

## WHAT'S IN IT FOR YOU?

'The simpler you say it,  
the more eloquent it is'

(August Wilson – American playwright)



TRANSLATION CENTRE  
FOR THE BODIES OF  
THE EUROPEAN UNION

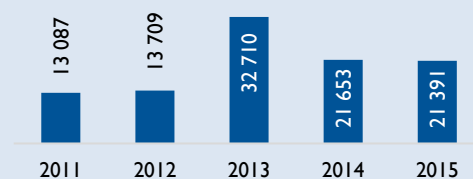
## INVESTING IN QUALITY

### Editing is not a cost, it is an investment.

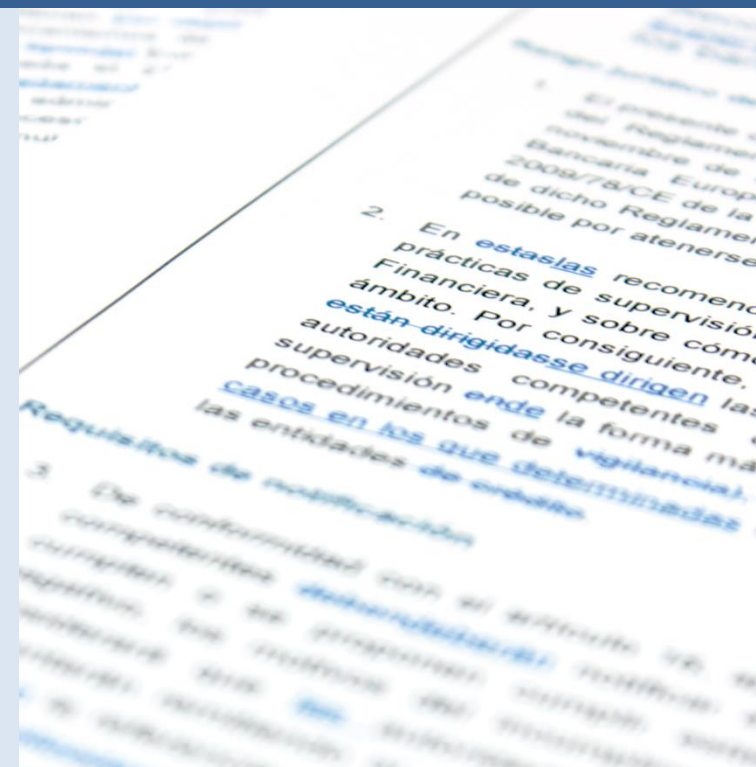
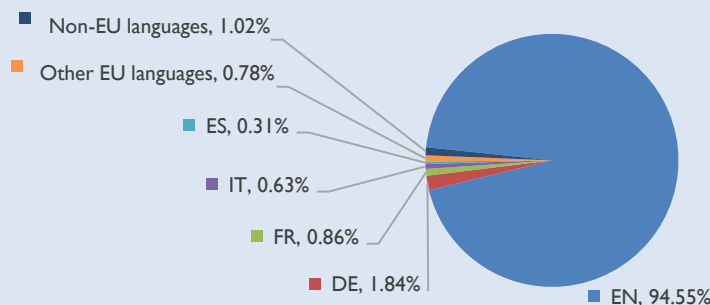
- You will benefit from the knowledge and experience of our highly qualified native speakers.
- Native speakers will ensure that your text is written in a consistent style and in the correct register.
- Your texts will be returned to you free of spelling, grammar and punctuation errors.
- The written content of your documents will be accurate and logical.
- Should you decide to have your document translated, good editing means fewer translation queries.
- Your documents will be treated with complete confidentiality.
- We apply a plain language approach and follow the specific guidelines of the *Interinstitutional Style Guide*.

### Editing services – some figures

Volume evolution 2011 - 2015

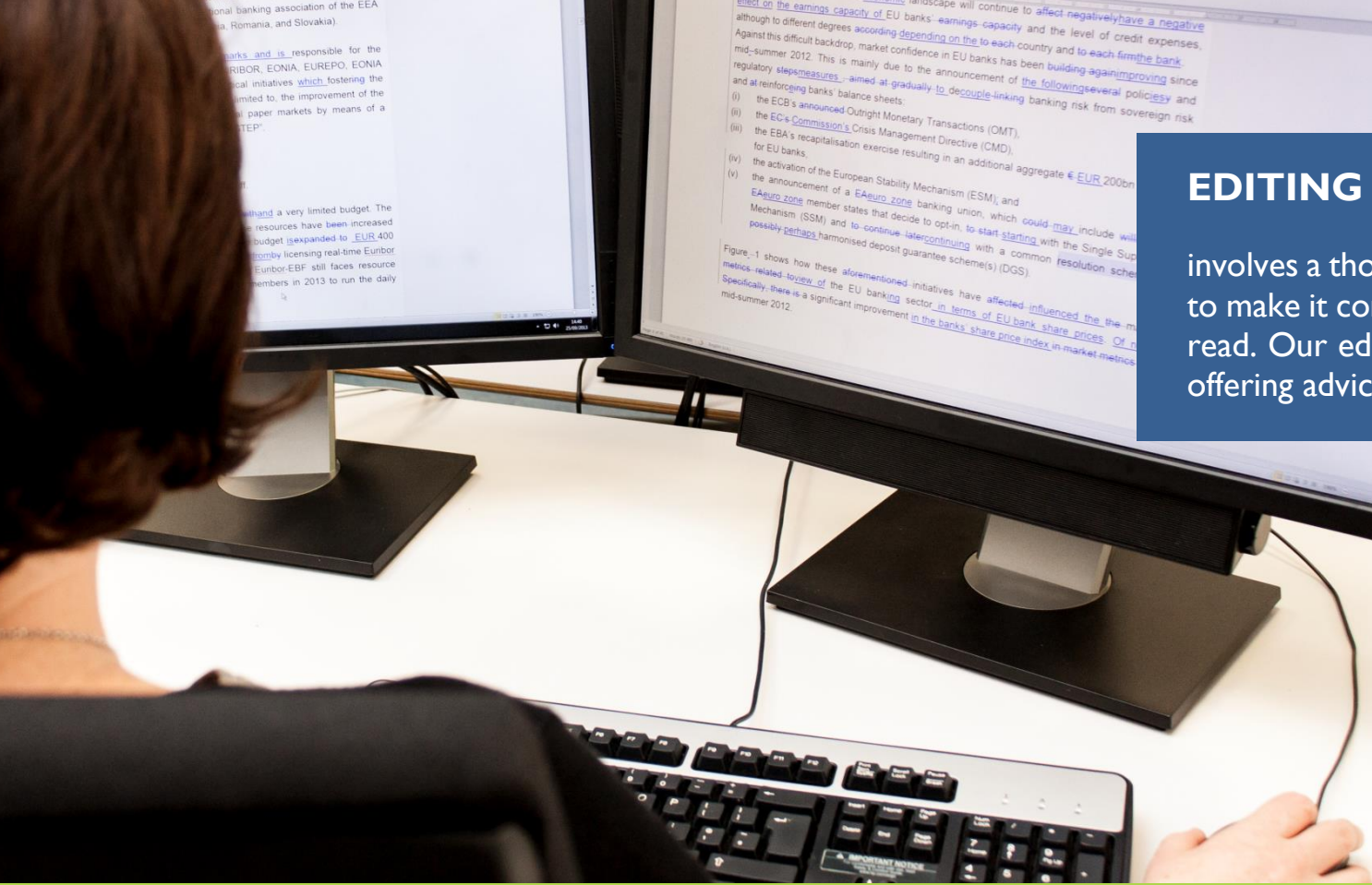


Editing by language (2015)



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# EDITING



## EDITING A TEXT

involves a thorough check of the language used, in order to make it consistent, grammatically correct and easy to read. Our editors also highlight ambiguities and errors, offering advice and solutions.

### Added value

**Editors begin by familiarising themselves with the subject matter of the text to be edited**, taking into account any instructions and references provided. Qualified and experienced native speakers can spot grammatical errors and inconsistencies easily, as well as text where there is room for improvement. Our editors, who are also experienced translators and revisers, are experts at making texts clearer, unambiguous and easy to follow. Our in-depth knowledge of writing and style conventions in all EU languages enables us to adapt texts to comply with the target format.

### Effective communication

**Working in a foreign language on a daily basis has become a common reality for most, if not all, global organisations.** EU institutions, banking authorities, law enforcement and scientific bodies very often decide to use one common language in which to draft their documents, and combine contributions from more than one writer. Contributions written by non-native speakers tend to contain very specific mistakes, many of which are related to interference from other languages.

### The final touch

**We understand how much time and work are invested in presenting ideas and proposals. Our editors work hard to help you fine-tune your documents.** For in-house use, a rough draft may convey a message perfectly (making it 'fit-for-purpose'), but it is when you want to reach a wider audience and engage your reader that our service plays a key role in helping you overcome language barriers and convey your organisation's corporate image in a positive light. Investing time and money in ensuring texts are of a high standard pays dividends far beyond financial ones.

### Writing for translation

**Good editing is also a prerequisite for texts that are to be translated, especially when the author or authors are non-native speakers of the language in which they are writing.** Early detection of ambiguous phrasing or grammatical errors saves both time and money later by avoiding costly reruns and the correction of errors in translations into several languages. Skilled editors mediate between authors and readers to ensure that the message is conveyed clearly.