

# \*TERMINOLOGY AND ITS ★MANAGEMENT

\*specialised vocabulary of a subject field

- ★creation (coining) of new terms
- ★collection and documentation of existing terms
- ★formulation of definitions for new concepts
- ★compilation of a term-database (including relevant information such as grammar, context, usage, style, pictures and administrative information)

# WHAT IS PLAIN & EASY-TO-READ LANGUAGE

- it is a rule based, mostly written communication between experts and laypersons
- it is an intralingual translation (DE – DE)
- it is clear and comprehensible communication as well as independent access to information for specific recipients (legal entitlement)
- it is a way of participation for specific recipients



# BASIC RULES OF EASY LANGUAGE IN GERMANY

Easy Language is a rule-based language on word, sentence and text level. The most important rules for terminologists to look at are the rules at word level:

- Use basic vocabulary (short, known words relating to common knowledge).
- Avoid technical and foreign terms or explain those.
- Use terms consistently.
- Do **not** use pronouns.
- Only use personal pronouns of 1<sup>st</sup> and 2<sup>nd</sup> person. Replace personal pronouns of the 3<sup>rd</sup> person.
- Do **not** use abbreviations with the exception of commonly known ones such as WC.
- Remove reading obstacles such as unknown words, long words, morphological complexity, context dependency by use of interpunct (centred dot) or hyphen.

# TERMINOLOGY COLLECTIONS OF EASY LANGUAGE

- Freely available

The image shows a screenshot of a web browser displaying the 'Lexikon in Leichter Sprache' website. The browser's address bar shows the URL 'https://www.momox...'. The website's header includes the title 'Lexikon in Leichter Sprache' and the subtitle 'Arbeits-Welt von A bis Z'. Below the header, there are three large, colorful blocks with the letters 'A', 'B', and 'C'. To the right of these blocks, there is a text box explaining the purpose of the lexicon: 'Hier werden schwere Wörter in Leichter Sprache erklärt: von A wie Alters-Vorsorge bis Z wie Ziel-Vereinbarung. Es sind Wörter zur Arbeits-Welt und zur sozialen Sicherheit. Klicken Sie einen Buchstaben an: Dann sehen Sie eine Liste mit Wörtern zu dem Buchstaben.' Below this text, there is a list of letters from A to Z, with 'A' highlighted. The main content area shows a detailed entry for 'Alters-Vorsorge, betriebliche'. The entry starts with 'Wenn Sie ein Arbeit-Nehmer sind:' and explains that employees can receive an additional pension from their employer. It also mentions that this applies if the employee is old and no longer works. At the bottom of the entry, there is a link 'mehr lesen'. The website's sidebar on the left contains a navigation menu with links to 'Hauptseite', 'Artikel schreiben', 'Text prüfen', 'Mitmachen', 'Kontakt', 'Kategorien', 'Links', 'Drucken/Exportieren', 'Werkzeuge', and 'In anderen Sprachen' (English, Español, Italiano, Magyar). The bottom of the sidebar has a 'Vorlesen' button.

**Lexikon in Leichter Sprache**  
Arbeits-Welt von A bis Z

Hier werden schwere Wörter in Leichter Sprache erklärt:  
von A wie **Alters-Vorsorge** bis Z wie **Ziel-Vereinbarung**.  
Es sind **Wörter zur Arbeits-Welt und zur sozialen Sicherheit**.  
Klicken Sie einen Buchstaben an:  
Dann sehen Sie eine Liste mit Wörtern zu dem Buchstaben.

Die Texte sind **Auszüge**.  
Es sind Teile aus verschiedenen Heften.  
Sie finden sie bei **Sozial-Politik**  
und beim **Bundes-Ministerium für Arbeit und Soziales**.

Hier geht es zum **Lexikon in Alltags-Sprache**.

**A B C D E F G H I J K L M**  
**N O P Q R S T U V W X Y Z**

**→ Alters-Vorsorge, betriebliche**

Wenn Sie ein **Arbeit-Nehmer** sind:  
Sie können eine **zusätzliche Rente vom Chef** bekommen.  
Für die Zeit: Wenn Sie **alt** sind.  
Und nicht mehr arbeiten.

[mehr lesen](#)

**→ Alters-Vorsorge, private**

**→ Ambulantes Wohnen**

**→ Arbeit**

# CONCLUSION

- differing approaches
- differing rules
- too many authors (with too many different ideas)
- too many sources for errors and deviations

Decision: freely available sources **to be excluded** from comparison

# TRANSLATORS NEEDS AND REQUIREMENTS

- ability to collect, store and retrieve knowledge easily
- individual expectations, needs and requirements need to be met
- translators individual experience which need to be considered at different levels such as creation, collection, storage, retrieval, presentation, usability ...
- a customizable tool (either integrated in a CAT-tool or a standalone) would serve best



# ALL NEW OR JUST THE SAME....



Initially, there seemed to be only minor differences between what is available in a software application and what is wanted.

However, the rules of both linguistic fields need to be considered. This raises the following questions:

1. Can the rules of terminology be applied?
2. Are the rules of terminology compatible with the rules of Easy Language.

# AREAS OF COMPARISON

- design
- data-categories (DC) and typology
  - concept-, language-, term-, administrative- and special-DCs
- data modelling
- data modelling variances
- concept orientation
- term autonomy



# FINDINGS

In Summary it can be said: A lot of rules of Terminology Management apply - **but** - that there are areas which need to be adjusted to the specific requirements of Easy Language.

- Whilst already quite comprehensive, would it be **useful if the layout in itself was fully adaptable** to suit EtR? That could include **order of fields, a simple editor** with sans-serif fonts only, bullets, interpunct as a readily available symbols, formatting such as bold and underlined?
- Simple DCs - Which of the **information** is **necessary** or can be provided as a set value? Language-oriented DC - **Which** language **variances** of DE are **available** and **shown** in an intralinguistic translation (DE-DE, DE-AT, DE-CH ...) ?
- Should **additional subject fields** for video and audio files etc. be considered?
- Should **values** be **fixed**? Would it be **useful to limit** the data base to **one** language (DE) and **one** of its variances, for example Austrian German (intralinguistic translation)? Would it **be useful to not limit** the database to **one** language, its variances and specialist subjects?
- **Is term autonomy limiting** in this case? Would a **different design** for the entry not be better? Would **searches** at **different levels** of any single entry (synonym, acronym, short form, full form etc.) be useful? Would this **provide concept orientation** whilst keeping the database **clean cut**? Would **larger entries** in e.g. thesauri/dictionaries be **acceptable** when it provides all there is to know about one term in a single entry

# CONCLUSION

In a nutshell:

1. existing software solutions do not or only limitedly meet requirements for terminology management in the area of EtR-Language
2. a different approach to set-up, fields and features is needed due to specific rules, recipients and mediality

# CONCLUSION

- In different countries there already is a legal base for Easy-to-Read-texts!
- There is a need for highly specialised translators in the field of EtR-Language!
- Professional translators require professional tools to provide more knowledge, make knowledge transfer easier, increase quality and output, have better working conditions!
- In terminology management tools for EtR-Language will be different to the ones currently available!

# PROFESSIONAL NEED

- freely designable structures
- unlimited characters (term, translation, synonyms)
- to be able to directly add, edit or delete
- room for additional explanations
- to be able to enter pictures, symbols, pictograms recipient-appropriate and mark such accordingly
- to be able to include media (audio, video, read-aloud, maps, graphs, charts, etc)
- the possibility of including mouse-over features in all areas
- a design-toolbox (full text edition, create mouse-over-boxes and so on)
- to be able to import personal help files (i. e. EtR-Rules for easy access)
- to include warning features (red-flagging in case of passive constructions, subjunctive, etc)