

## TESTIMONIALS

*When it comes to translations, efficiency (speed of translation) and accuracy are two of the most important aspects. CITB continues to deliver in both areas.*

Nolon Laurence  
CCNAPC

*The organisation provided a very efficient service, prices are very competitive and the quality of the interpreting was impressive.*

Sandra Basheer  
Tourism Development Company



CARIBBEAN INTERPRETING  
AND TRANSLATION BUREAU



Photograph by Douglas A. Mayers

CARIBBEAN INTERPRETING AND TRANSLATION BUREAU

CENTRE FOR LANGUAGE LEARNING

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**FAST FACTS ABOUT  
TRANSLATION**

**What is translation?**

Translation is the action or process of expressing the sense of a written or printed text in another language.

**Why hire a professional translator?**

Whether the document is a personal certificate, a brochure or a contract, none of the information should be lost in the translation. A professionally prepared translation means quality and accountability.

**How long does a translation take?**

The turn-over time for a document depends on the length, nature and format of the document.



**CARIBBEAN INTERPRETING  
AND TRANSLATION BUREAU**

**We offer interpreting services in the following languages:**

**Dutch, English, French, Portuguese, Spanish**

**We offer translation services in the following languages:**

**Arabic, (Mandarin) Chinese, English,  
French, German, Hindi, Italian,  
Japanese, Portuguese, Spanish**

CITB employs highly qualified and experienced free lance professionals, ensuring that the information you entrust to us reaches the target audience with the message you want.

**FAST FACTS ABOUT  
INTERPRETING**

**What is interpreting?**

Interpreting involves the transfer of meaning between the spoken forms of languages.

**Why use a professional interpreter?**

It is vital that both parties in a meeting involving foreign language speakers understand each other; the decisions and agreements arrived at may have far-reaching consequences.

**Are there different interpreting techniques?**

Consecutive interpreting-the format of the meeting does not require specialised equipment.

Simultaneous interpreting - large and/or formal meetings that require interpreter's booth(s) and professional equipment

Whispered interpreting - very small group of foreign language speakers within a meeting



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