

A woman with blonde hair, wearing a blue top, is pointing at a computer monitor. A man with a beard, wearing a light blue shirt, is looking at the monitor. They are in a meeting room with multiple computer monitors on desks.

THE WOR[L]D IS YOURS

PROFESSIONAL  
TRANSLATIONS  
FOR YOU AND  
YOUR BUSINESS

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SKRIVANEK



## High-quality language services tailored to the needs of large and small businesses

Skrivanek is a dynamically operating translation agency created by exceptional people who every day combine professionalism with passion. Sensitivity to customer needs and openness to all ideas allows us to constantly develop and provide the highest quality services. With our individual approach each offer is unique and tailored to specific needs. We are a company with tradition, and high-quality language services are our number one priority – we strive for perfection every day.

We are happy to help you communicate with customers and partners from all over the world. We provide not only translation services, but also improve existing texts, format and adapt them to the specific needs: culture, environment and market of your customers. We have extensive experience in translating contracts, marketing and advertising materials, catalogues, product descriptions and other specialized industry texts, as well as verifying language knowledge of candidates and employees.

We encourage you to contact us. We will be happy to find out what your needs are, we will share our own experiences and prepare a special offer for you.





SKRIVANEK

## Our services

- ❑ written translations in over 100 languages
- ❑ language corrections
- ❑ sworn translations
- ❑ machine translations
- ❑ postedit
- ❑ interpreting
- ❑ online meetings,
- ❑ dubbing, voice-over and subtitles
- ❑ desktop publishing services
- ❑ globalization localization and consultancy
- ❑ translation of websites
- ❑ software localization
- ❑ translation of online stores
- ❑ SEO translations
- ❑ e-learning translations
- ❑ game localization
- ❑ transcribing
- ❑ transcreation
- ❑ copywriting
- ❑ OCR
- ❑ language school
- ❑ Focus Audit Tool - language audits

## Translation & language corrections

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Translations are the pillar of our business. For over 30 years we have been improving our work methods to provide the highest quality services, which is confirmed by ISO certificates. We are happy to undertake even the most difficult projects. We meet the requirements of both international corporations, companies with a very narrow specialization, state institutions and small, local enterprises.

We assume that every translation that leaves Skrivanek must be checked. All orders are subject to internal quality control. It consists in checking the completeness of the translation, the terminology used, numbering and the correct use of regional rules, the correctness of numerical and contact details and text formatting.

In addition, depending on the purpose of the translation, we offer proofreading by a native speaker, an independent verifier and editorial proofreading (so-called brushes). For our part, we always emphasize that especially texts intended for publication (e.g., websites) should be subjected to additional proofreading.

We offer 3 types of adjustments:

- language proofreading (native speaker proofreading),
- editorial proofreading (so-called "brush"),
- compared to the original (independently verified).



## Machine translations

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Neural machine translation (NMT) i.e., machine translation, is a translation made using computer software based on the most modern neural technology. NMT is a technology based on building a database of possible combinations of phrases from phrases delivered to the translation memory engine.

Skrivanek has been present in the translation industry for over 30 years and thanks to this, building our engine (a proprietary Skrivanek NMT solution) is carried out with the highest possible quality standards.

Skrivanek NMT is the property of our company; it is fully secured by us and managed.

You can choose the best NMT variant suited to a given project:

- raw machine translation (raw NMT),
- NMT with basic post-editing (light post-editing),
- NMT with full post-editing.

Machine translations are cost-effective when large projects with repetitive elements need to be translated quickly. If the translation will be used in contacts with contractors, post-editing of the machine translation will be necessary. However, for specialized materials or with non-standard and highly specialized vocabulary, professional human translation will always be the best choice.





## Globalization localization and consultancy

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Localization is how you introduce your product to specific audiences in a given country, for example, cultural adaptation, considering legal regulations and the specific requirements of the target market. Also in this area, we offer comprehensive solutions - from translation, through technical processing, software testing, to online assistance and document preparation for printing.

- software localization
- website localization
- media location
- localization of each text aimed at a specific audience

We also provide globalization services that enable companies to define, plan and implement global strategies in foreign markets. We assess brand names, product names, support materials and service descriptions in the context of the target market to identify potential language and cultural barriers.

We analyse the meaning, impact, overtones, content, format and other elements of the message directed to a specific market in a given culture.

In this way, we help avoid unexpected customer reactions and ensure the accuracy of queries about the brand and products entered in search engines in a specific country.



## Website translations

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We are specialists in our field - we offer services at the highest level. Our translators and multimedia specialists work to ensure that your website has a chance to gain popularity also abroad. We care for details - we maintain accuracy in the substantive and grammatical layer and stylistic. We use the language of the industry - no field is alien to us, which is why we direct the translation of websites to every company interested in entering the global market.

Translation of websites includes not only the content layer (translation of specific subpages and articles), but also activities aimed at adapting the company's offer to the cultural conditions of a given region. Thanks to this, the website becomes legible for recipients from outside Poland. Skrivanek deals with comprehensive website translation. We pay special attention aspects such as codes, translation of applications or adaptation of graphics and video materials.

As an authorized WPML partner, we offer a website localization service using the WPML plugin. Thanks to it, we carry out even the most complex translation projects (e.g., translations of websites with many subpages).



## SEO translations

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Using good SEO practices and performing keyword research are nowadays essential elements of website promotion. Adoption of the right strategy makes the website's position in search engine results improve, and thus more recipients have a chance to hit it and read the content posted or order products or services offered on it. For this reason, SEO translation is an indispensable element of website localisation - translating only the content is insufficient.

Why is SEO translation important?

Search engines match the displayed results to the user's location and the language in which they entered the query. So, if you translate the content of your website, but you don't take care of SEO translation, the target audience will probably not even have a chance to find it.

Why is it worth ordering website localisation and SEO translation?

Because this will help you successfully reach many more potential customers. The internet is used by several billion people every day, and translating your website into other languages - considering the expectations of a given group of recipients and optimizing for search - will make a much larger part of them able to see what you offer.





## Copywriting

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Copywriting is a service consisting in creating marketing content. It includes writing texts that your company uses for sales and advertising purposes. Copywriters create advertising slogans, content for websites, descriptions of products and services, advertisements for various types of communication channels (PPC advertising, social media advertising, display advertising, etc.). They also write newsletters and sales e-mails.

We provide copywriting and content writing services for both B2C and B2B companies. When it comes to copywriting, our help includes creating and improving elements such as company and product names, advertising slogans, ad and website content, product and service descriptions, social media posts (e.g., on Facebook), texts for catalogues, flyers and offers and many other types of texts.

In the case of content writing, we can help with creating an article (including an expert article), writing statements to the media, press releases, blog entries, newsletters, reports, e-books and any other content that requires longer text forms.



## Software localization

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Localization ensures that users can use the software efficiently in their native language, understand all elements that appear on the screen, and easily enter information using all diacritics using the local keyboard layout. The language used for electronic devices has a very large impact on the customer's decision to purchase a product. We can localize commands, menus and other texts that appear on the device's display, as well as full documentation in accordance with all local regulations and standards. The localized product maintains the functionality of the original and is fully compatible with the equipment on which it will be used.

Our offer also includes online help localization in CHM or HLP formats, created from HTML, RTF files or DTP applications (e.g., FrameMaker) using RoboHelp, Webworks or similar tools.

We localize software in over 100 languages – not only English, but also French, Italian, Swedish and even Korean. During this process, we pay special attention to ensure that the final product is adapted to a given group of recipients - both in terms of language and language and technical and cultural - providing them with maximum comfort of using a given program.



## Interpretation of online meetings

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Do you conduct virtual international meetings and business negotiations? Do you organise online training for foreigners? If so, you've come to the right place. We offer proven consecutive and simultaneous interpretation of meetings and support in organizing virtual events. We also help to prepare all the materials necessary for the meeting, such as presentations, notes or additional chat conversations during the event.

Using web-based video conferencing software and web-based video messaging services, our interpreters can see the participants of the meeting and follow the presentations displayed to ensure smooth interpretation of the participants' statements. Depending on your needs, the speaker's or participants' statements can be interpreted on an ongoing basis (simultaneously) or gradually (consecutively).

The advantages of using online meeting interpretation:

- ❑ audio and video channels in HD,
- ❑ recording,
- ❑ up to 300 online participants,
- ❑ screen sharing,
- ❑ accessibility via mobile devices,
- ❑ file sharing,
- ❑ built-in chat channel,
- ❑ ease of use.





## Transcription

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Commissioning a professional transcription service of the recording to a specialist is a guarantee that the service will be performed reliably, correctly and in accordance with its purpose. Transcription specialists also guarantee appropriate stylistic correction of the text to make it legible, fluent and comprehensible, because the spoken word differs from the written one. It is full of repetitions, slips of the tongue, mistakes, interjections and other elements that should not (usually!) be included in the transcription. Transcription is not just the transcription of every word that can be heard on a recording – it is a whole range of related services, the proper provision of which requires experience and skills.

And such orders are our specialty. Here are the most important aspects you can be sure of when hiring us to prepare a transcription:

- ❑ High quality of prepared texts thanks to experience, acquired skills, as well as professional equipment and convenient working conditions, which are extremely important for the transcriber's activities.
- ❑ Linguistic correctness, accuracy and attention to detail, so that the text is appreciated by even the most demanding customer.
- ❑ Saving time and energy from the often-tedious task of transcribing and replaying a single moment of a recording several times; our transcribers will ensure not only a satisfactory completion time, but also related services – text editing and proofreading.



## Dubbing, subtitling and voice bank services

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### Dubbing

Dubbing is the process of recording voices in another language that are not the original actors' voices. The translated text is recorded in a professional sound studio. Native speakers of the given language replace the voices of the characters on screen, thus ensuring high quality recording.

### Voice-over

Voice-over involves recording voice for an advertisement, presentation, game, message or film. The translated text is read out by a voice-over artist, actor or native speaker selected by you. Carried out in a sound studio, this type of recording has the advantage of preserving the original speech in the background.

### Subtitles

Subtitling is a type of audiovisual translation that appears on screen in the form of text. Importantly, the display of subtitles is subject to time and space constraints, which directly affect the final result of the process.



## Focus Audit Tool - language audits

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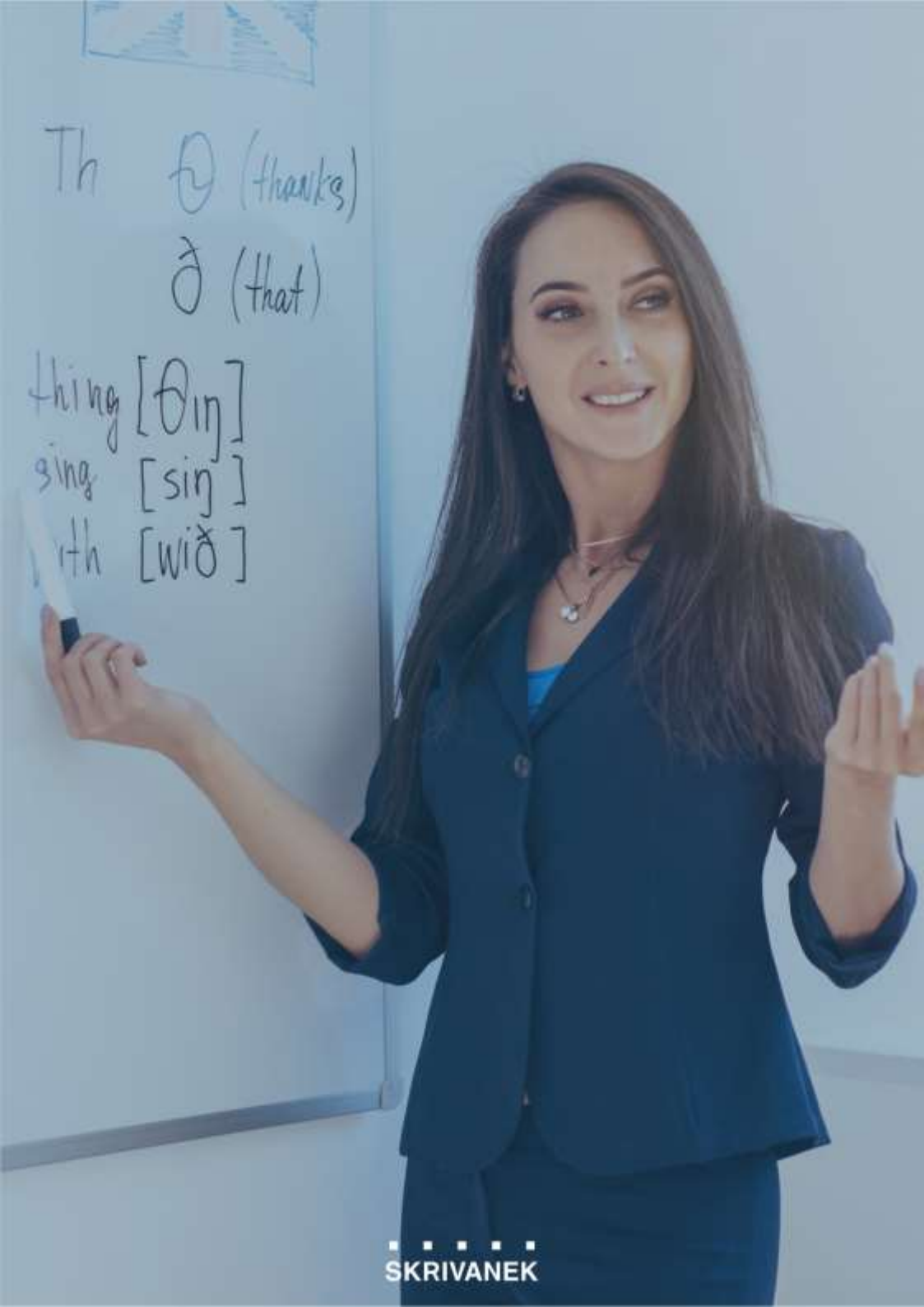
FOCUS is a tool for companies that value reliable assessment and time - their own, their employees and candidates. It is a modern online platform that allows companies to verify language skills of candidates, employees and training participants.

What can we offer you? Online tests in over 30 languages that can assess 5 language competences (grammar, vocabulary, reading, writing, speaking). The results based on the CEFR scale are ready in max. 24 or 48 hours, with recommendations for further study.

Why is Focus for you?

- 24/7 access anywhere and anytime
- 30+ languages
- tests, results and control 100% online
- personalization of tests and communication
- full control of the stages at which each test is
- use the platform individually or with a team
- managing the visibility of information for employees





## Skrivanek language school

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The Skrivanek language school offers both training for companies (business foreign language courses) and individual training. Each of the forms brings measurable benefits - gain the skills necessary for communication and acquire specialist knowledge.

Courses for companies prepare participants to use industry vocabulary in written and spoken form. By choosing individual courses, students decide for themselves what they want to learn. Our teachers adapt teaching materials to current needs, using effective teaching methods to develop language skills.

We use modern solutions that increase our effectiveness. We use an interactive whiteboard, and in the case of online courses we use the EFECTO method prepared by us. We put emphasis on practice. In addition to knowledge of grammar and vocabulary, we provide information on communication in business situations and everyday life. Materials we provide can be used in electronic and traditional form. We allow you to record classes, which makes it easier to learn the correct pronunciation and is useful when you want to recreate the course of classes in the event of absence.



## Certifications and security

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### **ISO 9001 standard**

defines a high standard of business management and customer service. In our work, we are focused on the needs of our clients, we guarantee high quality of translations, and we constantly improve the way Skrivanek works.

### **ISO 14001 standard**

defines the desired environmental performance and confirms our responsibility in conducting business and due care for the natural environment.

### **ISO 27001 standard**

certifies appropriate information security management. On a daily basis, we work with documents and information, often classified. We want all our employees to be aware of the great responsibility we bear.

### **EN 17100 standard**

introduces guidelines according to which the written translation service should be performed, so as to maintain the highest possible quality of the translation, corresponding to, among others, European Union authorities.

### **ISO 18587 standard**

Please be advised that Skrivanek sp. z o.o. is in the process of an external audit for operation in accordance with the ISO 18587 standard, which defines "requirements for a full human post-editing process for post-editing machine translations and basic post-editor skills."



## How do we care for your data?

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- We provide secure corporate VPN connections.
- We base file transfer on our own cloud solution.
- We use HTTPS protocols and SSL certificates on company websites.
- We have a redundant corporate network and firewall.
- We protect workstations and mobile devices with a reputable antivirus package.
- We use hardware encryption of enterprise-class mobile devices.
- We have Office 365 with OAuth 2.0 dual authorization.
- We regularly make backup copies.
- We conduct automatic network and service monitoring.
- We store all data internally or on EU servers.



## Clients who trust us

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Translations are carried out professionally, reliably and are delivered on time.



During many years of cooperation, Skrivanek fulfilled its tasks reliably and on time. Therefore, we fully recommend the company as a professional business partner.



We are satisfied with the high quality of translations, short delivery times, attractive rates and friendly and professional service. Our cooperation with Skrivanek so far allows us to recommend this company as a reliable and credible business partner.



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We are happy to recommend Skrivanek sp. z o.o. as a proven and professional provider of language services

[More references can be found here - Portofolio](#)



Ocena Google

4.9 ★★★★★



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**SKRIVANEK**

*Language solutions you can trust!*

We hope you found our services folder interesting. We will be happy to tell you more about our solutions via e-mail or during a meeting.

Whether you have questions about the services, need a translation, localisation, would like to try Skrivanek NMT or Focus Audit Tool, our team is ready to answer any questions.

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#### WHAT DISTINGUISHES US?

- ❑ Processes adapted to different translations.
- ❑ Deadlines tailored to your needs.
- ❑ State-of-the-art CAT tools.
- ❑ Professional and friendly customer service.
- ❑ An experienced team of translators.
- ❑ Over 100 languages available.
- ❑ 100% online solutions.