



## COMPANY PROFILE

December 2024

### Our Values

*WordPal Language Consultants (Pty) Ltd* believes in and cares about language as a building block for personal growth, academic and business relationships and promoting understanding among people of different cultural backgrounds.

### Our Mission

Turn our language learners' and teachers' existing linguistic potential into practical language users and effective and efficient interpersonal, social, academic and business communicators.

### Our Vision

Transform *WordPal Language* into a haven to acquire communicative skills and understanding for our language learners and instructors.

### Our Motto

Nothing lost in translation – promoting understanding among peoples, all the while keeping the original message intact.

### History

*WordPal Language* is a private company founded on 12 July 2022, under the Companies Act CAP:42:01 of the Republic of Botswana. *WordPal* thus emerges as a new player in the highly competitive language learning, translation and interpreting industries.

### What We Do

*WordPal* specialises in three (3) distinct yet interconnected packages:

- ✓ Teaching English and Portuguese as a second or foreign language and for specific purposes
- ✓ Translating documents and written materials from English into Portuguese and from Portuguese into English
- ✓ Conference interpretation in the English<>Portuguese



## Language Learning

The first package entails teaching English, taking advantage of visa exemption facilities existing between countries. *WordPal* teaches the basic English skills, including speaking, writing, reading and listening comprehension to learners of all age groups from Portuguese speaking countries.



It also teaches basic Portuguese skills, including speaking, writing, reading and listening comprehension to learners of all age groups from English speaking countries desiring to interact with Portuguese speakers

or visit Portuguese speaking countries. Pronunciation of both languages is also taught.

We offer lessons in both physical and virtual formats, in a 10-student per course format to ensure that no learner is left behind

As an end product, *WordPal* ensures that its learners acquire CEFR language skills for basic A or UN Level 1 users, which bring value in basic communication, interaction and work with people who speak English or Portuguese.

## Translation

This package involves translating into Portuguese or into English documents of all kinds. These include, among others, reports, minutes, records, brochures, certificates (including birth and marriage certificates) and legal documents (including affidavits, service agreements, Memoranda of Understanding).

*WordPal* uses the latest version of *Trados Studio* and *MultiTerm* as its principal translation tools to ensure consistency of terminology, term harmonization and customer-tailored terminology database.



*WordPal* also provides revision, localization and proofreading of documents to ensure language quality assurance prior to printing and publication, as well as voice-overs and transcription services of both audio and video material.

## Interpretation

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This package has to do with providing interpreting services. Here *WordPal* serves as a bridge to ensure that both sides engaged in communication understand each other and none of their messages gets lost in translation.



## Clientele

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- ✓ Government institutions and agencies
- ✓ Diplomatic and Consular Missions
- ✓ Private institutions and companies
- ✓ Non-Governmental Organisations (national and international)
- ✓ Private citizens

## Staff Complement

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Our current structure provides for two (2) expatriates and eight (8) Batswana, including one (1) Company Director, one (1) Junior Language Instructor, one (1) Personal Assistant, one (1) IT Expert, one (1) Secretary, two (2) Assets Management and Repairs staff and one (1) Driver/Messenger. When all positions are filled, we intend to be balanced in terms of gender representation.



## Physical Address

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Plot 104, Unit 13a, Commerce Park, Gaborone

## Contact Details

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