

cApStAn organizes its linguistic services in **22 modules** grouped into **4 moments** of a localization project. Depending on your requirements, we combine different modules, like building blocks, to form the most suitable design for your project. *Interested in learning more? [Contact us here to discuss your requirements](#)*



A. Consultancy Services

- A1 Workshops for item writers**
Let us train your item writers to write content geared for localization
- A2 DEI-BR consultancy**
Let us support you in your mission to maximize Diversity, Equity, Inclusion, and Bias Reduction in your content
- A3 Analysis and adjustment of language proficiency level**
Avoid blurring measurement of a given skill with language skills
- A4 Translation/Adaptation workflow consultancy**
Let's figure out together which combination of building blocks you need

B. Preparation

- B1 Translatability assessment**
Solve many problems at once, upstream, instead of X times, downstream
- B2 File and project preparation**
Let the tech team do their wizardry to get the most out of CAT tools and leverage your language assets
- B3 Legacy content transfer & management**
Seamlessly blend old and new content
- B4 Translation & Adaptation notes**
Linguists work better with guidance than if they have to guess what you mean
- B5 Bilingual glossaries, style guides**
Let us create a repository of technical terms and recurring expressions, and create templates to maintain consistency
- B6 Project-specific training of linguists**
Let us prepare hands-on exercises to ensure success for any complex translation project

D. Linguistic Quality Control Process

- D1 Review of a cApStAn translation**
A thorough check of our own work
- D2 Verification of a 3rd-party translation**
An even more thorough and documented check of someone else's work
- D3 Error and update management**
Because the source can change even after localization has started
- D4 Final checks, PDF or web reviews**
Because some errors are only seen at the final stages
- D5 Coding of responses, transcription and evaluation of interviews**
Make sense of data collected through open response questions; make sure interviews are conducted according to script
- D6 Report**
A detailed report of the cApStAn quality control process that was employed for your project

C. Translation & Adaptation Process

- C1 (Single) translation**
Let our linguists with extensive experience in multilingual surveys and assessments translate for you
- C2 Double translation + reconciliation**
Because the translation method for sensitive, high-stakes content requires extra attention
- C3 Team translation + adjudication**
If you want to follow the gold standard for questionnaire translations - let's pick the right one for your project/budget
- C4 Adaptation to local context and usage**
Because when in Rome, do as the Romans do
- C5 Consultation of domain or subject matter experts**
Because linguists are not omniscient
- C6 Proofreading**
Because you don't want readers tripping over errors while trying to understand what you want to get across

