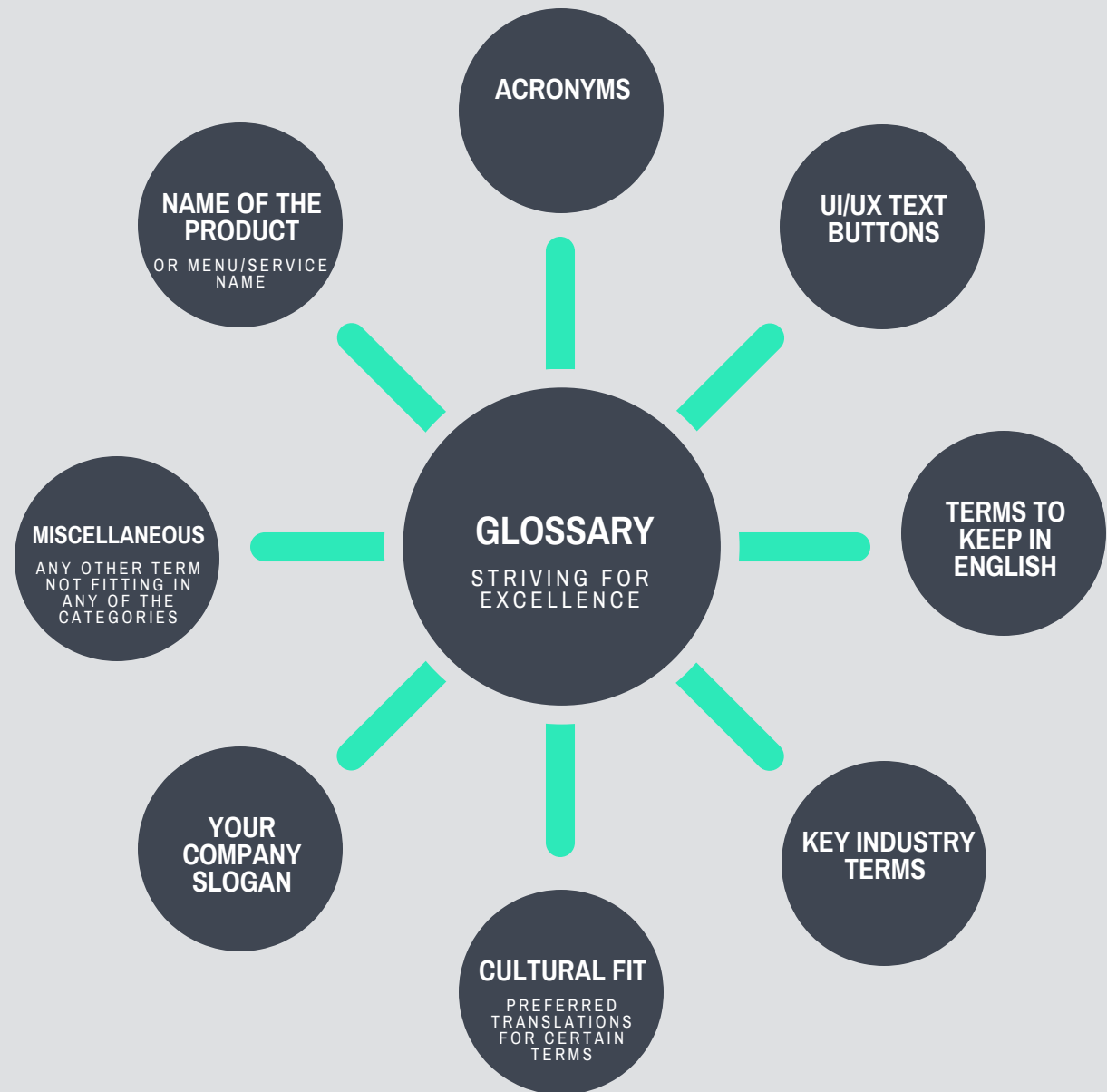


GLOSSARY*

STRIVING FOR EXCELLENCE

A glossary includes terms with translations in one or more languages, with comments and usage examples. I cannot stress enough how important to use glossaries is for our industry, we need consistency. Who can remember how a term was translated a few weeks ago? or even a couple of years ago? Glossaries are important as they help to build a stronger brand message and also, they can help us to save money (through terms recycled from translation memories). Glossaries play an important role to provide quality at source. Because you know what's said in our industry. The better the quality at source, the better translations we get



BENEFITS OF USING A GLOSSARY

COST EFFICIENCY - LESS REWORK
CONSISTENCY - NO MULTIPLE WORDS TO EXPRESS THE SAME
TIME EFFICIENCY - REDUCE TIME IN DICTIONARIES SEARCH

Start with what you have

Extract
specific words based on the
frequency that they appear
and their relevance in the
source text

TERM- MINING

A 4 steps Glossary process

**A simple guide to eliminate uncertainty
for translators**

MAINTENANCE

**Don't rest on your
laurels**

Add new terms. delete or
change terms as you
know more about the
client/project. Ensure you
have the right term base
tools for you and for your
project

A good glossary is the air we breathe to keep our projects alive.
They are like us! they are living, growing and evolving. Review
them with your stakeholders on regular basis; stick to them
throughout the whole translation process. Our final users will
appreciate the consistency our glossaries give to their products!!

REVIEW

Agreement

Create initial glossary
draft with the
definition per
term+the context of
the term, get in
country feedback and
ensure that you get
client assessment

IMPLEMENTATION

Execute

Incorporate your glossary in your translation
workflow; ensure that glossary is included in one of
the many automation tools available to handle
translation memories/style guides/glossaries

