

At Worsys, there are around 100 translation projects in progress each day, on average, with 90% of them assigned by our regular clients. In the field of translation and interpretation, where quality is of the utmost importance, a company that has many returning customers is one that can be trusted to deliver satisfying results. We have been able to gain our stellar reputation in this industry based on our steadfast commitment to continuous improvement by the means of ongoing investment and human resources development with our foremost priority being quality management since the founding of our company.

Korea's Largest Translation and  
Interpretation Company,  
Worsys World Translation Co., Ltd.

# WORLSYS



(주)월시스 언어연구소  
Worsys Corporate Research Institute



**(주)월시스 언어연구소**  
Worlsys Corporate Research Institute

[ We are rigorous and meticulous, and  
we strive to earn our clients' trust. ]

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# Worlsys History

## 2001~

- 2001** .09 Establishment of Worlsys
- 2002** .03 Incorporated as Worlsys Co., Ltd.
- 2003** .05 First in Korea to offer translation services in the official languages of 120 countries (concluded partnership agreements with translation companies in Russia, Czech Republic, Sweden, and Turkey, etc.)
- 2004** .09 Began translating broadcasting programs in rare languages (Pakistani, Burmese, Tagalog, Hindi, etc.) for KBS, MBC and EBS
- 2006** .08 Selected as the exclusive translation service provider for researchers by the Korea Electric Power Research Institute  
.11 Selected as a film translation and editing agency by the Asian International Film Festival Organizing Committee
- 2007** .04 Selected as a translation service provider for the Small and Medium Business Support Center  
.05 Registered as a translation service partner by Samsung Electronics  
.07 Selected to translate for the Yeouido International Financial Center Construction Project by GS E&C
- 2008** .03 Selected to translate shipbuilding manuals for French ship owners by Hyundai Heavy Industries  
.04 Selected as a translation service provider by the Korea Hydro & Nuclear Power Research Institute  
.04 Selected as a translation service provider by Hyosung Heavy Industries  
.05 Passed the examination for translation services administered by the LG Economic Research Institute and selected as a translation service provider for the LG Group
- 2009** .02 Selected as translation service provider by Daejeon TechnoPark  
.06 Translated a shipbuilding manual (approx. 6,000 pages) for Hyundai Heavy Industries
- 2010** .01 Translated engineering and legal documents for Nuga Medical Co., Ltd.  
.03 Selected as a translation service provider for the Small and Medium Business Support Center (for 2011, 2013 and 2014)
- 2011** .03 Completed an English translation project for documents related to the overseas relocation of Hyundai Mipo Dockyard (approx. 10,000 pages incl. ISO documents, engineering manuals, etc.)

- 2012** .03 Established the Seoul Office of Worlsys Co., Ltd.  
.02 Selected as a translation service provider for engineering-related documents for S&TC Co., Ltd.
- 2012~15** .04 Registered as a translation service provider by Samsung C&T Corporation  
Selected as Leading Company in Global Procurement for 4 years in a row by the Ministry of Trade, Industry and Energy
- 2014** .07 Selected as a translation service provider for engineering documents by Hyundai Engineering (for a project valued at KRW 3 billion)
- 2015** .03 Began translating for KEPCO KPS as a translation service partner (services provided to this day)
- 2016** .10 Renewed the engineering document translation service contract with Hyundai Engineering after concluding the initial contract in 2014
- 2017** .01 Continued to provide services as a legal translation provider for courts as a translation partner of the Office of Court Administration of the Supreme Court of Korea  
.05 Began translating newsletters for the Tourism Promotion Organization for Asia Pacific Cities (TPO)  
.06 Translated SEEA documents for Statistics Korea  
.07 Translated machinery manuals for S&TC  
.10 Translated in-house training documents for Samsung Electronics
- 2018** .04 Translated manuals for Veeco Korea  
.05 Translated operating documents for the Safety Experience Center in Shanghai for Sigong Tech  
.06 Translated the specialization program guidebook of Woosong Information College  
.07 Translated the Final Report on the Riverside Development of the Perfume River (Song Huong) in Hue City, Vietnam for Han-A Urban Research Institute  
.07 Translated an invention proposal for KEPCO Research Institute (KOR-ENG)  
.07 Translated PCT documents for the Korean Intellectual Property Office (KIPO)  
.08 Translated lab reports for Daewoong Pharmaceutical  
.09 Translated engineering documents for Hyundai Heavy Industries  
.10 Translated the website of the Land and Geospatial Informatix Corporation into multiple languages  
.10 Translated the workbook of APEC Learning Community Builders into 6 languages  
.11 Translated documents concerning disasters in Japan for the National Disaster Management Research Institute (JPN-KOR)  
.12 Translated the US Department of Defense SAPRO website  
.12 Acquired the certification for the Worlsys Corporate Research Institute

# Worlsys History

## 2019~

2019

- .01 Translated machinery manuals for Hyundai Heavy Industries (ENG-POR)  
Translated Gyeonggi-do Province's social media content for EC21 (KOR-ENG/CHN/JPN)  
Translated the system linking standards of the Japan Electric Association for KEPCO (JPN-KOR)  
Translated interview videos in 20 languages for the HRD Knowledge and Learning  
Translated mechanical engineering manuals for Gastron (KOR-ENG)  
Translated the February Issue on cultural events for the National Palace Museum of Korea (KOR-ENG and CHN)  
Translated a document on Singapore flight promotions for Eastar Jet (KOR-RUS)  
Translated a tourism brochure for TPO (CHN-KOR)  
Translated a document on a customer event for Nuga Medical (KOR-ENG, RUS and SPN)  
Translated K-league analysis materials for Daejeon Citizen Football Club (KOR-ENG)
- .02 Translated a nuclear safety report for the Korea Institute of Nuclear Safety (ENG/JPN-KOR)  
Translated Gyeonggi-do Province's social media content for EC21 (KOR-ENG/CHN/JPN)  
Translated an IT report for GE Energy Korea (KOR-ENG)  
Translated an equipment manual for Nain Tech (ENG-POL)  
Translated a machinery manual for Hitachi High-Tech (ENG/JPN-KOR)  
Translated a machinery manual for Innometry (KOR-HUN)  
Translated and edited a program book for Trickeye Museum (KOR/ENG-THAI)  
Translated a program book for the Kiro Art Association (VIET-KOR)  
Translated a company introduction document for the Korea Environmental Industry Association (KOR-ENG)  
Translated medical documents for Samsung Medical Center (KOR-VIET)  
Translated machinery standards for KEPCO (JPN-KOR)
- .03 Translated legal documents for Samsung Electronics (ENG-KOR)  
Translated the standards for prevention of radiation-related injuries for the Korea Institute of Nuclear Safety (JPN-KOR)  
Translated Gyeonggi-do Province's social media content for EC21 (KOR-ENG/CHN/JPN)  
Translated medical documents for the National Medical Center (JPN-KOR)  
Translated legal documents for the Seoul Southern District Prosecutors' Office (KOR-ENG)  
Translated medical documents for Nuga Medical (KOR-RUS)  
Translated accounting documents for Sebang Global Battery (ENG-KOR, GER-KOR)  
Translated business documents for Shinsung Tongsang (Indonesian-KOR)  
Translated pharmaceutical documents for Ivy Force (ITL-KOR)  
Translated the May program book for the National Palace Museum of Korea (KOR-ENG)

- .04 Translated a nuclear safety report for the Korea Institute of Nuclear Safety (ENG-KOR)  
Translated and edited business documents for the Land and Geospatial Informatix Corporation (ENG-RUS)  
Translated technical manuals for Hyundai Motor Company (KOR-ENG)  
Translated legal documents for Samsung C&T Corporation (KOR-Indonesian, CHN-KOR)  
Translated an aviation manual for Eastar Jet (KOR-RUS)  
Translated Gyeonggi-do Province's social media content for EC21 (KOR-ENG/CHN/JPN)  
Translated legal documents for the Korea Research Institute for Local Administration (ENG-KOR)  
Translated an energy research report for the Green Energy Institute (ENG-KOR)  
Translated user manuals and lab reports for medical devices for Terumo Korea (ENG-KOR, JPN-KOR)  
Translated a cultural program book for the National Palace Museum of Korea (KOR-ENG/CHN)
- .05 Translated a business report for the Land and Geospatial Informatix Corporation (KOR-ENG/RUS, ENG-KOR)  
Translated a business management report for Hyosung (ENG-KOR, KOR-ENG)  
Translated a nuclear safety report for the Korea Institute of Nuclear Safety (ENG-KOR)  
Translated a business report for the Korea Development Institute (KOR/ENG-RUS)  
Translated and edited a research report for the National Pension Service (KOR-ENG)  
Translated a product brochure for CJ Cheil Jedang (KOR/ENG-SPN)  
Translated Gyeonggi-do Province's social media content for EC21 (KOR-ENG/CHN/JPN)  
Translated a mechanical equipment manual for SHL (KOR-ENG/CHN)  
Translated educational materials and a training manual for CJ Entertainment (KOR-JPN)  
Translated newsletters for CJ Logistics (KOR-ENG/CHN)  
Translated videos for Grace and Mercy Foundation Korea (Indonesian-ENG)  
Translated a business performance report for Chong Kun Dang Pharmaceutical (CHN-KOR)  
Translated an internal report for the Korea Youth Work Agency (KOR-ENG)  
Translated a proposal for Hana Tour (ENG-KOR)
- .06 Translated a report on the land project in Laos for the Land and Geospatial Informatix Corporation (KOR-ENG)  
Translated a legal contract for Samsung C&T Corporation (KOR-Indonesian)  
Translated a nuclear report for the KEPCO Research Institute (ENG-KOR)  
Translated and edited documents for college admission applications for Hackers Uhak Consulting (KOR-ENG)  
Translated Gyeonggi-do Province's social media content for EC21 (KOR-ENG/CHN/JPN)  
Translated a construction business report for Dohwa (KOR-ENG)  
Translated a culture and tourism brochure for the Korea Culture & Tourism Institute (FIN-KOR)  
Translated a machinery manual for YHT (KOR-ENG/HUN)  
Translated business management and IT documents for the Korea Radio Promotion Association (ENG-KOR)

# Worlsys History

## 2019~

Translated a report on genetics and diseases for the Elite Forum (CHN-KOR)  
Translated a child-care guide for the Beautiful Foundation (KOR-ENG/CHN/VIET/  
RUS/KHMER)  
Translated and edited e-Learning videos for Sangmyung Univ. (KOR-ENG)  
Translated an audit report for Yura Corporation (ENG/RUS/FRN/SER/CHN-KOR)

.07 Translated a nuclear report for the KEPCO Research Institute (ENG-KOR)  
Translated a contract for Samsung C&T Corporation (ENG/THAI-KOR)  
Translated a technical report for Dowha (KOR-ENG/SPN)  
Translated and edited documents for college admission applications for Hackers  
Uhak Consulting (KOR-ENG)  
Translated Gyeonggi-do Province's social media content for EC21  
(KOR-ENG/CHN/JPN)  
Translated a culture and tourism brochure for the Korea Culture & Tourism Institute  
(FIN-KOR)  
Translated a document on cultural policies for the disabled for the Korea Disability  
Arts & Culture Center (ENG-KOR)  
Translated horticulture textbooks and references for farming classes for the Korea  
Institute for Development Strategy (KOR-FRN, ENG-FRN)  
Translated a machinery manual for Sena P&P (ENG-Indonesian)  
Translated congratulatory messages for the Bucheon International Fantastic Film  
Festival (FRN-KOR)

.08 Translated a training manual for Samsung Heavy Industries (ENG-RUS)  
Translated a legal contract for Samsung C&T Corporation (ENG-KOR)  
Translated a plant manual and drawings for Hyosung Heavy Industries (RUS-ENG)  
Translated a nuclear report for the KEPCO Research institute (ENG-KOR)  
Translated an energy report and drawings for Hyundai Electric (KOR/ENG-JPN)  
Translated a nuclear safety regulation report for the Korea Institute of Nuclear  
Safety (ENG/JPN-KOR)  
Translated and edited documents for college admission applications for Hackers  
Uhak Consulting (KOR-ENG)  
Translated a machinery user manual for the Korea Human Resource Institute for  
Health and Welfare (ENG-Indonesian)  
Translated Gyeonggi-do Province's social media content for EC21  
(KOR-ENG/CHN/JPN)  
Translated a medical device quality inspection document for Hanjin Dental  
(GER-KOR)

Translated a machine installation manual for Shinsegae Engineering (ENG-POL)  
Translated educational materials for a bioscientific analytical equipment for  
Agilent Technologies (ENG-KOR)  
Translated and proofread a technical catalogue for the Korea Agency for  
Infrastructure Technology Advancement (KOR-ENG)  
Translated the introduction for an art catalogue for Hansae Yes 24 Foundation (KOR-ENG)  
Translated the opening speech for the Daejeon International Wine Fair (ENG-KOR)  
Translated a document on awards for the Korea Disability Arts & Culture Center  
(KOR-CHIN/JPN)

.09 Translated a report on a land development project in Sri Lanka for the Land and  
Geospatial Informatix Corporation (KOR-ENG)  
Translated a foreign book on national security and defense for the Korea National  
Defense University (ENG-KOR)  
Translated an installation contract for Hyundai Electric (KOR-ENG)  
Translated an automobile manual for BMW Korea (ENG, KOR)  
Translated a legal contract for Samsung C&T Corporation (ENG-Indonesian)  
Translated a nuclear safety regulation report for the Korea Institute of Nuclear Safety  
(ENG-KOR)  
Translated and edited documents for college admission applications for Hackers Uhak  
Consulting (KOR-ENG)  
Translated Gyeonggi-do Province's social media content for EC21 (KOR-ENG/CHN/JPN)  
Translated a business agreement for Lotte Global Logistics (RUS-KOR)  
Translated an environmental manual for ERM Korea (VIET/TWN/POL-KOR)  
Translated a motorcycle maintenance manual for Korea Motor Trading (ENG-KOR)  
Translated a contract for the Korea Youth Work Agency (ENG-KOR)  
Translated an MFDS document for the Korea Agro-Fisheries & Food Trade Corporation  
(KOR-ENG)  
Translated research papers on food for the Korean Royal Cuisine Culture Foundation (KOR-ENG)  
Translated documents explaining art and history for the National Museum of Korea  
(ENG-POL)  
Provided business interpretation services to Pulmuone (ENG-KOR)

.10 Translated a document on the amendments to the law concerning nuclear safety,  
materials from an overseas regulatory body, and IAEA temperature aging control  
handbook for the Korea Institute of Nuclear Safety (ENG-KOR, KOR-ENG)  
Translated and produced the global software education conference issue paper for the  
Korea Foundation for the Advancement of Science and Creativity (KOR-ENG, ENG-KOR,  
JPN-KOR)  
Translated a nuclear safety report for the KEPCO Research Institute (ENG-KOR)  
Translated an automobile manual for BMW Korea (ENG, KOR)  
Translated a business report for the Land and Geospatial Informatix Corporation (KOR-ENG)  
Translated a legal contract for Samsung C&T Corporation (KOR-Indonesian)  
Translated and edited documents for college admission applications for Hackers Uhak  
Consulting (KOR-ENG)

# Worlsys History

## 2019~

Translated Gyeonggi-do Province's social media content for EC21 (KOR-ENG/CHN/JPN)  
Translated a document on a solar power system for the Korea Renewable Energy Association (KOR-ENG)  
Translated a cultural research report for the Korea Culture & Tourism Institute (ENG/FIN-KOR)  
Translated an installation manual for ETS (KOR-ENG/POL)  
Translated machinery and equipment manual for TOP Engineering (ENG-POL/UKR)  
Translated and proofread a document on art theories and artworks for Lee Ungno Museum (KOR-ENG)  
Translated the abstract of a paper on an archaeological survey for the Jungwon National Research Institute of Cultural Heritage (KOR-ENG/CHN/JPN/RUS)  
Translated a Gangwon-do Province PR material for the Gangwon Information & Multimedia Corporation (KOR-ENG)

- .11 Translated a nuclear safety report for the Korea Institute of Nuclear Safety (ENG-KOR)  
Translated a document on aviation and aerospace policy for the Korea Aerospace Research Institute (ENG-KOR)  
Translated an automobile manual for BMW Korea (ENG, KOR)  
Translated a report on a project in Ethiopia for the Land and Geospatial Informatix Corporation (KOR-ENG)  
Translated a legal contract for Samsung C&T Corporation (Indonesian-KOR)  
Translated a business document for POSCO International (KOR-ENG/UKR)  
Translated Gyeonggi-do Province's social media content for EC21 (KOR-ENG/CHN/JPN)  
Translated and edited documents for college admission applications for Hackers Uhak Consulting (KOR-ENG)  
Translated an agreement for MBC (KOR-ENG)  
Translated documents on a manufacturing process for medicinal products and relevant regulations for Cheil Industrial (KOR-ENG)  
Translated a certificate of approval for medical device import for Terumo Korea (KOR-ENG)  
Translated an exhibition program material for the National Palace Museum of Korea (KOR-ENG)  
Translated a document on cultural heritage for Gosong Cultural Heritage Research Institute (ENG-KOR)

- .12 Translated an automobile manual for BMW Korea (ENG, KOR)  
Translated a regular safety training material for foreign workers for Samsung Heavy Industries (ENG-multiple languages)  
Translated a legal contract for Samsung C&T Corporation (CHN-KOR)  
Translated a trade document for POSCO International (ENG-JPN)  
Translated and proofread an industrial energy report for the Korea Institute for Advancement of Technology (KOR-ENG)  
Translated a nuclear safety report for the Korea Institute of Nuclear Safety (ENG-KOR)  
Translated and edited documents for college admission applications for Hackers Uhak Consulting (KOR-ENG)  
Translated a two-step reading manual for the Korean National Tuberculosis Association (KOR-15 languages)  
Translated Gyeonggi-do Province's social media content for EC21 (KOR-ENG/CHN/JPN)  
Translated a technical procedure report for Hanyang Digitech (KOR-ENG)  
Translated a document on artworks for the National Research Institute of Cultural Heritage (CHN-KOR)

# Translation Fields

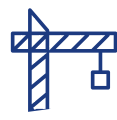
번역분야



## Engineering



Shipbuilding



Civil engineering and road, harbor and plant engineering



Hydropower



Geological resources



Gas, oil and pipeline



Solar power and wind power



Motor



Chemicals and metals



Nuclear energy

We provide differentiated and specialized translation services in the field of engineering, with our highly proficient translators and interpreters, our massive terminology database, and our experience in translating hundreds of thousands of pages of engineering documents. Our engineering translation team is composed of translators with knowledge in engineering as well as engineers with expertise and abundant experience in executing engineering projects.

Entrust us with any documents that need to be translated, and we promise to present you with translations of the finest quality.

## Business



Manual



Business plan



Company introduction



Brochure

## Finance



Income statement



Financial statements



Accounting documents



Finance, securities & insurance

## Law



Contract



Articles of incorporation



Litigation-related document



Intellectual property documents

## IT



Website



Game



Descriptive document



Manual

## Medical / Science



Medical & pharmaceutical



Biotechnology



Medical device



Research paper/report

## Video & Media



Film



Scenario



Corporate PR material



Subtitles

## Arts



Exhibition



Music & art



Presentation



Concert, show, performance, etc.

## General



Documents for immigration & Studying abroad



Notarization



Recommendation letter



Business letter



At Worlsys, we are **equipped with an efficient and standardized translation system**. Each project is assigned to a translator best suited for the job, with expertise in the field concerned and proficiency in the languages involved. **After the meticulous translation process, the document is proofread and edited by one of our full-time employees who is a native speaker in the target language, as a way to ensure accuracy of the translation.**



# Worlsys Client List

장기 지속 거래중인 주요 고객사



**160**  
Languages



Samsung Securities | Samsung Electronics | Samsung Electro-Mechanics | SK Energy | SK Networks  
 LG Display | LG Innotek | LG Chem | Lotte E&G | Lotte Chilsung | Lotte Duty Free | POSCO | GS Caltex  
 GS E&C | Hanwha | Hanwha Chemical | Hyundai | Hyundai Mobis | Doosan | Kumho E&C | Hyosung | KCC  
 Hankook | Naver | Orion | Hanmi Pharmaceutical | Korean Air | Yuhan | Ministry of Justice | RIST  
 National Tax Service | Customs Office | Cultural Property Administration | Korea Intellectual Property Office  
 Public Procurement Service | Rural Development Administration | Korea Credit Guarantee Fund | EC21  
 Korea Centers for Disease Control and Prevention | National Archives of Korea | National Museum of Korea  
 Supreme Court | Board of Audit and Inspection | Prosecutors' Office | Seoul Metropolitan Police | ROK Navy  
 Daejeon City Government | Korea Railroad Corporation | Land and Geospatial Informatix Corporation | Veeco  
 Incheon Port Authority | Korea Expressway Corporation | Korea Asset Management Corporation | KOTRA  
 KEPCO | K-water | KRIBB | Korea Testing & Research Institute | ETRI | KIER | KEI | Korea Transport Institute  
 KITECH | KAIST | KIDA | KDI | KRISS | KINS | KARI | Korea Appraisal Board | Korea Data Agency  
 HRD Korea | Korea Environment Corporation | KOICA | Korea Industrial Complex Corporation | KOMSA  
 KEPCO KDN | Korea Hydro & Nuclear Power | Electric Power Exchange | SBS | MBC | KBS | EBS | MARSH  
 Woori Bank | Shinhan Bank | Hana Bank | KDB | Planned Population Federation of Korea | Nuga Medical  
 Korea Food Industry Association | AIG | National Cancer Center | National Medical Center | JW Pharmaceutical  
 Korea University Anam Hospital | Chong Kun Dang | Daewoong Pharmaceutical | Daejeon Museum of Art  
 Lee Ung-no Museum | Hongik University | Woosong Information College | World Taekwondo

English Chinese Japanese Russian  
 French Spanish Portuguese  
 Indonesian German Uzbek  
 Italian Czech Hungarian

"Offering the largest number of language pairs in translation services"

Polish Turkish Khmer Filipino  
 Thai Vietnamese Arabic Punjabi/Hindi Persian  
 Tagalog Dutch Danish  
 Romanian Ukrainian etc.

For strict quality control, we are staffed with more than 10 full-time employees who scrupulously proofread and edit the documents translated into their native languages. We apply a translation and proofreading process manual to prevent any foreseeable errors and mistakes.

# Translation Process

번역 공정

## Quotation Process

- 01 Quotation request**  
Send us the document you wish to have translated via e-mail, fax or mail, and we will contact you immediately after taking a look.  
( for119@gmail.com)
- 02 Document assessment**  
We will quote a price after assessing the word count and the difficulty level of the document, based on the field, requirements, etc.  
(If editing and printing services are requested, a more in-depth consultation will be necessary.)
- 03 Negotiations**  
We will discuss with you the exact details concerning the translation such as the schedule (deadline) and various other requests you may have.
- 04 Contract conclusion**  
We will prepare a contract based on what you have requested and initiate the translation project based on the contract. **We offer 100% customer satisfaction guarantee, meaning that we will continue to work for you until you are completely satisfied.**

Our top priority is **100% customer satisfaction**.  
If you aren't satisfied with the translation, let us know because **we will address the issues brought to our attention until you are satisfied.**

## Translation Process

The process is simplified for documents that are translated for reference purposes or internal use only in order to save time and cut costs.

Documents translated for submission or publication are proofread and edited more thoroughly by those with expertise in the relevant field.

- 01 Translation request**  
Send us a document to be translated, and we will return high-quality translations that are sure to satisfy.
- 02 Professional document analysis, translation and proofreading services**  
We analyze the original document and review your requests before compiling a list of terms used in the document for standardization purposes. If necessary, SDL Trados will be used.
- 03 Commencement of translation work**  
Accuracy and consistency with respect to terminology are ensured with the use of the terminology management feature of SDL Trados.
- 04 Interim review and comments**  
Translations are checked before the due date to prevent potential errors and mistakes.
- 05 Final review**  
The translated document is reviewed in consideration of accuracy, technicality and consistency and to check whether customer requirements have been met.
- 06 Proofreading by a native speaker**  
The translated document is proofread by a native speaker of the target language.
- 07 Final editing**  
The document is edited according to what has been requested by the client and in consideration of aesthetics and legibility.
- 08 Delivery**  
The final document is sent to the client.
- 09 Reflecting client feedback, if necessary**  
Any feedback provided by the client upon review is reflected.
- 10 Project complete**

# The Quality Assurance Policy

## 품질보증정책



(주)월시스 언어연구소  
Worlsys Corporate Research Institute

### We apply a rigorous and systematic quality assurance process

The Quality Assurance Team of Worlsys is **comprised of native speakers of English, Japanese, Mandarin, Russian, French, Vietnamese, Arabic and Spanish** as well as those who have majored in these languages.

A document requested to be translated is assigned to a professional translator who is best suited for the job in consideration of his/her field of expertise and the language pairs he/she specializes in. Once the translation process is complete, the document is then meticulously reviewed and proofread by a native speaker from the Quality Assurance Team, who also checks the quality of the translation. Following the proofreading and review process, the translated document is then cross-checked with the original document by the Project Manager to check for errors and mistakes.

Lat but not least, **the document is edited to make it more aesthetically pleasing and presentable before it is delivered to the client.**

### We promise you the following based on our Quality Assurance Policy

- First,** Our quality assurance policy is **applicable to all documents that have been reviewed and proofread either by the Quality Assurance Team or by a freelance editor (native speaker) for an extra cost**, irrespective of the deadline, translation fee, document type, etc.
- Second,** We **guarantee that** the documents reviewed and proofread either by the Quality Assurance Team or by a freelance editor (native speaker) for an extra cost conform to **the requirements of the international publishing industry in terms of the writing and editing standards.**
- Third,** If the quality of a document reviewed and proofread by the Quality Assurance Team is not up to standard, **we will remedy the situation by re-translating or re-proofreading the document.**
- Fourth,** We **issue a warranty certificate for any documents** that are proofread and edited by our Quality Assurance Team (if there is a full-time employee who is a native speaker of the target language). **If there isn't a full-time employee who is a native speaker of the target language, the proofreading process will proceed at the request of the client,** and a warranty certificate will be issued if the document is proofread by a native speaker of the target language (services provided for an extra charge).

### We use SDL Trados, the most popular and powerful CAT tool.

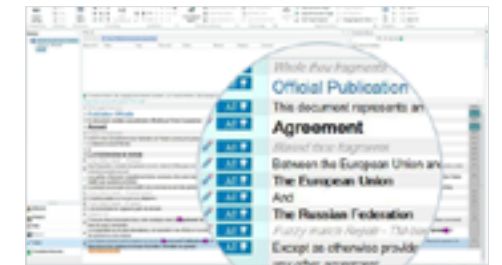
#### Building a terminology database using the translation memory feature

At Worlsys, we use the translation memory feature of SDL Trados, arguably the most popular and powerful computer assisted translation (CAT) tool, **thereby building a terminology database based on the documents translated for our clients.**



#### Use of consistent expressions and terminology

Even when it comes to a large-scale project that **has to be allocated to multiple translators,** use of consistent terminology can be guaranteed based on the terminology database. This means you will end up with high-quality translations that are **free of terminology errors and discrepancies that can potentially occur when more than one translator work on a translation project.**



\*실제 트라도스 실행 화면입니다.

### We are building a massive database of our own.

We are currently building a massive database of our own. **We save information on the progress of a project and the related data files to be shared among the translator(s), project manager, and customer service representative assigned to the project in question as a way to improve efficiency.** If the project manager is absent, for instance, another staff member can look up information on the project for customer services.

**For strict quality control, we are staffed with more than 10 full-time employees who scrupulously proofread and edit the documents translated into their native languages.**  
We apply a translation and proofreading process manual to prevent any foreseeable errors and mistakes.

## 1. Software Localization



Word processing software is designed to facilitate document editing by users of all kinds of languages.



Korean translations are carried out according to the Korean document in an environment that allows document editing best suited for Korean characters.

When a program is developed and operated, the software environment changes according to the language it is in. **In these cases, accurate translation with the use of appropriate terms and phrases is crucial, but it is also necessary to change all the information according to the local conditions including its culture.** At Worlsys, translation and proofreading processes are carried out by native speakers of the target language to ensure proper localization.

## 2. Media Localization

Media plays a major role in the advertising and marketing sector. **If you wish to produce e-Learning content, learning materials, marketing materials, company presentations, video content, etc., we can help you localize the content for all kinds of language pairs.**



YouTube content



E-Learning content



Content based on various themes



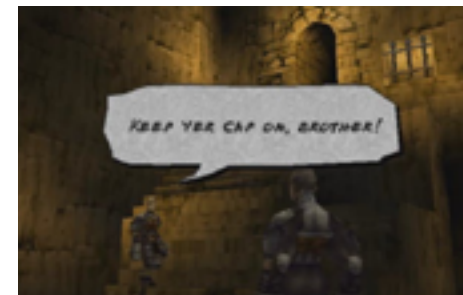
Marketing materials (company introduction)

## 3. Website Localization

**From localization according to the target countries to search engine optimization (SEO)!** We won't simply translate your website, but we will localize it according to the countries where your target audience is located and perform search engine optimization as a way to boost your business.

## 4. Video Game Localization

In order for a video game to become more accessible to a target population, it needs to reflect the target population's culture, customs and so on. Let's take Square Enix's Vagrant Story, which is one of the video games that is part of the Final Fantasy Universe, as an example of successful video game localization. **The original dialogues, messages, etc. in Japanese were not translated word for word into English; instead, words and phrases commonly used in medieval times were used, and this earned praise from the game users. As such, Square Enix successfully localized its game by considering the story setting in the translation process.** As shown by this example, it is crucial not to overlook such details when it comes to video game localization.



A good example would be the use of "yer," which was how "your" was spelled in Old English. "Yer" was deliberately used in consideration of the fact that the story is set in medieval times. Aside from this, there are various other words and phrases that are not commonly used in everyday English today such as "escutcheon," "dovecote," and "ensanguined rood."

## 5. Manual Localization

Well-made products, programs and games come with manuals that are tailored to the needs of their users. People from different cultural and ethnic backgrounds tend to have different ideas about what makes a well-made product, or a product with an excellent user interface, and so on. **At Worlsys, we help determine the characteristics of the country where our client plans to launch their product in order to localize the manual according to the characteristics of its people.** Even if it comes to countries whose cultural characteristics are not well known and difficult to figure out, you will be able to receive a localized manual from us, guaranteed. By conducting thorough preliminary surveys and scrupulous document reviews, we will help you successfully expand into the overseas markets, as a trusted partner.

"Localization" requires that translation and proofreading be performed according to the target country's culture, customs and linguistic characteristics as well as legal and technical requirements, etc. so that the translated work can readily be understood and accepted by the native speakers of the target language. **At Worlsys, we can help you localize your software, product manual, marketing materials, educational content, website, etc. in order to provide consistent information to customers/users worldwide.**

# Notarized translation service

번역공증대행 서비스



## Immigration & Studying Abroad

Student report card, academic transcript, certificate of (scheduled) graduation, recommendation letter, certificate of school enrollment, certificate of expulsion, certificate of academic degree, health record, certificate of award, copy of resident registration, copy of family register, resume, self-introduction letter, certificate of employment, certificate of career experience, certificate of resignation, qualification certificate, certificate of business registration, license, etc.

## Financial Documents

Certificate of financial guarantee, certificate of designation of guardian, certificate of appointment of guardian, bankbook certificate, certificate of confirmation of withheld earned income tax, certificate of the Grade A earned income tax, certificate of bank balance, income certificate, certificate of taxation standard for VAT, etc.

## Translation & Notarization

Passport, certificate of family relations, academic transcript, student report card, business registration certificate, immigration application documents, visa application documents, recommendation letter, various certificate copies, contracts, documents for external use, nomination, notarization, apostille, embassy certification and consular certification

## Visa Application Documents

Certificate of school enrollment, academic transcript, student report card, certificate of employment, certificate of the Grade A earned income tax, certificate of taxation standard for VAT, etc.

## Legal Documents

Documents for civil/criminal cases, family court, litigation, official documents, certificates, power of attorney, licensing, international bidding, articles of incorporation, terms and conditions, patent specification, assignment, memorandum, industrial property rights, personal litigation, various types of ledgers, arbitration, dispute over rights, seizure, confiscated material, affidavit, materials from lawyer, resignation letter, etc.

## Business Documents

Certificate of business registration, certified copy of register, financial statements, articles of incorporation, audit report, statement of accounts, power of attorney, international trading documents, import and export documents, contract, certificate of balance, certificate of factory registration, certificate of tax payment, machinery manual, business plan, etc.

## Civil Affairs Documents

Certificate of residency, certificate of naturalization, citizenship certificate, authentication certificate of one's seal, certificate of identity, death certificate, marriage certificate, etc.

## Translation & Notarization Procedure

Common errors that can occur when it comes to translations include spelling errors, omissions, incorrect translation, etc. If the translation is notarized without correcting such errors, the notarized document may be rejected by the local authorities, and it may be time-consuming and costly to address the errors and have the translation notarized again.

- step 1** The file to be translated and notarized is sent **by the client via e-mail** (scanned/photographed copy, etc.)
- step 2** We will **quote the translation and notarization fees**
- step 3** **If the original document needs to be notarized, it needs to be provided to the notary by mail or in person**
- step 4** **The translation process is initiated**
- step 5** The translation is checked and reviewed by the client **before it is notarized** (Any revisions after notarization will incur additional costs.)
- step 6** **The notarization process is initiated after a client review**
- step 7** **The document is notarized by the notary** (within 1 business day)
- step 8** **The notarized translation is sent to the client** (Costs incurred by delivery such as the postal service are to be borne by the client. The document may be delivered in person or by quick services, mail/courier/ international mail services, DHL/FEDEX, etc.)

### At Worlsys, we perform translation and notarization services methodically, while applying stringent quality control.

1. We assign the translation project to a translator who is known to be meticulous and accurate.
2. The translation is then checked by the Quality Assurance Team and reviewed again by the customer service representative in charge.
3. The client is asked to review the document again for any potential errors in relation to his/her information, numbers, etc.
4. Any and all errors discovered during the above process are rectified, and the document is re-examined by the translator, project manager, customer service representative and customer.
5. The document is reviewed again by the notary in question before it is notarized.

**Attention:** There may be cases in which correction is necessary after the notarization process, even after the document is reviewed several times as mentioned above. So we ask that you to check and review the translation as thoroughly as possible.

At Worlsys, we offer translation and notarization services for your convenience.

Entrust us with any documents that need to be translated and notarized, and we will deliver you the translated and notarized copy, wherever you are.

# Editing Design·Printing·Publishing

편집디자인(DTP)·인쇄·출판



## Printing

> We carefully check and review the document before it goes to print.

Once the printing process is begun, the design and content cannot be edited! Even the tiniest error can do serious damage when it comes to a large-scale project. At Worlsys, we try to prevent this by having the document be reviewed by multiple parties (translator, primary proofreader, editor/designer, secondary proofreader, and client) and be printed only after receiving confirmation from the client.

> You can choose among a wide variety of print options.

From the type of paper and ink to the finishing touches... We will print the document according to the options you have chosen through in-depth consultation with our customer service representative.

## Publishing

> If you plan on publishing the document, make sure to register the ISBN in advance.

ISBN stands for International Standard Book Number.

Example:



ISBN, which is a unique identification number assigned to each book, is used not only in Korea but all over the world. The back cover of a book typically shows its price and barcode, and the 18-digit number seen below the barcode is the ISBN. In Korea, the Korea Literature Number Center of the National Library of Korea has been designated as the national ISBN management organization and has been registered with the International ISBN Agency since 1990 to manage the ISBN and International Standard Serial Number (ISSN) and provide the related information. **If you plan on printing the document you have had translated for publication purposes, make sure to proceed with the ISBN registration process.**

## Design Editing (Desktop Publishing, DTP)

When it comes to a multilingual translation and editing project, **it is essential to assess the linguistic characteristics of the countries concerned.**

For instance, Arabic is written from right to left, and this may not be common sense to an editor who is not familiar with the language.

At Worlsys, we provide multilingual DTP services of the highest quality to guarantee satisfaction.



Brochures and catalogs in foreign languages



Manuals



Educational booklets and language education materials



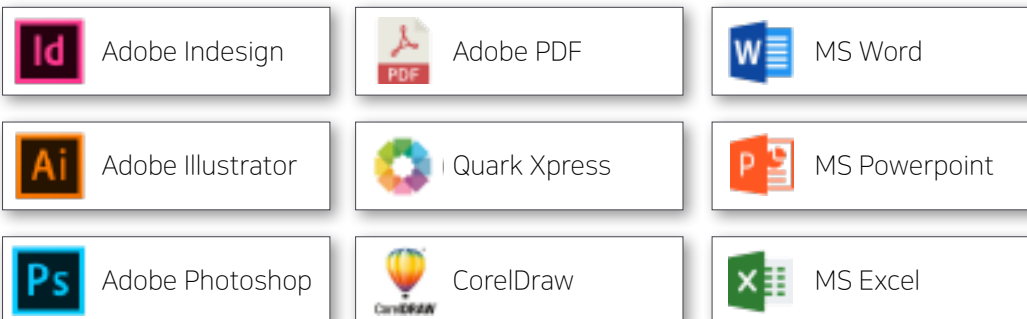
Novels and magazines



Promotional leaflets, tourist maps and booklets

## Software in Use

We use a software program that is best suited for the document you have requested us to translate, and **we assign the project to a professional designer.** From simple word documents to complex documents containing figures and tables, we will make sure to present you with the best possible results!



## Editing -> Printing -> Publishing Process

### Design Editing (DTP) Process

- 01 After checking the document that has been translated and proofread, the requests made by the client are reviewed.  
(based on in-depth consultation on the purpose of the document, direction of design, etc.)
- 02 A software program suitable for the document is used in the design and editing process.
- 03 A secondary proofreading and editing process is initiated to check for problems.  
(This service is provided free-of-charge if there is a full-time employee who is a native speaker of the target language. If not, it will be assigned to a freelance editor.)
- 04 The final file is delivered to the client. Corrections are made, as necessary, according to customer feedback.

### Printing and Publishing Process

- 01 Before the document goes to print, the final translation that has been proofread and undergone design editing is checked by the client.  
(The client is asked to review the document to find any errors in text, numbers, etc. before it goes to print.)
- 02 After the file is reviewed by the client, the type of paper, binding method, printing method, etc. are chosen based on the purpose of printing/publishing the document.
- 03 In case of large-scale printing projects, we provide a sample of the print, based on which the document can be edited once for free.
- 04 The client is asked to check the result of printing and post-printing process.  
(For problems other than a printing problem, free corrections or a refund will not be offered.)
- 05 The printed materials may be individually packaged and shipped, according to the client's request.

## Quality Control

- > Any problems with the translation may be corrected prior to the printing process.

We will send you a copy of the document before it goes to print.

Our translators and editors dedicate their utmost efforts to bringing the best possible results, but there may still be errors that they have failed to catch. **So we ask that you check and review the final copy thoroughly.**

If a problem is found in a proofread document, we will proofread and edit the document again, based on your feedback.

- > In the case of design editing (DPT) projects, we will print the document the way you want.

Please provide us with detailed information on what you'd like to see as the final product. **e.g. Purpose of use:** A promotional brochure for the company; Main color: Blue; Number of pages: 15; Cover - Color; Leaves: Black and white, etc.

By letting us know exactly what you want, you can help our designers save time and produce results that meet your needs and wants.

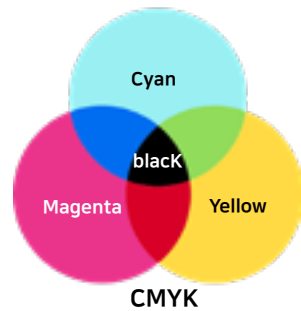
- > Each project is assigned to a professional translator specializing in the field concerned, a proofreader/editor who is a native speaker of the target language, and an editing designer.

The document you entrust with us will be translated, proofread and edited by professionals, and we will also issue a warranty certificate for the translation upon your request.

**We will perform corrections in relation to the translation and design without any limits to the frequency until the document goes to print.**

- Free editing services or refunds are not offered for translations that have been printed after a review and confirmation by the client.
- If you wish to include certain image files in your document, please provide them to us beforehand  
(Note that we cannot be held liable for any copyright disputes).
- If you need an ISBN for publication purposes, please request it in advance.  
You must follow the ISBN issuance procedure in order to legally distribute a book.

## Color Options for Printing



The basic colors used for printing color images are "CMYK," which stands for "Cyan Magenta Yellow Black." They are typically divided into four levels from first-level printing, which is the use of just black, to four-level printing, which involves the use of all four colors.

**The higher the level, the higher the unit price will be for the printing process. So make sure to consult our designer regarding the color quality you desire before the DPT process.**

## Paper Options

### Art Paper

This is a popular printing paper with a smooth and shiny surface. Colors can be rendered quite vividly on this type of paper, which is especially suitable when you want to see vibrant colors that pop. **It is often used for booklets, restaurant menus, flyers, advertisements, etc. that are printed in large quantities because it is relatively affordable.**

### Snow Paper

This type of paper is soft and matte. Although the paper itself is matte, **it gains a glossy appearance in the printed areas after the printing process, and this can help present a sophisticated, high-end look. It is suitable for leaflets, catalogs, brochures, posters, postcards, business cards, etc.**

### Vellum Paper

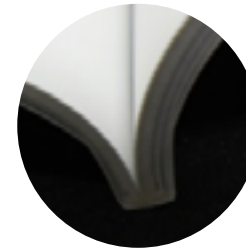
Vellum paper comes in either off-white or white color. Because of its smooth and matte surface, it is often used as leaves. **You can think of it as paper that is similar to A4 paper.**

### Rendezvous

This is the most popular high-quality paper with a finely embossed surface. **It has a smooth texture that feels natural to the touch and makes colored ink appear brilliant, so it is excellent for printing materials that contain various colors and photographs.**

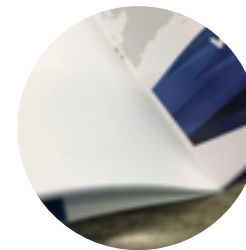
It is possible to choose other varieties of paper aside from the above.

## Binding Type



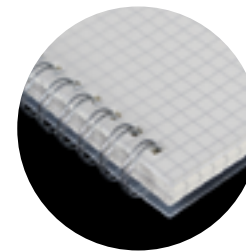
### Perfect Binding

This is the **most commonly applied binding method**, with the folding part finished with the spine of the book. There are no restrictions when it comes to the number of pages that can be bound, so this method is applied when it comes to books, magazines, workbooks, etc. that consist of a large number of pages.



### Booklet Binding

This refers to the method of binding pages of paper by using a stapler or a similar tool on to the folded part. If the leaves are too thick or there are too many pages, the metal pins may not penetrate through all the pages or it may be impossible to fold the pages. **This is why this method is applied only in cases where the papers are thin and there are not too many pages.** Due to the nature of bookbinding method, the pages must be in a unit of four, so the total number of pages must be in multiples of four.



### Coil Binding

**A metal or plastic coil is inserted into the machine to bind the printed material.** It is quite a robust way of binding documents, and there are relatively no restrictions when it comes to the number of pages that can be bound together. What results is comparable to a spiral notebook (spring notebook), and **it's easy to turn the pages to the back of the book, so it's often used in teaching materials and workbooks.**

\* If you choose the coil binding method, you can also add plastic (PP) covers that are either transparent or semi-transparent as a way to help preserve the document longer.



### Hardcover Binding

This involves sewing the cut area of a document that has undergone **perfect binding** (a binding method where cuts are made into the spine and an adhesive is applied to bind the pages and cover together) **and applying a hard cover, which could be a thick piece paper or leather.**

\* It is suitable for special books, books that need to be stored for a long time, collections of multiple volumes rather than a single book, etc.



## Consecutive Interpretation

In consecutive interpretation, **the interpreter listens to and records what is said by the speaker, who pauses from time to time to allow the interpreter to translate what has been said into the target language.**

This method is applied when a relatively simple interpretation is required such as business meetings, press conferences, trade consultations, seminars, etc. The interpreter speaks from a first-person point of view as though he/she is the speaker. **In the case of consecutive interpretation, we ask our clients to provide information on what will be discussed two or three days in advance in order to ensure satisfying results.**

- Interpretation for a small meeting of fewer than 10 attendees
  - Interpretation for a medium-sized meeting of 10-20 attendees
  - Interpretation for a large meeting of 30 or more attendees
  - Interpretation of a speech in front of a large audience
  - Interpretation of multilingual discussions at an international conference
  - Interpretation for short-, medium- and long-term lectures
  - General interpretation while accompanying the client
  - Interpretation during a field trip/tour
  - Airport pickup service
  - Interpretation during consultation at an exhibition
  - Interpretation during a business trip
  - Other types of consecutive interpretation
- ※ In the case of consecutive interpretation, the fees may vary depending on the situation and the number of people involved.

## Simultaneous Interpretation



**This type of interpretation is necessary for international events such as international conferences, summits, international symposiums and academic conferences.** It is often carried out in meetings where there are numerous attendees, and what is said in the source language must be translated into multiple languages. Simultaneous interpretation services are typically provided in pairs.

## Escort Interpretation



**This is a type of interpretation service that involves accompanying the client to not only translate for them but also act as a guide and secretary/assistant.** This service is primarily sought for trade consultations, and since it is not just a translation service, it requires the interpreter to be familiar with the customs and etiquette of the country concerned.

## Whispering Interpretation



This is similar to simultaneous interpretation, but **the interpreter must deliver the message from behind or between the parties involved by whispering into their ears.** Because there is direct exposure to noise, ambience, etc., it is suitable when only a gist of the information needs to be explained, and **it requires a high level of concentration from the interpreter, so it is not suitable for situations that require interpretation for long hours.**

## Other Interpretation Services



### Telephone Interpretation

This is a type of interpretation service that involves the use of telephones, without any spatial constraints. It is convenient, as there is no need for the interpreter to accompany the client, and there are no time or location constraints.



### Business Interpretation

This is a type of three-way interpretation where the interpreter must help the buyer and seller communicate regarding the business transaction and convey their thoughts and opinion effectively.



### Overseas Interpretation

For interpretation services during a business trip, you can cut costs by hiring a local interpreter. This interpretation service is suitable for a business trip for an overseas conference, exhibition, or market survey, business-related and general interpretation, etc.

# Video Translation

영상번역

When it comes to translating video content, the direction and method of translation depend on how the translation will be used.

We assess whether the video content is being translated simply for the client to understand it or it is translated into the language of a target audience. **Based on this, the translation procedure and cost are determined, and this is how we ensure the highest level of customer satisfaction.**

When it comes to scripts and subtitles for videos produced for promotional purposes, for instance, **they must be translated in a way that sounds natural and in consideration of the time limit.** This requires a localizing process that is far more rigorous than a general translation process.



Unlike general translations, video translations require the translator to grasp the characteristics unique to the video content in question to translate effectively in a localized manner.

Also, during the post-translation editing process, there may be cases in which the translated text, subtitles and narrations have to be changed, or there may be errors made by an editing crew member who is not fluent in the target language.

**To prevent such errors, we advise our clients to entrust with both the translation and editing work, which will not only save them money and time but also minimize errors.**

It is also possible to provide faster feedback and ensure that the entire process runs more smoothly and efficiently so that we can deliver high-quality results much more quickly.

Editing Programs:



Adobe  
Premiere Pro



Adobe  
AfterEffects

## Dramas, Movies and Animations



When it comes to translating dramas, movies and animations, **localization is arguably the most crucial process.** Choosing words and phrases that suit the story setting, in addition to conveying the proper meaning and subtle nuances, is essential. What also needs to be taken into consideration is that explanations regarding the props, etc. may be necessary in addition to translating the dialogues.

## PR Videos and Interviews



For corporate promotional videos, **it is important for the translator to have a certain level of knowledge of the company and its business areas.**

We have translators with expertise in a wide variety of fields, and we will be able to find one who is right for you and your company.

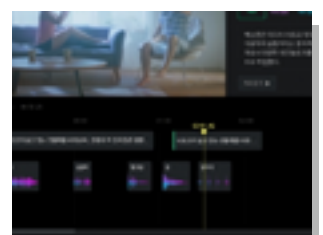
**Interviews, when mistranslated, can lead to serious misunderstandings, and we are committed to ensure accuracy and precision.**

## YouTube content



YouTube is a place where you can present creative content to people all across the world. Do you think you have what it takes to become a global YouTube star with followers worldwide? Then, don't language barrier get in your way. **We have translators who can help translate your YouTube videos into the target languages of the countries you wish to target, thereby assisting you to extend your reach and influence beyond the national borders and on to the world stage!**

## Voice-Overs and Subtitles



We offer one-stop services ranging from video translations to video editing (subtitle removal, editing, and insertion, background music insertion and editing, voice-over substitution).

When you opt for our comprehensive video translation and editing services, **you can be guaranteed a more simplified procedure and reduced cost.**

## Worlsys Corporate Research Institute



**At Worlsys, we have established our own language research institute called the Worlsys Corporate Research Institute.**

The Worlsys Corporate Research Institute is currently conducting research on the languages of some 160 countries around the world, in addition to examining linguistic characteristics of multiple languages including rare languages and the phonology, form, syntax, and semantics of individual languages.

In order to improve the quality of our translations, the Worlsys Corporate Research Institute incorporates the localization process into the translation services to ensure that the resulting translations are easy to understand and sound natural to the native speakers of the target language.

**The research institute staffed with native speakers of major languages around the world has been delivering results that speak for themselves by providing customers with flawless translation services.**



At Worlsys, work is divided among the translation team, proofreading/editing team, project management team, customer service team, bidding team, design editing team, and financial affairs team to ensure the highest work efficiency.

We are committed to delivering translations and services of the finest quality to each and every client by relentlessly carrying out research on language, translation and localization and promptly responding to customer feedback.



Global Network World System

# Worlsys



**(주)월시스 언어연구소**  
Worlsys Corporate Research Institute

**Korea's Largest Translation and Interpretation Company**

**Presenting astounding results at low prices!**

With a system and procedures to prevent foreseeable errors in the translation process as well as highly skilled professionals, Worlsys will serve as a leader in Korea, a knowledge powerhouse in the world!

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