

Identification	Subject (code, title, credits)	TRN 420 Terminology and Documentation 3KU-6ECTS	
	Department	English Language and Literature Department	
	Program (undergraduate, graduate)	Graduate	
	Term	Spring, 2024	
	Instructor	Zamira Gurbanova	
	E-mail:	zqurbanova@khazar.org	
	Office hours	08:30- 17:00, Monday-Friday	
Prerequisites	Introduction to translation		
Language	English		
Compulsory/Elective	Compulsory		
Required textbooks and course materials	<div>1. Routledge Encyclopedia of Translation Studies, Mona Baker, 1998</div> <div>2. Terminology Manual, Helmut Felber, 1984’</div> <div>3. Cabré M. Teresa. Terminology: Theory, methods and applications, 1999</div> <div>4. Kageura Kyo. The Dynamics of Terminology: A descriptive theory of term formation and terminological growth, 2002</div> <div>5. Handbook of Terminology, Silvia Pavel and Diane Nolet, 2001</div> <div>6. Internet materials</div>		
Course outline	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.		
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

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 25 percent, will result in a failure of the course.
Activity: During each class, **group discussions** will be carried out to encourage students discuss their own version of the discussed topics.

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.

Tentative Schedule

Week	Topics	Textbook/Assignments/Reading
1	Introduction to the course. What is terminology? Term versus word.	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	Terminological data banks Definition and classification of data banks and their types according to the classification	Cabr� 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	Cabr� M. Teresa. Terminology: Theory, methods and applications, 1999
6	How to identify and evaluate special documentation? Criteria for document selection	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 standardization General standardization: <ul style="list-style-type: none"> - Basic features - Standardization bodies 	Cabr� M. Teresa. Terminology: Theory, methods and applications, 1999
10	Terminological standardization <ul style="list-style-type: none"> - Standardization of terms - Standardization of principles and methods of terminology 	Cabr� M. Teresa. Terminology: Theory, methods and applications, 1999
11	Terminology standardization boards or terminology approval boards; The International Organization for Standardization;	Handbook of Terminology, Silvia Pavel and Diane Nolet, 2001
12	Terminology and neology An overview of neology	Cabr� M. Teresa. Terminology: Theory, methods and applications, 1999
13	Neologisms Linguistic characteristics of neologisms	Handbook of Terminology, Silvia Pavel and Diane Nolet, 2001 Cabr� M. Teresa. Terminology: Theory, methods and applications, 1999

14	<p>Pragmatic and sociolinguistic aspects of neologisms</p> <p>Standardization of neologisms</p>	<p>Handbook of Terminology, Silvia Pavel and Diane Nolet, 2001</p> <p>Cabré M. Teresa. Terminology: Theory, methods and applications, 1999</p>
15	<p>International criteria for creating terms</p> <p>Quiz-2</p>	<p>Cabré M. Teresa. Terminology: Theory, methods and applications, 1999</p>
16	<p>Final exam</p>	