

Identification	Subject (code, title, credits)	Documentation and TRN 421, 3 credits
	Department	English Language and Literature Department
	Program (undergraduate, graduate)	Graduate
	Term	Fall, 2024
	Instructor	Zamira Gurbanova
	E-mail:	zqurbanova@khazar.org
	Classroom/hours	
	Office hours	
Language	English	
Compulsory/Elective	Compulsory	
Required textbooks and course materials	<ol style="list-style-type: none"> 1. Routledge Encyclopedia of Translation Studies, Mona Baker, 1998 2. Terminology Manual, Helmut Felber, 1984' 3. Cabré M. Teresa. Terminology: Theory, methods and applications, 1999 4. Kageura Kyo. The Dynamics of Terminology: A descriptive theory of term formation and terminological growth, 2002 5. Handbook of Terminology, Silvia Pavel and Diane Nolet, 2001 6. Qasimov İ., "Azərbaycan terminologiyası". Bakı ,2007 7. Qasimov M. "Azərbaycan dili terminologiyasının əsasları" Bakı, 1973 Məmmədli N. "Alınma terminlər 	
Course objectives:	<p>The course is designed for the students of translation as a major. The purpose of the course is to give an overview of terminology principles, methods, and tools and to guide the students in the process of terminology standardization so to contribute to consistent terminology usage in the organizations. The course is to instill the habit of finding the necessary information when starting translation in a new field in the future in the students and aims at:</p> <ul style="list-style-type: none"> • teaching the basics of terminology theory. • familiarizing with the areas of application of terminology in translation activity. • Teach documentation rules to create databases of terms. 	

	<ul style="list-style-type: none"> • To instill in students the habit of finding the necessary information when starting a translation in a new field in the future. 		
Learning outcomes:	<p>Upon the completion of the course, the students are expected to:</p> <ul style="list-style-type: none"> - have an understanding on the basic theoretical issues concerning the field. - be aware of the application spheres of terminology in translation activity. - be able to create data bases of terms through acquired documentation rules. - be able to make appropriate choice of terms in source and target languages in translation. 		
Teaching methods	Lecture		✓
	Group discussion		✓
	Experiential exercise		
	Case analysis		
	Simulation		✓
	Course paper		
	Others		
Evaluation	Methods	Date/deadlines	Percentage (%)
	Midterm Exam		35
	Case studies		
	Attendance		5
	Activity		5
	Assignment and quizzes		10
	Project		10
	Presentation/Group Discussion		
	Final Exam		35
	Others		
Total		100	
Policy and assessment	<p>Attendance is required for the entire course for the student to receive credit. Partial attendance is considered as an absence and will affect the final grade. Excessive absence, more than <u>25 percent</u>, will result in a failure of the course.</p> <p>Activity: During each class, group discussions will be carried out to encourage students discuss their own version of the discussed topics.</p> <p>For the project work, students will be asked to study a given topic (topics will be defined later by the instructor) and write a paper on it. Students must prepare it in word document, and send it to the instructor's email (zqurbanova@khazar.org). Deadline for submitting the projects will be defined later.</p>		
Tentative Schedule			

Week	Date/Day (tentative)	Topics	Textbook/Assignments /Reading
1		Introduction to the course. What is terminology?	Routledge Encyclopedia of Translation Studies, Mona Baker, 1998
2		Terminology as an interdisciplinary field. Terminology and linguistics. Terminology and translation	Cabré M. Teresa. Terminology: Theory, methods and applications, 1999
3		The relationship between terminology and documentation Terminology Documentation	Terminology Manual, Helmut Felber, 1984
4	0	Terminological data banks. Definition and classification of data banks and their types according to the classification	Cabré M. Teresa. Terminology: Theory, methods and applications, 1999 Routledge Encyclopedia of Translation Studies, Mona Baker, 1998
5		The creation of a databank. The organization of the data	Cabré M. Teresa. Terminology: Theory, methods and applications, 1999
6		Terminology in practice: terminography Methods of terminography; Materials used in terminography	Handbook of Terminology, Silvia Pavel and Diane Nolet, 2001
7		Terminology in practice: terminography Methods of terminography; Materials used in terminography	Terminology Manual, Helmut Felber, 1984
8		Midterm	

9		Terminology and neology. An overview of neology.	Cabré M. Teresa. Terminology: Theory, methods and applications, 1999
10		Neologisms. Linguistic, sociolinguistic, pragmatic characteristics of neologisms	Cabré M. Teresa. Terminology: Theory, methods and applications, 1999
11	27.11.2018 30.11.2018	Terminological standardization; Standardization of terms; Standardization of principles and methods of terminology	Handbook of Terminology, Silvia Pavel and Diane Nolet, 2001
12	04.12.2018 07.12.2018	Terminological standardization. Standardization of neologisms	Cabré M. Teresa. Terminology: Theory, methods and applications, 1999
13	11.12.2018 14.12.2018	Terminology standardization boards or terminology approval boards; The International Organization for Standardization	Handbook of Terminology, Silvia Pavel and Diane Nolet, 2001 Cabré M. Teresa. Terminology: Theory, methods and applications, 1999
14		International criteria for creating terms. Terminology unit	Handbook of Terminology, Silvia Pavel and Diane Nolet, 2001 Cabré M. Teresa. Terminology: Theory, methods and applications, 1999
15		Terminology Toolbox (programs) Quiz-2	Handbook of Terminology, Silvia Pavel and Diane Nolet, 2001

16		Final exam	
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