

Terminology Management



Consistent multilingual terminology is essential to all export companies. It shapes both the external and internal perception of the company, strengthens the brand name and consolidates in-house knowledge. In short, it is the linguistic expression of your company's unique corporate identity.

Developing company-specific terminology

Fundamental to the development of a consistent corporate language is the compilation and management of a monolingual terminology. A list of your preferred terms and definitions as well as any impermissible synonyms must be created. Companies active in the export industry usually require a multilingual database to ensure translation consistency and optimisation of the translation process.



Our services for your terminology

We work with you to create databases, glossaries and terminology lists that help consolidate your company's know-how. A company-specific dictionary or glossary – whether monolingual or multilingual – is an indispensable and versatile resource, which

- standardises company language across departments and subsidiaries
- improves the consistency of documentation and translations
- is a valuable tool for external translators
- accelerates the training process for new employees



Extracting terminology

We have access to software tools, which can be used to analyse your existing documentation and extract specialist terms in one or several languages, which can then be compiled in databases, glossaries and terminology lists.



Combining existing terminology databases

As another means of creating an initial terminology database, we can collect, revise and standardise all existing company and product-specific terminology, including glossaries used by individual departments or subsidiaries, and generate one or more clientspecific terminology databases. Standardising and centralising your terminology will help company employees to communicate effectively in many different areas.



Effective terminology management

Traditional (specialist) dictionaries, glossaries and filing systems have effectively been superseded by new, electronic media, which allow terminology to be managed easily and efficiently. Classic word processing and spreadsheet programmes previously used to compile simple multilingual glossaries and tables quickly reach their limits when comprehensive terminology and detailed information is entered.

Today's market boasts a wide range of computer-based terminology management systems, which we use to develop, expand and improve our clientspecific and specialist terminology databases. These tools simplify terminology management and allow for a more comprehensive use of such databases.



Managing, developing and revising terminology databases

As more texts are translated, the terminology database is expanded and developed, and, with the help of data management programmes, maintained in two or more languages. When new terms are generated, we work with you to design review and approval processes to ensure that only terms that have been sanctioned by the appropriate individual or team are accessible in the database.

A terminology database can contain much more than just foreign language equivalents: definitions, synonyms, word classification, sources, name of the person to add the term, date of any amendments and alternative definitions, as well as explanatory pictures. Moreover, the database can contain abbreviations, preferred spellings and unacceptable synonyms, which can be flagged to increase awareness.



Access to your terminology

All our terminology databases are hosted and managed on our secure servers, with access to your terminology database set up via our online terminology portal, **term4client™**. Having your own companyspecific terminology can ensure that the correct term and its specific form is selected for use in the source text (concept of "translation-orientated authoring"). This will increase the speed at which translations can be undertaken as well as improve their quality and consistency. Moreover, the uniform use of unambiguous company-specific terminology can be employed in subsequent translations, and unacceptable terms, such as terms specific to other manufacturers, can be avoided.

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