

# Global LMS and Custom Content Translations

Roundtable Learning is a global learning solutions provider. We create universal learning management systems for application in countries all over the world. We also develop custom eLearning courses that we can translate into almost any language, dialect, and style.

We offer engaging eLearning content in any language and competitive translation pricing.



## 1. CONSULTATION

Our instructional design team will consult with you to understand what languages and dialects you'll need for your diverse learner groups. We'll also ask if you have staff member(s) who can review the translations to ensure the translated courses align with your in-market brand and style preferences.

## 2. PROJECT ANALYSIS

We'll gather your English source files and any previously translated materials that meet your quality standards. We'll review your English script to make sure we avoid excessive redundancy and synonyms, idioms, colloquialisms, and cultural analogies. We will also provide feedback about how to best globalize your content templates.

## 3. SAMPLE STYLES

In your preferred language and dialect(s), we'll develop two to three translation samples for your internal reviewer to evaluate. The samples are created by different professional linguists who speak in the same language and dialect but who have different styles and voices. We will assign the preferred linguist(s) to work on all courses in each language to ensure consistency.

## 4. GLOSSARY DEVELOPMENT

Once you select a linguist and provide any initial feedback, we'll work with you to develop a glossary and style guide. The glossary is a list of terms from your script that the linguist must follow for consistency. It also includes specific items such as industry jargon, terms requiring clarification, acronym, and terms that are not to be translated.

## 5. PILOT PROJECT OR SHORT COURSE

Using your preferred linguist, style, and glossary, we will translate a short course or a part of a course for your staff to review before completing translation of all your remaining courses and content. This allows you to have additional approval and sign-off on the project.

## 6. CLIENT REVIEW

Because translations are a human endeavor, we understand and expect that you'll have edits and suggestions once you review your short, translated course. We'll work with your chosen linguist to make any notes or corrections, then apply your feedback to the entire project so that you receive a consistent, accurate course. We manage this process through our automated translation management platform.

## 7. QUALITY CONTROL

All Roundtable translations endure rigorous quality control checks. As part of this process, we will verify that all project instructions have been completed, review comments reconciled, and update your glossary and style guide as needed. If further formatting is required, we check that the text mirrors the source provided and that nothing was omitted.

## 8. DELIVERY

Roundtable will deliver your final, translated courses wrapped in SCORM and ready for your diverse learner groups and global audiences. We'll also keep your glossary and style guide on hand for future translation work so that the process becomes as streamlined as possible.

