

Cover: **We translate what you wish to communicate.**

Page 1: **We translate what you wish to communicate.**

Echange Clé is a multilingual translation agency led by Prof. Graciela Turjanski.

Integrated by worldwide qualified translators with tertiary or University degrees with extensive experience in all languages.

Many companies satisfy the growing needs of services in the language field, in today's globalized world.

However, sometimes, the offer is not completely satisfactory, by not covering the total range of the existing linguistic possibilities and / or costs are excessive.

Echange Clé was founded based on the experience of its Director in the language field and expertise of her services to businesses around the world through another of her firms.

Quality, personalized attention according to requirements, highly competitive costs, professional audits and monitoring of our services, provide us with loyal and always satisfied clients.

Page 2: **We know your origin**

Linguistic diversity. Cultural diversity, even if we speak the same language.

In a world that is closer every day, and more complex, we intend to have in mind the differences in the language world, working with professionals of the translation from countries and cultures with which we wish to communicate accurately and correctly.

Our offer

- Languages:
  - American
  - European
  - Of the CIS— (Commonwealth of Independent States – former Soviet Union) (Belorussia, Armenia, Kazakhstan, etc).
  - Asian languages (Mandarin, Cantonese, Japanese,— Korean, Vietnamese, Thai, Malay
  - African languages (Xhosa, Zulu, African Portuguese, Somali, Kikongo, and others)
  - Arabic
  - Turkish
  - Maltese
  - Hindu Dialects

Page 3: **We speak your language**

We know the importance that the project you are delegating to us has for you and your business and we assume the responsibility of dealing with it professionally and creatively within the parameters outlined in the proposal submitted at the time of contracting our services

Our translators use the latest versions of TM (Translation Memories) on the market. TM is the linguistic source in use in the most important translation agencies throughout the world.

All areas of human communication are covered:  
Commercial Translations

Legal Translations - Contracts (certified or not)  
Technical and Scientific translations  
Humanity Sciences Translations  
Press  
Advertising & Marketing

We can offer you an optional service, DTP (Desktop Publishing), through which we provide all the computer support that your document or work needs for printing

#### Page 4: **Our methodology**

Our priority is based on the excellence and control of the finished product, the time commitment and the fees assumed, as well as a strict attention to the use of the appropriate tools so that your product will reflect its importance.

Therefore our methodology follows these steps:

- 1) Preparation of text to be translated: translator/s assigned, indexes, glossaries.
- 2) Translation by translator/translators with corrections and suggestions.
- 3) Revision of the translation, controlling omissions, orthographic errors, grammar, meaning, and so on.
- 4) Correctors revise the text to assure a proper linguistic format.
- 5) Technical review. Specialists in technical or technological fields revise the translation to control possible incorrect technical descriptions.
- 6) The responsible of Quality checks and tests the quality of the translation.
- 7) DTP (if requested)
- 8) Sending of translation to the client for its review and acceptance.

**The quality control includes, of course, the security and confidentiality of the information contained in the translated texts.**

#### Page 5: **About us**

We are a multilingual translation agency.

Our compromise is to provide solutions to our clients that not only will cover their current needs but also their future ones, through our expertise and support along all the way.

For this we have cooperation agreements with translators and translation agencies all over the world.

All our projects are coordinated by Translator María Laura Diaz, our efficient Project Manager.

We hope to gain your trust so we may carry out this challenge together.

**Prof. GRACIELA S. TURJANSKI**

Education:

- National School Teacher – Teachers Training Collage No.8 "Julio A. Roca". Years 1962-66
- National Professor of French – Graduated at the National Institute of Professorship "Joaquín V. Gonzalez" -
- Assistant Professor of General Linguistics (3rd.year of French Professorship)

National Institute of Professorship "Joaquín V. Gonzalez".

- Psychology Career - University of Buenos Aires - first year.
- Biology Career - University of Buenos Aires - 2nd year.

Work Experience:

- Professor at the Alliance Française (Belgrano and Palermo) for 1st, 2nd, 3rd, 5th and 6th year.
- French Professor in various Adult Education Institutes. Conversation. Commercial French.
- Supply Professor for the General Linguistic Class of the French Professorship - Professorship "Joaquín V. Gonzalez".
- Interpreter and translations for several French Universities based in Argentina in Masters of double degree.
- 2006 - Creation of ECHANGE-CLE – French specialized for professions.
- 2008 - Creation of Echange clé - multilingual translation agency.