

5. BILINGUAL COMPARISON TABLE

Bilingual Version Comparison Matrix — Northstar Lingua Portfolio

Project / Proyecto	Version Type / Tipo de Versión	Purpose / Propósito	Tone & Audience / Tono y Audiencia	Deliverables / Entregables	Language s / Idiomas
1 Technical Writing Training	Base Version / Versión Base	Complete educational course covering structure, tools, and workflow for new technical writers.	Professional, didactic tone for aspiring writers and junior analysts.	8-section guide + Index + Sources; exported to PDF and Google Docs.	English  / Spanish 
	Trainee Version / Versión de Entrenamiento	Simplified version designed for easy onboarding; short sentences and emoji icons.	Friendly, accessible; suited for students or entry-level learners.	Condensed 5-section guide + PowerPoint outline.	English  / Spanish 
	Managerial Version / Versión Gerencial	Extended professional version; structured for managers, team leads, or training staff.	Formal and corporate; includes compliance and advanced workflow notes.	10-section SOP + Style Guide references.	English  / Spanish 

2HR Generalist / Staffing Dispatcher	Base Version / Versión Base	Full operational description of applicant intake and onboarding process.	Clear, procedural tone for HR staff and dispatchers.	Multi-page document covering written, digital, and closing phases.	English  / Spanish 
	Trainee Version / Versión de Entrenamiento	Simplified training version for new HR assistants or dispatchers.	Friendly, guided language with step-by-step actions.	Short training script or onboarding PDF.	English  / Spanish 
	Managerial Version / Versión Gerencial	Full SOP (Standard Operating Procedure) for HR managers and trainers.	Formal, compliance-based tone with metrics and evaluation checklists.	SOP document with 8 sections + Quality Metrics.	English  / Spanish 