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Translation Gurus (Pty) Ltd is a 100% citizen owned enterprise established and registered in August 2010 in accordance with the laws of Botswana. However, the proprietor has amassed experience over the years, having worked for the department of Administration of Justice at both the Magistrates and High court respectively for over 7 years. From 2008, and until the registration of the company, and to date, the proprietor is engaged in this industry full-time (see attached CV).

Translation Gurus is a professionally run entity whose main business is; translation and interpreting, editing, proofreading, interpreting equipment, rapporteuring, cross-cultural language facilitation and localization. We are comfortable using even the latest and world widely used computer-aided-translation (CAT) tools such as Idiom Worldserver, SDL and Wordfast.

The company has an excellent portfolio in language consultancy and renders complete language solutions ranging from:

- Simultaneous Conference Interpreting
- Consecutive Interpreting e.g. at hospitals, courts, churches, visiting tourists etc.
- Forum meeting reporting and translation
- Translation Consultancies
- Legal documents- evidence, summons, divorce matters, labor disputes, contracts and agreements.
- Telecommunications
- Advertising and Marketing- adverts, articles, promotion slogans

- Educational materials such as school books, brochures, children's literature, training manuals and instructions.
- International Relations and Affairs
- Health manuals, HIV/AIDS related documentation and pharmaceuticals.
- Employment contracts and performance management systems' manuals
- Government and Corporate speeches
- Website
- Foreign Correspondences
- Tender Documents
- Public Notices
- Signage
- Annual Reports
- Editing and proofreading of materials from varying backgrounds
- Localization
- Language Cross-cultural facilitation

### **INDIGENOUS**

Setswana  
 Kalanga  
 Sesarwa  
 Subiya  
 Herero  
 Sekgalagadi  
 Seyei  
 Sembukushu

### **NON-INDIGENOUS**

English  
 French  
 Spanish  
 Portuguese  
 Afrikaans  
 Chinese (both dialects)  
 German  
 Italian  
 Japanese  
 Etc.

Our team of experts comprises of highly professional individuals. Resumes of our freelance interpreters and translators are available on request for your perusal.

Our lead translator, Mr. Keboke Morabeng boasts of 14 solid years in the field of translation, interpreting, editing and proofreading. He holds a Postgraduate Diploma in Translation and Interpreting from the Witwatersrand University and a Bachelor of Arts from the University of Botswana with English and History as majors.

Mr. Morabeng focuses on selecting the appropriate method(s) and or strategies of translation suitable for a particular kind of project, managing the entity, together with coordinating projects to ensure that set deadlines are met. He liaises with clients to ensure that scheduled review meetings take place, supervises the work of the translators, and ensures that the final product is thoroughly proofread before its final submission.

He also carries out the actual translation in conjunction with other translators as and when the need arises, as well as producing reports as he is a trained

rapporteur. He is the overall overseer of all the engagements and manages all the daily activities of the establishment.

## EXPERIENCE

### **Below is a list of our engagements from the latest:**

1. Provision of French Simultaneous Interpretation & Equipment, Video Conferencing for GIZ Brussels & European Commission at the Policy Forum Development- Africa Region from 8<sup>th</sup>-10<sup>th</sup> October 2018
2. Translation of Materials from English into Mandarin Chinese for Botswana Investment & Trade Centre- BITC for the China-Business Forum 2018 – August 2018.
3. **Provision of Simultaneous French Interpretation & Equipment to African Academy of Languages-ACALAN** – 18<sup>th</sup> -21<sup>st</sup> June 2018.
4. **Subtitling of Documentary Film- Colours of the Alphabet** [www.coloursofthealphabet.com](http://www.coloursofthealphabet.com) – Setswana- ongoing
5. **Professional Rapporteur Services- United Nations Development Program (UNDP)** 7<sup>th</sup>- 9<sup>th</sup> November 2017.
6. **Provision of Conference Equipment for the Ministry of International Affairs & Cooperation** – Nov 2017 - Travel Lodge.
7. **Simultaneous Interpretation- 3x French Interpreters- ILEA** 16<sup>th</sup>-20<sup>th</sup> October 2017.
8. **Simultaneous Interpretation Equipment & Simultaneous French & Portuguese Interpretation for Conservation International** - 11<sup>th</sup>-13<sup>th</sup> October 2017.
9. **Translation of Teaching material from English to French- Prosecuting Environmental Crime** for ILEA - 9<sup>th</sup>-13<sup>th</sup> October 2017.
10. **Simultaneous Interpretation Equipment & French and Portuguese Interpreters- 18<sup>th</sup> SADC Lawyers' Association Annual Conference**- 10<sup>th</sup>- 11<sup>th</sup> August 2017.
11. **Translation of Financial Investigation for Public Corruption teaching materials from English to French** for ILEA 11<sup>th</sup>-31<sup>st</sup> July 2017
12. **Escort Interpretation- French- ILEA** 3<sup>rd</sup> July 2017

13. **Simultaneous Interpretation** for **United Nations- French and Portuguese** at Phakalane Golf Estates from 20<sup>th</sup>-22<sup>nd</sup> June 2017.
14. **Simultaneous Interpretation Equipment & French and Portuguese** interpretation for **United Nations Office on Drugs & Crime-** Phakalane Golf Estates from 6<sup>th</sup>-7<sup>th</sup> June 2017
15. **Simultaneous Interpretation & Provision of simultaneous interpretation equipment- French & Portuguese** for the **African Air Charter Pilots Symposium** in Kasane from 15<sup>th</sup>-18<sup>th</sup> May 2017.
16. **Translation of Education transcripts** from **Latin to English** for **Northside English Medium.**
17. **Simultaneous Conference Interpretation- French and Portuguese - GIZ SADC- Transboundary Conference-** 29<sup>th</sup>-30<sup>th</sup> November 2016
18. **Translation of Legal Document- Death** certificate from **Spanish to English** for **Botswana Building Society (BBS)** - 7<sup>th</sup> October 2016.
19. **Translation of BITC Post Cards** for the ITB Berlin Conference from **English to German.**
20. **Translation of BITC** documents for the Mozambique excursion from **English to Portuguese.**
21. Translation of **BITC Postcards** information from **English to Brazilian Portuguese.**
22. **Translation of Anti-Corruption Manual** from English to Setswana- Ministry of Transport & Communications
23. **Translation of SADC Electoral Advisory Council The Evaluation of the SADC Electoral Advisory Council Activities 2012- 2015.**

**The SADC Secretariat Handbook on the Coordination and Management of SADC Election Observation Missions (SEOMs)**  
**Draft SADC Election Observation Handbook from English to Portuguese and French for GIZ.**

24. **Translation of Theory Question Books Classes A, B, H, PrDp and Trucks** from English into Setswana for the **Department of Road Transport Safety** in the **Ministry of Transport and Communications**- ongoing
25. **Translation of in-app uTalk text** for **EuroTalk** from English into Setswana- current
26. **Translation of Documentary Evidence** for the **Directorate of Public Prosecutions (DPP)** from English into Setswana- ongoing
27. Translation Progress Report and Proceedings from English into Portuguese for **Kavango-Zambezi Transfontier Conservation Area (KAZA TFCA)**.
28. **Translation of Motor Vehicle Fund Board Chairman & Chief Executive Officer's Report of the Annual Report** from English into Setswana- for 3 consecutive years.
29. **Translation of Dunlop radio jingle** for **The Translation Workbench- Cape Town**
30. Provision of Simultaneous equipment & interpreting- Portuguese at the **Zambezi River Commission Ministers' meeting (ZANCOM)**.
31. **Translation of Facilitators' Manual** for **Positive Vibes, Namibia through Botswana Network of People Living with AIDS**. English into Setswana
32. **Translation, Interpreting- Portuguese & Provision of Equipment** during **African Union Sport Council Conference**.
33. **Translation of Water Quality brochures** (10) from **English into Setswana** and from **English into Afrikaans** for the **Department of Water Affairs**.
34. **Translation of Questionnaire on Cancer** in Botswana for **Dr. Mark Lazenby of Yale University & Dr. Sebege of University of Botswana**- English to Setswana.
35. **Transcription of State vs Kegone Sebina & Others Court Proceedings**
36. **Translation of Grant Manual, Application Template and Guidelines** for **Forest Conservation Botswana**. English into Setswana
37. **Translation of Tutorial Letters and Assignments** from **English into French & Portuguese** for **Botswana College of Long Distance Learning (BOCODOL)**.
38. **Translation of Children's Books** from **English into Setswana**- commissioned by **Web-lingo Cape Town**.
39. **Editing and Verification of Automated Teller Machine** language for **Standard Bank Limited** - English into Setswana
40. **Translation Consultancy- Water Quality Pamphlets** - **Water Utilities Corporation**.

41. **Conference Interpreting & Equipment (French) - African Union of Broadcasters (AUB)** commissioned by **Botswana Television (Btv)**.
42. **Editing and Proofreading- African Excursions** website.
43. **Translation Consultancy- Environmental Impact Assessment** commissioned by **Saber Energy, South Africa and Pba International**.
44. **Translation Consultancy- Entrepreneur Booklets** commissioned by **Dialogue Saatchi & Saatchi** on behalf of the **Local Enterprise Authority (LEA)**.

## VISION

- ❖ To bridge the language gap
- ❖ To bring people closer to a shared understanding of one another.

## MISSION STATEMENT

- ❖ To render efficient and cost effective language solutions in line with leading and established market trends.
- ❖ To ensure that required performance levels are achieved through quality service and support.
- ❖ Maintain international standards and pursue strategic alliances.

## TRANSLATION GURUS' DIFFERENCE

The company prides itself with providing excellent services and providing professionally supported language consultancy services, translation, interpreting, editing and proofreading services. Our translators and interpreters are backed by qualifications and the desired experience and we do not rely just on knowledge of the vernaculars.

## ETHICS

As a professionally run company, we are guided in our day to day execution of our duties by the following code of ethics. We have over time and will in future continue to adhere and be bound by the ethics;

## Confidentiality

We will treat all received information as private and confidential. Such information shall not be released and or divulged to any business and or persons other than the entity or persons for whom we are working for.

### **Conflict of Interest**

Our translators will disclose any real or perceived conflict of interest. No one in the team will take personal advantage, financial or otherwise, of information obtained during the assignment.

### **Accuracy and Completeness**

We will produce a complete and accurate work of translation/interpreting without any alterations, omissions or additions without the express consent of the originator. Clarifications shall be sought from client for any part of the assignment that is not clear. This will be done without compromising the independence of the translator/ interpreter.

### **REFEREES**

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