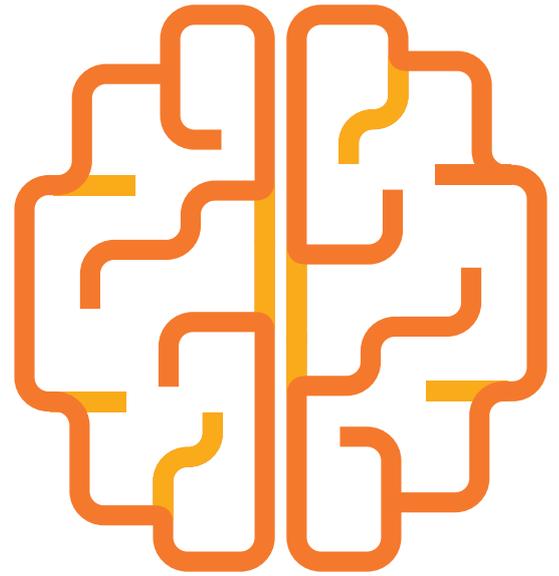


CAPITA

TRANSLATION MEMORY

Translation Memory (TM) is an ever-learning multilingual database that will streamline your translation projects. In a world where budgets are being tightened and deadlines are becoming shorter, TM is paving the way in which you meet these needs by reducing the overall costs of your translation, increasing productivity and generating more translation in less time.



How TM helps you



Quicker turnarounds

The more you build your translation memory with Capita, it's possible there will be less content out there to be translated that hasn't already been stored - resulting in faster turnarounds - especially if you have vocabulary and phrases that you commonly use across your projects.



Lower costs

Discounts are applied to projects containing previously translated content or for somewhat similar content - also known as a 'fuzzy match'.



Increased consistency

With the TM absorbing new content with every new project, elements such as tone and style are maintained resulting in a consistent, high quality translation.

How Translation Memory works

1

When you initially submit a project, Capita TI's linguists will work through the translation of your project. TM stores the linguistic matches it finds between the source and target languages, memorising vocabulary, short sentences and units of text.

2

The TM prompts the translator if a phrase they have already translated for you shows up later in the text (or in a new project), and if the context is right, the linguist will reuse the translation – saving time for the linguist, and money for you.

3

With subsequent translations, and the more text that goes through the TM, the more likely it is there will be matches on future projects – producing even further savings down the line.

4

In combination with a style guide and glossary, the TM will help provide the same tone and consistency across all your translation projects, from the next assignment to another 5 years on.

Our professional translation services are undertaken by native, highly qualified professional translators and proofreaders with expertise in your chosen subject or industry sectors. These translators are managed by our experienced team of Project Managers who work in partnership with you to deliver the best possible results.

Translation Memory is a tool designed to work with the translator and not replace them, so you can be assured that the readability, subtleties and nuances of your text won't be lost.

What are...?

Glossaries

At Capita TI we see good, effective, glossary management as a key component of any successful translation project.

A translation glossary is a list of terms relating to a specific subject, text or dialect with the corresponding translation. The glossary is reviewed regularly by you and your business, so only approved terminology is used. Glossaries are really useful when translating technical documents, legal tenders, and other in-depth texts that require regular repetition of certain words and phrases.

Style Guides

A style guide is a set of standards for the writing and design of documents for a specific industry, client or project. It can include country-specific orthographic rules, regulatory information, linguistic or stylistic preferences and formatting guidelines. A style guide is designed to help maintain adherence to the your product, brand and in-house style so that messages are consistent across all countries.



Find out more about how partnering with Capita gives you the assurance of quality, global reach and trusted delivery on time, every time by visiting:

www.capitatradinginterpreting.com



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