

Meeting



Best practices

Indigenous language services

INTERPRETATION

TRANSLATION



Service standards

Training



**How much time should I set aside to have a document in an official language translated?**

The general rule is that you should allow 10 to 15 minutes per page for your translation.

1 business day (1 page)	<ul style="list-style-type: none"> <li>1. Photo copies</li> <li>2. Simple documents</li> <li>3. Simple forms</li> <li>4. Simple contracts</li> <li>5. Simple letters</li> </ul>
2 business days (1 to 5 pages)	<ul style="list-style-type: none"> <li>1. Moderate complexity</li> <li>2. Moderate length</li> <li>3. Moderate number of pages</li> </ul>
3 business days (5 pages)	<ul style="list-style-type: none"> <li>1. Moderate complexity</li> <li>2. Moderate length</li> <li>3. Moderate number of pages</li> </ul>
4 business days (5 to 10 pages)	<ul style="list-style-type: none"> <li>1. Moderate complexity</li> <li>2. Moderate length</li> <li>3. Moderate number of pages</li> </ul>
5 business days (10 to 20 pages)	<ul style="list-style-type: none"> <li>1. Moderate complexity</li> <li>2. Moderate length</li> <li>3. Moderate number of pages</li> </ul>
8 business days (20 to 50 pages)	<ul style="list-style-type: none"> <li>1. Moderate complexity</li> <li>2. Moderate length</li> <li>3. Moderate number of pages</li> </ul>

ARE YOU THINKING ABOUT USING MACHINE TRANSLATION?

Machine translation is easy to access and fast, but it comes with some risks.

BEFORE YOU USE IT, THINK:

<p><b>1 SECURITY</b></p> <p>Servers are often located abroad and may store your information.</p>	<p><b>2 ACCURACY</b></p> <p>It makes mistakes in meaning and terminology, and does not take into account the cultural context or target audience.</p>	<p><b>3 RESPONSIBILITY</b></p> <p>It does not guarantee compliance with language rights (Official Languages Act).</p>
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USE MACHINE TRANSLATION ONLY IF:

The information is not classified or protected.	The subject matter is not specialized and potential errors will have no consequences.	The results will not be disseminated or will be subject to a professional revision.
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If any of these criteria are not met, use the Translation Bureau's quality services instead.

THINK QUALITY, CONTACT THE TRANSLATION BUREAU!

Contact Us



GOING VIRTUAL OR HYBRID? SUPPORT INTERPRETATION SAFETY AND QUALITY!

Follow these requirements and best practices to protect interpreters and facilitate interpretation.

<p><b>1 MANDATORY</b></p> <p><b>SOUND QUALITY</b></p> <p>Speak through the internet audio (not a phone line) using a wired (not Bluetooth) headset microphone or headset with boom microphone.</p>	<p><b>2</b></p> <p><b>HARDWARE</b></p> <p>Participate using a computer, not a smart phone or tablet.</p>	<p><b>3</b></p> <p><b>INTERNET CONNECTION</b></p> <p>Use a fast, wired (not wireless) connection, and limit the number of other people and applications using your bandwidth.</p>	<p><b>4</b></p> <p><b>AVOIDANCE OF DISTRACTIONS</b></p> <p>Appear in front of a plain background, and mute all of your devices' audio notifications.</p>	<p><b>5</b></p> <p><b>MEETING DISCIPLINE</b></p> <p>Speak only on your turn, and stay muted when not speaking.</p>	<p><b>6</b></p> <p><b>CLARITY OF SPEECH</b></p> <p>Speak slowly, and if you have a written speech, provide a copy in advance to the interpreters.</p>
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The Translation Bureau  
RANGE OF MODERN SERVICES

**TRANSLATION**  
IN BOTH OFFICIAL LANGUAGES AND IN INDIGENOUS AND FOREIGN LANGUAGES

**AFTER HOURS EMERGENCY SERVICE**  
24/7 SERVICE

**DOCUMENT SECURITY**  
COMPLETE CONFIDENTIALITY, PROTECTED AND CLASSIFIED DOCUMENTS

**QUALITY OF SERVICES**  
QUALITY FRAMEWORK AND STANDARDS AS A PRIORITY, QUALITY CONTROL AND EVALUATION

**TRAINING AND EXAMS**  
DEVELOPMENTAL LANGUAGE TRAINING WORKSHOPS, EXAM PREPARATION AND MARKING

**INTERPRETATION**  
IN BOTH OFFICIAL LANGUAGES AND IN INDIGENOUS, FOREIGN AND SIGNED LANGUAGES

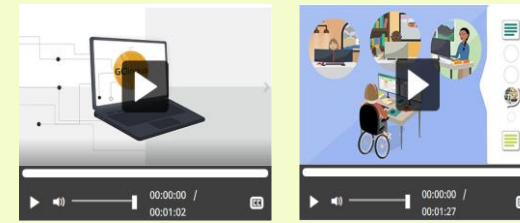
**ACCESSIBILITY**  
CLOSED CAPTIONING  
AMERICAN SIGN LANGUAGE (ASL)  
LANGUE DES SIGNES QUÉBÉCOISE (LSQ)

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La qualité à votre portée



Reach for quality

Le Bureau de la traduction  
The Translation Bureau