

1. When translating it is very important to use a person instead of computer software. Computer software is sometimes not accurate in word selection and content. At Inter Lingua we always have people doing the translation
2. The translator needs to be a native speaker of the language and also have experience in field relating to the content of the translation. Example,-Oil and Gas, Legal and medical field
3. After the translation is completed by the translator always use a different person to proof the work. At Inter Lingua we always proof our work.
4. The people who are involved in the proofing make sure that writing is free of mechanical errors –consistency, punctuation, and elements of formatting.
5. The proofing should also involve minor tweaks and ensure clarity and correct word choice. This usually involves research.
6. When proofing we always have to consider our audience-the right terms and the right vocabulary.
7. Always leave enough time for the proofing
8. Always let you client proof the work to make sure that the client is happy.
9. Always know the final format the customer wants the translation.-PDF, Word, PowerPoint. Inter Lingua can deliver the translations in any format.
10. Always use the same translator and when the customer wants additional translations when they are translated into the same language do not change the translators.

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