

## Main areas of work:

### Business communication, such as:

- Correspondence
- Advertising materials such as flyers or brochures
- Websites
- Blogs or newsletters
- Annual reports

### Non-fiction and specialist texts, e.g.:

- **Journalistic texts:**  
Newspaper articles, press releases, blog articles
- **Tourist texts:**  
Promotional brochures, travel guides, menus, newsletters
- **Scientific texts (with focus on humanities and cultural studies):**  
Scientific articles, lectures, book contributions, essays, theses, papers
- **Other:**  
Blogs, websites, newsletters

## Working languages:

German, Spanish and English

Want to know more? Then I look forward to your inquiry.

## About me

Angela Zimmermann M. A.

Archaeologist, editor and translator  
I love working with texts and languages

In 1993 I graduated as Magistra Artium in Classical Archaeology with minors in Christian Archaeology and English Philology. After graduation, however, my career took me to other directions where language skills in English and Spanish were necessary.

All in all, I have been translating texts from English into German and vice versa for about 40 years now. And about 20 years ago I added Spanish. Moreover, a stylistically confident command of the German language has always been necessary, including in my own publications.

See my website for more information:  
[www.azservices-bonn.de](http://www.azservices-bonn.de)



Angela Zimmermann  
Language Services  
Im Buchengrund 2  
53175 Bonn  
Tel.: +49 152 03916647  
Fax: +49 228 61963671  
[kontakt@azservices-bonn.de](mailto:kontakt@azservices-bonn.de)  
[www.azservices-bonn.de](http://www.azservices-bonn.de)



**Angela Zimmermann**  
**Sprachdienst-**  
**leistungen**

*Editing, proofreading  
and translations  
&  
Virtual Assistant*

## Editing & proofreading

### Error-free texts to ensure your success!

From e-mails, job applications or business reports to non-fiction or scientific texts - the range of text types is infinite. As infinite as the mistakes that can creep in.

But websites, advertisements, brochures, customer magazines, newsletters, etc. are a company's business card. And even for theses or non-fiction books, spelling and grammar are crucial for the overall impression. Because a text full of errors looks unprofessional.

I support you in tracking down these errors and making a good impression. I correct your texts for spelling, punctuation and grammar (proofreading). And in editing, I help you with wording, content, style, logic, sentence structure, and consistent spelling.

## Translations

(German/Spanish/English)

### Your gateway to international success!

Automatic translations from the Internet keep causing misunderstandings with your business partners or drive you to despair because the translation of your text by artificial intelligence does not make any sense?

From menus and company brochures to your website or the book you put your heart and soul into, a text full of errors looks unprofessional.

I translate your business communication as well as non-fiction and specialist texts (with a focus on humanities and cultural studies) professionally from Spanish or English into German and, depending on the type of text, vice versa. However, I will also gladly check your existing translations.

## Virtual Assistance

(German/Spanish/English)

### I'll support you.

Your secretary is on vacation? You want to concentrate on your core business and not on mundane things like general office and administrative tasks? You need assistance with German or Spanish correspondence?

Allow yourself a virtual assistant!

The activities with which I can support you as a virtual assistant are manifold.

Typical tasks include:

- General office and administrative activities
- simple office tasks or secretarial activities
- Correspondence
- Calls
- Writing blog posts, newsletters, and websites
- Translation of corporate communication
- Writing presentations
- Data maintenance
- Appointment coordination