

# Intensive Summer Course Translation Technology

Course Timetable & Structure



## Course Timetable

The following timetable might change slightly based on the group's needs:

Monday 17/07	Tuesday 18/07	Wednesday 19/07	Thursday 20/08	Friday 21/07
<u>Computer skills for translators (Office and content management)</u> 9.00 - 12.00	Introduction to <u>Translation Technology - Multiterm</u> 9.00 - 12.00	<u>Terminology Management - Multiterm &amp; Trados Studio I</u> 9.00 - 12.00	<u>Translation Features - Trados Studio II</u> 9.00 - 12.00	NO CLASS 11.00-12.00
Monday 24/07	Tuesday 25/07	Wednesday 26/07	Thursday 27/07	Friday 28/07
<u>Translation Ethics - Trados Studio III</u> 9.00 - 12.00	<u>Project Management I - Trados Studio IV</u> 9.00 - 12.00	<u>MemoQ I</u> 9.00 - 12.00	<u>Software Localisation - Memo Q II</u> 9.00 - 12.00	NO CLASS
Monday 31/07	Tuesday 01/08	Wednesday 02/08	Thursday 03/08	Friday 04/08
<u>Corpora Management - MemoQ III</u> 9.00 - 12.00	<u>Terminology Extraction -MemoQ IV</u> 9.00 - 12.00	<u>Translating on the Cloud - Memsourc I</u> 9.00 - 12.00	<u>Memsourc II</u> 9.00 - 12.00	NO CLASS 11.00-12.00
Monday 07/08	Tuesday 08/08	Wednesday 09/08	Thursday 10/08	Friday 11/08
<u>Project Management II - XTM</u> 9.00 - 12.00	Working as and with a <u>Reviewer &amp; Software Compatibility- All tools - Introduction to Website Localisation</u> 9.00 - 12.00	<u>Working with Transifex</u> 9.00 - 12.00	<u>Machine Translation + Post-editing</u> 9.00 - 12.00	NO CLASS

**IMPORTANT: Fridays will be available for one-to-one troubleshooting meetings.**

**GUEST SESSIONS with the industry will be confirmed later in the term.**

## **Course Structure**

Each class will mainly consist of an Introduction and Revision of the previous class, reference to main concepts required for the understanding of the content to follow, exemplification of new technologies, demonstration, parallel practice and alone practice with guidance. Each class will finish with instructions on further practice and homework. The course will cover the following topics:

### **Week 1:**

- Introduction to Translation Technology
- Translation tools' components
- Introduction Trados Multiterm
- Terminology Management
- Discussion on diversification
- Introduction to Trados Studio

### **Week 2:**

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- Project Management
- Project organisation and review
- Advanced Trados features
- Introduction to memoQ
- Discussion on ethics
- Working as a reviewer with Trados

### **Week 3:**

- Corpora management
- Terminology Extraction
- Working as a reviewer with MemoQ
- Introduction to cloud-based technologies
- Introduction to Memsource
- Memsource Advanced Features

### **Week 4:**

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- Introduction to XTM
- Compatibility in Translation Software
- Introduction to Transifex
- Introduction to Website Localisation
- Machine Translation and Post-editing
- Revision on CAT tools
- Working scenarios
- Discussion on the industry