How to become a terminologist in three hours or less

Uwe Muegge
How to become a terminologist in three hours or less
The rising cost of managing terminology throughout the document life cycle.

Source: Schütz, Jörg: MULTIDOC – Controlling language in multilingual documentation
Terminology management typically pays for itself.

Source: Gust, Dieter: Terminologie – (k)eine Kostenfrage. Produkt Global 06/07
A real terminology disaster:
A real terminology disaster: 100% cost increase for DTP re-work
A real terminology disaster: 100% delivery time increase
A real terminology disaster: 100% unnecessary
Delays for Terminology Clarification

Unplanned Expense for Terminology Changes

Major Headache
(Client + CSOFT)
The Vision

Authoring Glossary
- Definitions
- Context
- Project-specific information

Translation Glossary
- Covers all project languages
- Approved by client

Review Glossary
- Deviations require management approval
The Challenge

Client has:
- no trained resources
- no budget

Client requires:
- complex data processing
- subject-matter expertise
The Solution

Client
- Provides
- Subject
- Matter
- Expertise
- Writes
- Definitions

CSOFT
- Extracts
- Terminology
- Creates
- Dictionaries
- Translates
- Dictionaries
Process Overview

1. **Terminology Extraction**
   - Extraction List Cleanup
   - Synonym Identification

2. **Definition Writing**

3. **Dictionary Creation**
How to become a terminologist in three hours or less
Through expert training incl. a feedback loop
Understanding the difference

Lexicography

Terminology Management
Understanding the difference

Lexicography

Term-oriented
Entry: one term
Descriptive

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Terminology Management

Concept-oriented
Entry: all terms expressing the same concept
Prescriptive

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<tbody>
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Understanding the **difference**

**Definition**

**terminological**

**encyclopedic**

**computer mouse**

A piece of computer hardware in the form of a pointing device designed to be manipulated by hand.

A device that controls the movement of the cursor or pointer on a display screen. A mouse is a small object you can roll along a firm, flat surface. Its name is derived from its shape, which resembles a mouse, the connecting wire that one can imagine to be the mouse's tail, and the fact that one must make it scurry along a surface. As you move the mouse, the pointer on the display screen moves in the same direction. Mice contain at least one button and sometimes as many as three, which have different functions depending on what program is running. Some newer mice also include a scroll wheel for scrolling through long documents.
Method of instruction:
step-by-step self-study guides

Identification of Synonyms

Purpose
- Enable writers and editors to identify preferred and deprecated terms
- Minimize translation costs by grouping synonyms in the same concept (only preferred and admitted terms will be translated)

Notes
- Without proper identification of synonyms, MNar will not be able to effectively manage the use of terminology, as the practice of using multiple words for the same concept will continue, causing confusion at every stage of the writing, translation, publishing cycle
- Synonyms include the following types of words:
  a. true synonyms (different words with the same meaning, e.g. monitor and display)
  b. variants (similar words with the same meaning, e.g. calibration device and calibrating device)
  c. term types (different forms of the same word, e.g. Department of Defense, Dept. of Defense, DoD)

Steps
1. When working on a term, ask yourself if another word may be used to express the same idea.
2. Look for that synonym in the column Term Candidate.
3. Cut the entire row containing the synonym and paste it in the row below the current term.
4. Assign one of the following term status to each of the synonyms
   a. preferred
   b. admitted
   c. deprecated
5. Assign one of the following term types to each of the synonyms
   a. full form
   b. short form (one or more words omitted from the full form)
   c. abbreviation (one or more letters omitted from the full form)
   d. acronym (word made up entirely from the initial letters of a multi-word term)
6. Delete the sentence in the column Example.
7. Mark all rows containing synonyms with a yellow highlighter.
Method of instruction:

detailed **feedback** to submitted work
Where this project is right now

- Pilot Project Training
- Extraction (5,000 p.) Clean-up
- Syn. Identification Definition Writing
- Dictionary Creation
Summary of key points

CSOFT invests in new processes

CSOFT shares knowhow with client

Client takes on additional tasks

Comprehensive and highly cost-effective terminology work
Summary of **benefits**

**CSOFT**

- Streamlines translation, editing, review
- Solution improves client loyalty
- Creates new revenue stream
- Competition has no matching offer
Summary of benefits

Client

- Streamlines authoring, editing, review
- Best-practice compliant
- Staff acquires new key skills
- Cost/benefit very favorable
Thank you for your attention