



CORPORATE SERVICES

LEXINOVA
LANGUAGE SERVICES

TRANSLATION GUIDE

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1. INTRODUCTION

In today's globalised economy, clear multilingual communication is essential for maintaining internal alignment, delivering consistent external messaging, and meeting international regulatory requirements.

Whether your business operates across borders or serves a diverse domestic audience, this guide will walk you through the translation essentials for corporate documentation, and how Lexinova can help ensure every word reflects your brand's professionalism.

WHY TRANSLATION MATTERS

2. WHY TRANSLATION MATTERS

Corporate communications carry your organisation's voice and values.

Mistranslation can lead to confusion, misaligned expectations, or even legal risk.

From investor reports and compliance policies to internal guides and executive briefings, language must be precise, consistent, and culturally appropriate.

Professionally translated materials demonstrate credibility, foster trust, and enhance engagement at every level - internally and externally.

3. STEP-BY-STEP GUIDE

1. Audit Your Documents
 - Identify what needs translating: reports, policies, presentations, client packs, etc.
2. Prioritise High-Impact Content
 - Focus on materials that affect external stakeholders, compliance, or internal operations first.
3. Clarify Audience & Purpose
 - Tone, terminology, and layout may vary between investor presentations and employee policies.
4. Prepare Source Files
 - Provide editable formats (Word, Excel, PowerPoint). Avoid scans or uneditable PDFs.
5. Choose a Trusted Provider
 - Lexinova matches your project with industry-appropriate translators who understand business language.
6. Localise Beyond Language
 - Adjust cultural references, legal terminology, and formatting (dates, currencies, etc.).
7. Involve Key Stakeholders
 - Ensure internal reviewers or regional teams can provide feedback if needed.
8. Final Review & Formatting
 - We return documents professionally formatted, ready to share internally or externally.

SECTOR SPECIFICS

4. SECTOR-SPECIFIC CONSIDERATIONS

- Confidentiality: Sensitive internal reports and strategic materials must be handled securely—Lexinova is fully insured and confidentiality-assured.
- Regulatory Language: Compliance documentation must meet legal requirements across jurisdictions.
- Consistency: Corporate tone, terminology, and formatting should be maintained across departments and regions.
- Multilingual Stakeholders: Board members, investors, and clients may expect materials in their own languages.
- Speed vs Accuracy: Lexinova offers express turnaround without sacrificing quality or detail.

CHECKLIST

5. CHECKLIST

☐ Final versions of all documents ready for translation.

☐ Clear formatting and editable file types (e.g., Word, Excel).

☐ Defined target language(s) and country.

☐ Internal glossary or terminology (if available).

☐ Clear instructions on tone or brand voice.

☐ Visual content and layout for contextual understanding.

WHY USE LEXINOVA

Lexinova specialises in corporate translation services.

We combine sector-specific expertise, native-language translators, and rigorous quality control to ensure translations are accurate, on-brand, and culturally relevant.

With professional indemnity insurance up to £1 million, your reputation and compliance are in safe hands.

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