

APT Ltd

TRANSLATION SERVICES

darren@aptlimited.co.uk
www.aptlimited.co.uk



Phased Glossary Development Plan

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Scope of Work - Overview

It is essential that a structured, well-managed Phased Glossary Development Plan helps companies translate materials to a consistent standard.

Your in-country teams need to be assured that their translation partner will provide accurate and timely translations which will meet their expectations.

This document outlines the development stages can help all companies achieve consistent key terminology translations with effective glossaires. Each stage is identified, to include the process and work needed to complete as required.

The key elements of this Phased Localization Development Plan:

- Identifying key content to create your glossary
- Glossary Development – English
- Glossary Development – Required Languages
- Translation Memory (TM) Creation
- Contact with Local Review Teams
- Development of Translation Best Practices

Creating and maintaining approved glossaries can be an integral part of our support programme and can often aid high quality ongoing Terminology Management for your translations, allowing re-use and consistency.

We will advise you on key terminology as you move forward with your translation work, identifying the potential for re-using previous translations across all your specialised fields.

This Phased Glossary Development Plan identifies the ambitions of the APT team to support you, including proposed methods with appropriate milestones.

Phase 1 Identifying Key Content

Receipt of Key Materials and File Preparation for Glossary Creation

The words you choose for your business support your brand image and identify you amongst your competitors. Terminologists agree that adopting key terminology provides your business with a competitive advantage, with approved technical terminology being an essential asset for key project work.

The first stage of this Phased Localization Development Plan will be to have access to your key content, in order for APT to create a relevant glossary of terms.

The APT Technical Team will prepare the materials in the appropriate way to facilitate glossary creation with the relevant software tools.

Phase 2 Glossary Development

Glossary Development - English

By achieving an approved English glossary you are able to springboard to a successful translation model.

APT would create a draft glossary, identifying key terminology and related phrases. Glossaries will subsequently be integrated into the relevant translation memory when translating, so any terms included in the glossary which appear in the sentence being translated are easily retrieved by the linguist.

APT will subsequently edit and provide Experian with a suggested glossary that best represents key terminology found in the content as supplied by the Experian team.

You will be required to review and sign off the glossary before going to translation.

Phase 3 Glossary Development

Glossary – Required Languages

Translations can be subjective. At the first stage of continuous translation work, it is worthwhile developing a glossary and style guide which will help our team ensure that any specific terminology is presented in the correct manner, in order that the translation flows as if it were originally written in the target language.

For each language, this information can also be used to create a plan for adaptation of specific aspects of the text such as time expressions, date formats, units of measurement, capitalisation, punctuation, spelling conventions, general grammar rules etc. By maintaining your latest approved terminology, we are able to produce highly customized documents. Good glossary development ensures consistency and compliance with your preferred terminology throughout your translation projects.

Professional linguists who have extensive experience of projects related to your specialist field, and experience of both glossary development and terminology management will be used for localizing the glossary into their language.

You will be required to review and approve each language glossary in order to achieve maximum relevance when full content translation begins.

All our linguists have been rigorously vetted and tested, having successfully completed the APT Linguistic Certification Programme. All work is carried out by linguists who are native speakers of the target language.

Phase 4 Translation Memory Work

Translation Memory Integration

Before APT embarks on further translation work, your translation memory will be enhanced, ensuring it is populated by only approved content derived from your glossaries.

This step ensures the translation will run smoothly in accordance with the overall objective – good, accurate translation work.

Phase 5 Linguist Discussions with In-Country Reviewers (Optional)

Lead Linguist Discussions with Review Teams

It is possible for our translators to have a conference calls with your reviewers if you deemed this necessary. The purpose of these call sould be to:

- Understand the linguistic style the reviewer is aiming to achieve
- Discuss any key terminology within the glossary that may require further explanation
- Agree a simple way in which communication can be opened if the translator requires further information in order to produce a translation in accordance with the style and accuracy required by each lead reviewer. This could be something as simple as asking for more specific information
- Explain best practice which allows key terminology to be updated by the reviewer
- Help build a human relationship that enables good future communication, allowing new ideas to be developed and consistently accurate translations to be produced

Phase 6 Onsite meeting – Optional

Objectives

To discuss the Phased Localization Development Plan in detail and assess its merits and benefits moving forward after the first piece of translation work.

Phase 7 Translation Best Practice

We will continually develop and monitor a Translation Style and Best Practice Guide, according to the materials translated. This will ensure that all future materials are consistently created with localization in mind, regardless of whether this takes place immediately or at some point in the future.

This document will take into account all aspects of the localization process, and will include guides on content creation, as well as advice on using best practices to reduce overall costs of localization.

Phase 8 Ongoing Terminology Work

Glossary Maintenance and Management

APT will provide the ongoing management of the approved glossary, and will make up-to-date versions available to you as they are created.

All newly approved translated content and terminology will be highlighted using the Multiterm Glossary tool and would require review by Experian for approval.

APT would localize newly approved content into the required languages, and would integrate the content into the already approved language glossaries, with new and approved terminology from each language glossary being fully integrated into your Translation Memory that is held by APT.