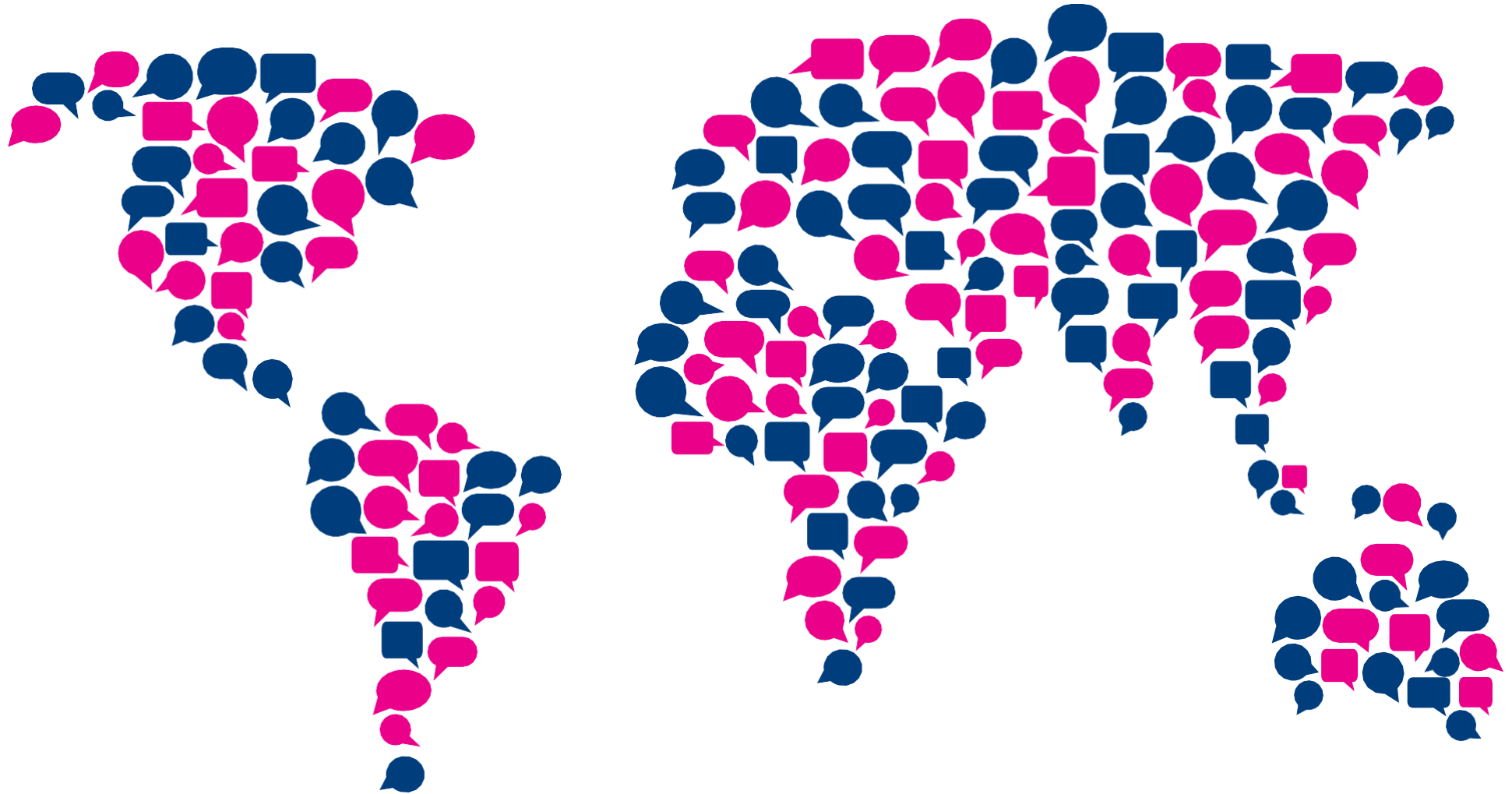




PAB Languages Centre Ltd



Words that work around the world



## About Us:

PAB Languages are an established, Award winning, ISO9001 Quality Management accredited professional translation company, recognised by private and public sector organisations for the quality of its translation and interpreting services.

If you require fast, reliable, and high-quality certified translation services, you can rest assured. You will work with:

- ✓ Professional, friendly, and reliable management team recognised by private and public sector organisations,
- ✓ ISO9001 Quality management systems and procedures to meet customer and regulatory requirements, including data security and privacy protection.

Standard, technical, and certified translation in over 200 languages.

Our native certified and sworn translators – and registered interpreters – can work with you in over 200 languages on a 24/7 online basis.

Business services include translation of marketing materials, technical publications, health care and science analysis, biotech, and engineering documentation as well as commercial contracts, health & safety regulations, employee communications, sales collateral and website content.



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*words that work  
around the world*





# MOST POPULAR LANGUAGES

|              |                |                |
|--------------|----------------|----------------|
| 1. Albanian  | 13. French     | 25. Portuguese |
| 2. Arabic    | 14. German     | 26. Punjabi    |
| 3. Bengali   | 15. Greek      | 27. Romanian   |
| 4. Bulgarian | 16. Hindi      | 28. Russian    |
| 5. Chinese   | 17. Hungarian  | 29. Serbian    |
| 6. Croatian  | 18. Italian    | 30. Spanish    |
| 7. Czech     | 19. Kazakh     | 31. Swedish    |
| 8. Dari      | 20. Latvian    | 32. Turkish    |
| 9. Dutch     | 21. Lithuanian | 33. Vietnamese |
| 10. Estonian | 22. Norwegian  | 34. Ukrainian  |
| 11. Farsi    | 23. Pashto     |                |
| 12. Finish   | 24. Polish     |                |



Standard, technical, and certified translation in over 200 languages





## Our Values:

### Relationship

Transparent. Ethical. Honest.

### Quality

Providing the highest quality is always at the heart of what we do.

### Trust

Being honest and respectful with our colleagues, with our customers and with all our stakeholders.

### Customer Focus

Delivering on our promises and commitments and working with customers to build long-term partnerships for mutual benefit.

### Integrity

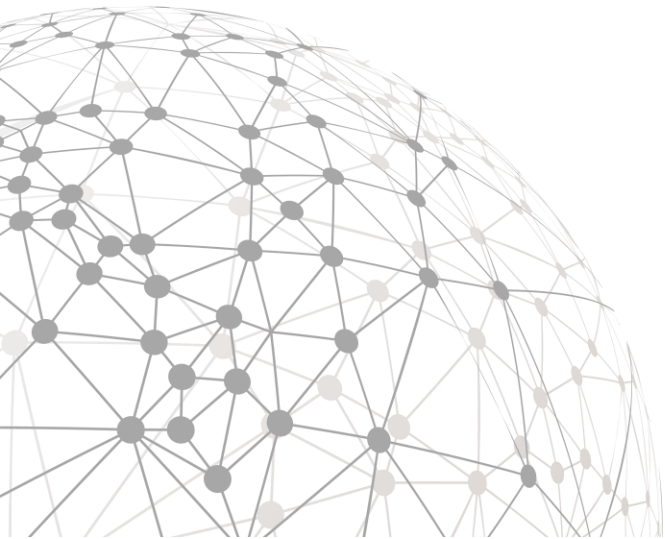
Embracing the work ethics, honesty, and moral principles of the individuals within the company.

### People

Passionate bilingual professionals who deliver results.

### Efficiency

Responsibility to our clients and employees to manage our resources wisely.





# Localisation:

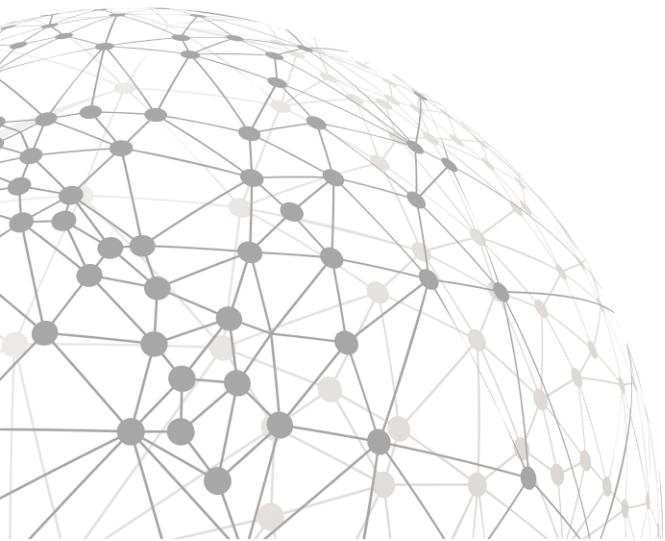
Localisation is critical for all companies to consider when communicating with foreign markets or communicating with staff from diverse backgrounds.

The way a document is written, images that are used, and even the use of colloquialisms makes a difference in the way communication is perceived by others.

A multi-lingual website is a website where the content is written in more than one language. The information displayed in different languages is often the same but should be tailored for different audiences.

Website Localisation is not simply translating text; it is adapting to the culture and moving a site from single-language focus to a more flexible, global perspective.

Our native speaking e-commerce specialists will select the appropriate style to translate and transcreate your content accurately and effectively, ensuring global sensitivity.





# Written Translation:



## HEALTH AND SAFETY

Our aim is to ensure all documentation is clear, concise, and easy to understand.

- H&S Policies
- Occupational safety documents
- Risk assessments
- Labelling of hazardous substances
- Fire safety instructions
- Training documents

## TECHNICAL AND ENGINEERING

We provide technical and engineering companies with high quality accurate translations.

- Manuals and books
- Contracts and proposals
- System descriptions and specifications
- Data sheets and scientific papers
- Medical documentation

When you send your project to us, it is specifically assigned to a translator who has made your industry's technical terminology their professional line of work.

## HUMAN RESOURCES

We support you to improve employee engagement and increase productivity.

- Staff handbooks
- Employment contracts
- Job descriptions
- Employee surveys
- Auto-responder emails
- Medical documentation

## MARKETING AND SALES

We can assist with marketing and sales translation projects, including:

- Brochures
- Magazine advertisements
- Presentations
- Websites
- Business cards
- Cover letters

Our marketing translators are selected not only for their linguistic skills, but also for their technical expertise and attention to cultural differences.



# Cross Cultural awareness:



PAB Languages offers a variety of Live Online Training with an aim to:

- ✓ Enhance your cultural sensitivity and reduce cross-cultural misunderstandings
- ✓ Help you build thriving relations with people from different countries and cultures

Online Workshops for international trade clients

Offering great value, practice-based advice and guidance on the skills needed for selling to people from different cultures and countries, our workshops are appropriate for those with operational level responsibility for selling outside the UK and senior staff who want to gain a better understanding of the subject.

Workplace Communications Online Workshops

We believe that cross-cultural awareness helps to increase employee engagement in a multicultural environment. Whether you have offices across the globe, or a diverse workforce based in the UK, we can help.

## Some of our Live Online Training

- Managing Across Cultures
- Effective Global Communications
- General Language and Cultural Awareness Workshop
- Sector Specific Workshops





# Confidentiality, Security And risk management:

- The protection of our client's assets and the information is of paramount importance to us. Rest assured our security provisions are at the heart of everything we do. We ensure that only the appropriate people have access to client's assets and information.
- All our staff go through background checks and are bound by confidentiality agreements.
- We use our own bespoke project management systems to monitor all work. Safekeeping of confidential documents is a core part of our operations. We have partnerships with security and law-enforcement professionals who support us in our specialist areas of business, including recruitment, training, and deployment of linguists for high profile conferences.
- All our linguists adhere to strict confidentiality and impartiality clauses and are assessed and monitored during assignments to ensure compliance. Special non-disclosure agreements are drafted for sensitive cases, such as asset acquisitions and tenders.
- All data is transmitted by secure means via our servers and held in accordance with Data Protection Standards.
- We have the experience, technology, and resources to translate any type of material intended for local and global markets.





## Competences and quality:



### **Our Senior Translators are qualified with one or more of the following:**

- Diploma in Translation (Dip Trans)
- Diploma in Teaching
- Qualified Trainer Diploma
- Degree in Translation or Languages
- Postgraduate Degree with substantial translation
- Full membership – Institute of Translation and Interpretation
- Membership – Institute of Learning

### Our Accreditations and Memberships

- Cooperate Member of the Institute of Translation and Interpreting
- Elia European Language Industry Association
- Memsourse Cloud Membership
- Equality Register Membership
- Disability Confident Committed Scheme
- Defence Employer Recognition Scheme

We observe our 5-step Quality Assurance Process which ensures that every project is managed under controlled conditions and that the translation or other requirements are produced to the highest standards ensuring quality, security, and privacy protection.



## Testimonials:

“ It was a pleasure working with PAB Language Centre. As a Lincolnshire Chamber member, PAB has valuable advice and guidance to share. I would not hesitate in recommending the service to firms looking for language and culture advice, help and support. ”

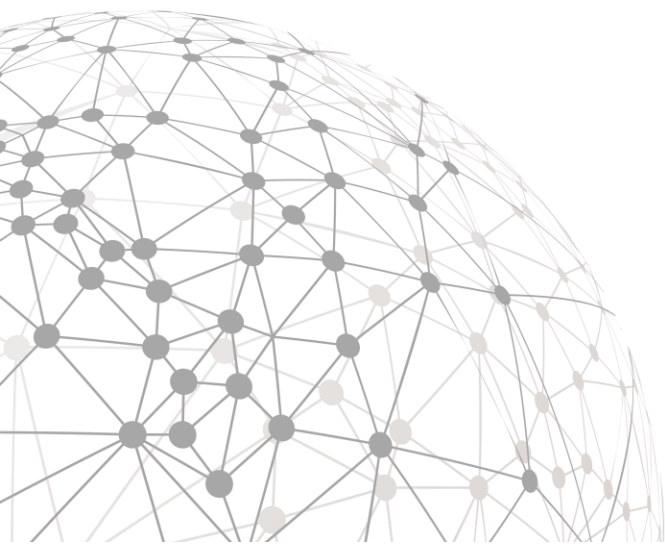
Helen Tomkinson, International Trade Manager: **Lincolnshire Chamber of Commerce**

“ Your interpreter was onsite early, and he came into a potentially tough situation and handled himself impeccably. He was able to communicate appropriately for the occasion with both the Directors and the individuals involved and was professional throughout. ”

Vicki Johnson: **Gardman Ltd**

“ I have always received exceptional service from PAB Language Centre. ”

**James Kinnaid: Wilkin Chapman LLP**





## Testimonials:

“PAB were efficient and professional, raising awareness of issues we had not considered. We are pleased with the high standards and would recommend them to any company looking for an accurate translation of their web content and marketing messages to their clients.”

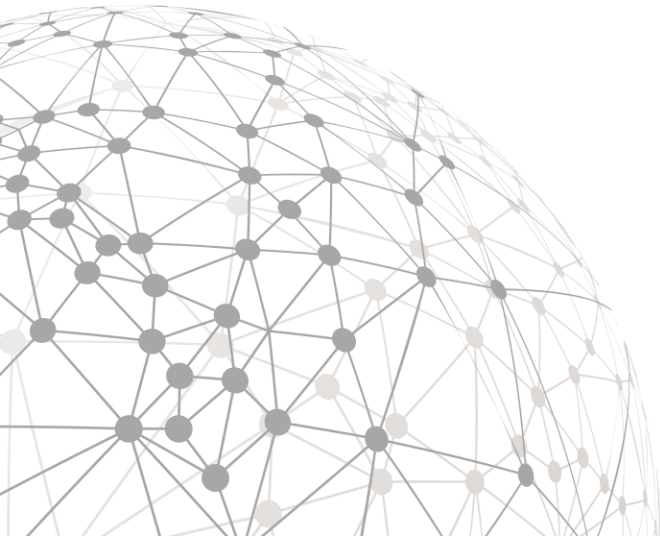
G.Cloete: **1st Contact Forex**

“We have worked with PAB for over 4 years on projects such as web development, online marketing, and social media. We highly recommend to anyone requiring accurate translation.”

David Clarke: **DBS Internet marketing**

“We found the service to be professional and of excellent quality.”

Tricia McCarron: **Worldwide Fruit Ltd**





## Testimonials:

“Presentations like yours are key to the success of our events and our continued ability to attract the major regional and local businesses. By raising their awareness of cultural differences and how this impacts not just on design but the way we approach business is relevant to exporters but also to anyone looking to grow their business through developing new products or new markets.”

George E Bell: **Employer Engagement Manager, Boston College**

“Enterprise Europe Network enlisted the services of PAB Languages Centre to contribute to the launch event of our trade mission. Iwona delivered an excellent interactive session about the practicalities of doing business abroad and the cultural nuances, which companies need to be aware of when attempting to enter the market. Iwona was an engaging speaker and our delegates went home extremely pleased with what they had learned.”

Jan Immel: **Enterprise Europe Network**







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