



## ANNUAL REPORT TRANSLATION SERVICES

### Communicating a positive corporate image

A company's annual report is one of its most important publications because it is studied in depth. This is why Nouveau focuses on the translation of annual reports and employs a dedicated team of financial translators who specialise specifically in annual reports.

### Your own translator

Nouveau assigns every client its own designated translator, who plans their schedule according to the annual and interim report publication schedule of the client company. This procedure ensures that the translations are stylistically consistent and they are best able to follow client instructions.

### Supported by glossaries

Our translators are supported by comprehensive, company-specific accounting glossaries and financial terminology and conduct background research on your company's industry and operations. Hence, the reference materials provided by you are crucial for doing background research and that process must begin well in advance of the actual translation of the annual report.

### Cooperation gives the best results

Our translators have to know exactly who will read and review the translation. Efficient cooperation is the best guarantee for a successful translation. Therefore, our contact persons will gladly discuss the project with the person responsible for financial communication before starting the actual annual report project.

### Some of our annual report clients



ISO-certified knowledge and skill • Individualised customer service • Firm schedules

## SERVICES RELATED TO THE TRANSLATIONS OF ANNUAL REPORTS

### Terminology work

The correct use of terminology is important to companies, and terminology is often well-established. But a person who does not work in a company might find it difficult to use company-specific terms, despite having strong industry knowledge. For clients who use specialist terminology, we verify the accuracy of the terms before the actual translation process begins. During the work on terminology, our translators select a list of key terms for approval by the client. Terms approved by a client are added to the specific translation memory of the client and are immediately made available to all working on the company's projects. Everyone involved in creating the company's communication should use the same terminology from the outset. This ensures that the language content is uniform and communicates a positive corporate image for the client. The importance of using accurate and consistent terminology is emphasised when the texts are translated into different languages.

### Marketing translation

A marketing translation is a well-polished and fluent text that is produced by a translator who specialises in marketing and localising. Although the style and structure of the original text guide the translation process, where appropriate the translation need not strictly adhere to them. The translator of marketing material is more creative than that of a conventional translation.

### Target country validation

Target country validation refers to a separately agreed work stage in which the translation is validated by the client's own target country specialist or a similar party before the material is finalised and delivered. Validation is common in multilingual publications, medical texts and technical specifications.

### Audiovisual translation

Audiovisual translations (AV) focus on subtitling, i.e. closed captions. Subtitles are an important part of corporate communication. Subtitles, the sound and vision of an AV recording communicate a company's message to its stakeholders. The meaning, clarity and conciseness of subtitles are essential to conveying the desired message.

### Proofreading

The purpose of proofreading is to ensure that the content of the translation corresponds to the source text and is grammatically correct. The reviser also ensures that the translation is suitable for the target audience and its intended use. The reviser performs the final edit to ensure the style of the published text matches the instructions provided by the client. The best way to ensure the quality of a text is to have two professional sets of eyes examine it.

### Certified translation

Certified (authorised) translation provides texts that are certified as being equivalent in legal terms to the source document, e.g. certification for legal authorities abroad or international business negotiations. The translation is completed in a standard manner, except for the translator certifying that the translation is as legally valid as the source text. Authorised translations are always delivered in paper format.

We'll be happy to tell you more about our services.

You can reach us at

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Looking forward to cooperating with you,  
the Nouveau team

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