

# 7 top tips

## for translation and localization

Successful localization projects are based on strong collaboration with your language service provider (LSP). Establishing mutually agreed upon processes and providing constructive and timely feedback will help your projects run more smoothly.

Here are 7 top tips to remember when working with your LSP to help you 'speak global' faster.

### Set expectations

Be clear about your goals and expectations, and ensure your LSP can deliver to these, now and in the future.



### Get to know the person managing your project

Build a strong working relationship with your project manager (PM). Discussing workflows, decision making and communication preferences is usually time well spent.

### Review your original content

Consistent and accurate translations come from well-authored original content. To make translation easier and faster, review cultural fit, grammar, terminology and style before the project starts.



### Start off right with a thorough handoff

Once you've gathered the materials for your project, it's time to kick it off. Working with a detailed handoff template can reduce questions and minimize issues later in the project.

### Enhance quality with reference materials

Training sessions and high-quality reference materials such as style guides and glossaries boost translators' efficiency, improve quality and reduce queries.



### Drive continuous improvement with feedback

Help your LSP understand your preferences and continually improve by establishing a clear review process and selecting the right reviewers to provide feedback.

### Build a strong Q&A process

Queries contribute to translation accuracy. Create a robust Q&A process that enables linguists to ask questions and supports fast, detailed answers from respondents.



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