

Deutsche Telekom

Deutsche Telekom AG, Central Office
Postfach 2200,
53105 Bonn, Germany

Grace Francis
11 Normanton St
Glenfield
Auckland
New Zealand

Date: 28th July 2000
Subject: Practical Assignment

Certificate

Ms. Grace Francis, date of birth 5th January 1979 in Auckland, New Zealand, has completed a practical assignment at Language Services for Deutsche Telekom AG, Central Department of Staff and Resources in Bonn. This practical assignment ran from 1st June to 31st July 2000 and was a part of her course of study.

In these two months, Ms. Francis gained understanding of a translator's work and learned to use translation tools such as our terminology database and Translation Memory software.

Ms. Francis was responsible mainly for the following tasks:

- Translating straightforward texts from German to English (correspondence, CVs, overhead presentations, press releases)
- Analysing and editing texts using Workbench software
- Comparing texts and creating dual-language files for other translators

Ms. Francis always excelled in motivation to learn and work.

Thanks to her good talent of quick understanding, she gained good practical knowledge in a short time.

She always completed her assigned tasks quickly and to our full satisfaction.

Her behaviour towards superiors and colleagues was always exemplary.

We wish her all the best for her future career and personal life, and every success.

(Signed)

Godelmann
Head of Language Services