

TERMINOLOGY MANAGEMENT

Introduction

The term **terminology** refers to both the **interdisciplinary process** of collecting, processing, sorting, describing, naming, storing, retrieving, and translating concepts and their representations as well as to the **discipline-specific product** consisting of the aggregate of terms that compose the system of specialized concepts in an individual field.

This course is designed as a conceptual and selective hands-on introduction to the discipline of terminology management as it impinges the activities undertaken by translation professionals. We will define concepts such as terminology, terminology management, lexicography, lexicology, term, concept, word, dictionary, glossary, database, corpus, and parsing.

We will explore the milestones of the terminology process --including collecting a corpus, mining for terms, creating and documenting records, and establishing the structure for terminological tools. We will review the technology available in the market to help each step, concentrating the discussion on electronic glossary creation tools that work in conjunction with other translation technology.

Course Description

The main goal of this course is to introduce GSTI students of the translation track with no special terminology training prior to this course to some fundamental terminology management skills that are an essential translation-support function. Upon successful course completion, students will be able to:

4. Understand, identify, and describe the milestones of the **terminology process**, both as a translation-support function and as a separate discipline
5. Assemble a corpus, collate the data, and implement an **electronic glossary** for a technical project.
6. Understand the functions, purpose, and mechanisms of state-of-the-art **tools** and apply them successfully to glossary creation.

Training Topics

- Introductory concepts and definitions
- Terminology as a discipline
- Terminology dimensions
- Terminology corpora
- Terminology records
- Terminology database
- Terminology tools and formats
- Terminology issues