



Erasmus+



## GUIDELINES FOR THE PREPARATION OF THE GLOSSARY (students)

### INTRODUCTION

This task consists of developing a glossary as a basis for the translation of specialized documents. The work will be done in multinational group (5 groups of 7 students). For this, the students will have access to appropriate tools (list of terms: terminology record: Glossaire\_document\_1 and Excel spreadsheet: Glossaire\_Document\_2).

The task will be assessed by the lecturers and professors taking part in the Programme. The grade obtained by the group will be used for the final assessment of each student.

### CHARACTERISTICS

Language: French or English

Duration: up to 30/01/2017 at 12 P.M.

Tools: Terminographic record and Excel spreadsheet

### GUIDE

1. Each group entrusts the fluent-French student with finding the English equivalents of the terms proposed. Definitions in English will be developed jointly and they must follow the basic rules of writing (Pavel and Nolet, 2001: 26 ff.)
2. Each student must collaborate on the development of terminographic records of each term (1 record per term). The model record is in the Glossaire\_document\_1
3. Once developed the records individually, the group will do an idea-sharing session and look for the equivalents of each concept in all languages.
4. The research results will be presented in the Excel spreadsheet format set out in the Glossaire\_Documento\_2.

### ASSESSMENT CRITERIA

*As to contents,*

- Content accuracy
- Appropriateness of the data presented, especially the definitions.
- Very good use of relevant evidence to support and illustrate the information given
- Team work

*As to format,*

- Coherence
- Clear and concise data

*As to language,*

- All phrasing should be appropriately academic (avoid the use of colloquialisms)

### GRADING SYSTEM

Grade	Description
A+	Exceptional
A	Excellent
B+	Very Good

B	Good
C+	Satisfactory
C	Adequate
D	Marginal
F	Failure