



We help you  
achieve your  
communication  
goals

## ABOUT LEMAN LANGUAGE SERVICES

At Leman Language Services we understand that in the international business world English language excellence gives you an edge over your competitors.

English language services are our speciality. We provide language training and executive business English coaching as well as writing, editing, administration and marketing services.

In a fast-changing marketplace, you want flexible communication solutions tailored to your needs. **Leman Language Services** is the perfect match for clients looking for excellent language services from dedicated professionals.

**Take your communication to the next level with our English language experts**

### Leman Language Services

c/o OurPlace

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## OUR SERVICES

### English Training and Executive Business English Coaching

- ✓ Reach your language goals with targeted training
- ✓ Prepare for Cambridge English examinations
- ✓ Feel confident speaking English in your executive environment
- ✓ Choose individual or group classes with English training experts

### Translation

- ✓ Communicate your message in English, French, German, Italian, Spanish, Russian and Arabic
- ✓ Rely on our qualified translators and proofreaders
- ✓ Expect language precision from specialised industry experts

### Copy-Editing and Proofreading

- ✓ Improve overall structure, flow, engagement and persuasion
- ✓ Improve clarity, concision and accuracy
- ✓ Perfect your text with a final proofread
- ✓ Work with either British or American English

### Copywriting

- ✓ Commission content for your target audience and objective
- ✓ Expect persuasive writing that reflects your brand and tone of voice
- ✓ Ask us to create social media posts, websites, articles, blogs, newsletters, brochures, leaflets and more
- ✓ Work with either British or American English

### Virtual Assistance

- ✓ Delegate your office administration to bilingual English-French virtual assistants
- ✓ Expect flexible online virtual assistance
- ✓ Receive reliable and dedicated service when you need it

### CV, LinkedIn Profile and Cover Letter

- ✓ Turn your application from average to top of the pile
- ✓ Have us create or revamp your CV, LinkedIn profile and cover letter
- ✓ Have your CV translated from French to English



## OUR MISSION

Our mission is to help you achieve your professional and personal communication goals with our customer-focused and flexible service.

## OUR TEAM

### English Trainers and Language Specialists

To provide the flexible, tailor-made solutions and reliable service that our clients need, we have built a dedicated team of specialists from Switzerland, Canada, New Zealand, the US and the UK, each with more than ten years of experience in their fields. Our team has diverse experience of working with people of different professions, backgrounds and cultures, from high-level executives in multinational companies to individuals needing expert support in English language communication.

### Translators

Our professional translators translate into their native language. We offer translations into and from English, French, German, Italian, Spanish, Russian and Arabic. They are specialists in their sectors, which include banking and finance, medical and pharmaceutical, legal, tourism and hospitality, watches and luxury goods.

### Virtual Assistants

Our Swiss-based staff offering online administration in English and French have over ten years' experience working in administration and marketing services in corporate and non-profit sectors. With a passion for planning, organising and problem solving, our bilingual English-French virtual assistants can work in both languages to meet your business administration needs.



## WHY CHOOSE LEMAN LANGUAGE SERVICES?

We are committed to delivering the best customer service and language solutions to our clients. We take pride in our unique and highly flexible customer-focused service, working with you from initial discussion to project completion to make sure you are completely satisfied.

✓ **Feel confident speaking English in your workplace or social environment**

Whether you are a company wanting to help your employees improve their English skills or a private client, we will work with you to create a training programme.

✓ **Improve your career prospects in Switzerland**

Our Cambridge English exam trainers can help you validate your language skills for your current job or next career move.

✓ **Feel empowered when you communicate in your executive environment**

We help professionals improve their business English competency so they can be effective and confident in their executive environment.

✓ **Translate your message into and from English, French, German, Italian, Spanish, Russian and Arabic**

We translate your message into the target language for maximum impact without losing the subtleties or industry terminology. We provide translation for all your business texts and website content.



## WHY CHOOSE LEMAN LANGUAGE SERVICES?

- ✓ **Deliver professional communication with clear, concise, accurate copy**

Whether you need high-level help with structure, clarity and flow or detailed correction of grammar, spelling and punctuation, we will copy-edit your message for your readers. Your written communication may be your first point of contact, so we make sure your copy is first class.

- ✓ **Persuade your target audience with on-brand copywriting**

Our copywriters can help you with a wide range of copy across different sectors. We take the time to understand your business, your main competitors and your content objectives, then we write creative content in your brand tone of voice for the result you need.

- ✓ **Use a virtual assistant to relieve your administration headache**

We can help take the weight off your shoulders by handling your office business administration, leaving you free to focus on what you do best. Our highly flexible experienced online assistants provide personal, client-focused services to private and corporate clients.



**Leman Language Services is committed to your success.** Get in touch today to find out more about our first-rate services in language training and translation, copywriting and copy-editing, and virtual assistance.

Our prices are competitive. Contact us for a **free no-obligation quote** customised to your needs.

**Choose Leman Language Services for hallmark Swiss quality and our international outlook**

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