



# Global Language Solutions



shakti enterprise

Treasuring Customer Satisfaction Since 1985

Shakti Enterprise was established in 1985, and maintains an excellent reputation within the language services and translation industry. Our reputation is based on our long-standing commitment to quality and service in providing comprehensive language solutions. Services include translation, proofreading, voiceovers, transcription & typesetting services. We are able to offer a complete range of high quality language, communication and translation services from start to finish. Our teams of experts are specialists in their fields, working only in their mother tongues. Hence we attract major clients in numerous fields.

## ABOUT US >>

At **Shakti** Enterprise, we strongly believe in forming partnerships that create value for both our customers and ourselves. We are closely tuned to the business of our clients and never stop asking ourselves how we can improve our translation service.

**SE** is positioning itself to be a prime service provider to corporations and entities that function in a multi-national, multi-cultural business environment. The Internet is at the center of our vision for the global future, and we are striving to anticipate and develop the brand of services that our clients need in order to ride the achievement of the Internet wave as it evolves.

## MISSION >>

We want to provide the fastest and most efficient translation service possible. That is why we have invested a considerable amount of time and effort in developing a website with certain automated processes that are intended to streamline the quote and ordering process.

# TRANSLATION >>

**Shakti** Enterprise translates more than words: it translates your message, your tone, your understated meanings, your design. It takes the documents, sales collateral or web site you have produced in your required language and delivers fully localised versions for your target markets.

**Quality:** SE provides quality translation services in over 54 languages. Our team of handpicked linguists are native language professionals who are experts in subject areas such as technical, medical, legal and financial. And our expertise in all DTP and graphic applications guarantees that you get the kind of electronic files you need.

**Quick Service:** We provide a wide range of innovative solutions to help companies exploit their Global Business opportunities. We stand out in providing speedy services at competitive price.

What are professional language and translation services?

You have probably spent a lot of time deciding how best to communicate your message, your product, your service. You have mulled over the words, style and tone in your native tongue. Careful thought has gone into how to inform and excite your clients about your company and products, using the right blend of industry-specific terminology and attractive copy. Design attracts but content sells.

All these factors are critical to the translation process.

# WEBSITE TRANSLATION >>

To help our clients expand their global web presence, **SE** has a network of experienced web translators at its fingertips. With over 100 million non-English-speaking people currently using the Internet, your website may need to be presented in more than one language to maximise its marketing potential.

Non-English users are the most rapidly growing group of people accessing the Internet. To increase traffic to a site and to generate sales, surfers should be addressed personally to make them want to return. They should be addressed in their mother tongue if their interest is to be aroused.

According to a study by the Forrester Research Institute, "Net surfers are twice as likely to stay on any given site, and three times as likely to carry out a transaction if the site communicates its contents in their own language and culture". A company whose website if translated into German, Spanish, Japanese, French, Italian, Portuguese and English can reach 93% of the online population.

The world is shrinking. The growing use of the Internet creates new opportunities, but also more competition. Efficient web localisation and translation are synonymous with strategic advantages for any company. Web translation is a real investment guaranteeing high quality communication and securing the loyalty of foreign customers.

# PROOF-READING >>

Proofreading is the task of comparing a translation with the original text, and ensuring that there are no spelling mistakes, grammatical errors, misunderstandings, omissions or ambiguities. A proofreader will also consider the style and vocabulary of the translation and may make constructive suggestions to improve the syntax and clarity of the text. She/he will verify tables, figures, numbers, names, abbreviations, spacing, punctuation, metric conversions etc.

If your translation is for internal use only, you may decide that a proofreading stage is not essential. We do very strongly advise proofreading for all material destined for publication, just as you would expect with any material produced in English.

We will proofread any text. We often proofread original documents such as company brochures and reference CD-ROMs in English and other languages.

If any reference material, previous translations, or a glossary of terms is available to help with the consistency of style and vocabulary, this is always appreciated by our proofreaders.

# TRANSCRIPTION >>

**Shakti** Enterprise offers a fast and professional transcription service. Working from CDs, audio and video cassettes, or even electronic audio files, we can provide high quality transcriptions of technical subjects such as medical conference speeches or a financial focus group as well as transcriptions of advertisements, interviews and verbal questionnaires.

We can supply transcriptions of audio spoken in any language and all our transcriptions are carried out by native speakers. Once the transcription is complete, you may decide you need to translate the transcript into one or several languages.

# TYPESETTING >>

At **Shakti** Enterprise, we try to deliver your translated documents in the same format and look as the source. Our DTP work is so accurate, that you would find it hard to distinguish between original and the translated document.

We have the most advanced typesetting capabilities in the industry, which allow us to deliver any type of electronic file format output. We are compatible with most DTP applications, and we can typeset complex files in any format and deliver the kind of electronic files you prefer. Our graphics team can prepare or render technical diagrams, artwork, Internet banners, schematics and more, integrating texts that are received from our languages team.

Our translators will follow basic layout such as bold, underlining and italics. Any additional layout requirements involving typesetting are completed by linguists who have a thorough knowledge of the language in which they are working and are aware of such things as the correct hyphenation, capitalisation and punctuation for this particular language.

We handle all European languages, and in addition Arabic, Bengali, Chinese, Farsi, Gujarati, Hebrew, Hindi, Japanese, Korean, Punjabi, Thai and Urdu - and that's just a brief list! Whatever the language, ask us for a quote.

We work in a variety of formats, including Quark, PageMaker, Illustrator, Acrobat, PowerPoint, Word and many other packages.

### European

Armenian  
Bosnian  
Bulgarian  
Croatian  
Czech  
Danish  
English  
Estonian  
Farsi  
Finnish  
Flemish  
French  
German  
Greek  
Hungarian  
Icelandic  
Italian  
Latvian  
Lithuanian  
Macedonian  
Norwegian  
Polish  
Portuguese  
Russian  
Romanian  
Serbian  
Slovak  
Slovenian  
Spanish  
Swedish  
Ukrainian

### Asian/Pacific

Chinese Simplified  
Chinese Traditional  
Indonesian-Bahasa  
Japanese  
Korean  
Malay  
Nepali  
Sinhalese  
Thai  
Vietnamese

### Indian

Assamese  
Bengali  
Gujarati  
Hindi  
Kannada  
Konkani  
Malayalam  
Marathi  
Oriya  
Punjabi  
Sanskrit  
Sindhi  
Tamil  
Telugu  
Urdu

### Eurasian

Belarusian  
Kazakh  
Uzbek

### Middle East

Arabic  
Balochi  
Hebrew  
Yiddish

### African

Afrikaans  
Siswati/Swazi  
Swahili  
Xhosa  
Zulu

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