

# TECHNO LINGUA

## Business and Technology Wordsmiths

### Putting your technology into the right words !

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#### The benefits from using our Technical and Business Writing services are simple:

- ✓ We can help you create User Manuals, Service Manuals, Training Manuals and Technical documents- whatever your company size and whatever your product.
- ✓ We can create content for your corporate web site- be it a local or global business.
- ✓ We can create dynamic brochures to help you market your business effectively.
- ✓ We can produce tenders, proposals, manuals, technical documents, OH& S documents, and MSDS specifications quickly and efficiently.
- ✓ We have the ability to quickly assess the style, nature and culture of your business to create business and technical documents first-hand.
- ✓ Our business experience since 1997 has been international, serving a wide range of Technologies, Small and Large Companies, Government clients, and Education facilities.
- ✓ From academics at Cambridge University, UK to Technical and Business Writing in Germany, the USA and India, we bring a wealth of experience and knowledge to your company.
- ✓ We provide this service at competitive rates for both short and long term contracts nationwide.

#### Our key skills include:

- ✓ Business Writing: We can create tenders, bids, proposal documents, brochures and web site content for a variety of industries.
- ✓ Technical Writing: Writing varied and complex policies and procedures.
- ✓ Information Development: Strong information procurement skills to gather information from diverse technical and management resources.
- ✓ Advanced relationship management and communication skills across the board of stakeholders.
- ✓ Experience working as managers of outsourced services, across time zones.
- ✓ Strong understanding of business processes and a proven business acumen.

#### Promoter's qualifications:

- ✓ Bachelors degree in Engineering.
- ✓ Fluent in English and German. Diploma in German, (KDS) from Goethe Institute, Munich (Germany). Certified Business Writer from the University of Cambridge, UK.

Please call Uchit on 0432 894 335 or visit [www.technolingua.biz](http://www.technolingua.biz) for more details.

I'll be happy to drop in for a quick chat.

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