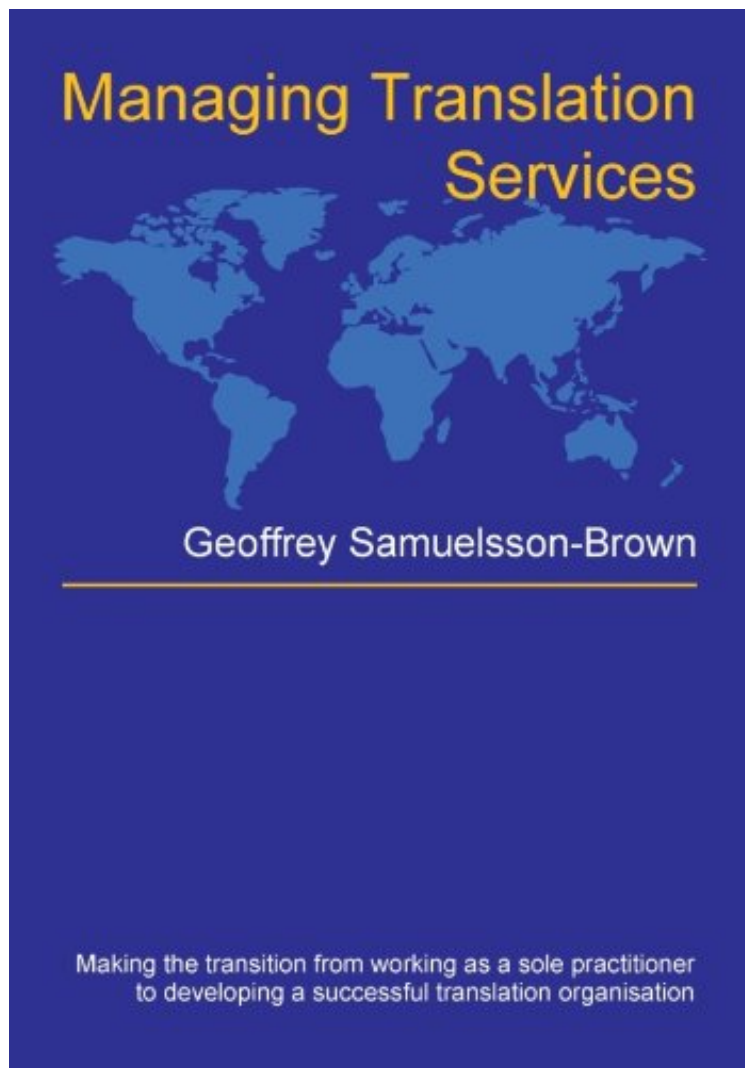


## Managing Translation Services (Topics in Translation)

*Geoffrey Samuelsson-Brown*

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**Geoffrey Samuelsson-Brown : Managing Translation Services (Topics in Translation)** before purchasing it in order to gauge whether or not it would be worth my time, and all praised *Managing Translation Services (Topics in Translation)*:

1 of 1 people found the following review helpful. Great comprehensive book By Svetlana This book is structured really well and gives a comprehensive view of managing translation services. Lots of tips and practical advice from someone who has actually done that. Highly recommend for freelancers wishing to take the "next step" and develop a translation agency.

This is a sequel to the author's best-selling *A Practical Guide for Translators* first published in 1993 and now in

its 4th edition. *Managing Translation Services* looks at how to successfully make the change from being a single freelance translator to developing a translation company offering a range of value added services. The book is intended principally for those who presently work as a freelance translator with all the inherent limitations this presents in terms of income and being reliant on the limited range of skills that the individual can offer. While some business skills will have been accumulated by virtue of working in a commercial environment, the transition from being responsible for oneself and taking the bold step of employing additional resources can be quite daunting. However, the opportunities this offers in terms of income and personal satisfaction are considerable. This book considers the initial steps towards business development, exploiting these opportunities and the rewards they can offer. Advice is given on setting up a translation business, organisational development, what a business plan needs to consider for successful growth, how quality management needs to be approached, managing human resources, customer relations and other topics. The book provides a wealth of ready-made examples of quality procedures, forms that support business management and sources of further information. It also considers an exit strategy and related long-term planning when disposing of the business. *Managing Translation Services* is based on the many years of experience gained by the author working as a staff translator, freelance translator, university lecturer in translation studies, and former head of an award-winning, ISO 9001 accredited company. As a result, it covers a range of management issues relating to providing professional translation services.

Geoff Samuelsson-Brown's second book relating to translation services avoids the temptation of writing a management textbook but looks at the real issues faced by the practicing translator who wishes to progress from being a sole practitioner to an owner-manager of a translation organisation. While the book deals specifically with translation, its contents can be readily applied to a range of service industries which are based around knowledge and skills. (Julie Skinner, *Learning and Development Manager*)

About the Author Geoffrey Samuelsson-Brown is a translator, writer and business adviser with close on 30 years experience in translation and documentation. His translation career started when working as a technical editor at the Volvo Car Corporation in Gothenburg. On returning to England after ten years in Sweden he was responsible as a senior project engineer for technical publications at a research association. He later went freelance, founded Aardvark Translation Services Limited and was its Chairman and Managing Director for many years until he sold the company. He has lectured extensively at the University of Surrey on the practical and technical aspects of translation, both at undergraduate and postgraduate level, and cultural awareness in business for translators. He is known internationally and has given many papers to national and international conferences, as well as being a contributing author to other published works. He is a Fellow of the Chartered Institute of Linguists as well as a founding member and Fellow of the Institute of Translation and Interpreting. He is a fluent Swedish speaker and a Member of the Swedish Association of Professional Translators. As part of his continuous personal development he completed a Master of Business Administration degree in 2001 in Strategic Management, Creative Management, International Enterprise and a management research project entitled 'Skills auditing in small to medium-sized enterprises'. His leisure activities include fly-fishing, cooking, keeping fit at the gym, and listening to classical music and jazz.