

# QUALITY MATTERS:

HIGH-QUALITY  
PROFESSIONAL TRANSLATIONS

My long professional experience as a certified translator with a nationally recognised degree and postgraduate University Degree in Translation/Applied Science/Linguistics, combined with my second education as a lawyer and several years of legal professional experience, enables me to translate, proofread, edit or even compose your texts at a high-quality professional level, especially even difficult legal professional texts. My specialty fields are in the translating of general legal, technical and medical texts, have been acquired through former professional experience.

*Paula Albert,*

MLaw, & Certified Translator Applied Sciences

Translating EN-DE/HU-DE/FR-DE  
Common and legal texts & letters  
Editing, correcting, proofreading  
Language Lessons E/F  
Legal consulting Swiss Civil Law

# SPECIAL FIELDS:

- **Common Law:**, mainly Labour Law, Tenant and Landlord Law, Contracts, Human Rights, Law concerning Damages, Law of Succession, also Economics, Company Law, etc....
- \* **Common technical texts** - various fields. I have already translated various Phd-works into English at the Swiss Federal Institute of Technology Zurich (ETHZ) as well as other technical documents, several also in the area of Information Technology (IT), also Home Automation .
- \* **Common medical and social documents**  
- where profound medical knowledge or education is required; as a certified translator, however, I have learnt to quickly work myself into new and diverse fields of Science.

Deutsche Broschüre / brochure française / magyar broszúra:

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# LEGAL, TECHNICAL AND OTHER

|           |   |   |   |        |
|-----------|---|---|---|--------|
| English   |   | - |  | German |
| Hungarian |    | - |  | German |
| French    |    | - |  | German |

## Price structures are reasonable

and are aligned to the DÜV; Swiss Association for Interpreters and Translators:

CHF 0.30--/word for simple texts, CHF 0.45/word for specialised and other difficult texts

## General letters, texts, articles, proofreading,...

CHF 100-120.—/h depending on difficulty

Agencies and regular customers with larger offers: 1/3 commission,

Customers abroad: according to negotiation

**Flat rate:** CHF 75.— for short, simple letters and forms until ½ page, CHF 100.— for other texts

## Additions:

\* 20% for **difficult graphics**: various fonts and sizes, tabs, tables, lists etc.

\* Included picture adaptations: CHF 70.—/h unless done by a graphic designer

## Supplementary language lessons, exam preparation:

CHF 60.—/lesson

## \$\$\$ Legal Consulting \$\$\$

Swiss Civil or other Law: CHF 150.—/h

Wills, Law of Succession, Labour Law, Tenant and Landlord Law, General Civil Law

Writing court documents (legal actions/writs)



# TRANSLATIONS, EDITING, WRITING, PROOFREADING:

English, Hungarian, French into German,  
Writing, Proofreading: also English texts,  
rarely: Hungarian or French

My main service consists of doing **translations from English, Hungarian and French into German.**

Further to this, I offer **other linguistic services**, such as **editing, proofreading or writing** your challenging legal, commercial, technical or other texts. I am also pleased to script, translate or edit your everyday private and business texts, newspaper articles, letters, websites or other documents.

My following photos show either some of my reference objects, work fields or work places



**Proofreading or translating your Doctor work** is always an interesting challenges for me, as I did that for a few years even from German into English for doctorate candidates at the Swiss Federal Institute of Technology, ETH Zurich



## **Agency Services: other languages or special fields**

If you need any other language version:, I can involve some other translators either with a language or other diploma for certain fields, esp. legal. For further information see: [albert-sprachendienst.ch/Other Languages](http://albert-sprachendienst.ch/Other_Languages)

## LANGUAGE LESSONS:

Supplementary lessons or exam preparation for final apprenticeship-exams (KV-LAP) or professional university-entrance level exams (LAP Berufsmatura) are offered. I have also been an expert in several exams at such schools for pupils who were not my private pupils. **Digital French grammar lessons for sale** at my above e-mail address, English grammar lessons may follow later,.

Areas that my private pupils are coached in are: Grammar, vocabulary, reading and listening skills, dictations and text composition. I use former exams and various exercises.

## § LEGAL CONSULTING §



Swiss Law, mainly Civil Law

As a lawyer (MLaw), my second education, and several years of legal professional experience I further offer legal consulting in my offered languages, in addition to legal translations or texts. This consulting can be given in written form or orally over the phone, via Skype or as voice-over recordings. I can write your legal documents, contracts or even writs. The latter though, without representing you at court, you would either have to sign and bear the procedure risk yourself or bring the writ to an Attorney at Law. This may be somewhat cheaper than having it all done by an attorney at law. In this way, I have had some success. However, I prefer to have conflicts settled outside court in mutual peaceful agreement.

Should you need any other languages or national laws, I may involve some other lawyers, especially in Hungary or some other languages in Switzerland. For further information see:

[albert-sprachendienst.ch/Other Services](http://albert-sprachendienst.ch/Other_Services)



Finding the Most § Right-eous Possible Solutions for Everybody