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## **Investigating the techniques Used in Translating Business Documents in National Companies**

### **Case Study: SONATRACH**

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## دراسة التقنيات المستخدمة في ترجمة الوثائق الإدارية في الشركات

### الوطنية : دراسة حالة سوناطراك

من اعداد الطالبين

ساهل لينة

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تحت إشراف الأستاذة

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## **Dedications**

*To the most beloved souls who live deep in my heart,*

*My dear mother and father your endless support and prayers were my guiding light, steering me safely through every storm until this work reached its shore.*

*To my siblings, whose patience and love filled the gaps while I chased this dream.*

*To my teachers and mentors, whose wisdom and encouragement paved my way and lifted my spirit.*

*To every kind soul who believed in me and stood by me this humble effort is yours.*

*May Allah bless us all and grant success in every step we take.*

**- SAHEL LINA -**

## **Dedications**

*With all my heart, I dedicate this work to those closest to me*

*To my beloved parents, whose unwavering support and prayers were the anchors in my journey, keeping me steady and hopeful.*

*To my brothers and sisters, who bore the absence of my presence with kindness and understanding.*

*To the teachers and guides who generously shared their knowledge, patience, and motivation.*

*To everyone who inspired me with love and trust, I owe this achievement.*

*May Allah shower us with blessings and open doors to greater success.*

**- Wael Bourahla –**

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*Allah says in the Holy Quran:*

*“And whoever does good of his own accord, then Allah is Responsive,  
Merciful.”*

*(Al-Baqara 2:158)*

*We have done this work with full devotion, passion, and the endless support Allah Almighty blessed us with. Our gratitude and praise go to Him alone sincere, deep, and eternal.*

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## **Abstract**

This dissertation studies translation procedures of business documents in the national companies, taking SONATRACH Algeria's foremost oil and gas company as a case study. It looks at the theoretical foundation of translation which involves key concepts such as general and technical translation, terminology, classification of documents, and standards of quality. The dissertation also treats translation in relation to clarity, compliance, and communication in the corporate establishment.

The practical part of this work tries to analyze basics of three official SONATRACH documents written originally in French, then translated into English and Arabic. These documents included press releases and an executive message, which were analyzed in the light of seven translation procedures proposed by Vinay and Darbelnet (1958), to identify applied strategies and examine the variation of these strategies among language pairs and types of documents.

Further, by connecting theory and practice, this analysis indicates the very intricacy and significance of the professional translation in national institutions and proposes ways to improve quality and standardization. It highlights the need for training of translators, and utilization of technology with care.

**The keywords:** Translation- Business documents-National companies-Techniques - Quality standards

## Résumé

Ce mémoire étudie les procédures de traduction des documents administratifs dans les entreprises nationales, en prenant comme étude de cas SONATRACH, la principale entreprise pétrolière et gazière en Algérie. Il examine les bases théoriques de la traduction, en abordant des notions clés telles que la traduction générale et technique, la terminologie, la classification des documents et les normes de qualité. Le mémoire traite également de la traduction en lien avec la clarté, la conformité et la communication au sein de l'institution.

La partie pratique de ce travail tente d'analyser trois documents officiels de SONATRACH, rédigés à l'origine en français, puis traduits en anglais et en arabe. Ces documents communiqués de presse et message exécutif ont été analysés à la lumière des sept procédures de traduction proposées par Vinay et Darbelnet (1958), afin d'identifier les stratégies appliquées et d'examiner leur variation selon les paires de langues et les types de textes.

En reliant la théorie à la pratique, cette étude met en évidence la complexité et l'importance de la traduction professionnelle dans les institutions nationales, et propose des pistes pour améliorer la qualité et l'uniformisation des traductions. Elle souligne le besoin de formation des traducteurs, et d'un usage réfléchi de la technologie.

**Mots-clés :** traduction - documents administratifs- entreprises nationales- techniques- normes de qualité

## ملخص

تتناول هذه المذكرة تقنيات ترجمة الوثائق الإدارية في الشركات الوطنية، متخذةً من شركة سوناطراك، الرائدة في مجال النفط والغاز بالجزائر، دراسة حالة. وتتناول الأساس النظري للترجمة، بما في ذلك مفاهيم محورية مثل الترجمة العامة والتقنية، والمصطلحية، وتصنيف الوثائق، ومعايير الجودة. كما تدرس الترجمة من حيث ارتباطها بالوضوح، والامتثال، والتواصل داخل المؤسسة.

يحاول الجانب التطبيقي من هذا العمل تحليل محتوى ثلاث وثائق رسمية صادرة عن سوناطراك، كُنبت أصلاً بالفرنسية، ثم تُرجمت إلى اللغتين الإنجليزية والعربية. تتضمن هذه الوثائق بيانات صحفية ورسالة إدارية، وقد تم تحليلها في ضوء إجراءات الترجمة السبعة التي اقترحها فيناي وداربيلنييه (1958)، لتحديد التقنيات المطبقة وفحص تباينها بين أزواج اللغات وأنواع الوثائق.

من خلال الربط بين الجانب النظري والتطبيقي، توضح هذه الدراسة مدى تعقيد وأهمية الترجمة المهنية في المؤسسات الوطنية، وتقدم سبلاً لتوحيد ترجمته وتحسين جودتها. كما تؤكد على ضرورة تكوين المترجمين، والاستعمال الواعي للتكنولوجيا.

الكلمات المفتاحية: الترجمة- الوثائق الإدارية- الشركات الوطنية- التقنيات- معايير الجودة

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# **General Introduction**

## General Introduction

In nowadays international business world, the translation of business documents is a critical function for national companies. So the effective translation demands clear communication, regulatory compliance, and the successful execution of corporate techniques across diverse linguistic boundaries. For a big Algerian company like SONATRACH, which works in the highly technical and internationally regulated petroleum sector, the quality and the accuracy translated business documents are not only important for daily tasks but also for sustaining its status and legal standing on the global scene. The translation procedure at SONATRACH is not only a transmission across languages. The process ensure complete understanding of specialized terminology together with technical writing conventions and specific requirements for various document types including legal contracts and technical manuals and financial reports and internal policies. The translators need access to specialized dictionaries and lexicons while working with subject matter experts to achieve precise and clear target language results. The translation process needs to consider cultural elements together with local regulations and document purposes. The process becomes crucial in multinational operations because incorrect interpretations can result in legal problems and operational breakdowns and damage stakeholder trust. The techniques of localization together with glossaries and style guides help maintain consistency and accuracy in all translated materials.

### **Statement of the Problem:**

National companies face significant challenges in ensuring the accuracy and consistency of business document translations across diverse languages . Poorly translated documents can lead to misunderstandings, legal disputes, and operational inefficiencies.

### **Aim of the study:**

This study aims to analyze the complexities involved in business translations, identify best practices for effective communication, and evaluate the impact of translation techniques on the business operations and compliance within national companies SONATRACH as a case study.

## **Research Question:**

- ***Main Question:***

What techniques are used by national companies to ensure the accurate and effective translation of business documents?

- ***Sub-questions:***

1. How do definitions and classifications of business documents impact their translation?
2. What techniques are most effective in translating business documents at SONATRACH?
3. How can accurate and effective translation of business documents be ensured at SONATRACH?
4. How does artificial intelligence impact the translation of business documents at SONATRACH?

## **Hypotheses of the study:**

1. Clear definitions and understanding of the nature and types of business documents improve the quality of their translation.
2. Consistent use of specialized translation techniques improves accuracy and efficiency in business document translations.
3. Accurate and effective translation at SONATRACH depends on clear definitions, effective assessments, and adherence to established quality criteria.
4. Artificial intelligence enhances the speed and consistency of translations but may struggle with context-specific nuances.

## **Significance of Study:**

This study will be extremely beneficial to those who deal with business documents in National Companies as SONATRACH. It includes the basics to start with, then it gets more in-depth, leading to reconsideration of the translation importance and, as a result, enhancing translation quality.

## Literature Review :

Translation is important in the business sector as it facilitates effective communication among companies, stakeholders, and local communities. This literature review examines the significance of translation strategies in business document translation, emphasizing the challenges, methods, and impact of translation within national companies such as Sonatrach. As translation strategies and techniques evolve, various scholars have explored the topic, offering valuable insights into the effectiveness of different approaches such as Mona Baker (1992), Jean-Paul Vinay & Jean Darbelnet (1958), Christiane Nord (1997), Peter Newmark (1988), and Susan Bassnett (1980) . These scholars discuss how different techniques can be applied to maintain meaning and relevance in the target language while addressing the unique needs of business contexts.

Our research discussed the business documents translation in a specific environment which addressed Sonatrach , one of the few dissertations that tackled the same concept is “ الترجمة في المؤسسات العلمية سوناطراك ”

This research examined the status of translation in Sonatrach. Their research delivered a quick overview of translation experience in Sonatrach, as well as an examination of its processes and procedures, followed by a reflection on techniques that would improve translation level in the company and the translator's situation within it. This study is distinguished from the former as it is not limited to studying the state of translation and translator in Sonatrach. This study is distinguished from the former as it is not limited to studying the state of translation and translator in Multi-National companies; However, it delves into a more accurate analytical method by applying the functional-pragmatic model on the data assembled. This method provides error-free outcomes with pro evidence and examples.

Another dissertation is “ Examining the Quality of Business Document Translation In Hassi Messaoud Oil Field Companies”

This research paper aims firstly at providing a clear description of the business document translation process. The subject then shifts to the prerequisites for translation and the usual challenges encountered during the process to give full scope to discuss the study's primary aim; Translation quality. It defines translation quality and draws attention to its importance. It introduces some of the most important approaches and models to TQA, both quantitative and non-quantitative, based on the descriptive-analytical method.

The study concludes the significance of translation assessment and its various models and the necessity of employing them rather than relying on subjective judgment.

### **Structure of the Study**

This study is divided into two main sections: a theoretical part and a practical part. The theoretical section includes one chapter, while the practical section consists of another chapter.

The theoretical chapter focuses on the translation of business documents within CN as SONATRACH. It covers important topics such as definitions, the characteristics and types of business documents, the techniques and challenges involved in upholding high translation standards in a company environment. Additionally it looks into the factors that affect the quality of their translation.

The practical chapter is aimed at investigating the techniques is used in translating business documents at SONATRACH

### **Limitation of the Study**

The following were the key challenges encountered throughout this research study:

1. **Lack of references.**
2. **Page Restrictions:** Some elements, like detailed examples, were omitted due to page limits.
3. **Time Constraints:** A short timeframe limited deeper analysis and data collection.
4. **Lack of Cooperation:** the company refused to share documents or policies.
5. **Limited Documents:** Few documents were provided due to privacy and confidentiality concerns.
6. **Neglecting Translation:** Inconsistent or neglected translation practices in companies impacted the reliability of data.
7. **Confidentiality Concerns:** Sensitive information in documents restricted access to essential data needed for deeper analysis.

# **CHAPTER I**

## **Theoretical Part**

## **Chapter I. Theoretical Part**

### **Introduction**

Understanding documents can be challenging, and the task becomes even more complex when translation into multiple languages is involved. A single mistake can lead to significant issues. Maintaining a strong reputation, creating a positive image for companies, and overcoming language barriers can only be achieved through effective business translation. However, many companies fail to hire translators who fully grasp the requirements of the job. As a result, business documents often contain errors, which ultimately compromise the quality of the translations. The researchers aimed to explore and clarify this problem.

### **I.1. Definitions and Key Concepts:**

#### **I.1.1. Definitions of General Translation**

General translation has been examined and defined in numerous ways by various scholars. Nida and Taber (1988) gave one of the most clear-cut definitions: "Translation consists in reproducing in the receptor language the closest natural equivalent of the source language message." In addition, N. Catford (1965) defined translation as "an operation performed on languages."

These two definitions combined give a simple idea of the translation process, translation in the general sense is all about replacing textual material in one language with its equivalent in the target language. In accordance with Catford definition, each language carries its own meaning since the message is a property of language while Nida and Taber focused on obtaining a natural equivalent of the st in TT instead of relying solely on textual aspects.

This type of translation is utilized while dealing with material that is not specific to any specialized area but is general in nature, dealing with multiple subject matters without any limitation, hence the translator becomes versatile and free from control structure, like most other concept related to translation, general translation has been differently defined according to each misconception circulating by non-practitioners who don't have the basic knowledge giving them the right to intervene, hence they think of it as a direct conversion of information between two languages irrespective of the effort by professionals to produce accuracy.

#### **I.1.2. Definitions of Technical Translation**

Technical translation is the translation of specialist technical texts written by technical writers in an endeavour to make information as clear as possible. P. Newmark (1988) distinguished technical translation from other types. In his opinion, according to the style,

technical texts are liable to be free from emotive language, connotations, sound-effects, and original metaphor, and to be marked by precision, Conciseness and formality. He explains that unlike General translation, this type of translation is carried out in a specific context that targets a particular audience and addresses a given field's more severe subjects. It is highly technical and to the point. This type of translation makes it hard for intruders to intervene and creates more challenges even for professionals.

### **I.1.3. Definition of Terminology**

Terminology refers to the specialized vocabulary used within a specific field, consisting of terms that have precise meanings related to concepts, processes, or products within that domain. It is essential for clear communication, particularly in professional fields like business, law, or science.

According to Gerzymish-Arbogast (1989), terminology is a structured system of terms representing concepts that enable professionals to communicate effectively. Baker (1992) emphasizes that accurate translation of terminology requires not only linguistic skills but also domain-specific knowledge to preserve meaning in the target language. Kuhn (2013) further explains that terminology evolves with advancements in fields, making constant adaptation necessary.

#### **I.1.3.1. Terminology in Business Document Translation**

Terminology is at the heart of business document translation, as it ensures that technical and specialized concepts are accurately conveyed across languages. Business documents, ranging from contracts to marketing materials, require precise language that reflects the specific practices, regulations, and cultural norms of the business context. Terminology in business translation involves more than simply finding equivalent words; it requires understanding the specific use of language in different business sectors, such as finance, law, marketing, and human resources.

### **I.1.4. Definitions of business Documents**

Business documents are documents which, whatever their date, place of storage, form and medium, are produced or received, within the framework of their public service mission, by the State, the local authorities as well as by other persons under public law or persons under private law entrusted with such a mission, or by an organization that detail its policies, procedures, decisions, and operations, serving as essential evidence for administrative processes and governance. It has been defined :

“Il s'agit de tous les documents produits ou reçus par les administrations dans le cadre de leur mission de service public, quels que soient leur date, leur forme ou leur support” (**Article L300-2 du Code des Relations entre le Public et l'Administration**).

“This refers to all documents produced or received by administrations as part of their public service mission, regardless of their date, form, or medium” (**Article L300-2 of the Code of Relations between the Public and the Administration**).( **Our translation**)

According to Lahlali and Abu Hatab it's texts which are associated with the governing bodies of any entity, from large countries to small companies. They include documents associated with the legal issues of such bodies, for example the regulation's of a company or the responsibilities of a job (job descriptions). Therefore, they are usually linked with legal texts.

## **I.2. Business documents in national companies**

### **I.2.1. The Role of business documents in NCs**

Business documents are critical to the effective operation NCs. They introduce clarity, compliance, and organization when working with complex markets. They enable them to achieve long-term growth and stability by encouraging effective communication, ensuring compliance with the law, supporting strategic plans, and preserving critical information. An organized system of documents not only improves day-to-day operations but also supports a culture of trust and openness in the business organization.

#### **I.2.1.1. Encouraging Coordination and Clarity in the Organization**

When a national business operates in a given country or region, it is more effective and unified when clarity and coordination are ensured in its business documents. This facilitates smooth internal communication and uniformity in various departments and teams.

#### **I.2.1.2. Compliance with Legal and Regulatory Requirements**

NCs are also regulated by various national legal, tax, and labor laws. Business records become a vital means to ensure adherence to these requirements with no possibility of misinterpretation of the company's compliance with national regulations and laws.

#### **I.2.1.3. Enabling Strategic Decision-Making**

Business reports are key sources of decision-making information. Organized information presented by business reports is critical to national firms in making sound business decisions and ensuring coordination with the firm's goals and market trends.

#### **I.2.1.4. Accountability and Transparency**

Accountability and transparency are central to the development of stakeholder trust. Business documentation ensures that these are upheld in the business through the provision of an auditable and accessible history of activity, decisions, and financial transactions.

#### **I.2.1.5. Risk Management**

These papers also assist firms in managing risks faced by domestic firms such as economic downturns, policy shifts, and legal cases. Business papers ensure that such risks are managed by maintaining elaborate records of the firm's operations, which can be retrieved in case of a dispute or unforeseen change.

#### **I.2.1.6. Facilitating Operations in Various Regions**

Even within one country, companies can be in various areas or markets, each with its own challenges. Business reports are valuable instruments in unifying operations under one umbrella, with all areas operating according to the same rules and regulations.

#### **I.2.1.7. Institutional Knowledge Preservation**

The success and longevity of a national firm are ensured by how well it is able to retain and transmit knowledge. Business documents are an institutional reservoir for knowledge, enabling continuity and proper functioning irrespective of staff changes or management.

#### **I.2.1.8. Operational Efficiency**

Operational efficiency is necessary for the sustainability of any company in a competitive business setup. Business documents help in smooth operation, reducing errors and making effective use of resources.

### **I.2.2. Natures and Types Of Business Documents**

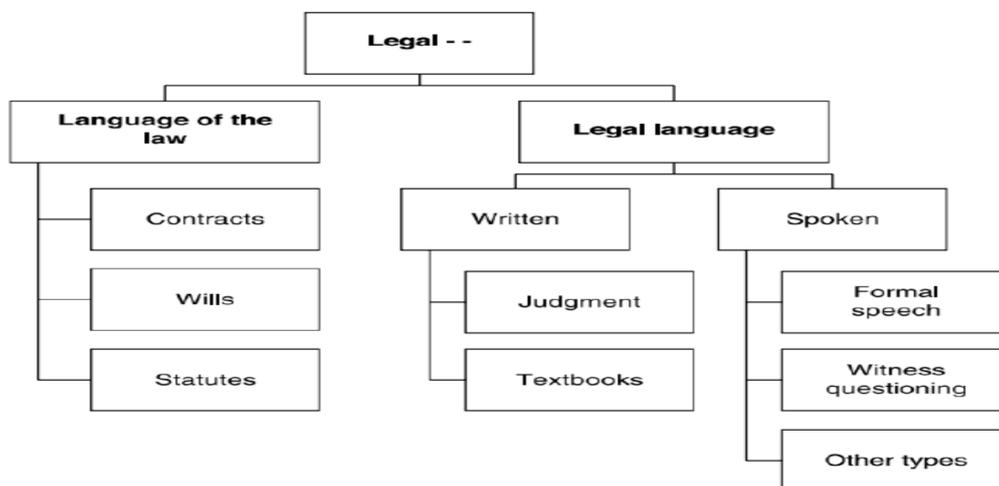
#### **I.2.2.1. Natures of business documents and its translation**

##### **1. Formal documents**

Formal documents are defined by their strict adherence to specific formats. They are often detailed and meticulously prepared due to their legal or financial significance. Examples include contracts, financial statements, and legal agreements. These documents play a critical role in ensuring clarity and mutual understanding, thereby minimizing the chances of misunderstandings or conflicts. As noted by Henry Campbell Black (1968, p780), a formal document is a written record outlining the terms of a contract or agreement, which is legally binding.

## 2. legal documents

A legal document is a written instrument that records and formalises an agreement, obligation, or other legally enforceable act. It is a communication tool in the legal sphere designed to express and enforce rights, responsibilities, or procedures under the law, it holds the power to be enforced by law. It creates, adjusts, and even nullifies agreements between two or more parties. Non-compliance with legal documents can also lead to legal troubles. As it is defined in the Law Insider legal document means any document prepared by the assessee in the course of the exercise of the professional duty, specifically a decision, report, indictment, legal opinions, and other acts that prove the person's professional capacities



**Figure 1** Kurzon's classification of legal discourse

## 3. Official documents

Is any document used to establish a certain right or legal status that is issued by a government agency or official. It has a high level of official character and requires official seals and signatures.as noted by

**HENRY CAMPBELL BLACK** An official document is a paper or set of papers that has been created or made publicly available by someone in a position of authority.

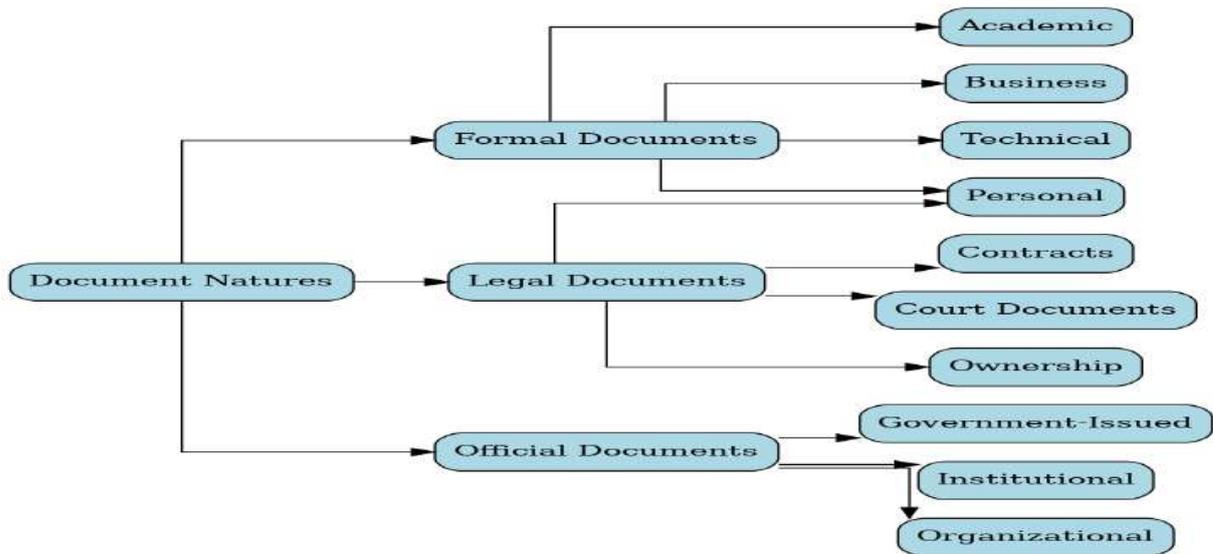


Figure 2 mind map document nature

4. The difference between the natures:

Mentioned as followed in this table:

Table 1 Natures of business documents and it's translation

Aspect	Formal Documents	Official Documents	Legal Documents
<b>Purpose</b>	Professional communication	Verification or recognition	Establish legal rights or obligations
<b>Authority</b>	Individual or organization	Issued by an institution or authority	Governed by laws or regulations
<b>Examples</b>	Reports, proposals, letters	ID cards, certificates, memos	Contracts, court filings, deeds
<b>Binding Nature</b>	Non-binding	Depends on the use	Legally binding
<b>Usage</b>	Professional communication	Administrative and official processes	Legal enforcement

I.2.2.2. Types of business documents

To avoid chaos and poor record keeping and to improve accessibility, administrative documents are organized in a systematic manner into specific departments or functions of the institution. In the same manner, each kind of document is assigned to the department that uses or needs it the most which in turn makes the entire process more effective.



**Figure 3** Internal documents from SONATRACH, Laboratories and Development Department.

### I.2.2.2.1. Human Resources Documents

#### 1. Employment contract

An agreement between the employers and employees stating the terms and conditions of the agreement. It clearly outlines what is expected of the employee professionally and relates to their conduct on the office premises.

#### 2. Payroll Records

Payroll Records are defined as a chronological and complete documentation that includes employees' compensations like salaries, wages, bonuses, deductions, and taxes. These records are needed to guarantee the correct processing of payroll, payment of taxes and the way in which records will be controlled. It is possible to find payroll records of these employees with the view of their earnings and the tax withheld from them, more than for one purpose administrative, judicial, or economic.

#### 3. Reports

Noted by Markel who states that a report is a document that presents, organizes, and conveys a particular message or information about an occurrence and proposes or examines something that may require action." In this case, it includes all of the details pertaining to the corporation such that if there are evaluations or progress reports needed, access to them is timeous.

#### **4. Personal Files**

One or more documents about an individual that provide information concerning that individual's employment as an employee or an independent contractor. These documents may include, but are not limited to, documents pertaining to such things as an employee's full name, social security number, age, place of residence, position title, earnings, and entitlements. Other related folders may include assessment and evaluation of an employee, awards and other papers linked with employment.

#### **5. Training Records**

A training record is a document that gives evidence of the training which a specific person has finished. It is a description of the training courses and other learning activities carried out by an officer or an employee, and it is essential for the purposes of control of training, especially in legal and evaluative contexts.

#### **6. User Guides**

A user guide is a manual that describes the characteristics of a certain product and explains how to use such a product.

#### **I.2.2.2.2. Financial Documents:**

##### **1. Invoices**

We can define an invoice as a commercial paper that is used to list and record dealings between a customer and a seller. An invoice contains a time stamp on it which means the date and time are mentioned on the invoice. In case goods and services were not purchased for cash, then the terms and conditions of the deal would be specified on the invoice and also the information regarding methods of payment will be provided on it.

##### **2. Budgets**

A budget is a financial plan that outlines the expected income and expenses for a defined period.

In the context of business, a budget can be a kind of roadmap that guides resources towards the accomplishment of organizational goals and objectives efficiently. It also involves assumptions about future needs of funds, setting a limit on spending, and reducing debt. A

properly structured budget gives a crystal clear picture of sources of income and expenses, which helps track expenses for financial stability. Furthermore, it aids in ascertaining where to cut costs and save to make potential investments in the future.

### **3. Tax records**

Tax records are documents of evidence showing the amount of taxes paid by individuals and businesses to the government, in addition to being a method for revenue collection and regulating economic affairs. In economic practice and development from 1648-1815, tax records became increasingly important as states looked toward expanding their financial bases to pay for military campaigns, public works, and growing bureaucracies.

#### **I.2.2.2.3. Legal Documents**

##### **1. Contracts**

A contract is a legal document representing a legally enforceable agreement between two or more parties. Contracts also spell out each party's obligations and the consequences of failing to fulfil them. There are several types of contracts.

##### **2. Legal correspondence**

Legal correspondence refers to the form of writing between the parties concerned. Can comprise letters, agreements, and those in respect of a case or transaction and serves to convey information to and from parties.

### **I.3. Translation Requirements for Business Documents**

#### **I.3.1. The Role of Specialized Dictionaries and Glossaries**

In business translation, specialized dictionaries and glossaries are essential tools since they give translators precise and consistent terminology in a given field. Maintaining the accuracy necessary in legal, financial, technical, and other specialized corporate papers depends on these resources.

##### **I.3.1.1. Value of Specialized Dictionaries**

To guarantee that corporate translators use terms that are both linguistically correct and contextually fitting, specialized dictionaries are indispensable. Whether in finance, law, or marketing, Baker (1992) asserts that these dictionaries enable translators to locate equivalent terms matching the precise use in a given field. Emphasizing the need of specialized dictionaries

in keeping consistency across papers, Kuhn (2013) guarantees that terminology corresponds to industry standards.

### I.3.1.2. General vs. Specialized Dictionary Differences

Specialized dictionaries concentrate on words particular to a certain discipline whereas general dictionaries offer general definitions of basic vocabulary. General dictionaries might not have the exact meanings needed in technical or commercial translation, therefore Newmark (1988) notes, this might create ambiguity. Conversely, specialized dictionaries provide words and phrases with meanings that capture the subtleties of a specific field, therefore guaranteeing that specialized knowledge is conveyed correctly.

Stolze (2003) claims that general dictionaries are insufficient for specialized translations since they lack the technical depth required in areas like law or finance. By contrast, specialized dictionaries provide detailed explanations of terms essential for effective professional business communication.

- **Legal and Regulatory Compliance:** Translation should fit within the laid down laws, regulations, and company policies as per legal requirements concerning the locality.
- **Employees and HR Communication:** All types of employee contracts, handbooks, and training materials must be read and understood by all employees.
- **Business Operations Management:** The same should apply to managing standard operating procedures (SOPs), meeting minutes, and corporate guidelines across regions.
- Documents such as press releases and marketing plans require localization for the different countries or cultures involved.
- **Financial documentation:** Financial statements, annual reports, and audit documents should comply with internationally accepted accounting standards.
- **Government Relations and Stakeholders:** Official letters and reports to stakeholders must have precision and sensitivity to culture.

### I.3.2. Difficulties and Problems in translating Business documents

#### I.3.2.1. Untranslatability:

In the translation process, translators who deal with technical text encounter a problem which is called “untranslatability”. This phenomenon is very common in translation; it is caused by the difficulty in finding a suitable equivalence of a word in SL (Rizki Gunawan 2011:17). As stated in the Oxford Online Dictionary (2017) untranslatability is “the quality or property for being untranslatable; inability of being translated. it refers to expressions of a given language that simply cannot be converted into other languages. It can be a single word or a phrase, either

a written text or a verbal utterance”. Also, Newmark (1988:79) argues that untranslatability occurs if “a word whose meaning cannot be rendered literally and precisely by another word”. Catford (1965:94) defines it as “a property of a text, or of any utterance in one language, for which no equivalent can be found in another language.” He distinguishes two types of untranslatability: cultural untranslatability and linguistic untranslatability. Cultural untranslatability is due to the absence in the TL culture or relevant situational feature for the SL text, whereas on the linguistic level, untranslatability occurs when there is no syntactic or lexical substitute in the TL for an SL subject. Also, it is due to differences in the SL and the TL. According to Dr.Miremadi(1991) translation problems divided into two main categories: lexical and syntactic problems:

Lexical problems: Lie in the interpretation of lexical problems, Miremadi says that words are entities that relate to objects or concepts, the word in a language should not replace by another word referring to the same concepts.

Syntactic problems: Are the other category of translation problems.as Dr.Miremadi (1991) quoted Nida (1975) that no two languages have the same identical structural systems.

Languages differ in the language structure.

#### **I.3.2.2. Cultural difficulties:**

The cultural difficulties include adequate or inadequate use of certain words, phrases based on the culture of a particular society, as well as the specifics of the society as a medical care, administration, system, social or religious taboos...etc.

#### **I.3.2.3. Grammatical difficulties:**

Each language has its specific grammar rules, elements, features and categories. This variation causes many problems for translators when translating.

#### **I.3.2.4. Semantic difficulties:**

Are the difficulties that arise in transmitting the meaning statement of the SL into the TT. To sum up, any translator may encounter any difficulties during translation of administrative correspondence from English into Arabic language. To solve this problem the translator may use strategies and procedures of translation to find an adequate equivalent to SL into TL.

### **I.3.3. How Companies Deal with Translation Needs**

Companies adopt several approaches to the translation of administrative documents. While these approaches can differ, they are all aimed at ensuring accuracy and compliance with the specific cultural requirements. Here is what they do to support the nation's needs:

#### **1. Professional Translation Services:**

Most of the translations required by the organization are outsourced to translation services or freelance speakers skilled in these industry-specific areas so that the organization can output high-quality translations.

**2. In-House Translation Team:**

Because of their size, a multinational might have dedicated teams who take care of the businesses translation needs fast and in a secure manner.

**3. Technology and Machine Translation:**

Applications like Google Translate, Reverso or DeepL cater cost-efficiently for non-important or massive translations.

**4. Outsourcing to Localization Experts:**

Businesses work with firms that, for example, adapt the content to suit particular cultural and linguistic contexts to consumers from different countries.

**5. Collaborating with Legal and Compliance Specialists:**

Partnering with legal advisors in the target market to ensure that documents meet local standards.

**6. Multilingual Employee Training:**

Encourage employees to acquire certain foreign languages; this internalizes part of the translation activity.

**7. Compliance With International Standards:**

Such companies may comply with a few standards such as ISO 17100 (Requirements for the Translation Services).

**8. Using Centralized Translation Management Systems (TMS):**

Companies use platforms like SDL Trados, MemoQ, or Smartling to streamline and manage translation workflows.

By adopting one or more of these strategies, companies ensure their administrative documents are translated efficiently, accurately, and in a culturally sensitive manner to meet global operational needs.

**I.4. Business Document Translation techniques**

**I.4.1. Theoretical approaches to business documents translation**

Translation is a very critical activity in national firms (NCs), especially for business texts that cover broad linguistic and cultural gaps. Successful translation ensures clarity, legal standard compliance, and simplicity of domestic and international operations. While translation

of business texts might seem easy, it is a sophisticated process that combines linguistic accuracy with cultural sensitivity and organizational intent. Thus, a comparison of approaches is needed to determine which is best at producing coherence, fidelity, and functional adequacy in the multilingual business environment.

Business document translation is between language theory and translation theory.

Researchers in this field are in the habit of mixing language theory and general theories of translation in their studies.

**Vermeer**, who adhered to the functionalist school of thought, namely Skopos Theory, was of the view that texts and document translations should be focused around their purpose and intended functionality in the destination society. This will enable the translation to meet the pragmatic needs of its intended goal but interactively adapted to the bureaucratic, legal, or institutional requirements of the target culture, all within the overall aim of the document.

What the Skopos states is that one must translate, consciously and consistently, according to some principle demonstrating respect for the target text. The theory does not indicate what the principle is: this must be established separately in each individual case." (Vermeer 1989/2012: 198)

Together with Vermeer, Reiss emphasized the Skopos rule, which includes:

1. The purpose of a translation decides its character.
2. It serves as a means to convey information that is related to the target culture, according to the original text.
3. Translation is reversible; it may not be possible to translate back to the source language without changing it.
4. Translated text should be comprehensible by itself.
5. Additionally, it should coincide with the original text in sense.
6. The principles are ranked, with the Skopos rule being the first.

**Nida**, under Equivalence theory, came up with a methodical solution to handling the challenges that come with translating business texts.

Nida's work revolves around achieving equivalence of meaning and style between the target text and the ST through the implementation of dynamic and formal equivalence.

Formal equivalence, which is mostly grounded on the structure and content of the ST, is applied in legal and academic writing.

Dynamic equivalence, which deals with reception by the target text public. It was defined by Nida as follows, with four certain parameters:

1. Being friendly in that language
2. Conveying the sense of the text and tone
3. Normal wording
4. And provoking the same sort of audience response.

Werner Koller (1995) expounded Nida's concept with five categories of equivalence:

1. Denotative equivalence, which involves only extra-linguistic matter.
2. Connotative equivalence, involving language and use of style.
3. Text-normative equivalence, dealing with conventional patterns of a certain type of text.
4. Pragmatic equivalence, coming very near Nida's dynamic equivalence but involves the situation of communication on the part of the receiver.
5. Formal equivalence, which involves aesthetic appeal and stylistic factors of the ST.

Susan Šarvević, writing extensively on legal translation, emphasizes the importance of aligning translations with the legal systems and terminological conventions of the target culture. This is especially crucial for business texts that have legal implications.

Susan Bassnett and André Lefevere described the cultural turn in the history of translation and its impact in texts and translation. This technique is especially suitable for business document translation since such texts will likely be inserted into culture-specific issues, structures, and institutional routines. Being sensitive to the intercultural dimension in translation guarantees that functional equivalence of concepts and terms is maintained, hence guaranteeing that the translation is an effective tool in the target culture, accomplishing its communicative goals. In addition, it also avoids misinterpretation or estrangement which can occur from a poor cross-cultural appreciation. Conceptually grounded, such an approach transcends language, including cultural perception to view that the mediation is not only semantically and expressively suitable but also properly contextualized.

Lastly, the translation of business documents entails much more than the simple replacement of an expression in one language with its equivalent in another; it is involved with

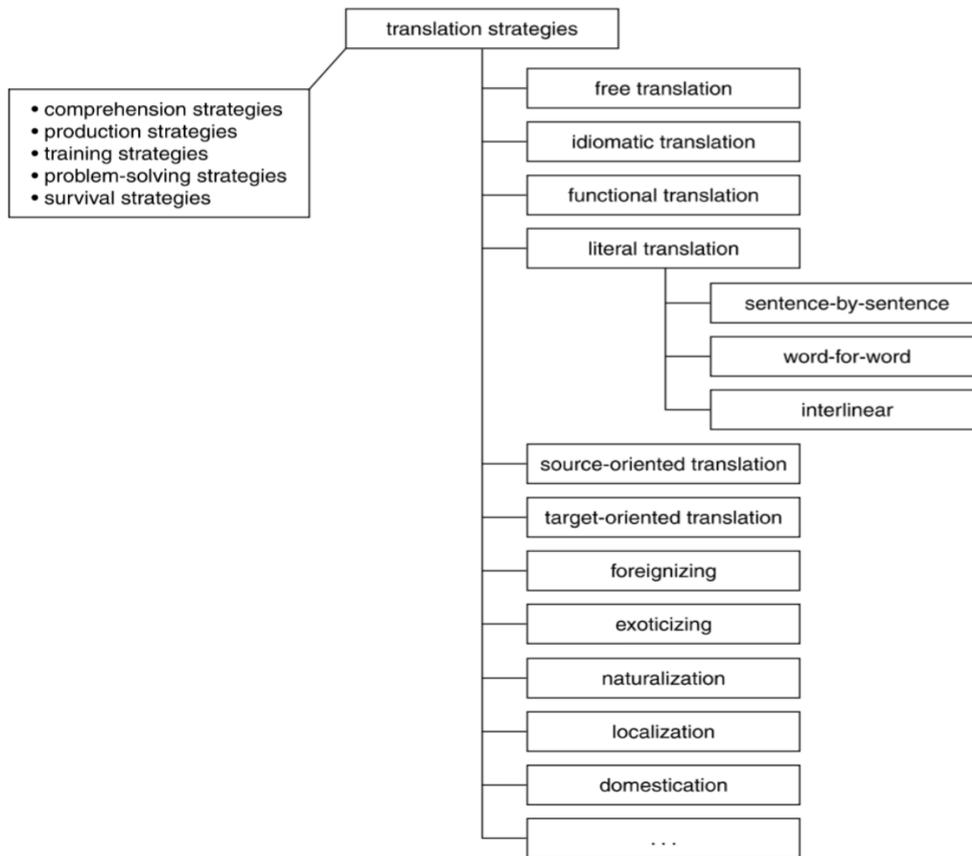
the purpose, content, and message of that document, with respect to the context of the audience. It is a very sensitive undertaking that necessarily relies on the prior existence of proximity between individuals and their cultures. But it is very probable that people of various linguistic and cultural backgrounds can communicate and coexist. If these conditions are organized properly, they can strengthen the relations between people as well as make them simpler and more elastic for the nuances of communication.

#### **I.4.2. Strategies and techniques used in a business documents translation**

##### **I.4.2.1. localisation:**

Localization concerns specific languages and culturally sensitive issues as well as language stylistics and grammar to keep with the local etiquette and laws such as data safeguarding and

Industrial relations. In addition to this, however, it also expands the scope of such concepts as date, currency and measurement systems to be accustomed with the regional practices and thus improve relevance and comprehension. Strong localization improves understanding, builds confidence in the local stakeholders and reduces risks that may arise from cultural or legal differences.



**Figure 4** Translation strategies (following van Doorslaer 2007: 226)

#### **I.4.2.2. Calque**

A calque is a special type of borrowing that translates an expression from another language; the language borrows the expression and translates it literally.

Vinay and Darblent (1995:32) define calque as “A special kind of borrowing whereby a language borrows an expression from of another, but then translates literally each of its elements”. Calque is considered as a word-for-word translation form one language to another.

#### **I.4.2.3. literal translation:**

Or word for word, is syntactic translation technique or technique leading to close translation; a grammatical but necessary idiomatic translation. According to Vinay and Darblent "the direct transfer of a SL text into a grammatically and idiomatically appropriate TL text in which translator's task is limited to observing the adherence to the linguistic servitude of the TL".

Also Newmark (1988:76) believes that literal translation is the first step in translation, and a good translator abandons a literal version only when it is plainly inexact”.

**I.4.2.4. Borrowing:**

Borrowing is considered as the simplest translation procedure to overcome the lexical gaps found in TL. Also, it is a translation technique whereby a SL word is transferred directly into the TL.

According to Vinay and Darblent (1995, p31.32) “in order to introduce the flavor of SL culture into translation, Foreign terms may be used”.

**I.4.2.5. Modulation:**

Modulation consists of the change of the semantics and point of view of the SL. Also, is a variation of the form of the text because of the change in the point of view. Vinay and Darblent (1995:36) define Modulation as “a variation of the form of the message obtained by a change in the point of view”.

According to Newmark (1988:88) Modulation “is a variation through a change of viewpoint, of perspective and very often of category of thought”.

**I.4.2.6. Transposition:**

Transposition is a change in sequence of parts of speech that does not change the meaning of the message. It can also be followed by a change in word class or another word. Newmark (1988:85) define it as “a translation procedure involving a change in the grammar from SL to TL”

Also, Vinay and Darblent they define transposition as “a procedure that involves a change in the word class without changing the meaning of the message”.

**I.4.2.7. Adaptation:**

This procedure consists changing of the cultural reference. Adaptation is a special kind of equivalence, a situational equivalence is used in those cases when a situation existing in the ST does not exist in the target culture.

Vinay and Darblent (1995:39) describe Adaptation as “a special kind of equivalence, a situational equivalence”. Newmark (1988:83) describe it as a “cultural equivalent”, and speaks of the Adaptation as an approximate translation, where the SL cultural element and TL cultural element are not complete equivalents.

**I.4.2.8. Equivalence :**

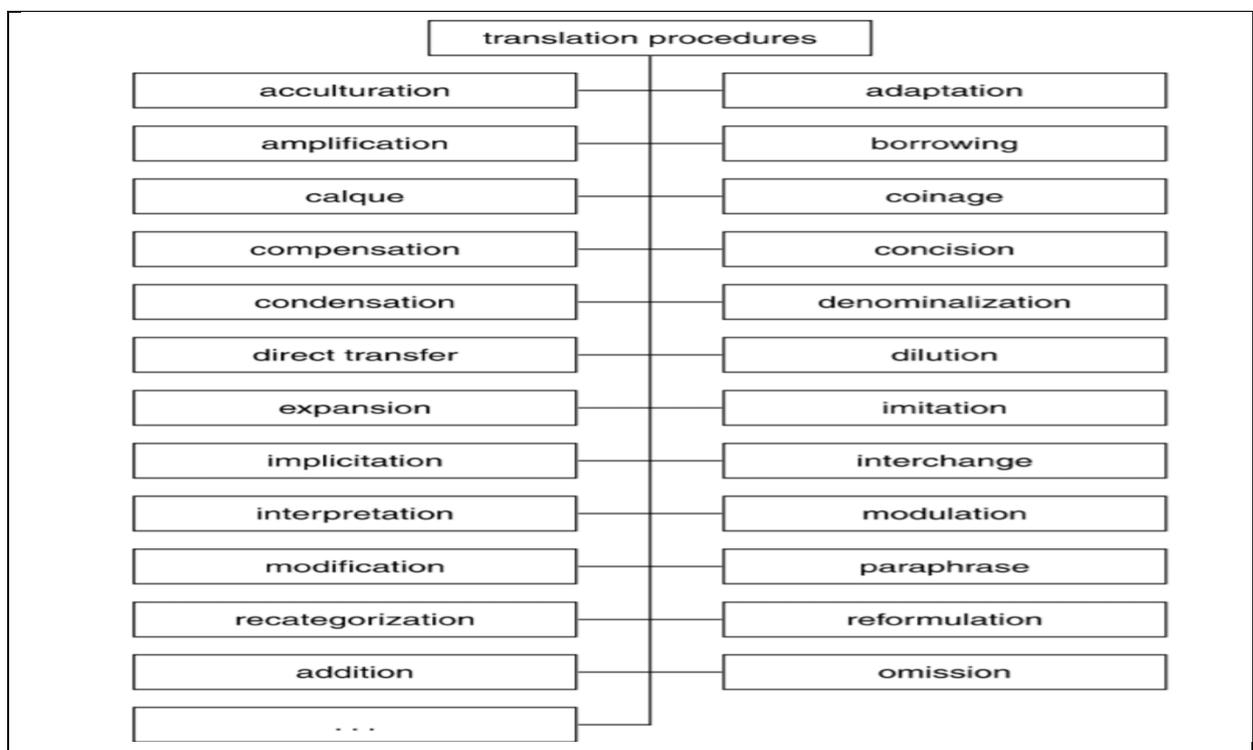
Also known as, “reformulation” produces an equivalent text in the TL by using completely different stylistic and structural methods. According to Dickins et al (2002) “a communicative Translation is produced, when, in a given situation, the ST uses an SL expression standard for an equivalent target culture situation”.

**I.4.2.9. Translation by omission:**

(Dickins, Hevery&Higgins, 2002, p23) define it as “the most obvious form of translation loss is when something which occurs in the ST is simply omitted from the TT. Such omission occurs fairly frequently in Arabic/English translation and is therefore worth specifically identifying”.

**I.4.2.10. Translation by addition:**

According to (Dickins, Hervey, &Higgins,2002.23)"translation by addition in translation in which something is added to the TT which is not present in the ST. like omission, addition is a fairly common feature of Arabic/English translation and is therefore worth specifically identifying".



**Figure 5** Translation procedures (following van Doorslaer 2007: 227)

## I.5. National Companies' Standards in Translation Quality

### I.5.1. Translation Quality Assessment (TQA):

Translation Quality Assessment (TQA) is a systematic evaluation of translations aiming to differ between high-quality translations and those that fail to meet quality standards its goal is to ensure objectivity in assessment by adopting a theoretical framework or model for evaluation that address the diverse needs of the field.

The abbreviation "TQA" can refer to two important concepts in the translation industry and research. First, Translation Quality Assessment focuses on evaluating the final translated product by comparing the target text to the source text. It assesses translations based on criteria such as correctness (how accurately the source text is represented) and quality (including coherence, style, and appropriateness). Second, Translation Quality Assurance (QA) involves process-oriented activities aimed at maintaining quality throughout the translation workflow. Mosop (2001) defines it as the full set of procedures applied before, during and after the translation production process, and even after the delivery of the translation Translation quality assurance includes, for instance, the "decision process in translator assignment which translator(s) are best match to the task, factoring in skill level, prior QA scores, availability and domain of expertise (TAUS, 2013, p22)

TQA can be approached in two ways quantitatively, using mathematical or statistical tools to measure translation quality, often in academic or technical contexts, or qualitatively, focusing on subjective factors such as the reader's response, which can be gathered through interviews or questionnaires, or through a combination of both.

### I.5.2. Criteria of Translation Quality:

According to JULIANNE'S HOUSE Model for TQA which is a framework for evaluation of translation quality based on the linguistic, functional and contextual factors, translation is assessed based on the following criterias:

1. **Linguistic Accuracy:** This examines whether the translation matches the meaning of the source text to an extent of linguistic accuracy, including grammar, vocabulary, and syntax.
2. **Cultural Appropriateness:** This is to maintain the intended context of the original message taking into account cultural nuances and audience.

3. **Functional Adequacy:** It is aimed at assessing the functional adequacy, i.e., if the translation is accomplishing the purpose, for which it is used, whether it be legal, technical, marketing, etc.
4. **Fluency:** This checks if the translated text reads naturally in the target language and does not include awkward or forced phrasing.
5. **Consistency:** Evaluation on consistency: The model may assess if consistent terminology is used for the translation, especially if it is specialized or technical content.

## **I.6. The Impact of Artificial Intelligence on business documents translation**

In recent years, remarkable progress has been made in the area of machine translation (MT), and MT's profile has increased because of the need to comprehend the vast amount of information present on the Internet in various languages and also because of the heightened level of international business. MT success has been made possible to a large extent by computer speed, which has been achieved through innovation in hardware components as well as widespread availability of monolingual and bilingual data. What this raises is the issue of whether AI-driven MT is better than human translation for a wide range of document types. The objective of the research is to illustrate how AI development has impacted translation through a comparison of the pros and cons of human and machine translation.

With the current period of exponential AI expansion, the abstract states the possibility of creating a symbiotic relationship between humans and AI for producing flawless translation. They have considered the subtler nuances involved in using AI for the translation process, more so in the case of the Chinese language. Improvement in logical expression and fidelity to the original language has been reported. The researchers suggested that AI translation can be improved regarding efficiency and understanding of content, providing a more systemized and compact linguistic structure. Their findings imply that, although AI can help with basic grammatical analysis, human translators may compensate for the shortcomings of AI by recognizing connotations and logical frameworks. They promoted a balanced technique that makes use of AI's effectiveness while still valuing human translators' contributions to the final product.

The major focus is on how AI and MT may be used in translation training programs for better preparation for future professionals. Although computer-based technology has gained increased usage within formal classroom settings, the authors note that students still lack an extreme sense of intrinsic motivation within AI-facilitated self-study settings. Their primary

goal was to investigate the potential effects of AI on translation education. It highlights the need to devise principled solutions, think critically about the issues that emerge, and operate in line with academic viewpoints to successfully integrate AI in universities. They conducted their research on the adaptable nature of MT and its potential to revolutionize the translation industry. Although AI and MT have great potential for development, the authors were consistent in the view that it will be a long time before the translation of human language can be fully automated. This speaks volumes of the rising value of formal education and training for future translators. Their article has raised critical questions concerning the application of technology in teaching and whether it can replace teachers or empower students.

The impact of AI on business document translation has been nothing less than revolutionary, changing how companies are managing multilingual communication. The areas where this has happened significantly are:

- Pace and Efficiency
- Cost-Savings
- Consistency of Terms
- Accessibility for Multilingual Individuals
- Content Localization
- Integration to Business Workflows
- Challenges and Ethical Considerations

### **Conclusion of the theoretical part**

The initial section provided a complete explanation of fundamental business document translation principles within domestic organizations. It explained the specific distinctions between general translation and technical translation while stressing the value of precise terminology and explaining the multiple business document types and their functional roles.

The section introduced successful translation methods together with academic theories that establish clarity and uniformity requirements. The discussion established artificial intelligence as a valuable tool for translation, but it cannot completely replace human professional knowledge.

The theoretical foundation paves the way for practical research which will take place in the subsequent section of the study.

# **CHAPTER II**

## **Practical prat**

## **Chapter II. Practical prat**

### **Introduction**

In this part, we will describe in detail the translation techniques used in business documents pertaining to French, English, and Arabic translation. The focus of this study is to assess how business documents showcase different translation strategies employed within the framework of actual work-place communicative interactions. Also, how a translator approaches different translation techniques when documents are linguistically and culturally complex to convey meaning accurately.

The primary goal will be identifying which translation techniques tend to be used most frequently and assessing the effect of such techniques on the effectiveness, precision, and cultural appropriateness of the intended text. Another area that will be given special focus is the comparison of translation English-Arabic practices to observe any considerations or contrasts in use, style, or adaptation of translation.

By looking at these cases, the study will enhance the understanding of translation processes undertaken within the context of business.

### **II.1. General introduction to SONATRACH Company**

Sonatrach is the largest oil and gas company in Algeria and across Africa. It was founded on December 31, 1963, with the aim of taking control of petroleum fields previously managed by foreign mainly French companies. In 1971, Algeria nationalized its hydrocarbons under President Houari Boumediene to restore national sovereignty over its natural resources.

Since then, Sonatrach has grown into a fully integrated energy company involved in exploration, drilling, production, transportation, processing, and marketing of hydrocarbons. Its operations extend beyond Algeria to several countries including Libya, Egypt, Italy, Spain, the United Kingdom, and the United States.

Internationally, Sonatrach holds a distinguished position. It is ranked as the number one oil company in Africa, 12th worldwide in terms of petroleum power, and is among the top exporters of natural gas globally. The company generates more than 98% of Algeria's foreign currency income, making it a cornerstone of the national economy.

Sonatrach's mission is centered on the development of the hydrocarbon industry, including the research, refining, and transportation of oil and gas products for both domestic and international markets. Its strategic objectives include meeting the rising global energy demand,

expanding industrial and commercial presence, diversifying its activities, and promoting its brand as a competitive global energy player.

## **II.2. The Corpus of the study**

The corpus of this study consists three business documents produced and published by SONATRACH, the national oil and gas company in Algeria. The documents were chosen for their context and relevance, linguistic variety, and unambiguous professional context that suit the aims of this study.

The selected documents are as follows:

1. 1-"COMMUNIQUÉ DE PRESSE – Précisions relatives aux filières professionnelles demandées au Concours National Ouvert pour le recrutement d'universitaires dans les domaines techniques de SONATRACH"
2. 2-An excerpt from the Chairman's Message by Mr. Toufik Hakkar, Chairman and CEO of SONATRACH, published in the "Rapport Annuel 2022".
3. 3-"COMMUNIQUÉ DE PRESSE – Début d'incendie au niveau du complexe de traitement du gaz d'Alrar"

Each of these documents was originally written in French, serving as the source language (langue source). Then translated into English and Arabic, the target languages were collected and analyzed. These documents represent typical communicative formats in business and institutional communication: press releases, executive messages, and formal recruitment announcements.

The analysis was carried out following the seven translation procedures established by Jean-Paul Vinay et Jean Darbelnet in their foundational work *Stylistique comparée du français et de l'anglais: méthode de traduction* (1958). These procedures include: Borrowing, Calque, Literal Translation, Transposition, Modulation, Equivalence, Adaptation.

The main aim of this research is to examine the most frequently used techniques in the translation of business documents of a national company and how these strategies differ between the French–English and French–Arabic translation pairs. The corpus serves as a practical and contextualized basis for using Vinay and Darbelnet's theoretical model, and this corpus will provide quantitative and qualitative insight into the "real-world" translation practices of SONATRACH.

## **II.3. Material and Methodology**

This research adopts a qualitative and descriptive approach to investigate the translation techniques used in business documents produced by SONATRACH. The primary objective is

to identify, categorize, and analyze the translation strategies applied in rendering French source texts into English and Arabic target texts.

### **II.3.1. Research Design**

The research is designed as a case study, with a focus on three business documents from SONATRACH. The case study research design allows this research to focus on translation practice in an authentic institutional context, and the case study approach enables a detailed understanding of the issues translators face and strategies they use for translating business documents.

### **II.3.2. Steps of Data Analysis**

The analysis was carried out in four stages:

1. **Identification:** The sentences, phrases, or terms from the source texts were analyzed by comparing the English and Arabic source with the translated instances.
2. **Classification:** Each translation instance was classified according to the procedures of Vinay and Darbelnet, and to determine whether the technique that the translator used was borrowing, literal translation, equivalence, or other techniques.
3. **Quantification:** The number of times each translation technique occurred were counted to identify patterns and for the dominant strategies across the corpus.
4. **Interpretation:** The results were interpreted based on the variations of language across cultures of linguistics and cultures found in French, English and Arabic discourse in connection with the language of the workplace.

## II.4. Corpus analysis

### II.4.1 Corpus analysis N°01

Table 2 Simple N°01

ST	TT1	Technique	TT2	Technique
COMMUNIQUÉ DE PRESSE	PRESS RELEASE	Calque	بيان صحفي	Calque
Précisions relatives aux filières professionnelles demandées	Details relating to the professional fields requested	Literal Translation.	تفاصيل الشعب المهنية المطلوبة	Literal Translation.
Concours National Ouvert pour le recrutement d'universitaires	National Open Competition for the recruitment of university graduates	Calque	المسابقة الوطنية المفتوحة لتوظيف جامعيين	Calque
les domaines techniques	technical Fields	Equivalence	المجالات التقنية	Equivalence
SONATRACH	SONATRACH	Borrowing	سوناطراك	Borrowing
Alger, le 26 novembre 2024,	Algiers, 26th November 2024,	Literal Translation	الجزائر، 26 نوفمبر 2024	Literal Translation
Dans le cadre de l'organisation du Concours National Ouvert pour le recrutement de diplômés des Universités, Instituts, Ecoles académiques,	As part of the National Open Competition of recruitment for the benefit of graduates from universities, institutes, Academic Schools	Transposition	في إطار تنظيم المسابقة الوطنية المفتوحة لتوظيف خريجي الجامعات والمعاهد والمدارس الأكاديمية	Literal Translation
pour le pourvoi des postes d'ingénieurs et de techniciens	for the filling of engineers and technician job positions,	Literal Translation	لشغل مناصب مهندسين وتقنيين	Literal Translation

en partenariat avec l'Agence Nationale de l'Emploi (ANEM)	in partnership with the National Employment Agency (ANEM)	Equivalence	المنظمة بالشراكة مع الوكالة الوطنية للتشغيل،	Equivalence
SONATRACH communique, ci-dessous, la liste détaillée des filières professionnelles concernées par ce concours et qui sont au nombre de 19:	SONATRACH communicates, below, the list of the 19 professional sectors concerned by this competition:	Literal Translation	تعلم سوناطراك عن تفاصيل الشعب المهنية المطلوبة في هذه المسابقة والتي تشمل 19 شعبة على النحو التالي:	Transposition
Forage	Drilling	Equivalence	الحفر البترولي	Equivalence
Géologie	Geology	Equivalence	الجيولوجيا	Equivalence
Géophysique	Geophysics	Equivalence	الجيوفيزياء	Equivalence
Production puits,	Well production	Equivalence	إنتاج الآبار	Equivalence
Réservoirs	Reservoirs	Equivalence	المكامن	Equivalence
Laboratoire d'analyses des hydrocarbures,	Laboratory of hydrocarbon analysis,	Equivalence	مخبر تحاليل المحروقات	Equivalence
Énergies renouvelables	Renewable energies	Equivalence	الطاقات المتجددة	Equivalence
Hydrogène	Hydrogen	Equivalence	الهيدروجين	Equivalence
Transport des hydrocarbures,	Hydrocarbons transport	Equivalence	نقل المحروقات	Equivalence
Ingénierie du gaz	Gas processing	Equivalence	هندسة الغاز	Equivalence
Instrumentation,	Instrumentation	Equivalence	الآليات	Equivalence
Mécanique industrielle	Industrial Mechanics	Equivalence	الميكانيك الصناعية	Equivalence

Électricité industrielle	Industrial Electricity,	Equivalence	الكهرباء الصناعية	Equivalence
Raffinage et pétrochimie	Refining and Petrochemistry	Literal translation	التكرير والبتروكيماويات	Equivalence
Commercialisation des hydrocarbures,	Hydrocarbons Marketing,	Equivalence	تسويق المحروقات	Equivalence
Santé, sécurité et environnement	Health, Safety and Environment	Equivalence	الصحة والسلامة والبيئة	Equivalence
Économie pétrolière,	Petroleum Economy	Calque	الاقتصاد البترولي	Equivalence
Intelligence artificielle	Artificial Intelligence	Calque	الذكاء الاصطناعي	Equivalence
Informatique	Computing	Equivalence	الإعلام الآلي	Equivalence
Pour rappel les inscriptions au Concours National de SONATRACH seront ouvertes via le site web dédié, accessible à partir du lien:	As a reminder registrations to SONATRACH National competition will be open via the dedicated website accessible through the following link:	Literal Translation	للتذكير، سيتم فتح باب التسجيل للمسابقة الوطنية لسوناطراك عبر الموقع الإلكتروني المخصص لذلك على الرابط التالي	Literal Translation
ce à partir du Jeudi 28 novembre 2024	starting from Thursday 28th November 2024,	Literal Translation	ابتداء من يوم الخميس 28 نوفمبر 2024	Literal Translation
08h00	8:00 am	Adaptation	الساعة الثامنة صباحا	Adaptation
jusqu'au Mardi 10 décembre 2024	until Tuesday 10th December 2024	Literal Translation	إلى غاية يوم الثلاثاء 10 ديسمبر 2024	Literal Translation
20h00	8:00 pm	Adaptation	على الساعة الثامنة مساء	Adaptation

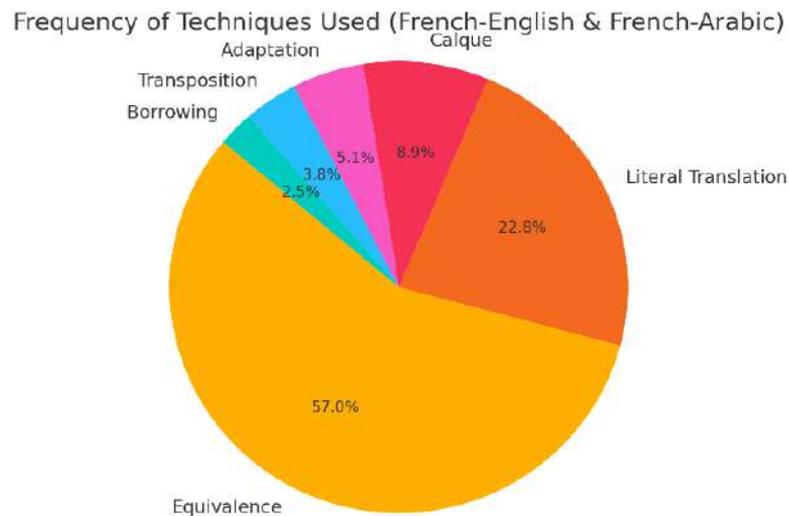
SONATRACH souhaite bonne chance à l'ensemble des candidats.	SONATRACH wishes all candidates the best of luck.	Transposition	سوناطراك تتمنى حظا موفقا للجميع.	Literal Translation
Fin du Communiqué.	End of Press Release	Literal Translation	نهاية البيان	Literal Translation
Contact presse	Press Contact	Calque	للاتصال	Equivalence
Courriel	Email:	Equivalence	البريد الإلكتروني	Equivalence
Site web	Web site:	Equivalence	الموقع الالكتروني	Equivalence
Direction Communication	Communication Department	Equivalence	مديرية الاتصال	Equivalence

#### II.4.1.1. Analysis

The data reflect combined results for French → English and French → Arabic translations, each with distinct linguistic and cultural challenges. Considering the target languages separately but analyzed together allows understanding of how translation techniques are adapted for different language systems from a common source.

**Table 3** A frequency of the technique used N°01

Technique	French- English	French Arabic	Total	%
<b>Equivalence</b>	21	24	45	57%
<b>Literal Translation</b>	9	9	18	22.8%
<b>Calque</b>	5	2	7	8.9%
<b>Adaptation</b>	2	2	4	5.1%
<b>Transposition</b>	2	1	3	3.8%
<b>Borrowing</b>	1	1	2	2.5%



**Figure 6** The frequency in the technique used in the simple N°01

### 1. Calque:

In multilingual business settings, using a can help maintain consistency across different languages. By directly translating business terms or administrative concepts, the calque ensures that the original meaning of a term is preserved.

#### Example:

✓ **COMMUNIQUÉ DE PRESSE** → **PRESS RELEASE** → بيان صحفي

### 2. Equivalence Dominance (65%)

Equivalence is the foremost translation technique used in the business-document translation settings for English and Arabic. This speaks of focusing on the functional meaning rather than the actual wording, which is essential for business texts where clarity of intent, precision, and legal accuracy are of utmost importance.

Because most technical terms and business jargon already have standard equivalents in both English and Arabic languages, translators would ideally work on an equivalence model to use these standardized terms. This underscores consistency and professionalism, making the business knowledge understandable and relevant for each cultural context of the target audiences.

#### For example:

✓ Réservoirs → Reservoirs → المكامن

- ✓ Laboratoire d'analyses des hydrocarbures → Laboratory of hydrocarbon analysis → مخبر تحاليل المحروقات
- ✓ Énergies renouvelables → Renewable energies → الطاقات المتجددة

In essence, the target language expressions are identical in function and meaning to those of the French source and cannot be considered literal or awkward translations. This requires consistency and professionalism in business documents. The Arabic terms, in particular, are formal and technical terms commonly used in official and industrial communications.

### 3. Literal Translation (23.75%)

Literal translation comprises nearly one-quarter of the method applied, suggesting the need to preserve formality and exact wording in specific sections where technical, financial, or legal terminologies demand it.

A literal translation ensures terminological consistency within a business document because technical words do have direct and accepted equivalents in French, English, and Arabic. However, its application is hampered by authors' conscience in avoiding cumbersome or strange expressions which would otherwise block their readability.

#### For example:

- ✓ Pour rappel les inscriptions au Concours National de SONATRACH seront ouvertes via le site web dédié, accessible à partir du lien:

→ As a reminder registrations to SONATRACH National competition will be open via the dedicated website accessible through the following link:

→ للتذكير، سيتم فتح باب التسجيل للمسابقة الوطنية لسوناطراك عبر الموقع الإلكتروني المخصص لذلك على الرابط التالي

- ✓ Précisions relatives aux filières professionnelles demandées

→ Details relating to the professional fields requested

→ تفاصيل الشعب المهنية المطلوبة

In both English and Arabic, the translation closely respects the structure and wording of the French original: this literal translation ensures formal precision and detail, which are very important in business/legal registers. The phrasing is quite formal and precise in Arabic,

reflecting the register used by the French text in legal terms. This means that while, from the point of view of an interpretative translation, the rigidity of word-to-word translations negatively affects the beauty of the language, since in official texts it is exactly the other way around: this is where rigidity is crucial, with very little resignation allowed.

#### 4. Adaptation (5%)

Adaptation is very crucial when it comes to accommodating culturally specific content to business norms in English and Arabic. This can be changing formats for currency, measuring units, or business practices.

##### Examples:

08h00 → 8:00 am → الساعة الثامنة صباحا

20h00 → 8:00 pm → على الساعة الثامنة مساء

The examples covered above have demonstrated adaptation through localization of time notation and expression. The French language time notation is the 24-hour clock, while English has converted this to the 12-hour clock with "am/pm," while Arabic notices "الساعة" (the hour) mathematically plus "صباحا/مساء" for clarity. This and other time notation details adapt the source content to each language's cultural norms and standard usage such as time notation. These type of adaptations are especially important in business documents to remove confusion and make the details understandable immediately to the reader.

#### 5. Transposition (3.75%)

transposition changes are introduced to modify the structure of sentences so that it fits in the grammatical norms of the target languages. It is used moderately for flow and clarity, taking into consideration the stark differences of syntax among French, English, and Arabic.

The structural liberty should be guaranteed for business translations so as not to create too much ambiguity while maintaining the atmosphere the document requires.

##### Examples:

- ✓ Dans le cadre de l'organisation du Concours National Ouvert pour le recrutement de diplômés des Universités, Instituts, Ecoles académiques,

→ As part of the National Open Competition of recruitment for the benefit of graduates from

universities, institutes, Academic Schools

✓ SONATRACH souhaite bonne chance à l'ensemble des candidats.

→ SONATRACH wishes all candidates the best of luck.

The translators modified the grammatical structure for natural syntax in English. For instance, changing "Dans le cadre de l'organisation..." to "As part of..." moves the structure while preserving meaning. Likewise, "souhaite bonne chance à..." becomes "wishes all candidates the best of luck" in accordance with English syntactic norms. This transposition increases readability and professionalism, while preserving the implications of the original message.

## 6. Borrowing (2.5%)

Borrowing has a low application, so the translators tried as much as possible not to import French terms directly unless the occasions they were faced with would really not allow the choice (e.g., brand names or very technical jargon for which no equivalent exists). This courtesy is given to avoid confusing or alienating readers not familiar with French business vocabulary.

### Example:

SONATRACH → SONATRACH → سوناطراك

Here the name of the company originates directly through languages but transcribed into Arabic script. This borrowed name is common with proper nouns and brand names, because translation can create a sense of loss of identity or confusion. Borrowing as a technique holds greater brand consistency and recognition across markets.

### Findings:

We noticed that the main observations coming out of the results include the fact that most terms, especially in professional or technical contexts, seem to have clear **equivalents** in both English and Arabic. This probably accounts for the predominant situation of **Equivalence (57%)**. Next comes the method of **Literal Translation (22.8%)**, which is generally implemented when syntactic and lexical structures between French and target language coincide more or less enough to allow a rendering on the word-for-word basis. A third important figure for **Calque (8.9%)** arises usually by means of idioms or compound transference. **Adaptation (5.1%) and Transposition (3.8%)**, by contrast, allow for flexibility, either to

culturally reshape the message or keep the message grammatically coherent. **Borrowing**, of only **2.5%**, is therefore restricted to particular terms, often proper names or untranslatable names, thus leaning more toward clarity and localization than towards foreignization. The data indeed show the translations are carefully and consciously strategized to strike a natural and faithful balance.

## II.4.2. Corpus analysis N°02

Table 4 Simple N°02

ST	TT	TECHNIQUES	TT2	TECHNIQUES
L'année 2022 s'est caractérisée par une conjoncture dominée par	The context of year 2022 was dominated by	Transposition	اتسمت سنة 2022 بظروف اقتصادية مميزة،	Equivalence
la poursuite de la reprise économique postCovid	the post <b>Covid</b> economic recovery	Modulation	حيث استمر التعافي الاقتصادي بعد جائحة كوفيد -،	Borrowing
et une instabilité au plan géopolitique,	and the geopolitical upheaval,	Omission	19 في حين شهد الوضع الجيوسياسي	Equivalent
du fait des tensions générées par le conflit russo-ukrainien	fueled by the tensions over the Russia-Ukraine warfare	Modulation	لناجمة عن الأزمة الروسية - الأوكرانية وتأثيراتها على إمدادات الطاقة في العالم	Literal Translation
et ses incidences sur l'approvisionnement énergétique mondial.	and the impact on Europe's energy supply.	Modulation	وتأثيراتها على إمدادات الطاقة في العالم	Literal Translation
Face à ce contexte de crise,	Faced with this context of crisis,	Literal Translation	وفي مواجهة هذا السياق المتأزم.	Literal Translation
SONATRACH	SONATRACH	Borrowing	سونطراك	Borrowing
a fait preuve de réactivité	has shown reactivity	Literal Translation	أبدت قدرتها على الاستجابة السريعة	Equivalence
en répondant aux sollicitations de ses clients traditionnels	by meeting their demand,	Transposition	على تلبية حاجيات زبائنهم التقليديين	Transposition

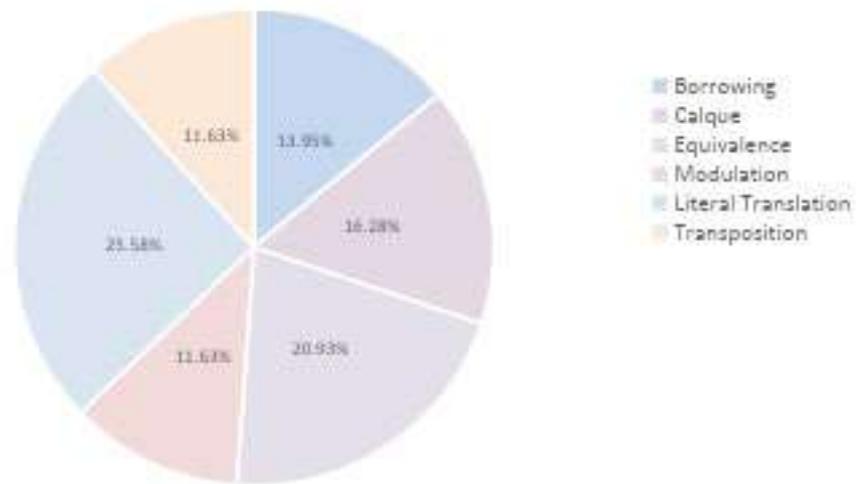
Partenaire sur et fiable	credible and reliable partner.	Equivalence	شريك آمن و موثوق	Equivalence
grâce à la conjugaison des efforts déployés par l'Entreprise, au cours des trois derniers exercices.....	The steady efforts made in the development of the oil upstream, during the three last fiscal year..	Transposition	بفضل الجهود المبذولة من طرف الشركة، خلال السنوات الثلاثة الأخيرة، في تطوير نشاطات الاستكشاف والإنتاج، إلى جانب تحسين تنظيمها	Literal Translation
nous avons enregistré des résultats satisfaisants concrétisés par une augmentation, pour la 2ème année consécutive,	led to satisfying results for the second consecutive year	Modulation	سجلنا نتائج مرضية، تمثلت في زيادة الإنتاج الأولي للمحروقات للعام الثاني على التوالي،	Literal Translation
de la production primaire d'hydrocarbures atteignant 190 Millions TEP	with an increase of hydrocarbon primary production reaching 190 Million TOE	Transposition	لإنتاج الأولي للمحروقات ... ليبلغ 190 مليون طن مكافئ نفط	Literal Translation
TEP	TOE	Equivalence	طن مكافئ نفط	Equivalence
TT1 only (Not available in the source text)	This performance prompted us to embark on the renewal of our reserves, considering that....	Addition	/	/
Au plan de la commercialisation	Concerning Marketing,	Calque	أما على مستوى التسويق،	Calque
tout comme en 2020 et 2021	similarly to 2020 and 2021	Literal Translation	وكما كان الحال بالنسبة لسنتي 2020 و 2021	Literal Translation

SONATRACH	SONATRACH	Borrowing	سونطراك	Borrowing
double défi	Double challenge	Calque	تحد مضاعف	Calque
l'approvisionnement régulier	regular supply	Equivalence	التزويد المنتظم	Calque
marché national	Domestic market	Equivalence	السوق الوطنية	Equivalence
gaz et produits pétroliers,	gas and oil products	Equivalence	الغاز و المنتجات البترولية	Literal Translation
while placing a maximum of hydrocarbon volumes on	du placement d'un maximum de volumes d'hydrocarbures	Literal Translation	تسويق أكبر قدر ممكن من المحروقات	Literal Translation
the global market.	sur le marché international.	Equivalent	في السوق الدولية	Calque

#### II.4.2.1. Analysis:

Table 5 A frequency of the strategy used N°02

<u>Strategy</u>	French-English	French-Arabic	Total	%
<b>Borrowing</b>	2	4	6	13.95%
<b>Calque</b>	2	5	7	16.28%
<b>Equivalence</b>	5	4	9	20.93%
<b>Modulation</b>	4	1	5	11.63%
<b>Literal Translation</b>	5	7	11	25.58%
<b>Transposition</b>	4	1	5	11.63%



**Figure 7** The frequency in the technique used in the simple N°02

### Explaining the used techniques:

#### 1. Borrowing:

the translators tried as much as possible not to import French terms directly unless the occasions they were faced with would really not allow the choice (e.g., brand names or very technical jargon for which no equivalent exists). This courtesy is given to avoid confusing or alienating readers not familiar with Arabic vocabulary.

#### Example:

- ✓ SONATRACH → SONATRACH → سوناطراك
- ✓ COVID → COVID → كوفيد

Here the name of the company and the term of a pandemic, originates directly through languages but transcribed into Arabic script. These borrowed names are common with proper nouns and brand names, because translation can create a sense of loss of identity or confusion. Borrowing as a technique holds greater brand consistency and recognition across markets.

#### 2. Calque:

In multilingual business settings, using a can help maintain consistency across different languages. By directly translating business terms or administrative concepts, the calque ensures that the original meaning of a term is preserved.

**Example:**

in our analyzed speech, translating the term "double défi" into other languages using a direct calque. (e.g., "Double challenge" in English) ensures that the term is understood clearly in the same context as it was in the source language.

**3. Equivalence:**

Finding a technique like Equivalence many times in a business or administrative text refers to the practice of ensuring that the content is successfully translated to another language or another culture without changing the meaning or the impact.

This technique is applied when the objective is to have a comparable impact on the audience.

**Example**

✓ In the speech we analyzed there are : (Partenaire sur et fiable = شريك آمن و موثوق,

TEP = TOE)

Using idiomatic expression in Arabic that conveys the same reassurance and tone.

Partenaire sur et fiable transmitted to شريك آمن و موثوق so it gives the same power as the source language.

✓ TEP = TOE = طن مكافئ نפט — both abbreviations in the SL and TL1 gives the same meaning in Arabic and it is a real equivalent.

**4. Literal Translation;**

The objective when we use this technique is to maintain the precise terminology and avoid any misunderstandings or ambiguities.

Concepts and some terms must be literally translated to make sure that they are expressed in the same way across languages.

**Example:**

in the chairman's speech we have found lots of literal translation phrases (e.g.: Face à ce contexte de crise = Faced with this context of crisis).

a fait preuve de réactivité = has shown reactivity

In both, English and Arabic, the translation closely respects the structure and phrasing of the French original: this literal translation ensures formal precision and detail, which are very important in business/legal registers. The phrasing is quite formal and precise in Arabic, reflecting the register used by the French text in legal terms. This means that while, from the point of view of an interpretative translation, the rigidity of word-to-word translations negatively affects the beauty of the language, since in official texts it is exactly the other way around: this is where inflexibility is essential, with very little resignation allowed.

### 5. Modulation:

Frequently applied to modify idiomatic phrases, metaphors, or ideas that lack direct counterparts in the target language text.

#### Example:

la poursuite de la reprise économique post Covid = the post Covid economic recovery.

nous avons enregistré des résultats satisfaisants concrétisés par une augmentation, pour la 2ème année consecutive → led to satisfying results for the second consecutive year.

### 6. Transposition:

helps in rendering the translated text to be more fluid and clear by modifying the sentence structure to align with the norms of the target language. For example, a passive sentence in English could be transformed into an active voice in another language, enhancing the text's fluency and dynamism.

#### Example:

(en répondant aux sollicitations de ses clients traditionnels = by meeting their demand)

The translators modified the grammatical structure for natural syntax in English. For instance, changing " en répondant aux sollicitations de ses clients traditionnels..." to " by meeting their demand." moves the structure while preserving meaning. Likewise, " L'année 2022 s'est caractérisée par une conjoncture dominée par" becomes " The context of year 2022 was dominated by" in accordance with English syntactic norms. This transposition increases readability and professionalism, while preserving the implications of the original message.

**Findings:**

The analysis of the simple presents a clear and comparative analysis of translation techniques used in translating a corporative text (from SONATRACH) from the source text in French (ST) into two target languages English and Arabic (TT1) (TT2).

The most used techniques are Equivalence and Literal Translation, that's for highlighting an effort to remain faithful to the original source text and message. Meanwhile, Transposition adapting the expression to the linguistic and cultural norms of the target languages. Occasional use of Borrowing, Calque, and Modulation indicates the necessity for fluid and organic reformulation. The Addition, which only occurs in the English version, is perhaps there to provide clarification or context for the audience who speaks English.

## II.4.3. Corpus analysis N°03

Table 6 Simple N°03

ST	TT	Technique used	TT2
سونطراك	SONATRACH	Borrowing	SONATRACH
بيان صحفي	COMMUNIQUÉ DE PRESSE	Equivalence	PRESS RELEASE
اندلاع حريق على مستوى مركب معالجة الغاز أالرار	Début d'incendie au niveau du complexe de traitement du gaz d'Alrar	Literal Translation	A fire outbreak at Alrar gas processing complex
أالرار، 27 نوفمبر 2024	Alrar, 27 novembre 2024,	Equivalence	Algiers, 27th November 2024,
على الساعة الواحدة صباحا من اليوم	a eu lieu vers 01h00 du matin	Transposition	a fire outbreak at 01:00 a.m
أالرار	Alrar	Borrowing	Alrar
سطح بولاية إليزي	Stah, Wilaya d'Illizi.	Borrowing	the Stah the Wilaya of Illizi
لم يتم تسجيل أي ضحية	Aucune victime n'a été enregistrée	Equivalence	No casualties were reported due to this incident.
وقد تم تسخير جميع الوسائل للسيطرة على هذا الحريق	Tous les moyens ont été déployés pour la maitrise de cet incendie	Literal Translation	All means were deployed to contain the fire.
تم تفعيل مخطط المساعدة المتبادلة (PAM) الخاص بالمنطقة الإنتاجية إن أمناس	Le plan d'assistance mutuelle PAM de la Région de Production d'In Amenas a été activé.	Equivalence	The mutual assistance plan PAM for the In Amenas Production Region has been activated.
وسيتم إجراء تحقيق لتحديد أسباب هذا الحادث.	Une investigation sera menée pour déterminer les causes de cet incident	Literal Translation	An investigation will be carried out to determine the causes of this incident.

## II.4.3.1. Analysis:

Table 7 A frequency of the strategy used N°03

Strategy	Arabic- French	Arabic-English	Total	%
Equivalence	4	4	8	40%
Literal Translation	3	2	5	25%
Adaptation	0	1	1	5%
Transposition	1	1	2	10%
Borrowing	2	2	4	20%

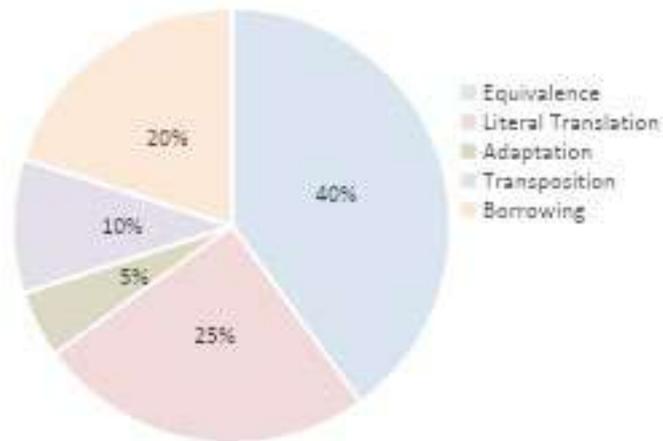


Figure 8 The frequency in the technique used in the simple N°03

## 1. Borrowing:

Borrowing has a low application , so the translators tried as much as possible not to import French terms directly unless the occasions they were faced with would really not allow the choice (e.g., brand names or very technical jargon for which no equivalent exists). This courtesy is given to avoid confusing or alienating readers not familiar with Arabic vocabulary.

## Example:

✓ SONATRACH → SONATRACH → سوناطراك

Here the name of the company originates directly through languages but transcribed into Arabic script. This borrowed name is common with proper nouns and brand names, because

translation can create a sense of loss of identity or confusion. Borrowing as a technique holds greater brand consistency and recognition across markets.

## 2. Transposition:

Changes are introduced to modify the structure of sentences so that it fits in the grammatical norms of the target languages. It is used moderately for flow and clarity, taking into consideration the stark differences of syntax among French, English, and Arabic.

The structural liberty should be guaranteed for business translations so as not to create too much ambiguity while maintaining the atmosphere the document requires.

### Examples:

✓ على الساعة الواحدة صباحا من اليوم = a fire outbreak at 01:00 a.m

The structure completely changes to be more exciting in English because the sentence started with the main action.

## 3. Equivalence:

Is the foremost translation techniques used in the business-document translation settings for English and Arabic. This speaks of focusing on the functional meaning rather than the actual wording, which is essential for business texts where clarity of intent, precision, and legal accuracy are of utmost importance.

Because most technical terms and business jargon already have standard equivalents in both English and Arabic languages, translators would ideally work on an equivalence model to use these standardized terms. This underscores consistency and professionalism, making the business knowledge understandable and relevant for each cultural context of the target audiences.

### For example:

✓ COMMUNIQUÉ DE PRESSE → PRESS RELEASE → بيان صحفي

In essence, the target language expressions are identical in function and meaning to those of the French source and cannot be considered literal or awkward translations. This requires consistency and professionalism in business documents. The Arabic terms, in particular, are formal and technical terms commonly used in official and industrial communications.

## 4. Literal translation:

comprises nearly one-quarter of the method applied, suggesting the need to preserve formality and exact wording in specific sections where technical, financial, or legal terminologies demand it.

A literal translation ensures terminological consistency within a business document because technical words do have direct and accepted equivalents in Arabic, English, and French. However, its application is hampered by authors' conscience in avoiding cumbersome or strange expressions which would otherwise block their readability.

**For example:**

- ✓ اندلاع حريق على مستوى مركب معالجة الغاز أالرار = Début d'incendie au niveau du complexe de traitement du gaz d'Alrar.

The translator here transmitted it as it is to ease and make the idea understandable and literally like the source language.

**5. Adaptation:**

Adaptation is very crucial when it comes to accommodating culturally specific content to business norms in English and Arabic. This can be changing formats for currency, measuring units, or business practices.

**Examples:**

- ✓ 01:00 am → الساعة الواحدة صباحا

The examples covered above have demonstrated adaptation through localization of time notation and expression. The French language time notation is the 24-hour clock, while English has converted this to the 12-hour clock with "am/pm," while Arabic notices "الساعة" (the hour) mathematically plus "صباحا/مساء" for clarity. This and other time notation details adapt the source content to each language's cultural norms and standard usage such as time notation. These type of adaptations are especially important in business documents to remove confusion and make the details understandable immediately to the reader.

**FINDINGS:**

Des interpretation provides a clear and comparative analysis of the translation technique employed in rendering a corporate text from SONATRACH from the Arabic source text (ST) into two target languages: French (TT1) and English (TT2). The most frequently used techniques are Equivalence and Literal Translation, reflecting a strong effort to maintain fidelity to the original message and ensure terminological precision. Transposition is also applied to translate sentence constructions according to the grammatical and cultural norms of the target language, improving clarity and nature.

Borrowing is used carefully, mainly for proper nouns and highly technical terms where no suitable equivalents exist, conserving brand identity and preventing confusion. Moreover, Adaptation techniques in this section plays a strategic role in localizing culturally specific

elements such as time notation. The occasional use of these varied techniques highlights the translators' object to produce fluency, accurate, and culturally appropriate translation that meet the demands of international business communication.

## **Conclusion of the Practical Part**

From the analysis of SONATRACH business documents, it is evident that the preference for Equivalence and Literal Translation is consistent in the three-language pairs: French-English, French-Arabic, and English-Arabic. This indicates a serious concern by translators for maintaining terminological precision and fidelity to the original texts. In other words, the dominant procedures correspond well with the need to accurately translate technical and business terms so that the message contained in the source documents is never lost.

Additionally, Transposition and Adaptation have been implemented in an effort to align with the grammatical structure and cultural orientation of each target language, providing clarity, coherence, and cultural relevance. The almost non-existent use of Borrowing, other than for proper names and highly specialized terms, shows an unwillingness to naturalize the language, thus alienating the target audience.

Occasional Calque, Modulation, and Addition, especially in English, allow translating the text flexibly to address varying communicative needs and expectations proper to different audiences. This mix of techniques ensures that the texts are always fluent, accurate, and relevant to context in all languages involved.

The translation modes applied from the perspective of SONATRACH's professional communication require precision, cultural sensitivity, and functional fluency to cater to international business requirements and ensure clearly transmitted message meaning across different languages.

# **General Conclusion**

## General Conclusion

This dissertation highlights the translation techniques applied in the context of national companies, with a case study focused on SONATRACH, the highest-ranked oil and gas enterprise in Algeria. It provided exhaustive studies of theoretical models of translation, types of business documents, and corpus-based practical cases, allowing insight into some of the obstacles and efficiency of performing translation in a corporate environment.

The first chapter developed a solid theoretical background by defining concepts that are of paramount importance in translation: general versus technical translation, terminology, and classification of business documents. Translation was highlighted as a means of ensuring operational clarity, legal conformity, and strategic communication for national institutions. Standards for translation and quality criteria are placed in the foreground as well, since they are deemed crucial in linguistically sensitive and regulated sectors like the energy industry.

Chapter two, which focused on SONATRACH business documents, applied Vinay and Darbelnet's (1958) stylistic and comparative translation model. The corpus analysis of three representative French documents translated into English and Arabic revealed the presence of recurrent translation procedure patterns. The analysis stressed the use of literal translation for technical matters and modulation or equivalence for context-dependent expressions. The findings have shown that translation procedures change with the language family and type of document, thus declaring that contextual awareness and linguistic flexibility are essential in business translation.

Among other things, this research illuminated some challenges of translating institutional documents: lack of standard procedures, translator training, and confidentiality issues. But it also showed that there is a strong case to be made for employing structured methodologies and functional approaches for the sake of improving quality and consistency of translations.

Based on the findings, the study recommends the following proposals for the improvement of translation practices in national companies:

1. Have a clear-cut protocol for translation for each business document type within each institutional context.

2. Provide continuous training to translators and collaborate with domain experts for domain-specific accuracy.

3. Encourage the adoption of quality assessment models such as the House model or any descriptive-functional framework to assess the quality of translations produced in order to provide feedback and on-the-job improvement.

4. Exploit artificial intelligence and digital translation tools as a first step, but preserve human intervention whenever cultural or contextual aspects need to be addressed.

5. Promote a translation-aware corporate culture, where linguistic accuracy is accorded equal status along with strategic communication and international positioning.

If carried out appropriately, these measures will guarantee the well-phrased, easy-to-understand, reliable, and professional language of SONATRACH and other national companies their respective multilingual communications. Another call is issued by this dissertation toward translation departments and corporate decision-makers, demanding they consider translation not as a secondary function, but a truly strategic activity for global engagement, institutional credibility, and sustainable development on the Algerian corporate scene.

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<https://www.taus.net/>
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<https://www.iso.org/standard/59149.html>
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<https://www.trados.com/>

13. MemoQ Translator Pro

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<https://dictionary.cambridge.org/>

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## ملخص المذكرة

## المقدمة العامة:

في عالم الأعمال الدولي الحالي، تُعتبر ترجمة الوثائق الإدارية وظيفية حاسمة للشركات الدولية أو متعددة الجنسيات. لذلك، تتطلب الترجمة الفعالة تواصلًا واضحًا، والامتثال للأنظمة، والتنفيذ الناجح للاستراتيجيات المؤسسية عبر حدود لغوية متنوعة. بالنسبة لشركة جزائرية كبيرة مثل سوناطراك، التي تعمل في قطاع النفط التقني والعالمي الخاضع لتنظيمات صارمة، فإن جودة ودقة الوثائق الإدارية المترجمة ليست مهمة للمهام اليومية فقط، بل للحفاظ على مكانتها القانونية والاعتبارية على الساحة العالمية.

إن عملية الترجمة في سوناطراك لا تقتصر على مجرد النقل بين اللغات، بل تضمن الفهم الكامل للمصطلحات المتخصصة إلى جانب قواعد الكتابة التقنية والمتطلبات الخاصة لأنواع الوثائق المختلفة، بما في ذلك العقود القانونية، والكتيبات الفنية، والتقارير المالية، والسياسات الداخلية. يحتاج المترجمون إلى الوصول إلى قواميس ومصطلحات متخصصة، والعمل مع خبراء المجال لتحقيق نتائج دقيقة وواضحة باللغة المستهدفة. كما يجب أن تأخذ عملية الترجمة في الاعتبار العناصر الثقافية إلى جانب القوانين المحلية والغرض من الوثيقة. تصبح هذه العملية بالغة الأهمية في العمليات متعددة الجنسيات، حيث يمكن أن تؤدي التفسيرات الخاطئة إلى مشاكل قانونية، وتعطيل العمليات، وفقدان ثقة أصحاب المصلحة. تساعد تقنيات التوطين إلى جانب المعاجم وأدلة الأسلوب في الحفاظ على التناسق والدقة في جميع المواد المترجمة.

## مشكلة الدراسة:

تواجه الشركات الوطنية تحديات كبيرة في ضمان دقة واتساق ترجمة الوثائق الإدارية عبر لغات متعددة. إذ قد تؤدي الوثائق المترجمة بشكل سيئ إلى سوء فهم، ونزاعات قانونية، وعدم كفاءة في العمليات.

## هدف الدراسة:

تهدف هذه الدراسة إلى تحليل التعقيدات المرتبطة بترجمة الوثائق الإدارية، وتحديد أفضل الممارسات للتواصل الفعال، وتقييم تأثير استراتيجيات الترجمة على العمليات الإدارية والامتثال داخل الشركات الوطنية، مع شركة سوناطراك كدراسة حالة.

## سؤال البحث:

## السؤال الرئيسي:

ما هي التقنيات التي تستخدمها الشركات الوطنية لضمان الترجمة الدقيقة والفعالة للوثائق الإدارية؟

## الأسئلة الفرعية:

1. كيف تؤثر التعريفات وتصنيفات الوثائق الإدارية على ترجمتها؟
2. ما هي أكثر التقنيات فعالية في ترجمة الوثائق الإدارية في سوناطراك؟
3. كيف يمكن ضمان الترجمة الدقيقة والفعالة للوثائق الإدارية في سوناطراك؟
4. كيف يؤثر الذكاء الاصطناعي على ترجمة الوثائق الإدارية في سوناطراك؟

## فرضيات الدراسة:

1. التعريفات الواضحة وفهم طبيعة وأنواع الوثائق الإدارية يحسن من جودة الترجمة.
  2. الاستخدام المستمر لاستراتيجيات ترجمة متخصصة يعزز الدقة والكفاءة في ترجمة الوثائق الإدارية.
  3. تعتمد الترجمة الدقيقة والفعالة في سوناطراك على التعريفات الواضحة، والتقييمات الفعالة، والالتزام بمعايير الجودة المعتمدة.
- يعزز الذكاء الاصطناعي من سرعة واتساق الترجمة لكنه قد يواجه صعوبات مع الفروق الدقيقة السياقية.

## أهمية الدراسة:

تُعد هذه الدراسة ذات فائدة كبيرة لمن يتعاملون مع الوثائق الإدارية في الشركات الوطنية مثل سوناطراك. تبدأ بأساسيات الترجمة، ثم تتعمق تدريجيًا، مما يدفع لإعادة النظر في أهمية الترجمة وبالتالي تحسين جودة الترجمة.

## مراجعة الأدبيات:

تُعتبر الترجمة مهمة في قطاع الأعمال لأنها تسهل التواصل الفعال بين الشركات وأصحاب المصلحة والمجتمعات المحلية. تستعرض مراجعة الأدبيات هذه أهمية استراتيجيات الترجمة في ترجمة الوثائق الإدارية، مع التركيز على التحديات والأساليب وتأثير الترجمة داخل الشركات الوطنية مثل سوناطراك. مع تطور استراتيجيات وتقنيات الترجمة، استعرض العديد من الباحثين الموضوع، مثل مونا بيكر (1992)، جان بول فيناي وجان دارلينييه (1958)، كريستيان نورد (1997)، بيتر نيومارك (1988)، وسوزان باسنت (1980). يناقش هؤلاء الباحثون كيف يمكن تطبيق تقنيات مختلفة للحفاظ على المعنى والملاءمة في اللغة المستهدفة مع تلبية الاحتياجات الفريدة للسياقات الإدارية.

تناولت دراستنا ترجمة الوثائق الإدارية في بيئة محددة تتعلق بسوناطراك، ومن بين الدراسات القليلة التي تناولت نفس المفهوم "الترجمة في المؤسسات العلمية سوناطراك". استعرضت هذه الدراسة تجربة الترجمة في سوناطراك، مع فحص عملياتها وإجراءاتها، متبوعة بتأمل حول التقنيات التي من شأنها تحسين مستوى الترجمة ووضع المترجم داخل الشركة. تميزت هذه الدراسة عن السابقة بأنها لم تقتصر على دراسة حالة الترجمة والمترجم في سوناطراك فقط، بل اعتمدت على منهج تحليلي أدق عبر تطبيق النموذج الوظيفي-البراغماتي على البيانات المجمعة، مما يوفر نتائج خالية من الأخطاء مع أدلة وأمثلة.

دراسة أخرى هي "فحص جودة ترجمة الوثائق الإدارية في شركات حقل حاسي مسعود النفطي"، والتي تهدف إلى تقديم وصف واضح لعملية ترجمة الوثائق الإدارية. ثم تناقش المتطلبات المسبقة للترجمة والتحديات المعتادة خلال العملية، لتعطي مساحة كاملة لمناقشة الهدف الأساسي للدراسة: جودة الترجمة. تعرف جودة الترجمة وتسلط الضوء على أهميتها، وتقدم بعض أهم النماذج والأساليب لتقييم جودة الترجمة، سواء الكمية أو النوعية، بناءً على المنهج الوصفي-التحليلي. وتخلص الدراسة إلى أهمية تقييم الترجمة ونماذجها المختلفة وضرورة استخدامها بدلاً من الاعتماد على الحكم الذاتي.

#### قيود الدراسة:

واجهت هذه الدراسة عدة تحديات رئيسية، منها:

1. نقص المراجع.
2. قيود عدد الصفحات، مما اضطر إلى حذف بعض العناصر مثل الأمثلة التفصيلية.
3. ضيق الوقت، حيث قصر الفترة الزمنية حد من التحليل العميق وجمع البيانات.
4. نقص التعاون، حيث رفضت الشركة مشاركة بعض الوثائق أو السياسات.
5. محدودية الوثائق المقدمة بسبب مخاوف الخصوصية والسرية.
6. ممارسات ترجمة غير متسقة أو مهملة في الشركات أثرت على موثوقية البيانات.
7. مخاوف تتعلق بالسرية أدت إلى تقليل إمكانية الوصول إلى البيانات اللازمة للتحليل.

#### منهج الدراسة

في هذه الدراسة، اعتمدت منهجية تحليلية تطبيقية على مجموعة من الوثائق الإدارية الصادرة عن شركة سوناطراك، الشركة الوطنية الجزائرية الرائدة في قطاع النفط والغاز. تم اختيار ثلاث وثائق إدارية تمثل أنماطاً متنوعة من التواصل المؤسسي داخل الشركة. اعتمدنا في جمع البيانات على تحليل نصي معمق يهدف إلى دراسة التقنيات المختلفة المستخدمة في ترجمة هذه الوثائق من اللغة الفرنسية الأصلية إلى اللغتين المستهدفتين، الإنجليزية والعربية. جرى تحليل هذه الوثائق ميدانياً لفهم كيفية توظيف استراتيجيات الترجمة في سياق إداري فعلي، بالإضافة إلى مقارنة الفروقات في اختيار التقنيات بين أزواج اللغات المختلفة، مع التركيز على جودة الترجمة وفعاليتها في نقل الرسائل الرسمية بدقة واحترافية.

## هيكل الدراسة

تنقسم الدراسة إلى قسمين رئيسيين: جزء نظري وآخر عملي. يتضمن الجزء النظري عدة فصول تغطي الأساسيات والمفاهيم المتعلقة بترجمة الوثائق الإدارية، بينما يركز الجزء العملي على تطبيق هذه المفاهيم من خلال تحليل عينات من الوثائق الإدارية. يركز الجزء النظري على ترجمة الوثائق الإدارية في الشركات الوطنية مثل سوناطراك، ويتناول مواضيع مهمة تشمل التعريفات، خصائص وأنواع الوثائق الإدارية، التقنيات والتحديات المرتبطة بالحفاظ على معايير ترجمة عالية في بيئة الشركات. كما يبحث في العوامل المؤثرة على جودة الترجمة وأطر تقييمها.

أما الجزء العملي، فيهدف إلى دراسة التقنيات المستخدمة في ترجمة الوثائق الإدارية داخل شركة سوناطراك من خلال تحليل مجموعة مختارة من الوثائق، وذلك لفهم كيفية تطبيق الاستراتيجيات المختلفة وتأثيرها على جودة الترجمة في سياق عملي حقيقي.

## الجزء النظري: الإطار المفاهيمي والمنهجي

يبدأ الجزء النظري بتعريف المصطلحات والمفاهيم الأساسية المتعلقة بالترجمة، حيث يتم التمييز بين الترجمة العامة والترجمة الفنية، مع التركيز على خصوصية الترجمة في مجال الإدارة. تُعرّف الوثائق الادارية كنوع من الوثائق التي تحمل طابعاً رسمياً ومهنياً، وتتطلب دقة عالية في الترجمة بسبب طبيعة محتواها وتأثيرها المباشر على عمليات الشركات. تتناول الدراسة أيضاً المصطلحات المتخصصة في مجال الأعمال والتي تلعب دوراً حاسماً في تحديد دقة الترجمة وجودتها.

يُعطى في هذا الجزء اهتمام خاص لوثائق الإدارية في الشركات الوطنية، مع بيان طبيعتها المتعددة والمتنوعة من حيث الأنواع والفئات، مثل البيانات الصحفية، الرسائل التنفيذية، والإعلانات الرسمية. كما يتم تحليل متطلبات الترجمة المرتبطة بهذه الوثائق، بما في ذلك ضرورة الحفاظ على الأسلوب الرسمي والدقة التقنية، إلى جانب الصعوبات التي قد تواجه المترجمين مثل تعقيد المصطلحات، الفروقات الثقافية، والتحديات التقنية. يتم عرض الطرق التي تعتمدها الشركات الوطنية، وخصوصاً سوناطراك، في مواجهة هذه التحديات، سواء من خلال توظيف خبراء متخصصين أو استخدام الأدوات التقنية.

يرتكز الجزء النظري بشكل كبير على نموذج فيناي ودارليني الشهير في تقنيات الترجمة، حيث تشرح الدراسة بعمق التقنيات السبعة المعتمدة: الاقتراض، الترجمة الحرفية، التقليب، التعديل، التعادل، والتكييف. يتم تحليل كل تقنية من حيث مفهومها وأمتلة استخدامها، مع التركيز على أهميتها في ترجمة الوثائق الادارية التي تتطلب موازنة بين الدقة والمرونة اللغوية. بالإضافة إلى ذلك، تستعرض الدراسة تأثيرات الذكاء الاصطناعي على ممارسات الترجمة، ومدى مساهمة تقنيات الترجمة الآلية في تحسين أو تحدي جودة النصوص المترجمة في بيئة الأعمال الحديثة.

كما تناولت الدراسة نموذج تقييم جودة الترجمة الذي وضعه هاوس، والذي يركز على تقييم الجوانب الوظيفية واللغوية للنص المترجم. ينقسم هذا النموذج إلى بعدين رئيسيين: جودة الترجمة النصية التي تتعلق بالدقة اللغوية والنحوية، وجودة الأداء التي تقيس

مدى تحقيق النص المترجم للهدف الاتصالي المرجو. هذا الإطار يسمح بتقييم الترجمة ليس فقط من منظور مطابقة المحتوى، بل من حيث فاعليتها في نقل الرسالة وتعزيز الفهم.

الجزء العملي: التطبيق التحليلي على عينة الدراسة

في الجزء العملي، تبدأ الدراسة بتقديم معلومات أساسية عن شركة سوناتراك ودورها في الاقتصاد الوطني، مما يبرر اختيارها كحالة دراسية مثالية لفحص ممارسات الترجمة في شركات وطنية ذات طابع رسمي وتقني. تُعرض المنهجية المتبعة في جمع وتحليل البيانات، حيث تم اختيار ثلاث وثائق تمثل عينة مناسبة ومتنوعة من حيث النوع والوظيفة: بيانين صحفيين ورسالة من رئيس مجلس الإدارة. تُعتبر هذه الوثائق نماذج معيارية للاتصال المؤسسي، تغطي مواقف تتطلب ترجمات دقيقة من حيث المحتوى والأسلوب.

تحليل هذه الوثائق يطبق نموذج فيناي ودارليني في دراسة التقنيات المستخدمة في الترجمة بين اللغة المصدر (الفرنسية) واللغتين المستهدفتين (الإنجليزية والعربية). يُوضح التحليل استخدام كل تقنية ترجمة، مع تحديد مدى تكرارها وأمثلة تطبيقية من النصوص، مع تفسير أسباب اختيار كل تقنية في سياق النص واللغة المستهدفة. كما يُناقش التحليل الفروقات بين أزواج اللغات، ومدى تأثير اختيار التقنية بالفروق اللغوية والثقافية بين الفرنسية والإنجليزية، والفرنسية والعربية.

يُبرز هذا القسم كيف تتعامل شركة سوناتراك مع تعقيدات الترجمة، سواء من حيث الحفاظ على المصداقية والدقة التقنية أو من حيث التكييف مع متطلبات اللغة المستهدفة لجعل النص واضحًا ومناسبًا للجمهور المعني. كما يدمج التحليل بين الجوانب الكمية (تكرار التقنيات) والنوعية (تفسير دلالي وعملي لاستخدام كل تقنية) ليوفر رؤية شاملة وواقعية عن ممارسات الترجمة في مؤسسة وطنية كبيرة.

## Appendix 1



### COMMUNIQUÉ DE PRESSE

#### Précisions relatives aux filières professionnelles demandées au Concours National Ouvert pour le recrutement d'universitaires dans les domaines techniques de SONATRACH

Alger, le 26 novembre 2024,

Dans le cadre de l'organisation du Concours National Ouvert pour le recrutement de diplômés des Universités, Instituts, Ecoles académiques, pour le pourvoi des postes d'ingénieurs et de techniciens, en partenariat avec l'Agence Nationale de l'Emploi (ANEM), SONATRACH communique, ci-dessous, la liste détaillée des filières professionnelles concernées par ce concours et qui sont au nombre de 19 :

- |  |  |
|--|--|
| 1. Forage,                                   | 10. Ingénierie du gaz,                   |
| 2. Géologie,                                 | 11. Instrumentation,                     |
| 3. Géophysique,                              | 12. Mécanique industrielle,              |
| 4. Production puits,                         | 13. Électricité industrielle,            |
| 5. Réservoirs,                               | 14. Raffinage et pétrochimie,            |
| 6. Laboratoire d'analyses des hydrocarbures, | 15. Commercialisation des hydrocarbures, |
| 7. Énergies renouvelables,                   | 16. Santé, sécurité et environnement,    |
| 8. Hydrogène,                                | 17. Économie pétrolière,                 |
| 9. Transport des hydrocarbures,              | 18. Intelligence artificielle,           |
|  | 19. Informatique.                        |

Pour rappel, les inscriptions au Concours National de SONATRACH seront ouvertes via le site web dédié, accessible à partir du lien : <https://nationalrecruit.sonatrach.dz/>, et ce à partir du Jeudi 28 novembre 2024 à 08h00 jusqu'au Mardi 10 décembre 2024 à 20h00.

SONATRACH souhaite bonne chance à l'ensemble des candidats.

**Fin du Communiqué.**

#### Contact presse :

SONATRACH - Fax: 023 48 34 96  
Courriel: [CMN.Presse@sonatrach.dz](mailto:CMN.Presse@sonatrach.dz)  
Site web: [www.sonatrach.dz](http://www.sonatrach.dz)



SONATRACH, Direction Communication

**PRESS RELEASE****Details relating to the professional fields requested for the National Open Competition for the recruitment of university graduates in SONATRACH's technical Fields****Algiers, 26<sup>th</sup> November 2024,**

As part of the National Open Competition of recruitment for the benefit of graduates from universities, institutes, Academic Schools for the filling of engineers and technician job positions, in partnership with the National Employment Agency (ANEM), **SONATRACH** communicates, below, the list of the 19 professional sectors concerned by this competition:

- |  |                                     |
|--|-------------------------------------|
| 1. Drilling,                           | 10. Gas processing,                 |
| 2. Geology,                            | 11. Instrumentation,                |
| 3. Geophysics,                         | 12. Industrial Mechanics,           |
| 4. Well production,                    | 13. Industrial Electricity,         |
| 5. Reservoirs,                         | 14. Refining and Petrochemistry,    |
| 6. Laboratory of hydrocarbon analysis, | 15. Hydrocarbons Marketing,         |
| 7. Renewable energies,                 | 16. Health, Safety and Environment, |
| 8. Hydrogen,                           | 17. Petroleum Economy,              |
| 9. Hydrocarbons transport,             | 18. Artificial Intelligence,        |
|  | 19. Computing.                      |

As a reminder, registrations to **SONATRACH** National competition will be open via the dedicated website accessible through the following link: <https://nationalrecruit.sonatrach.dz/> starting from Thursday 28<sup>th</sup> November 2024, at 8:00 am until Tuesday 10<sup>th</sup> December 2024 at 8:00 pm.

**SONATRACH** wishes all candidates the best of luck.

**End of Press Release****Press Contact:**

**SONATRACH** - Fax: 023 48 34 96  
Email: [CMN.PRESSE@sonatrach.dz](mailto:CMN.PRESSE@sonatrach.dz)  
Web site: [www.sonatrach.dz](http://www.sonatrach.dz)

**SONATRACH, Communication Department**

سوناطراك



## بيان صحفي

تفاصيل الشعب المهنية المطلوبة في المسابقة الوطنية المفتوحة لتوظيف جامعيين في المجالات التقنية لسوناطراك

الجزائر، 26 نوفمبر 2024

في إطار تنظيم المسابقة الوطنية المفتوحة لتوظيف خريجي الجامعات والمعاهد والمدارس الأكاديمية لشغل مناصب مهندسين وتقنيين، المنظمة بالشراكة مع الوكالة الوطنية للتشغيل، تعلم سوناطراك عن تفاصيل الشعب المهنية المطلوبة في هذه المسابقة والتي تشمل 19 شعبة على النحو التالي:

- |                              |                           |
|------------------------------|---------------------------|
| 11. الآليات،                 | 1. الحفر البترولي،        |
| 12. الميكانيك الصناعية،      | 2. الجيولوجيا،            |
| 13. الكهرباء الصناعية،       | 3. الجيوفيزياء،           |
| 14. التكرير والبتروكيماويات، | 4. إنتاج الأبار،          |
| 15. تسويق المحروقات،         | 5. المكامن،               |
| 16. الصحة والسلامة والبيئة،  | 6. مخبر تحاليل المحروقات، |
| 17. الاقتصاد البترولي،       | 7. الطاقات المتجددة،      |
| 18. الذكاء الاصطناعي،        | 8. الهيدروجين،            |
| 19. الإعلام الآلي.           | 9. نقل المحروقات،         |
|                              | 10. هندسة الغاز،          |

للتذكير، سيتم فتح باب التسجيل للمسابقة الوطنية لسوناطراك عبر الموقع الإلكتروني المخصص لذلك على الرابط التالي : <https://nationalrecruit.sonatrach.dz/> ابتداء من يوم الخميس 28 نوفمبر 2024 على الساعة الثامنة صباحا إلى غاية يوم الثلاثاء 10 ديسمبر 2024 على الساعة الثامنة مساء. سوناطراك تتمنى حظا موفقا للجميع.

نهاية البيان

للاتصال :

سوناطراك- فاكس: 023 48 34 96

البريد الإلكتروني: [cmn.sh@sonatrach.dz](mailto:cmn.sh@sonatrach.dz)

الموقع الإلكتروني: [www.sonatrach.dz](http://www.sonatrach.dz)



سوناطراك، مديرية الاتصال

## Appendix 2



### PRESS RELEASE

#### A fire outbreak at Alrar gas processing complex

**Algiers, 27<sup>th</sup> November 2024,**

Today, November 27<sup>th</sup>, 2024, a fire outbreak at 01:00 a.m. on train -1 of Alrar Gas Processing complex in the Stah Production Region, in the Wilaya of Illizi.

No casualties were reported due to this incident.

All means were deployed to contain the fire.

The mutual assistance plan PAM for the In Amenas Production Region has been activated.

An investigation will be carried out to determine the causes of this incident.

**End of Press Release**

#### Press contact:

Email: [CMN.Presse@sonatrach.dz](mailto:CMN.Presse@sonatrach.dz)

Website: [www.sonatrach.dz](http://www.sonatrach.dz)





## COMMUNIQUÉ DE PRESSE

### Début d'incendie au niveau du complexe de traitement du gaz d'Alrar

**Alrar, 27 novembre 2024,**

Aujourd'hui, le 27 novembre 2024, un départ d'incendie a eu lieu vers 01h00 du matin au niveau du train -1- du complexe de traitement de gaz d'Alrar, de la région de production Stah, Wilaya d'Ilizi.

Aucune victime n'a été enregistrée.

Tous les moyens ont été déployés pour la maîtrise de cet incendie.

Le plan d'assistance mutuelle PAM de la Région de Production d'In Amenas a été activé. Une investigation sera menée pour déterminer les causes de cet incident.

**Fin du Communiqué**

### Contact presse :

**SONATRACH** - Fax: 023 48 34 96  
Courriel: [CMN.Presse@sonatrach.dz](mailto:CMN.Presse@sonatrach.dz)  
Site web: [www.sonatrach.dz](http://www.sonatrach.dz)



SONATRACH, Direction Communication

سوناطراك



sonatrach

بيان صحفي

## اندلاع حريق على مستوى مركب معالجة الغاز أزرار

أزرار، 27 نوفمبر 2024،

على الساعة الواحدة صباحًا من اليوم، الموافق لـ 27 نوفمبر 2024، اندلع حريق على مستوى الخط رقم 1- من مركب معالجة الغاز "أزرار"، الواقع بمنطقة الإنتاج سطح بولاية إليزي، حيث لم يتم تسجيل أي ضحية، وقد تم تسخير جميع الوسائل للسيطرة على هذا الحريق إذ تم تفعيل مخطط المساعدة المتبادلة (PAM) الخاص بالمنطقة الإنتاجية إن أمناس.

وسيتم إجراء تحقيق لتحديد أسباب هذا الحادث.

نهاية البيان.

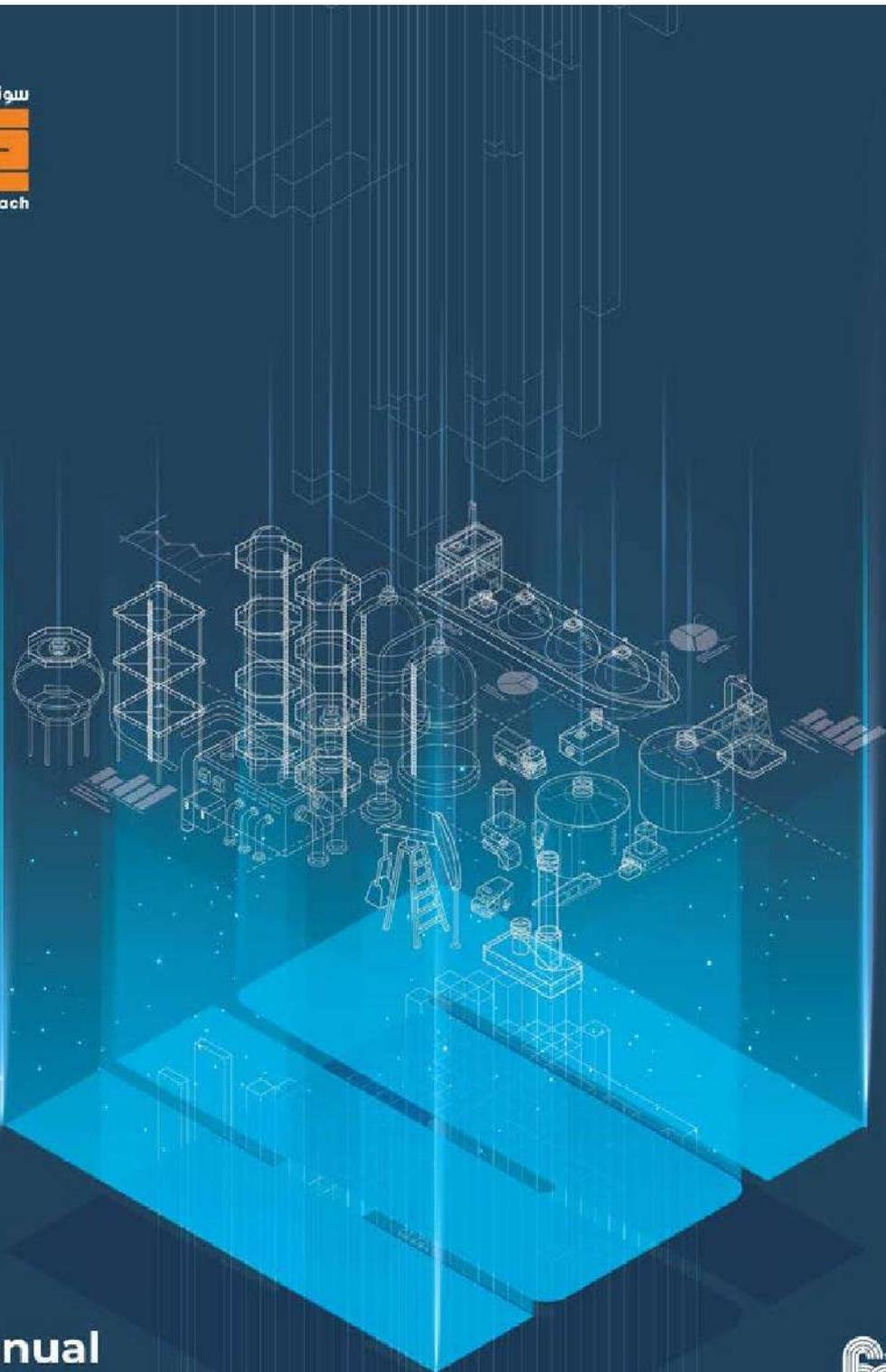
للاتصال

سوناطراك - فاكس: 023 48 34 96

البريد الإلكتروني: [GMN.Presse@sonatrach.dz](mailto:GMN.Presse@sonatrach.dz)الموقع الإلكتروني: [www.sonatrach.dz](http://www.sonatrach.dz)

سوناطراك، مديرية الاتصال

## Appendix 3



Annual  
Report  
**2022**



I.

## Chairman's Message



**Mr. Toufik HAKKAR**  
SONATRACH Chairman & CEO

The context of year 2022 was dominated by the post Covid economic recovery and the geopolitical upheaval, fueled by the tensions over the Russia-Ukraine warfare and the impact on Europe's energy supply.

Faced with this context of crisis, SONATRACH has shown reactivity and honored its commitments to its traditional clients by meeting their demand thus, confirming its reputation of credible and reliable partner.

The steady efforts made in the development of the oil upstream, during the three last fiscal years combined with a more efficient organization led to satisfying results for the second consecutive year with an increase of hydrocarbon primary production reaching 190 Million TOE.

This performance prompted us to embark on the renewal of our reserves, considering that the discovered reserves are henceforth higher than what has been extracted so far.

Concerning Marketing, similarly to 2020 and 2021, SONATRACH has again taken up the double challenge for a regular supply of the domestic market with gas and oil products, while placing a maximum of hydrocarbon volumes on the global market.

By optimizing the performance of the refining tool, SONATRACH succeeded for the third consecutive year in satisfying the total domestic needs with fuels without resorting to imports.

On the international level, our company has again asserted its status of reliable supplier, confirming its capacity to fulfill its commitments to its customers. A credibility supported by the signing of new agreements and renewal of gas sale contracts with several European partners.

Our responsiveness to the gas market developments has also been underpinned by the accelerated development of gas discoveries such as in Hassi R, Mel, Ahnet and the area of In Amenas with a view

to placing additional volumes in the short term and also supplying over several days more than 100 million cm per day of gas via the GEM gas pipeline , a record level ever registered over a long period.

Consolidating its position as a major player on the gas market, our company supported by its partners, steadily pursued its efforts in 2022 to develop its gas potential and for this purpose, concluded two contracts for the development and exploitation of the fields located in Zarzaitine and Berkine. SONATRACH signed in 2022, under the aegis of the new Law, three production sharing agreements. This accelerated pace in signing agreements confirms the renewed attractiveness of the national mining domain further to the enforcement of the new hydrocarbon law.

This strong commitment in the upstream oil has enabled to maximize export turnover which reached 60 billion US\$, namely a surge of 69 per cent compared to 2021. This significant improvement of our results is not simply a consequence of the favorable evolution in the oil & gas markets, this performance is also the fruit of the commitments of our commercial managers who succeeded in seizing the opportunities emerging in this outlook. Just to mention mainly the upward review of our contractual gas prices, the sale on the spot market of more than 7 billion cm of gas and the inter-market arbitration for LPG sales.

In 2022, our company registered a net profit of more than 10 billion dollars equivalent, the best financial performance ever registered since the creation of the company, while our contribution concerning the oil taxation rose to up to 39 billion dollars equivalent, an amount twice higher than that paid in 2021.

Concerning our pledge to environment , we worked out for the first time our road map for energy transition in 2022 and ambition to reduce the carbon footprint of our production process. Similarly to 2021, we pursued our efforts aiming reduction of flared gas emission in addition to other solar projects for our production sites. The year 2022 saw the laying of the first stone of the solar photovoltaic power plant BRN2 in partnership with ENI. Connected to the first photovoltaic power plant «BN1», a new plant will contribute to supply the Bir Rbaa North installations by a production of 10 additional megawatts of power energy.

In this context, we also mention the inauguration of a Lab specialized in solar energy, with the objective to evaluate the photovoltaic technologies and measure the environmental data with intelligent systems. In addition to all these achievements, we count the significant breakthroughs in maturation

of projects targeting reduction and compensation of greenhouse gas emissions effects particularly in the forestry project and projects of technological carbon sequestration

Among the outstanding events of the year 2022, we should quote the encouraging results of our policy in promoting the Local Content. During the sanitary crisis in 2020 and 2021, we were faced with the disruption of the foreign contractors' activity, SONATRACH by its own means and those of its affiliates took charge of maintenance operations and entrusted local companies with the development of several projects, thus, ensuring the continuity of its activities and projects.

This effort was further reinforced in 2022 through the signing of nearly 1900 contracts with Algerian companies, namely 80 per cent of the overall contracts concluded, for a value of 3.5 billion Dollars equivalent , confirming the trend registered over the last three years in favor of the development of the local content and national integration , more than 5 200 agreements were awarded to national companies for an amount of more than 8.5 billion dollars equivalent.

Among the achievements in 2022, also, we will not omit to count the notable progress made by the major modernization projects of our company.

We will particularly point out the effort of digitalization which we decided to carry out through value-creating projects such as the Exploration & Production Data Management Project and the super-computing center and other structuring projects which implementation is underway of completion, such as the integrated information system (ERP), the transformation of the Human Resources processes and the setting up of the ISO 37001 standards relating to the anti-bribery system and ISO 26000 for societal responsibility of the organizations.

Finally, we will recall that the closing of the year 2022 is a highlight in the history of our company. In 2023, we are celebrating the 60th anniversary of the creation of our company.

The commemoration of this anniversary will give us the opportunity to pay tribute to all our employees, managers or simple workers who in the past and in the present have by their daily commitment and dedication contributed to the growth of their company in order to give it today, the deserved stature of a major Global Oil Group

**M. Toufik HAKKAR**  
SONATRACH Chief Executive Officer



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## Appendix 4



.1

## كلمة الرئيس



اتسمت سنة 2022 بظروف اقتصادية مميزة، حيث استمر التعافي الاقتصادي بعد جائحة كوفيد-19، في حين شهد الوضع الجيوسياسي قدرا من عدم الاستقرار بسبب التوترات الناجمة عن الأزمة الروسية-الأوكرانية وتأثيراتها على إمدادات الطاقة في العالم.

وفي مواجهة هذا السياق المتنازم، أبدت سوناطراك قدرتها على الاستجابة السريعة، من خلال الوفاء بالتزاماتها بتلبية طلبات زبائنها التقليديين، مؤكدة بذلك سمعتها كشريك آمن وموثوق.

بذلك، وبفضل الجهود المبذولة من طرف الشركة، خلال السنوات الثلاثة الأخيرة، في تطوير نشاطات الاستكشاف والإنتاج، إلى جانب تحسين تنظيمها، سجلنا نتائج مرضية، تمثلت في زيادة الإنتاج الأولي للمحروقات للعام الثاني على التوالي، ليبليغ 190 مليون طن مكافئ نפט.

أما على مستوى التسويق، وكما كان الحال بالنسبة لسنتي 2020 و2021، فقد نجحت سوناطراك مرة أخرى في رفع تحد مضاعف، والمتمثل في التزويد المنتظم للسوق الوطنية بالغاز والمنتجات البترولية، وتسويق أكبر قدر ممكن من المحروقات على مستوى السوق الدولية.

### السيد توفيق حكار

الرئيس المدير العام لسوناطراك

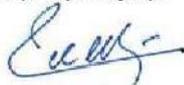
I	كلمة الرئيس
II	رسالة الإدارة
III	رسالة الشركة
IV	الحوكمة
V	الاستثمار
VI	الحوار المجتمعي
VII	المسؤولية الاجتماعية
VIII	التحدي والتطوير
IX	البيانات

في حصيلة الإنجازات لسنة 2022، يجب ألا ننسى ذكر التطورات البارزة التي عرفتها المشاريع الكبرى لتحديث وعصرنة شركتنا. ونشير في هذا الصدد، بشكل خاص لمجهود الرقمنة التي قررنا تنفيذها من خلال مشاريع خلق القيمة على غرار مشروع إدارة بيانات الاستكشاف والإنتاج، ومركز الحساب الفائق ومشاريع هيكلية أخرى في طور الاستكمال، كنظام المعلومات المتكامل، تحويل إدارة الموارد البشرية واعتماد المعيار ISO37001 المتعلق بمكافحة الفساد والمعيار ISO26000 المتعلق بالمسؤولية المجتمعية للمؤسسات. أخيراً، يجدر التذكير أن اختتام سنة 2022 يفتح مرحلة حاسمة في تاريخ شركتنا.

و خلال سنة 2023، سنحتفل بالذكرى الستين لإنشاء شركتنا. حيث يعتبر إحياء هذه الذكرى فرصة نوجه من خلالها تحية تقدير و عرفان لجميع معاونينا والإطارات المسيرة والموظفين العاديين الذين ساهموا، بالأمس واليوم، من خلال التزامهم وتفانيهم الدائم، في تطور شركتهم ومنحها المكائنة التي تستحقها اليوم كجمعية بتولي عالمي كبير.

## السيد. توفيق حكار

الرئيس المدير العام لسوناطراك



كما سمح تحسين أداء قدرات التركيز للشركة، للعام الثالث على التوالي، بتلبية كامل الاحتياجات الوطنية من الوقود، دون اللجوء إلى الاستيراد.

أما على الصعيد الدولي، فقد أكدت سوناطراك مرة أخرى مصداقيتها كمورد موثوق، من خلال الوفاء بالتزاماتها تجاه زبائنها. وقد تعززت مصداقيتنا من خلال إبرام عقود واتفاقيات جديدة لبيع الغاز مع العديد من الشركاء الأوروبيين.

تعزيزاً لمكانتها كلاعب رئيسي في سوق الطاقة، واصلت شركتنا خلال سنة 2022، بدعم من شركائها، جهودها بإبرام عقدين للتطوير والاستغلال تتعلق بالعقود الواقعة برازيتين و بركين. إن هذا التسارع في توقيع العقود يؤكد، دون شك، تجدد جذبية القطاع المنجمي الوطني، بعد صدور القانون الجديد للمحروقات. وقد سمح هذا الالتزام القوي في المنبع برفع أقصى ما يمكن حجم الصادرات التي بلغت ما يقارب 60 مليار دولار أمريكي، مسجلة بذلك قفزة بنسبة 69% مقارنة بسنة 2021.

خلال سنة 2022، سجلت شركتنا ربحاً صافياً بلغ ما يعادل أكثر من 10 مليار دولار، في حين أن مساهمتنا في الجباية البيرونية ارتفعت من جانبها إلى ما يعادل 39 مليار دولار، وهو ما يمثل أكثر من ضعف المبلغ المدفوع خلال سنة 2021.

أما بخصوص التزاماتنا البيئية، حددنا لأول مرة في 2022 خارطة طريق في مجال الانتقال الطاقوي، بهدف الحد من البصمة الكربونية في عمليات الإنتاج، وكما هو الحال في سنة 2021، استمرت جهود الشركة في الحد من حرق الغازات، فضلاً عن تنفيذ مشاريع أخرى لتزويد مواقع الإنتاج بالطاقة الشمسية. كما شهدت سنة 2022 وضع حجر الأساس لمحطة كهروضوئية جديدة "BRN2" في إطار شراكة مع شركة إيني. ستساهم هذه المحطة، التي سيتم ربطها بالمحطة الكهروضوئية "BRN1"، في تزويد منشآت بئر رباغ شمال، بإنتاج 10 ميغاوات إضافية من الطاقة الكهربائية.

في هذا الإطار، نذكر أيضاً افتتاح مختبر متخصص في الطاقة الشمسية، بهدف تقييم التقنيات الكهروضوئية وقياس البيانات البيئية باستخدام أنظمة ذكية. يضاف لكل هذه الإنجازات التقدم المحرز في نضوج مشاريع تخفيض وتعويض انبعاثات غازات الاحتباس الحراري، لا سيما مشروع التشجير ومشاريع الحجز التكنولوجي للكربون.

في سياق الأحداث البارزة الأخرى لسنة 2022، من المهم تسليط الضوء على النتائج المشجعة التي تم تحقيقها بفضل سياستنا في تعزيز المحتوى المحلي. وفي هذا الصدد، نذكر أنه تم دعم هذه الجهود خلال سنة 2022، من خلال إبرام ما يقرب من 1885 عقداً مع الشركات الجزائرية، ما يمثل 84% من مجموع العقود المبرمة، ما يؤكد التوجه المعتمد منذ 2020 لصالح تطوير المحتوى المحلي والاندماج الوطني.

## Appendix 5



I.

## Message du Président



**M. Toufik HAKKAR**  
Président Directeur Général  
de SONATRACH

L'année 2022 s'est caractérisée par une conjoncture dominée par la poursuite de la reprise économique post Covid et une instabilité au plan géopolitique, du fait des tensions générées par le conflit russo-ukrainien et ses incidences sur l'approvisionnement énergétique mondial.

Face à ce contexte de crise, SONATRACH a fait preuve de réactivité en honorant ses engagements et en répondant aux sollicitations de ses clients traditionnels, confirmant ainsi sa réputation de partenaire sûr et fiable.

Ainsi, grâce à la conjugaison des efforts déployés par l'Entreprise, au cours des trois derniers exercices, dans le développement des activités de l'Exploration-Production, associés à une organisation efficiente, nous avons enregistré des résultats satisfaisants concrétisés par une augmentation, pour la 2<sup>ème</sup> année consécutive, de la production primaire d'hydrocarbures atteignant 190 Millions TEP.

Au plan de la commercialisation, tout comme en 2020 et 2021, SONATRACH a encore relevé le double défi de l'approvisionnement régulier du marché national en gaz et produits pétroliers, et du placement d'un maximum de volumes d'hydrocarbures sur le marché international.

Aussi, l'optimisation des performances de son outil de raffinage, a permis à l'Entreprise, pour la 3e année consécutive, de satisfaire la totalité des besoins nationaux en carburants, sans recourir aux importations.

A l'international, SONATRACH a, par ailleurs, encore une fois, confirmé son statut de fournisseur fiable, en démontrant sa capacité à honorer ses engagements à l'égard de ses clients. Notre crédibilité a été, ainsi, confortée par la conclusion de nouveaux contrats et accords de vente de gaz avec plusieurs partenaires européens.

Confortant sa stature d'acteur majeur sur le marché énergétique, notre Entreprise, avec l'appui de ses partenaires, a persévéré en 2022 dans ses efforts en concluant deux contrats de développement et d'exploitation concernant des champs situés à Zarzaitine et Berkine. Cette accélération de la cadence des signatures confirme, au besoin, le regain d'attractivité du domaine minier national, après l'adoption de la nouvelle loi sur les hydrocarbures. Ce fort engagement dans l'amont pétrolier, a permis la maximisation du Chiffre d'Affaires à l'exportation qui a atteint près de 60 Milliards US\$, marquant un bond de 69 % par rapport à 2021.

En 2022, notre Entreprise a enregistré un résultat net bénéficiaire de plus de 10 Milliards de Dollars équivalent, alors que notre contribution au titre de la fiscalité pétrolière s'est pour sa part hissée à près de 39 Milliards de Dollars équivalent, un montant plus de deux fois supérieur à celui versé en 2021.

Au registre, de nos engagements environnementaux, nous avons défini pour la première fois en 2022, notre feuille de route en matière de transition énergétique avec pour ambition la réduction de l'empreinte carbone de notre processus de production. Comme en 2021, nos efforts visant la réduction des gaz torchés se sont poursuivis et ce à côté d'autres projet de solarisation de nos sites de production. L'année 2022 a vu la pose de la première pierre d'une nouvelle centrale solaire photovoltaïque "BRN2", dans le cadre d'un partenariat avec la compagnie ENI. Reliée à la première centrale photovoltaïque « BRN1, cette nouvelle centrale contribuera à alimenter les installations de Bir Rbaâ Nord en produisant 10 mégawatts supplémentaires d'énergie électrique. Dans ce registre, nous mentionnerons également l'inauguration d'un laboratoire spécialisé dans l'énergie solaire, dont l'objectif est d'évaluer les technologies photovoltaïques et mesurer les données environnementales à l'aide de systèmes

intelligents. A toutes ces réalisations, viennent s'ajouter les avancées significatives enregistrées dans la maturation des projets d'atténuation et de compensation des émissions de gaz à effet de serre, notamment le projet de foresterie et les projets de séquestration technologique de carbone.

Dans l'agenda des autres faits marquants de l'année 2022, il convient de relever les résultats encourageants enregistrés par notre politique de promotion du contenu local. Nous rappellerons, à cet égard, que cet effort a été renforcé en 2022 à travers la conclusion de près de 1885 contrats avec des entreprises algériennes, soit 84% de la totalité des contrats conclus, confirmant ainsi la tendance observée depuis 2020 en faveur du développement du contenu local et de l'intégration nationale.

Au bilan des réalisations de l'année 2022, nous n'omettrons pas, également, d'évoquer les notables avancés qu'ont connues les grands chantiers de la modernisation de notre Entreprise. Nous soulignerons particulièrement l'effort de digitalisation que nous avons décidé de mener à travers des projets créateurs de valeur à l'instar du Projet Exploration & Production Data Management et le Centre de calcul intensif, à l'instar d'autres projets structurants dont l'implémentation est en cours de finalisation, tels le système d'information intégré (ERP), la transformation des processus Ressources Humaines et la mise en place des normes ISO 37001 relative au système anti-corruption et ISO 26000 relative à la responsabilité sociétale des organisations.

Enfin, nous ne manquerons de rappeler que la clôture de l'année 2022, inaugure un moment fort de l'Histoire de notre Entreprise.

En 2023, nous fêtons le 60e anniversaire de la création de notre entreprise. La commémoration de cet anniversaire est pour nous l'occasion de rendre un vibrant hommage à tous nos collaborateurs, managers ou simples salarié qui hier comme aujourd'hui, ont, par leur engagement et dévouement au quotidien, contribué à l'essor de leur Entreprise pour lui donner la stature méritée, de grand Groupe pétrolier international, d'aujourd'hui.

**M. Toufik HAKKAR**  
Président Directeur Général  
de SONATRACH