| Document                               | Marketing concepts | Writing         | Adaptation   | Translation (D, E > F) |
|--|--------------------|-----------------|--------------|------------------------|
| Legislation                            |                    |                 |              | $\checkmark$           |
| Contract                               |                    |                 | $\checkmark$ | $\checkmark$           |
| Regulations                            |                    |                 | $\checkmark$ | $\checkmark$           |
| Expert report                          |                    |                 | $\checkmark$ | $\checkmark$           |
| Marketing strategy                     | <b>√</b> 1)        | <b>√</b> 1)     | $\checkmark$ | $\checkmark$           |
| Political campaign                     | <b>√</b> 1)        | <b>√</b> 1)     | $\checkmark$ | $\checkmark$           |
| Project marketing                      | <b>√</b> 1)        | <b>√</b> 1)     | $\checkmark$ | $\checkmark$           |
| Speech, presentation, conference paper | √ ¹)               | <b>√</b> 1)     | $\checkmark$ | $\checkmark$           |
| Press release                          | <b>√</b> 1)        | √ 1)            | $\checkmark$ | $\checkmark$           |
| Activity report                        | <b>√</b> 1)        | <b>√</b> 1)     | $\checkmark$ | $\checkmark$           |
| Shareholder letter                     | <b>√</b> 1)        | √ ¹)            | $\checkmark$ | $\checkmark$           |
| Corporate brochure                     | <b>√</b> 1)        | ✓ <sup>1)</sup> | $\checkmark$ | $\checkmark$           |
| Publicity document                     | <b>√</b> 1)        | √ ¹)            | $\checkmark$ | $\checkmark$           |

<sup>&</sup>lt;sup>1)</sup> (Some) input to be supplied by the client depending on the subject matter, deadline and degree of specialisation desired.