.

### Optimum Package

The Optimum Package is intended for people who require a high-quality translation meant to be released for a wide audience.

It comprises:

- The translation of the whole document;
- The technical-linguistic revision of the document (the verification of technical terms used, verification of the technicality of the content, the verification of the adaptation of the content to the cultural context of the target audience, and of course, the correction of spelling and grammar mistakes);
- the application of a linguistic quality assurance process (second proof reading by a different proof-reader, to optimise the fluidity of the text produced).

We also apply **mark ups** in the case of short deadlines, night time or weekend work, but also **discounts** if your translation is more than 10,000 words. Furthermore, if the format of the document allows us to work with the translation tool SDL Studio 2015, our regular clients benefit from a decreasing price for redundancies detected between the documents previously translated for their account, and the new documents to be translated.

Please do not hesitate to send us your documents, to share your requirements with us (desired package, deadline...), so that we can establish a **personalised quote** to correspond to your requirements.



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## OUR COMMITMENTS

- **QUALITY**

In a world where costs have to be more and more restricted, and the command of foreign languages is more and more current, translation is neglected much too often.

Yet, translation is a real job, which requires great concentration, as well as specialised training, and which proves to be much more than the simple transition from one language to another.

At Dialinguo, your document will not only be translated, it will also be proofread a first time by your translator, then a second time by another translator of our team (Optimum package).

Your request will be transmitted as a priority, to the most specialised translator in your area of activity. Thanks to our specialised knowledge, your translated documents will offer a real added value.

- **CONFIDENTIALITY**

Moreover, your documents are in safe hands at Dialinguo. We undertake to work in total confidentiality, and we use well-known and secure IT tools. We respect the information that you entrust to us, and take care of it.

We want to be a confidential interlocutor for you, both on a linguistic and technical level.

- **ADHERENCE TO DEADLINES**

You know as well as we do that there is nothing more frustrating than a delivery of equipment or office supplies which arrives late. It is exactly the same for translation.

Thus, adherence to deadlines is one of our fundamental priorities. The deadline is set according to your expectations, as well as depending on the number of words and the technical nature of the document, and we commit to respecting it.

- **PROXIMITY**

We are not a big translation company, but a human-scale company. We are flexible, close to you and available at any time. Your interlocutor will always be the same, and if you wish, you can have a direct relationship with the translator to freely share your ideas with him/her regarding your expectations.

- **USE OF HIGH-PERFORMANCE IT TOOLS**

We only work with high-performing and **recognised IT tools**. That allows us to work effectively, within even the shortest time limits.

Most frequently used tools:



- Microsoft Office Suite (office automation software)
- SDL Trados 2014 and 2015 Suite (computer-aided translation software)
- SDL Passolo Translator 2011
- MemoQ (computer-aided translation software)
- Antidote (dictionary and spell checker)
- ApSIC Xbench (quality control software)

If you would like us to do your translation with a different software, or you have your own software to help with translation or terminology, please do not hesitate to tell us this: we can quickly adapt to all types of software.

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## CONTACT US

Are you interested in our team and would like to receive more information? Would you like to receive a quote for your translation? Do you have some questions?

Please do not hesitate to contact us!

The whole Dialinguo team is at your disposal to answer your questions and requests.

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