



DIPLOMATIC LANGUAGE SERVICES

Language Services Excellence Since 1985

**An open letter from Jim Bellas,
President - Language Associates, LLC
dba Diplomatic Language Services**

Our mission is to provide you with services that meet and exceed your expectations.

For over 20 years Diplomatic Language Services has been a leading provider of language training, testing and translation services to US Federal and State government, military, commercial and academic clients. We offer professional and experienced native-speaking instructors who provide exceptional proficiency-based foreign language training, specifically designed to meet our clients' requirements. Our language training services include:

- Industry-specific tutorial and small group classes in more than 85 languages and dialects, customized to meet the mission-critical language needs of our clients .
- Well-established programs of instruction directed by leading language training professionals.
- Continuous quality control to ensure that Diplomatic Language Services instructors give our students the finest language training possible.
- In-country language and cultural immersion programs in selected locations world-wide.



*Jim Bellas
President of DLS*

DLS also provides mobile language training teams to clients who are preparing to send their employees overseas. These include military units pre-deployment programs, course for law-enforcement teams engaged in community policing, anti-gang and drug enforcement activities and government agencies that are providing expertise in trade, commerce and agricultural activities throughout the world.

As President of Diplomatic Language Services, you have my personal assurance that we will continue to provide the language and cultural training that has been the tradition at DLS since 1985.

Please give us a call and put us to the test.

Sincerely,

Jim Bellas
President



*DLS headquarters in
Arlington VA*

Our headquarters building in Arlington has 65 well-equipped classrooms, multiple computer labs with up-to-date equipment, resources and broadband Internet connections. It is also the home of our Program Office, which provides materials support to all of our students, whether they are studying in the Washington DC area or elsewhere.

Our Language Training Supervisors (LTS) give full-time language training guidance and support to students . They also work with instructors to design customized Programs of Instruction that meet all of the students' operational and mission-related language and cultural needs within the required time frame.

DLS offers training in over 80 languages,. Our LTSs and instructors are available for full-time and part-time programs. Programs are offered on- and off-site; in addition, teams and individual instructors are available to present programs anywhere.

DLS offers competitive pricing under GSA Schedule # GS-10F-0255J.



Diplomatic Languages Services' clientele is constantly growing; we currently have contracts, BPAs or regular on-going participation with the following agencies and organizations.

- US Department of Agriculture (Foreign Agriculture Service)
- US Department of Commerce (Foreign Commercial Service)
- US Department of State
- US Department of Justice
- US Census Bureau
- Defense Language Institute - Washington / DLIFLC Monterey CA
- Defense Transformation Coordination & Evaluation Activity
- Defense Intelligence Agency
- Army National Guard Language Office
- Maryland Procurement Office

Diplomatic Language Services offers a complete range of language services, managed and supervised by the industry's top professionals:

Language Training

DLS mobilizes over 500 professional, experienced instructors of more than 80 languages to meet the needs of our very discerning clients. All DLS' instructors are native speakers of the target language and are supervised by full time Language Training Supervisors. This means that our quality control standards are second to none, and that our programs meet the needs of all USG and Military agencies and commercial organizations.



Learning Portuguese at DLS

Our past performance shows that DLS has the management structure to successfully send training and testing specialists and linguists to wherever the need arises.

Cultural Training

DLS regards cultural training to be an intrinsic part of all language training and makes it an important part of our language programs. In addition, DLS often provides dedicated cultural training to agencies and individuals who need a cultural familiarization program. These are often provided at short notice. DLS has prepared Dari, Kurdish, Indonesian, Pashto, Farsi and Arabic cultural FAM programs to DLI and other military organizations. DLS provided SME and voice-over support to VoxTec Int'l in the development of their successful "Phraselator"™ field translator.

Translation/Interpreting

DLS linguists regularly provide translation and interpretation services to a full range of clients in both public and private sectors. We are currently transcribing Arabic-speaking inmate telephone calls for the Federal Bureau of Prisons and carrying out translations into Chinese and Spanish for the US Census Bureau for the 2010 Census. In 2001, DLS was chosen to translate the Osama bin Laden tapes.

Testing and Linguist Deployment Support

In 2006 DLS, at short notice, sent 2 linguists to Afghanistan to carry out assessments of previously deployed linguists.



Spanish for Argentina

Over 45 linguists were tested and reports provided to the deploying agency.

DLS regularly carries out well over 100 language skills assessments each month, in more than 40 languages, to students from USG and Military agencies.

Material Development

An integral part of DLS' quality control plan calls for on-going development of teaching and testing materials that enable us to meet the ever changing needs of our students. DLS' Program Office daily records news and TV programs in many languages. DLS Press publishes the *MSA to (dialect)* series of Arabic transformation texts and audio materials.