

# LingCom

Linguistic Company



LingCom is an Argentine company based in Buenos Aires that provides top-notch linguistic services in different languages at a global level.

Our main aim is our clients' satisfaction.  
We achieve this by providing:

- Consistency and accuracy in translations, so that they are read like the original document
- Multilingual documents as effective communication tools
- Fluency and precision in oral translated messages
- Deadlines compliance
- Competitive rates
- Confidentiality.
- Total commitment to quality and professional excellence



# Company Profile

## Our People

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Our people share motivation, customer focus, enthusiasm and teamwork spirit.

The team consists of professional translators and interpreters from around the world who hold at least one university degree and are native speakers of the target language. All of our linguists are experts in their subject areas and recognized within the translation industry. Their academic background, superior experience and membership in different international associations (CTPCBA, ATI, ADICA, ATA, AIIC, ABRATES, etc) guarantee the quality of our service.

## Selection Process

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Throughout the years, we have been able to identify the best professionals in their respective fields. In order to become part of our staff, all of our linguists have to go through different tests to prove their competence. These evaluations, which are reviewed in-house or by our regular staff, help us to decide whether the applicant is qualified to work for our company. We use an internal evaluation system which scores the translators' performance and assesses skills like grammar, terminology, comprehension, etc. If the minimum mark is not obtained, the linguist will not be added to our database.

They also have to submit recommendations given by other companies, colleagues and translation agencies. We do not hire junior translators or students.



# .01 Services Translation

Some of our areas of expertise are:

- **Business, Management & Financial**
- **Engineering**
- **E- commerce**
- **Electronics**
- **General**
- **Human Resources**
- **Internet**
- **IT**
- **Legal**
- **Literature**
- **Marketing**
- **Medical & Healthcare**
- **Oil & Gas**
- **Social issues**
- **Software**
- **Tourism & Travel**
- **TV & Entertainment**

If you need a Certified Translation in Argentina, the document will be translated by a Sworn Professional Translator registered at the “Colegio de Traductores Públicos de la Ciudad de Buenos Aires”.

## 2. Proofreading Enhancing your texts

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An accurate proofreading will improve the effectiveness and presentation of your written communications, being either business, academic or personal.

It will ensure that your message is expressed in a clear, consistent, grammatically correct manner with appropriate style and format. Poor grammar cripples the performance of all documents. Copies that contain spelling errors, poor punctuation and awkward sentence structure limit the smooth flow of reading and can ultimately result in the loss of a client.

We are also able to proofread texts that have been translated by non-native speakers of the language. In these cases, we carefully review and refine the text to ensure that it reads as if it was originally written in the native language.

Proofreading and language quality control are inexpensive compared with the benefits of a professional image for your business.

## 3. Desktop Publishing Translating directly into your design

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Aside from our regular translation services, we also offer DTP. If you have a brochure designed in QuarkXpress, a leaflet or catalog in Adobe InDesign, a presentation in PowerPoint or a Flash animation for a demonstration, your translation will be delivered in the exact format you need.

Our team of page layout specialists takes your DTP files and put the translated copy into your layout.

We handle the following file formats: QuarkXpress | InDesign | Pagemaker | Framemaker | Microsoft Publisher | Powerpoint | Illustrator | Photoshop | Adobe Flash

## 4. Transcriptions

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We perform transcriptions of audio and video files. We transcribe one to one interviews, focus groups, meetings, conferences, interpreting sessions, lectures, seminars, etc.

## 5. Voice Over

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Let our talented voice over artists take care of your commercial, documentary, promotional video or interactive education videos.



# .06 Services

## Interpretation

We are able to provide highly qualified simultaneous and consecutive interpreters for conferences, congresses, workshops or any other event requiring interpretation services, in any part of the world. We guarantee that our service will allow the audience to enjoy every speech in a clear and precise manner.

Hiring an interpreter is no simple task! First, it is important to clearly understand the exact role of an Interpreter and know that the work entailed is not the same as a translator's. The interpreting profession is based on vast general knowledge, university-level understanding of different areas, and above all, a passion for languages. We are supported by top professional interpreters located in the world's most important cities, all of which are greatly recognized by globally important companies.

In addition to the interpretation service our fees include the coordination and supervision of a third person that will be present at the event to ensure that the service is provided in a fully efficient and professional way. \*

*\* This service depends on the location of the event, the number of hired interpreters and working days.*

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We provide interpretation services in events such as:

- Conferences
- Congresses
- Business meetings
- Workshops
- Government offices

To see a full list of events where we were hired, visit:  
**[www.ling-com.blogspot.com](http://www.ling-com.blogspot.com)**

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## 7. Technical Support

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To complement the interpretation service, we offer our clients technical equipments for simultaneous translation (booths, receivers, etc) and AV.

We are also associated to a fantastic production company. They will be onsite, shooting the best scenes of the event to develop a final DVD with an impeccable edition. With us, you have the opportunity to offer your clients that missed the conference, a formidable video.



# Languages

- Arabian
- Armenian
- Bulgarian
- Chinese
- Croatian
- Czech
- Dutch
- English (USA/UK)
- Finnish
- French (FR/CAN)
- German
- Greek
- Hebrew
- Hindi
- Italian
- Japanese
- Korean
- Norwegian
- Polish
- Portuguese (BR/PT)
- Romanian
- Russian
- Spanish
- Swedish
- Turkish
- Ukrainian

*Other languages available upon request*



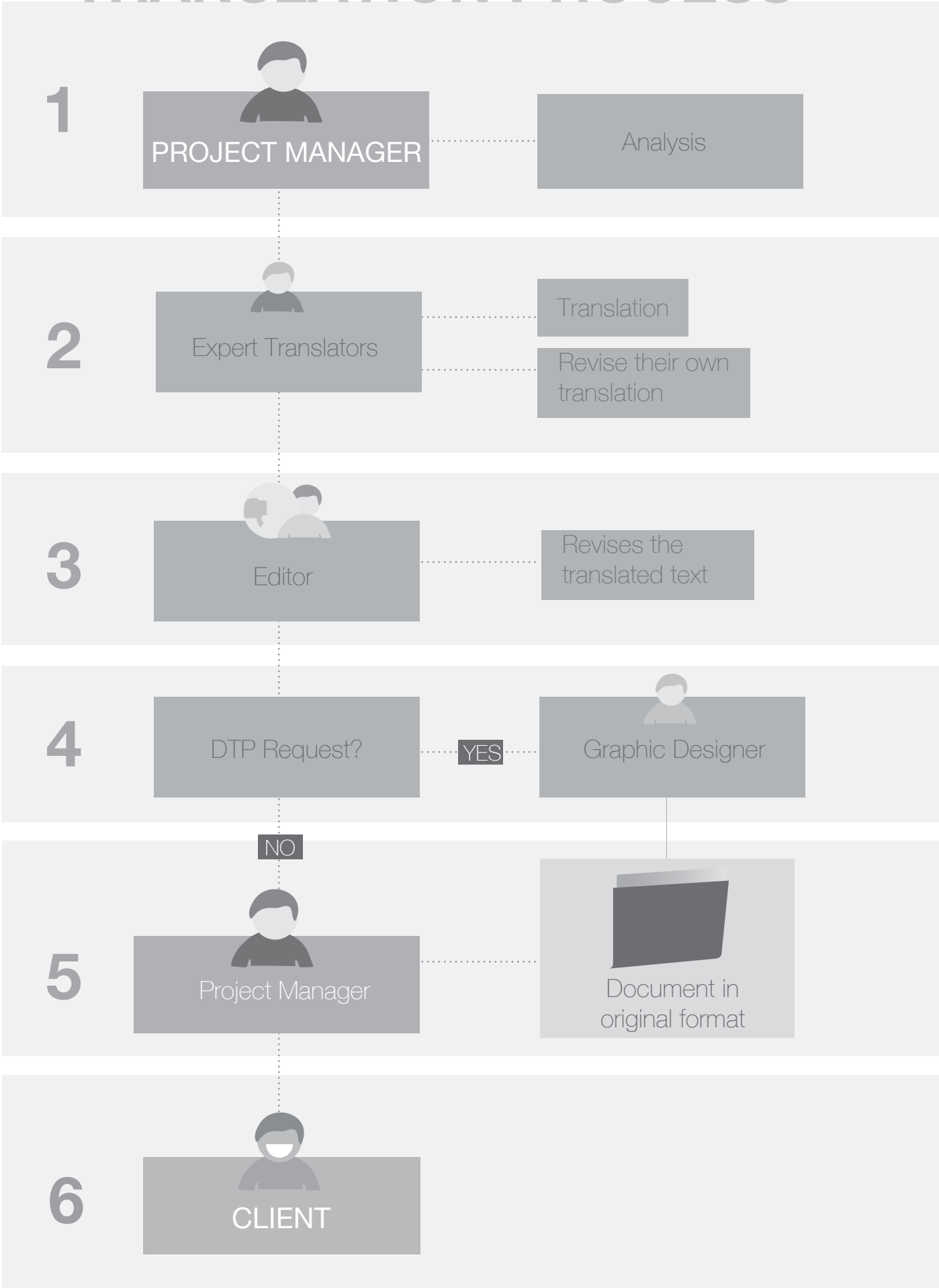
# Working Methodology for the Translation Process

## Quality Assurance

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1. The client sends the project manager the files to be translated. The PM analyses the documents content and determines the word count, complexity of the texts and turn-around time.
2. A project team is appointed, having the relevant expertise in the subject matter. Glossaries and style guides are provided, and if necessary, technical training will be given. Each Translator has his/her own working tools which include: CAT tools, dictionaries (in electronic and paper format), and the necessary technology. They also possess excellent research skills which enable them to deal with any text no matter how difficult or technical it may be.
3. When the work is finished, which includes the translation and self-revision performed by the translator in charge, the documents are assigned to a native editor of the target language. The editor will maintain the consistency between the different versions of each of the translators that were involved and will check terminology accuracy and grammatical issues.
4. If DTP is required, the files are sent to our graphic designers, who will take care of delivering the translated text in the same format as the original file.
5. Otherwise, the files are directly returned to the Project Manager who ensures that all steps have been followed.
6. After the client receives the work, we ask for feedback or suggestions in order to improve our services.

# TRANSLATION PROCESS



# OUR CLIENTS

## Europe



## United States



## Latin America



# TESTIMONIALS

## TRANSLATION

*“To show what I think, I had a hard time as I wanted to select all attributes possible as they all pertain to LingCom’s services.*

*LingCom goes beyond what is expected; thanks.”* **Jim Harmke, Service Manuals, U.S**

*“I have asked LingCom many times to provide Translation Services to the company I work with, and the final results were always excellent. They are very versatile and well disposed to work, and caring with customers. I highly recommend hiring their translation services.”*

**Francisco Zuain, Active Art Media, Argentina**

## INTERPRETATION

*“LingCom did a fabulous job of providing simultaneous translation for an event (300 attendees) we did in Sao Paulo, Brazil. Paula at LingCom was easy to work with and did a great job of onsite management of her staff. All the interpreters and support staff were very professional and a pleasure to work with. Plus, LingCom provided an attractive and competitive rate for the service they provided. As I look to do more events in South America I will turn to Ling.com as a future event vendor partner based on the great service they provided.”*

**Natalie Nemec, ASM, U.S**

*“Green Power Conferences regularly ask LingCom and their team of translators to do Portuguese and Spanish simultaneous translation for our Latin American events. Always efficient and friendly, I have found working with them a wonderfully easy experience and can only recommend them. The same is true for the translators who do a great job on the day. Not so long ago, they adapt to a short notice change of arrangements which meant an intense work load for them. Their flexibility and willingness to help out in such a situation is a great testament to their skill as translators and sense of customer service.”*

**Dana Vogel, Green Power Conferences, U.K.**

*“From their office in Argentina and on very short notice, LingCom arranged for top-notch simultaneous interpretation for a technical training workshop in Brazil, deftly navigating three different languages. Beginning with the first response to my e-mail inquiry and even beyond their immediate follow-up to verify the quality of the service provided the day of the workshop, they provided a thorough and highly professional service at a fair price. I’ll be sure to contact them for assistance with future events.”*

**Kristopher McCahon, 3TIER, U.S**

Do not allow languages to be an obstacle. We are ready to help you cross this linguistic barrier. We have already been hired by important companies which have proved our excellent quality of service. Please contact us and request a free quote.

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