

SERVICES

Effective communication is getting more and more vital for enterprises nowadays. An excellent communication can help you save large amounts of money and also bring substantial profits. All in all, communication is, and will always be, an important part of business. For that reason, millions of people and enterprises are constantly pursuing strategies that allow them to reach a more effective communication system. **Babel Soluciones Lingüísticas** was born to help these people lift that burden off their shoulders. Our services are well engineered solutions designed to help you successfully reach your communicative goals, guaranteeing you and, of course, your enterprise discretion, promptness, punctuality and accuracy in all your projects. Our solutions are custom-designed services that suit all our clients' needs.

INTERPRETATION

Simultaneous interpretation: This style of translation consists in translating orally and simultaneously the speech delivered by any speaker. To carry out this demanding task two interpreters are necessary, according to the duration of the event or speech. This type of interpretation is recommended for events such as, conferences, debates, forums, meetings, negotiating tables with more than two participants per language. Moreover, the implementation of booths and head-sets is needed.

Consecutive interpretation: Performed by one interpreter per appearance, this type of interpretation requires that the speaker make breaks during his/her speech so that the interpreter can translate at least one complete idea at every pause. This style of interpretation is ideal for events of 30 minutes of length or less, such as, press conferences, brief meetings, and bilateral negotiations, among others.

Whispering or chuchotage: In this case, each participant (listener), who does not understand a source language, will be assigned one interpreter. It is carried out simultaneously and is used in visits, negotiations and talks.

Liaison: This is a style of translation in which an interpreter is employed for translating short ideas that come up during conversations among small groups of people. Highly relevant, the interpreters must constantly switch between the two different languages that are being used during the event.

Attaché Services: this type of interpretation is similar to **liaison**, and consists in one interpreter accompanying a speaker who needs help in everyday situations.

Telephone interpreting services: It is a kind of interpretation where an interpreter is required to assist in a telephone call between two or among more parties speaking two different languages. For more than two languages, further interpreters are required.

IMPORTANT NOTES

a. In the event the required interpreting service demands an

- extraordinary mobilization for the interpreters (places of difficult access and out of the metropolitan area, etc.), the CONTRACTOR shall facilitate the means of transportation or shall pay all expenses arising from their transport. Likewise, when the event implies an overnight stay at the place, the CONTRACTOR is liable for any payment arising from food and accommodation.
- b. During interpreting events, the CONTRACTOR shall guarantee the provision of drinking water for the interpreters.
 - c. In the event that the interpreters do a full day's work (7 hours), the CONTRACTOR shall provide them with food or light refreshments.
 - d. A full day's interpreting work is seven (7) hours (an extra lunch hour shall be included). In the event the number of hours is four (4) or less, it will be considered as part time, and, therefore, the contractor shall pay 70% of a full day's work only. If exceeding the seven-hour day's work, extra charges will be imposed and determined as follows:
 - i. From 1 to 3 hours, 15% of the amount per work day plus 12% of taxes shall be charged per each hour.
 - ii. From 3 to 5 hours, charges shall be made on a part-time basis; that is 70 % of a full day's work.
 - iii. After 5 hours, an extra day's work will be charged.
 - e. Under any circumstances, the interpreters shall exceed sixteen (16) hours of work in a single day. In the event the CONTRACTOR requires more hours of interpreting services, it shall contact the PROVIDER to find a replacement.

TRANSLATION

Standard translation: It consists in the translation of standard texts. Specialized knowledge is not required in the usage of such texts. Therefore, specialized

terms will hardly appear.

Specialized Translation: It consists in the translation of texts that are addressed to experts in different fields of knowledge. Our services in this area extend to engineering, oil, geology, medicine, pharmacy, as well as, philosophy, psychology, sociology, linguistics, music, cinema, etc.

In situ translations: This type of translation is employed in events where written texts, such as, memoranda of understanding, bilateral and multilateral agreements, treaties, final declarations or statements, need to be translated into the languages of the participants. For this kind of translation a room containing computers connected to the drafting room and with Internet access is required.

Certified translation: It consists in the translation of legal documents, for example, contracts, founding documents, patents, acts, letters of authorization, among others. Babel counts on certified translators in languages such as English, French, Portuguese, Mandarin, Arabic, German, among others. They are duly certified by the competent Venezuelan authorities.

Subtitling and Dubbing: we also offer subtitling and dubbing services for videos, movies, documentaries, among others.

Language learning: Fully aware of the importance of languages within communication, Babel also offers language courses to its clients. Such courses are oriented towards the teaching of languages for general or specific purposes.

E-mail and letter composing: *Babel Soluciones Lingüísticas* facilitates

communications by helping its clients to elaborate such documents as this is a service commonly required by many CEOs having no time to spend or foreign language proficiency to meet such need.

Authentication of documents: *Babel Soluciones Lingüísticas* provides services of document authentication before the different instances of Venezuelan institutions, including certified translation of legal documents and their subsequent presentation before the ministries and registries required.

For more information about our services and solutions, please contact us.