

A COMPREHENSIVE RANGE OF
LANGUAGE SERVICES CONNECTING
CLIENTS TO THE GLOBAL MARKET

提供全方位語言服務
引領客戶邁向國際市場

Translation • Proofreading • Editing • Copywriting • Interpreting • Transcription
翻譯 • 校對 • 編輯 • 文案 • 傳譯 • 抄錄

Speaking your language
用您的語言來溝通



A COMPREHENSIVE RANGE OF LANGUAGE SERVICES CONNECTING CLIENTS TO THE GLOBAL MARKET

Established in 2001, Poema Language Services (PLS) provides high quality translation, writing and interpreting services for a wide range of government and corporate clients.

The PLS network of over 100 language specialists ensures its clients receive accurate, professional services with fast turnaround – with no compromise on quality. PLS provides expertise in areas as diverse as the arts, press releases and press clippings, ecotourism, leisure, education and corporate culture, with project teams specially selected with clients' needs in mind.

Our primary language combinations are Chinese (simplified or traditional), English and Portuguese, with French, German, Italian, Japanese, Korean, Russian, Spanish and Thai also provided.



Translation

Want to reach a wider audience? Translation is our most popular service. We deliver fast, efficient and professional results within the agreed timeframe to help you get what you need when you need it.

We follow an internationally recognised three-step process:

First, specialists in the relevant languages translate your document into the target language.

Second, the translation is crosschecked for accuracy.

Third, the translation is proofread for grammar, syntax and spelling.



Proofreading

Have an existing document that needs polishing? Our proofreading service focuses purely on correcting documents (i.e.) grammar, syntax and spelling. Our proofreaders are native speakers in the required language and will proofread a document in a consistent and pre-agreed style to maintain its existing structure.



Editing

Editing is the rewriting or restructuring of text to ensure you get the most from your document. Our editing service ensures your work is presented professionally in a concise and effective manner that will resonate with your target readership.



Copywriting

Copywriting is the creative process of writing advertising and marketing materials.

By understanding your target audience, market positioning and objectives, we are able to assign a creative writer to generate text for a range of communication formats including, but not limited to, brochures, websites, promotional emails and event invitations, advertising and press releases.

Initial consultations guide the creation of original text in the style of your choosing. Our hands-on, personal approach also enables us to understand your brand language and identity.

PREMIUM EVENT SERVICES

With the huge growth of the MICE industry in the region, PLS taps into a decade-plus of MICE-related experience to provide a range of supporting services to ensure your event runs efficiently and to maximum effect.



Interpreting

Interpreting is the facilitation of verbal communication between speakers of different languages. This service can be conducted consecutively or simultaneously.

Our highly qualified interpreters are all recognised to United Nations standards. We provide this service for grand openings, press conferences, meetings, interviews, and any major occasion that demands professional interpretation.

This service is currently offered in English, Cantonese, Mandarin, German, French, Japanese, Korean, Russian, Spanish, Portuguese and Thai.



Transcription

Transcription is the direct conversion of audio or audio video files into written form.

We provide this service for interviews, meetings, conferences and promotional videos.

In addition, we can translate the finished transcription into a variety of target languages.



Support and Consultancy Services

If you're new to the MICE industry and want to ensure your event runs seamlessly we can provide a qualified Meeting Professional to guide you through the process and troubleshoot potential challenges.

Upon request and with advance notice, we can also assist with the rental of a range of technical supporting equipment for your event.

提供全方位語言服務， 引領客戶邁向國際市場

奕文軒語言服務有限公司(奕文軒)於2001年成立，致力為不同政府及企業客戶提供優質的翻譯、寫作及傳譯服務。

奕文軒擁有超過100位語言專家，為客戶提供精確、專業、迅速及優質之服務，範疇多元化，涵蓋藝術、新聞稿及剪報、生態旅遊、休閒、教育及企業文化等多個領域，並根據客戶的實際需求，挑選專責項目團隊。

我們主要提供中文(簡體或繁體)、英語和葡語之語言服務。另外，我們亦提供法語、德語、意大利語、日語、韓語、俄語、西班牙語及泰語的相關服務。



翻譯

翻譯是我們最受歡迎的服務，可以讓您接觸更廣泛的目標受眾。我們能在訂定的時間內完成翻譯工作，以快速、高效、專業為目標，讓您及時取得所需資料。

我們遵循國際認可的三個步驟，包括：

- 第一，文件由相關語言的專業人士翻譯成所需語言；
- 第二，對翻譯進行複檢，保證內容正確無誤；
- 第三，對翻譯的文法、句法及拼寫進行校對。



校對

如有文本需要進行潤飾，我們能夠針對文法、句法和拼寫等方面對文本作出專業的修改校對服務。我們的校對人員均為母語為目標語的專業人士，可按照客戶要求的寫作風格進行校對，同時保留原文結構，確保全文風格一致。



編輯

編輯是將文本重寫或重組的過程，能夠令文本發揮最大功效。我們的專業編輯服務確保修改過後的文本簡潔清晰，讓讀者產生共鳴。



文案

文案是撰寫廣告及市場推廣材料的創意寫作過程。

清晰了解您的目標客戶、市場定位和推廣目標之後，我們會委派專業的撰寫員，編寫一系列不同類型的傳播文本，包括宣傳冊子、網站、促銷電郵、活動邀請、廣告及新聞稿等。

我們首先會透過初步諮詢，確認文本的寫作風格，以專業而貼心的服務，充分了解您品牌的語言風格及企業形象。

專業活動支援服務

隨著澳門會議展覽業的急速發展，奕文軒以累積十多年的會展相關工作經驗，致力為您提供一系列專業的支援服務，確保活動順利進行，並取得最大成效。



傳譯

傳譯能讓不同語言使用者可以順暢地進行口語交流，我們的傳譯服務包括交替傳譯及同聲傳譯。

我們的傳譯人員均具備專業資格，達到聯合國認可標準，所提供的傳譯服務適合開幕典禮、新聞發佈會、會議、訪問以及其他需要專業傳譯服務的重要場合。

我們提供的服務語言包括英語、粵語、普通話、德語、法語、日語、韓語、俄語、西班牙語、葡語及泰語。



抄錄

抄錄能將音頻或視頻的電子檔案直接轉換成書面形式。

我們可為訪問、會議、研討會及宣傳視頻等提供抄錄服務。

此外，我們亦可以將抄錄後的文件翻譯成各種語言。



支援及顧問服務

如果您是會展業界的新晉，希望活動可以順利進行，我們亦能為您提供合資格的會議專業人員，全程提供指導及解決任何可能遇到的問題。

如有需要，我們亦能協助租借活動所需的一系列技術支援設備。



Confidentiality

We handle each project with the confidentiality of our clients uppermost.

PLS respects the individual privacy of its clients and business partners. We uphold the highest ethical standards of business practices, and abide by the privacy laws of the Macao SAR and any country in which we do business.

Wide-ranging Portfolio

We work with regional companies, Hong Kong enterprises and various Macao SAR Government departments related to the arts, culture, tourism, finance and general administration. We have worked with a variety of international hotel-resorts on multiple projects and a host of other commercial clients. Non-confidential references and samples of our work are available upon request.

保密原則

我們以專業嚴謹的態度執行每個項目，所有客戶相關資料絕對保密。

奕文軒尊重每位客戶和合作夥伴的個人隱私，致力維護最高的道德及商業行為標準，並遵守澳門特別行政區及任何有本公司經營業務國家的隱私法律。

多元化業務經驗

我們的客戶包括多家區域公司、香港企業，以及與藝術、文化、旅遊、金融和行政相關的澳門政府部門。我們亦曾與多間大型國際度假村酒店和其他商業客戶進行多次合作。如有需要，我們樂意為您提供過往的非機密工作文件以供參考。

Contact Us 聯絡我們

We provide complimentary, same-day quotations including turnaround times and a deadline. For more information, please contact:

我們提供免費的即日報價，列明所需時間及交件日期。如欲了解更多詳情，請聯絡：

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