**[student name]**

**year 2, semester 4**

**[academic year 202\_\_/202\_\_]**

**Company Profile**

**Instructions for Students**

Your task is to prepare a profile of the company where you are completing your internship. The document should be written in English as a text (not bullet points) and include the following information:

1. **Introduction**
	* Company name
	* Industry in which it operates
	* Company specialization, products/or services they provide
2. **Brief Company History**
	* Year of establishment
	* Key stages of development
	* Major achievements
3. **Company Mission**
	* Main business objectives
	* Values and principles the company follows
4. **Organizational Structure**
	* Description of the main departments and their functions
	* Hierarchy and division of responsibilities
5. **Translations in the Company**
	* What types of translations are performed?
	* What languages are used in the company's operations?
	* What tools or technologies support the translation process?
6. **International Business**
	* Does the company operate internationally? If so, in which countries?
	* How does the company communicate with international clients or partners?
	* Are there any cultural or linguistic challenges in international business?
7. **Summary**
	* Key information about the company
	* Future development perspectives

**Evaluation Criteria**

* **Content quality** (60%) – completeness and accuracy of the information
* **Language accuracy** (30%) – grammar, style, coherence of the text
* **Structure and formatting** (10%) – logical arrangement, readability

**Length requirement**: 1-2 A4 pages, Times New Roman font, size 12, line spacing 1.5, standard margins (2,5 cm)