

**MAYOR DE SAN ANDRES UNIVERSITY
FACULTY OF HUMANITIES AND EDUCATIONAL
SCIENCES
LINGUISTICS AND LANGUAGES DEPARTMENT**



**TERMINOLOGICAL DATABASE FOR IMPROVING THE
TRANSLATION PROCESS AT CETI**

Guided work to obtain the Degree in Licenciatura

**INSTITUTION: CENTRO DE ENSEÑANZA Y TRADUCION DE
IDIOMAS CETI**

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Trabajo Dirigido:

**TERMINOLOGICAL DATABASE FOR IMPROVING THE
TRANSLATION PROCESS AT CETI**

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Para optar al grado académico de **Licenciatura en Lingüística e Idiomas** especialidad
Ingles.

Nota numeral:

Nota literal:

Ha sido:

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DEDICATED TO:

Those people who encourage me to follow the language of English not only as a hobby but as a way to improve live.

GRATITUDE TO:

The Institution CETI for giving me the opportunity to work as a translator close with the English language, also to the Director of Linguistics and Languages Department Lic. Virginia Coronado Conde.

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1. INTRODUCTION.-

Linguistics as a science gives us a branch which is linked with technology, as it is computational linguistics, this field part of translation is one of the new creations regarding advances technology.

There are programs to translate and make easy the process of it but find the appropriate software is kind of difficult because many could be the needs to solve during the translations, English accuracy, definitions of certain terminology, be familiar with target language we are translating in is very important task to understand at the beginning of a translation work.

Well then finding the needs mention above we get that the Implementation of a program or software in an institution is not an easy task because the needs are varied and there are important options to solve, the field of translation is a challenge but not impossible to get, the relation it has with another linguistic fields help to find better responses to translation work.

Every work at CETI involves hours of research including invest of time to terminology that get lost because there is no system or program to store them, all that data could be used for further translations. Regarding researched terminology corpus, this software implementation offer a variety of different terminology areas that is investigated and approved by respective translation tutors, which will lead CETI for a better performance inside translations proposal at UMSA.

This report is a process of work at CETI (teaching and language translation center), where the author found the need of implement a software that organize all research terminology that takes hours to find through research and at the end of the process is not systematize and get lost without any purpose.

This paper will take three aspects that should fill gaps in central terminology organization at CETI these are: first, this program save the terminology found in each translation work, second, this software compare terminologies found through above mention process of research, third the terminology is organized and do not disappear all important result of translation research.

Another point to explain is CETI performance work and how it presents and provides translation services to general population, the relationship with translator ´s work and how he does his job in each translation, other aspect that we will see in this guided work is CETI translations and their corresponding templates plus different aspects of each translation i.e. each of the current documents their costs and how these characteristics influence the performance of each translator.

At the end of this report will be given options that represent the culmination of a need search analysis that meets CETI´s most important deficiencies, this problems will be solve through database implementation, result as a writers guided work which leads him to find a proper solution to translations most important concerns that is to organize data, this report establish a relationship between search for the best technological tools attached to assist translation process.

2. JUSTIFICATION.-

Translations require being accurate to express the author's original idea, that is to get the message as clear as possible, it is apparent that in this process there are countless work methods used to obtain this goal so communicate is translation first and most important end.

Dealing with technological tools inside translation make methodology amplifies its concept, last decades a big proportion of technical translation have been done and new ways of translation needs must be covered by translators, so in this way methodologies and the advent of new technologies create faster forms to do a translation work.

Now in relation with a translation center involves obtaining best return of a translation work so it requires translators being best for a translation job, and for that reason we chose to get technological tools and improve the process of translation, organization inside a translation center is one of the main objectives, important terminology organization might define functionality of a translation center.

CETI performs a variety of contents and translations forms, is for this reason that this type of institution should have technical term glossaries in almost every single branch so this center can offer different kinds of services; another aspect that should be covered by the same institution is how fast a translation service is done.

The theoretical relevance if this work may get important results because seen the main differences in relation with of terms and its corresponding meaning will give other translators to know better a certain term in context, concepts such as abbreviations, acronyms are seen in different ways, that is a single term does not belong to a single context but can be measured for its diverse applications.

Other theoretical relevance is obtained during the translation process, the translator swims in a pool of terms and meanings through on line work research where he gets concepts of the same term, what is more he is able to identify right context of a word, that is where the richness of creating new meaning and context for words.

The society is taking into account too, this relevance is found in the form of how the translation is delivered and done, delivering a translation work is one the most important parts because if a client does not obtain its translation on time the enterprise lose work and money. What is more we will see all this social relevance when CETI gets lot of work to do, our clients will believe in the type of translation we do.

Through translation process we get many practical experiences, as the time went on during the guided work the translator create important and relevant templates that can be used for future translations woks, having a pattern where other translators find the appropriate application of a term will make each translation be done in a short period of time.

The value of crating new templates will give CETI better relevance on inside the society and how this institution develop and find other markets of translations because having many technical templates is like having many tools in a machine shop, taking into account the safeguarding of terms we must say that use of a database makes possible translators use a varied technical terminology, all of the terminology is reliable because they were put into high revision tests.

Incorporating a database in a translation company is an important and elemental task to solve, creating saved glossaries in a database makes technical terminology fit for use, and all of these terms are base for functionality part of a translation center like CETI, the place where you can see the relevance in using this terms is when technical translations comes at this center, for instance educational terms come all time such as high school diplomas, Bachelor Degree as well other types of text.

Translation generated data is undoubtedly a superior and principal necessity for the proper functioning of the institution, an information translation search about any term can lead us to see a many online dictionaries, download glossaries or templates, but what we will get is only disorganize information, so these important terms must be store in a systematized place where the translator use them or compare them to get a clear idea of which term is the adequate for a translation task.

Implement a database would provide first, that all terminology is selected by areas and stored on a base that would not face any organization issue, another benefit of this implementation is about the amount of terms that exists at CETI in relation with type work that this institution offers to translation market because i.e. the terminological database provide terms or glossaries for implementing in future translations.

3. OBJECTIVES.-

3.1 GENERAL OBJECTIVE.-

In relation with needs found at CETI the author considers that the guided work general objective is to improve the translation process at CETI, this issue is done through software implementation and the creation of a database, selection and technical terminology delimitation will be achieve due to software implementation.

Database software performs certain criteria such as storing data, managing and retrieving data which will assist in the organization of the terminology through process of translation. The reliability of technical terminology will be solved through use of the terminology store in our database.

3.2 SPECIFIC OBJECTIVE.-

To fulfill the needs of an institution like CETI, specific steps will be taken to solve such lacking which are known to be implementing measures for the benefit of the entity referred, in this way the specific objectives to achieve our general objective is :

- To delimitate technical translations terminology such as educative acronyms educative abbreviations.
- To select the documentation already done through process of the guided work carry on by the current writer of this paper, that lasted 6 months.
- To recollect all terminology done through the guided work at CETI
- To give terminology reliance to all work that is done by the translators through meetings with CETI tutors who can give validity of the terms that will be part or the terminological database implementation.

4. DELIMITATION AND SCOPE OF THE TRANSLATION.-

4.1. DELIMITATION OF TRANSLATION WORK.-

4.1.1 DELIMITATION OF WORK ENVIRONMENT.-

This paper comprises a variety of aspects of institutional integration covering first, two key entities , one is Universidad Mayor de San Andrés which has a guided work agreement with the institution CETI which is dependent of the Faculty of Humanities and the Linguistics and Language Department.

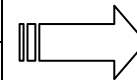
Therefore these two entities form an agreement which dictates that the institution CETI will translate documents such as institutional, academic and administrative, translate them from English into Spanish and vice versa as this is the language area of expertise of the author.

The author of the software implementation considers to choose all the translations, documents that were done during the second semester of 2012 and the first semester of 2013, that is because these time is when the new translation in charge of a tutor were considered.

In a certain way, organized and those translations can be used to be stored in our terminological data base, also is considered all translations done through the process of the guided work to be put into the organization of the database, the next chapter will detail the types of documents translated at CETI:

FIGURE N^o 1
CETI TRANSLATIONS

1. DIPLOMA
2.DIPLOMA (COUNTERSIGNATURE)
3.STATE APPROVED DEGREE
4. HIGH SCHOOL DIPLOMA
5.MASTER'S DEGREE
6.BACHELOR'S DEGREE
7.SCHOOL TRANSCRIPTS
8.UNIVERSITY TRANSCRIPTS
9.INSTITUTE TRANSCRIPTS
10.SAVINGS ACCOUNT CERTIFICATION
11. GRADE CERTIFICATION
12. CERTIFICATION OF SUBJECTS
13. SIGNATURE CERTIFICATION
14. MARRIAGE REGISTRATION CERTIFICATION
15. CREDENTIALING CERTIFICATION
16.WORKING CERTIFICATE
17. SUBJECTS FROM UNIVERSITY
18. LEGALIZATION TRANSCRIPT
21.TECHNICAL PAGE TEXTS - MEDICINE
22. TECHNICAL PAGE TEXTS - AUDIT
23. COUNTERSIGNATURE OF HIGH SCHOOL DIPLOMA
24. MEMORANDUM OF UNDERSTANDING
25. UNIVERSITY I.D
26. ANALYTICAL PROGRAM
27. SUBJETCS STUDIED ABROAD
28. GRADING SYSTEM
29. REVIEW FINAL REPORT
30.PROBATE FORM



DELIMITATION
OF WORK
ENVIRONMENT

**CETI
TRANSLATION
CENTER
DOCUMENTATION**

The following figures show the number of received, revised, and translated documents plus the reliability of them which reach a total of 161 pages that the translator did during the period of six months completing a cycle of 1000 hours, which was a requirement at the time of application of the guided work. Below is a chart showing work stages and detailed translated pages.

FIGURE N^o 2
DETAILED TRANSLATED PAGES

STAGE WORK	NUMBER OF PAGES ORIGINAL TEXT	NUMBER OF PAGES ACCEPTED, AND TRANSLATED
STEP 1	65	66
STAGE 2	44	48
STAGE 3	52	55
TOTAL PAGES	161	169

4.1.2. DELIMITATION OF THE TEXT TYPE.-

In order to determine text type used during the guided work the author of this report had to follow early regulation created in past administrations, as this procedure was in practice the type of texts were only organized in 4 areas of transactions process, there were not any specific requirement by technical areas, for instance text with mechanic terminology or Law terminology.

The previous topic caused sometimes misunderstanding in relation with amount of money that was supposed to be charged and days that usually would take to translate determined pages, for instance people wanted their documents for same day paying the equal sum of money it was almost impossible to do, thus we believe implementing a terminological data base solves future translations.

The next figure will show CETI'S four translation areas

FIGURE N^o 3

DOCUMENT
EDUCATIONAL DEGREE
CERTIFICATES
TEXT PAGES

Every type of text has its different variations, such as:

Degree:

- State approved Degree
- High School Diploma
- Bachelor's Degree
- Institute Degree
- Master's Degree

Certificate:

- Certificate of Graduation
- Birth Certificate
- School transcripts
- University transcripts
- Certificate of Employment
- Institute transcripts
- Savings account certification
- Grades school certification
- Transcripts certification
- Certification of signatures
- Certification of studies
- Marriage Registration Certificate
- Credentialing Certification

Text Pages:

- With technical terminology
- Mechanics
- Finance
- Audit
- Medicine
- Chemistry

Others like:

- Audio Reviews, Etc.

Within this type of documentation available at CETI are others within the text page area, below there are translated pages inside 3 stages of the current work:

- University subjects
- Legalization transcript
- Technical Text pages - Medical
- Technical Text pages - Audit
- High school diploma Countersignature
- Memorandum of Understanding
- University I.D
- Analytical Program
- Subjects taken abroad
- Grading system
- Final Exam Report
- Legalization Form

In order to complement the information showed above we must say that every accepted document at CETI is registered as one technical translation case, since the process of translation and use of technical terminology are connected with client's charge plus its corresponding required time for every work, both influence on a translation center performance.

Next is shown every single translation and their corresponding meaning such as diplomas, certificates and text pages plus their classification, translations are in both languages English- Spanish and Spanish-English.

1. DEGREE. - Refers to a document that represents the degree obtained within a given period of study, i.e. one person in our country, to get a degree, studies several years at any educational establishment. For example at university people study five years to get a bachelor's degree.

a) State Approved Degree. - This document is obtained upon completion of five years of study within the university; degree guaranteed by the government and person's accreditation for working inside our country.

b) High School Diploma. - This document is obtained upon 12 years study completion from primary to secondary; this concept is taken from current coursing order and every person takes this student formation.

c) Bachelor's Degree. – To achieve this document is necessary to complete years of study studies within the Bolivian University which consists of 5-7 years depending on the career you want.

d) Master Degree. - This document is obtained after finishing college studies; this degree represents a form of specialty of a student's preference field.

e) Degree awarded by an Institute. - Private institutions outside the university, public or private, have differences according with Degrees showed above i.e. obtaining a high school diploma is considered as culmination of studies over a period of time.

2. CERTIFICATES. – Document providing official evidence, gives proof and details of something such as personal status, educational achievements, ownership, or authenticity.

a) Graduation Certificate. - Regarding this document is obtained at culmination studies over the period of 5 years within the university or other private entity such:

b) Birth Certificate. - This is an essential document for any process within the university and identifies the person within the civil records of Our Town.

c) High School Transcript. - In this document are filled subjects taken by the student and also the marks obtained during primary and secondary education.

d) University Transcript. - These involve academic subjects studied during the academic administration of 5 or more years of studies conducted within the university together with

marks obtained during that time, it should be noted that within this group of documents exists a difference according to the university from which each person comes from, for example, is not the same study in USA than in our country and hence vary on how these are made.

e) **Work Certificate.** - This is obtained for services in an institution where years of work are specified, worker performance, date began to work as the end of it, manager's signature and also worker's signature.

f) **Institute transcript.** - These institutions have their internal rules of providing notes to students and thus vary from one to another and are given when finishing studies.

g) **Certification of Savings Account.** - This document is obtained when you need to show how much money people has in his account, obviously from a financial institution.

h) **Certification of Marks.** - This type of document is given to certify that university student coursed and obtained respective subjects grades, in addition certifies student passed all university's regulations.

i) **Transcripts.** - The University endorses this documentation in order to guarantee that all subjects, grades, averages, were obtained by the student.

j) **Certification of Signatures.** - People who do this work are notaries who testify that the signatures on the documents are real and belong to the people in it still.

k) **Certificate of Marriage Registration.** – This document is given on a legal institution thus our work was only to translate it into the target language and it refers when two people marry or join as a couple.

l) **Certification Credentialing.** - To exercise our profession we must get this kind of document in order to work on the job of interest. This document is issued by Bolivia Ministry of Labor.

3. TEXT PAGES: (with technical terminology)

This type of document was not considered in any of the preceding paragraph but as a separated area of translation, is important to notice that for translation ends we should differentiate from texts with technical terminology can be medicine, mechanical, finance, audit, and chemistry and other areas.

Within this group are those translations such academic, legal and financial type, these pages did not have a standard format of translation as a result was decided to place them at the end of this work, subsequently most of them are shown:

a) University Subjects. - referred to subjects studied at university, management, notes, periods and other information is specified here.

b) Authentication of transcript. - This procedure is done at UMSA; the university gives validity and authenticity of subjects and the respective student's grades.

c) High School Diploma Countersignature. - Upon completion of studies in primary and secondary education is when you get this document and the regulator is UMSA which gives the corresponding countersignature or validation.

e) MOU (agreement). This goes into effect when two universities have student exchange agreements, where are typified regulations, phases, and other details to carry on the contract.

f) University I.D. - Document that identifies the person who is studying in a university organization that sets names, RU, Career, College, etc..

g) Analytical program. - This program is a proposal which specifies all subjects that will be given within a certain period of time, the applicant to issue such materials writes all the information as an introduction, objectives and goals to be achieved during the development of their proposal.

h) Subjects taken abroad. - There are requirements that require all college courses taken in foreign language are translated into the need language, for what the student should select all subjects that need to be endorsed and validated for recognition within the university where continue studies or procedures.

i) Review Final Report. - Teachers, universities give students a detailed report of the last tests taken by each person.

j) Legalization Form. - legal only purpose is that this method is adopted to academic procedures, in this text are specified details like title that is obtained , name, years of study, graduation date, place or graduating college .Age, etc..

All the above points are very important to see because without this definitions of areas including academic, technical, financial, legal, etc., the existing documentation at CETI would be unknown and the kind of work that is done at this translation center, the steps taken before help specify how much terminology exists for storage in the database.

**CLASSIFICATION OF TRANSLATED TEXTS IN RELATION
WITH ABOVE DESCRIPTION BY WORK STAGES:**

FIGURE N^o 4

E W O R K	DOCUMENT	LANGUAGE	TYPE OF TEXT
STAGE 1	Acupuncture Project Profile Medicine Department	Eng / Spa	Technical(medicine)
	Consulate of Bolivia, Legal document	Eng / Spa	Legal
	Diplomas / University Transcripts UMSA	Eng / Spa	Academic
	Certificates /Bachelor Degree	Spa / Eng	Academic
	Fontana University High school Diploma	Eng / Spa	Academic
	Text Page (letters) of Sacred Heart University	Eng / Spa	Academic
	Diploma / Degree National Provision UMSA	Spa / Eng	Academic
	Text Pages - Red Cross Audit	Spa / Eng	Financial
	Degree/diploma /certificate of Evangelical Christian church.	Spa / Eng	Academic
STAGE 2	Certificate / Degree / text p. /, dean's resolution of subjects and grades of UMSA University, Bachelor's Degree.	Spa / Eng	Academic
	Memorandum of Understanding between University of Georgia and University Minas Gerais Brazil.	Eng / Spa	Legal
	Analytical Program UPB	Spa / Eng	Academic
	Simmons University Subjects, USA	Eng / Spa	Academic
	Transcripts of Simmons University, USA	Eng / Spa	Academic
	Simmons University Grading System, USA	Eng / Spa	Academic

STAGE 3.	Bachelor of Science with a major in Meteorology, University of Florida	Eng / Spa	Academic
	Transcript from Byelorussian Polytechnic Institute and Engineering Degree of the same university.	Spa / Eng	Academic
	Bachelor's degree from Quinnipiac University, transcript of the same University, Evaluation System, subject Verification, university registration.	Spa / Eng	Academic
	Certification of Signatures, transcript Validation Certification from University of Iowa, USA.	Eng / Spa	Academic Legal
	Final Test Report, University I.D, Title Verification by Public Notary, University of Iowa, USA.	Eng / Spa	Academic Legal
	High school Transcript from "Los Pinos" school Plurinational State of Bolivia, High school Diploma.	Spa / Eng	Academic
	General Recognition of Signatures and Name of the Public Notary	Eng / Spa	Legal
	Marriage Registration from Civic Registration Service, Legalization Form of the Supreme Electoral Tribunal	Spa / Eng	Legal
	Credentialing Certificate	Spa / Eng	Academic
	Certification Diploma of Studies from Nursing College of Bolivia	Spa / Eng	Academic
	Endorsed Diploma of Nursing Degree	Spa / Eng	Academic
	National Provision Nursing Degree	Spa / Eng	Academic
	Working Certificate from the Ministry of Health	Spa / Eng	Academic
	Nursing subjects taken by the student	Spa / Eng	Academic
	Nursing department subjects certification	Spa / Eng	Academic
	"Unidad Educativa del Ejercito" Transcript	Spa / Eng	Academic
	Victory Lake Intermediate School Transcript	Eng / Spa	Academic

4.1.3 TEMPORAL DELIMITATION

The guided work translation program lasted six months. It began its execution on March 28, 2012 and ended on September 28, 2012, then to make the respective list of all documentation held within this institution and delivered to the appropriate authorities.

The first stage of the translation program was very important because we got into the real work done at CETI, for instance to find documents with technical terminology inside CETI's past translations, other task was to organize the system for reception and delivery of future translation texts, to create an appropriate environment for working, to search available tools with technical terminology relevance such printed books, dictionaries, Glossaries.

The second stage was considered as the implementation of changes during the first stage, we believed in making enough change to create our work place, one of task to obtain was giving clients a translation delivered on time, doing translation as accurate as we can do, most of the process of translation was hard to do since the creation of templates, translation and revision took long time to get and many people to endorse them for finishing a translation work.

Third stage main task was based on selecting technical terminology by areas done through last four months of translations, each area was divided in text pages, Educational Degree, Documents, Certificates, due to translation work requests there was no possibility to make terminology selection by areas such as educational terminology, acronyms, abbreviations, concepts, Financial terminology, and other types of terms.

4.2 TRANSLATION WORK SCOPE

4.2.1 ACHIEVEMENT OF OBJECTIVES

All texts were translated in a correlative methodological order, following the next steps:

- Reception of Documents by CETI secretary
- Document Review and reading
- Area Identification
- Translation using CAT tools (acronym in English that dictate *computer assisted translation*).
- Revision of the translation with the area coordinator.
- Last Revision and editing part.
- Print (edition)
- Seals and signatures of the translator and the institution CETI.

4.2.2 LIMITATIONS OF TRANSLATION.

When talking about help obtained through translation process only few things can be distinctive, to name few, there are computers at CETI, most of them are not close to get minimum requirements for implementing any program but these help in researching times for translating, other difficulties were in relation with coordination with the tutors where they came only 1 or 2 hours and this lead us into lack of teaching valuable information such as use of the correct terminology.

The definition of translation areas were already done when translator arrived at CETI, but this type of organization was too general since the new documents were from all kind of topics, there was no terminology differentiation technique which of course takes much longer time research on internet and carry out on time and this affect for instance text pages in relation with client cost.

At the beginning of the work translation templates were expected to find those could have helped for work process but was not found absolutely any translated text, this influence in time of giving the client the translated document. This problem was corrected as the translation work was done during each stage; with respect to the documentation digital format supporting evidence was not found at CETI computers.

There are difficulties that could have been solved but those have not because of coordination between reviewers and translators, the only time that was possible to meet them was at syntax English review or used of mistaken words and terms meaning but that was the most relevant so the translators could ask anything about word concept, therefore this is considered most valuable time of all the process but all the terminology found had not any purpose because the translators did not know where to store or retrieve information or update large amount of terminology found.

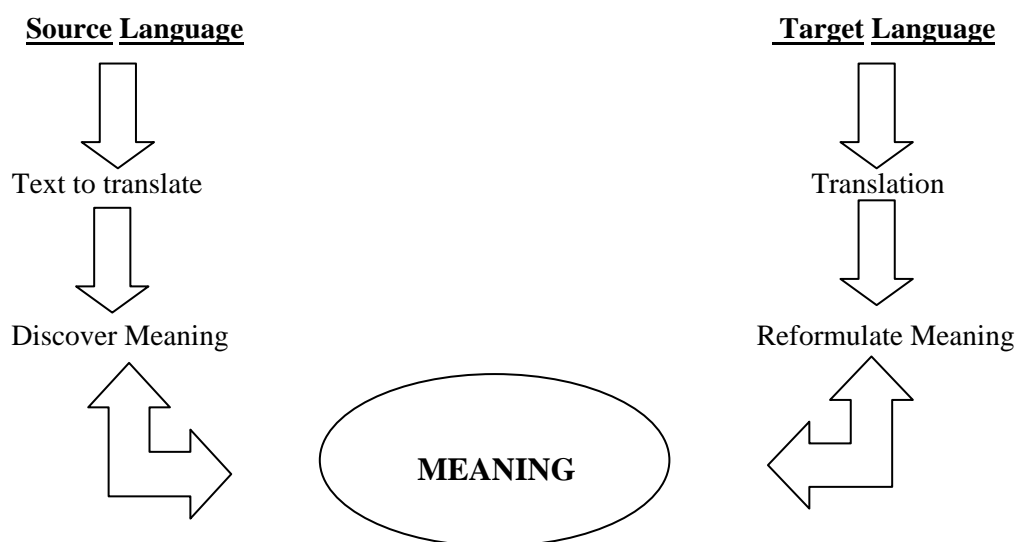
B. THEORETICAL FRAMEWORK

1. THE PROCESS OF TRANSLATION.-

Translation according to ¹Larson is based on two fundamental aspects, which means replacing the source language by the shape of the target language; he also notes that at the time that this phenomenon occurs the meaning must be passed with no distortion and that all changes is the shape. Now defining two concepts of Larson, the source language is the form from which the translation is made and the target language is understood as the recipient and is the one in which the original meaning is poured.

The translations thus involves the participation of the translators, who first determines the meaning through lexical analysis and then makes grammatical structural analysis of the original text, taking into account the situation of communication and cultural context, and then rephrase the same meaning using the lexicon and the grammatical structure of the target language according to its context. All this procedure is shown in the following figure.

FIGURE N^o 5
TRANSLATION PROCESS



¹ Larson, pag.120-125.Ed.Global

According with the previous theory will be explained the characteristics of a translation:

1. Communicates the native speaker of the target language the same meaning as understood by native speakers of the source language.
2. Keeps text original dynamics.

The translator's competence also plays an important role when translating a text, so it is advisable to study the process of translation.

2. TRANSLATION METHODS

➤ **Equivalence Theory**

There is never absolute equivalence between two codes (languages) and that none of the languages there monosemic words, each language has information to give that do not match at all with one another ²(Jacobson). Thus every role applies to a text one or more methods of translation.

➤ **Semantic Translation**

According to ³Newmark is a mix between free and literal translation.

Listed below is the translation procedure according to Newmark:

1. **Word for word translation.** - Place the words of the target language below the source language, which preserves the order of the sentence so that the translated one by one taking its most common meaning.

Example:

El	arcoíris	resplandece	en	el	ocaso
The	rainbow	shines	in	the	twilight

² Jacobson


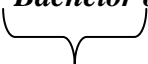

³ Newmark

2. **Literal translation.** - Source language grammar becomes their closest equivalent in the Target language. At first translates words one by one without taking into account the context of the message but ordinary meaning of words
3. **Free Translation.** - Plays content from source language without using a paraphrase for translation.
4. **Communicative translation.** - This form of translation is to reproduce exact original context, so that both content and language are readily acceptable and comprehensible to readers.
5. **Translation by transposition.** - Implies a change in the grammar, to pass a source text language to target language.
6. **Translation by Modulation.** - Free translations involving double negative

For this work the author used certain translation methods which are, communicative, literal and transposition, the latter the most.

3. TRANSLATION TECHNIQUES IN THE TRANSLATION WORK.-

Loan word. This technique is distinctive in executing the loan translation of a proper name for the phrase, see example below:

1. Graduated Teachers of *Normal Superior de Guaqui.*

Proper Name
2. *Bachelor of* Business Administration

Proper Name
3. Titled at *Harvard University*

Proper Name

Literal Translation. Its feature is to translate word by word the required sentence.

1. The orchestra will play at 12:00 pm on Rochester Avenue.

La orquesta tocara a 12:00 pm en la Rochester Avenida

2. Bachelor of Arts

Bachiller en Artes

The previous example is important, it was taken from CETI certificates, there is no equivalent term such as Bachelor and the Spanish word Licenciatura, which at first glance seem both terms are easy translation, namely the word Licenciado in Spanish refers to a degree that is obtained at the end of five years of University studies and then get the respective Degree, but the term Bachelor means obtaining the degree at the culmination of four years of study in USA universities.

Transposition. - For this purpose we will refer to this technique as one in which the translator uses grammatical changes, from source language to the target language.

Examples:

1. Objetivos específicos

Plural Adj.

Specific Objectives

Singular Adj.

2. Fontana High School

Adjective

Escuela secundaria Fontana

Subject

4. DATABASE FEATURES.-

Terminological data are valuable and should be handled as an important resource of the institution that is information should be seen as a discipline of order, so this information is captured as something critical to the translation institution, when data is not available translation centers face customers and money losses⁴. To follow the previous idea there are four areas to be considered as mayor needs to be covered by the translation center in order to implement a database:

- Storage Capacity
- Security
- Integrity
- Backup and Recovery

Transform these needs into strategic objectives and implementation of data will help achieve objectives. One of the points mentioned above such as backup and recovery, support the information or data obtained during our translation work, leaving us with benefit of having a backup for a translation, also recovery same data leads us to optimize term researching time, it would not take too long time to find a term and its respective fields of use inside our implemented software.

These are techniques that had greater use within the 3 stages of translation, which are used interchangeably, the author of this work considers they are used automatically as needed to translate it too fast, i.e. techniques left it up to the time of executing each text without any technique that would be used, the only explanation given above is to sense where other techniques are used in the process of translation of this work in the institution CETI.

Internet has helped to create a new standard for dissemination of information, this fact is based on today's use by world population is a medium of communication as this large dimensions. Thus there are many sites that host data in different formats, one of these are the glossaries of any branch which contain information or language translation and source language or target language that we want to translate.

⁴ Gary N. Hansen, Diseño y Administración de Base de Datos, s/Ed., 1997

Another case is bilingual or monolingual dictionaries where its usefulness leads to save much time in search terms, but not only there are websites that have this terminology but translate it and give us definition in different languages, and also can translate large fragments of information that can exceed 50 megabytes.

So the question is how much data these pages saved? They make it with the use of software, programs created exclusively for different functions, and this feature makes difficult the creation, uses of the databases through the Internet could be: magazine information that can provide information on terminology comercializacion users and share data.

A database is a tool to manage data and must be managed effectively to produce the expected results, which leads to the pre-planning needs of an institution, where there is priority for the creation of a database, the organization may have different gaps in their planning using these data, it is believed that is better to consider the technical capabilities of the database than the priorities of the company so that we should be aware of following a needs search process.

The process of including a D.B in an institution or organization is a process that includes three important aspects such as:

- Technology. - Software and Hardware of DB
- Administrative. - Administrative Functions
- Cultural. - Resistance to change in the institution

1. Technology. - Includes select, install, configure, monitor the database, make sure this database, store and access data effectively.

2. Administrative. - The administrative staff of an institution must have excellent interpersonal and communication skills and understanding of the organization.

3. Cultural. - Changes sector employees for development of the database which could cause cultural clashes where DB implementation to make workplace organization, control and structure of the institution which would generate reluctance of people to use the information provided by the system and may question the value and accuracy of the information

4.1. DATABASE TECHNOLOGICAL EVOLUTION.-

The first processing data systems executed administrative tasks to reduce paperwork which institutions generated over time, this meant more money to spend, money on staff to develop the work of organizing these papers into files that provide some benefit for companies, and of course this ends up being a big waste of human and financial resources. Thus we can define a distinction between data and information:

- Data: Isolated Facts
- Information: Organized Data, summarized or processed.

But now we have a question to be answered, How to measure the value of information? Well, if you have good information or data is more likely those decisions can be made relevant and effective to trigger a greater positive impact on a translation center, but instead the information is poor, working with more uncertainty data is unlikely to take appropriate decisions. The development of a database became crucial in providing accurate and timely training to business managers.

To define everything exposed lets define now what is considered a general database after finding that there is marked difference between data and information:

4.1.1 DATABASE

It is considered a collection of interrelated data that can be used by one or more application programs.

4.1.2 DATA MODEL

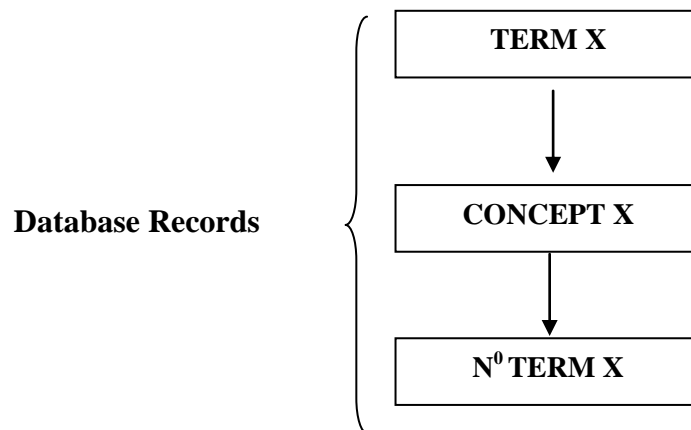
⁵Is a conceptual method for structuring data, would become the way in which we would organize data, we have three types.

- Hierarchical
- Network
- Relational

4.1.2.1 HIERARCHICAL MODEL

Data model that summarizes all the interrelationships between data can be structured as hierarchical. Example:

FIGURE N^o 6

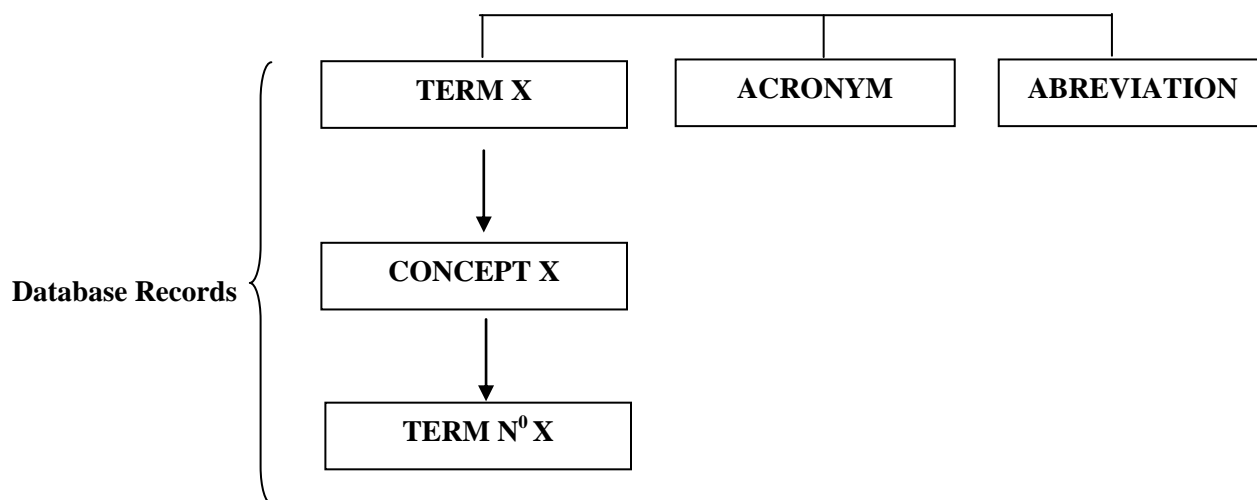


⁵ JAMES. V HASEN, Database Management, primera edicion.,USA, 2001

4.1.2.2 IN RED MODEL

It becomes a data link in which a record can be subordinated to another record more than one file:

FIGURE N⁰ 7



4.1.2.3 RELATIONAL MODEL

Consisting of rows and columns, these tables are named and logical relationships between data. Access to the data is logical, the relationship is the key element of this model, a relationship can be associated with a matrix or column in which each has a meaning, also a domain with other data, based on this concept can defined the relational model as ⁶"a finite set of variable relations, defined on a finite set of domains."

FIGURE N⁰ 8

Relation N⁰1

Relational Database {

TERM N ⁰	ABBREVIATION	CONCEPT
1		
2		
3		
4		

⁶ Database Management, Ed.First 2001,Peter H. Moll

5. COMPONENTS OF A DATABASE.-

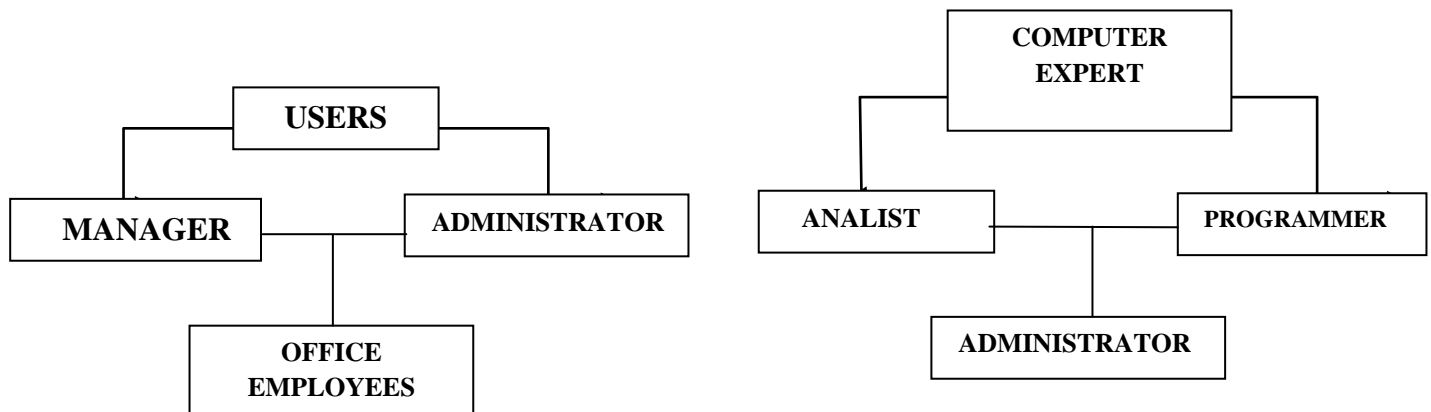
⁷A database system consists of 4 components:

- **Hardware:** Set of physical devices that resides on a database.
- **Software:** Program with which our database works.
- **Data:** Basic facts based on information needs and processing of an institution, the essential factor to consider is that the data that make up a database must be carefully and logically structured.

Should be monitored functions of the institution, so the data and relationships, which must be identified and fully defined.

- **People:** Are users and professionals who are part of the implementation of the DB, as follows comes how people are distributed as part of the database.

FIGURE N^o 9



5.1 THE ROLE OF THE DATABASE

A database is a collection of interrelated, shared, and controlled data, so we will take the first steps to implement a database

5.1.1 DATABASE PLANNING.

It is a strategic collective effort to identify needs of the organization; the DB planning is conditioned by the organization information needs involved to a business plan for the institution, which has certain advantages of great value as follows:

⁷ Peter Rob/Carlos Coronel, Implementing a Database for Organized Enterprises, 2010 Ed.

- Expresses understanding with leaders or directors and institution information resources.
- Identify and justify resource, requirements and helps ensure that resources are available.

5.1.2 DATABASE PLANNING PROJECT.

Start with the senior directors, which allocate capital and identify staff to participate in the project.⁸ The group must have extensive experience in information systems and other areas of the institution (Martin, 1983), suggests four people full time where two people are information systems and two people familiar with most areas of the institution which implements the DB.

For such a project meets its objectives within the organization it should not take longer than six months. After that time should be given to the director of the center a report such as the information needs of the functional areas, also at this point you must set the volumes of data. A strategic database plan should recommend and organize the number, type of the database which should be developed and also the schedule for the projects.

5.1.3 DATABASE MANAGER FUNCTIONS.

This aspect is characterized by the fact that people whom will be responsible for the program implementation have different functions, such as managing, designing, training of users to access the database, and also guide the development and implementation, protect and ensure program performance.

6. DATABASE DESIGN

6.1 CONCEPTUAL DESIGN

It consists in defining the data elements to be included in the database, the interrelationships between them and the restrictions applying to the data values.

⁸ Martin, 1983,Ed, España,Madrid,Pag.66

6.2 VALUE CONSTRAINT

Rule that defines the acceptability values for a specific data.

6.3 DATABASE PHYSICAL DESIGN

It is determined as the storage device and access method to use the index database.

6.4 DATABASE ARCHITECTURE

6.4.1 CONCEPTUAL LEVEL

The needs analysis is critical and therefore also an analysis of the information needs of users and the definition of the types of data that are needed to meet these needs, resulting from this step is the so called *conceptual schema*, which is a simple and logical description of all data elements and their interrelationships.

7. DATABASE DEVELOPMENT:

7.1 CONCEPTUAL DESIGN.-

Creates the conceptual scheme of the database, during this stage detailed models view of users are created. Now it is presented a different view of how to choose a database according to the requirements mentioned above.

7.2 CHOOSING A DATABASE.-

First define again what a DB is, considered a set of interrelated data which are stored in a single collection without redundancy, one of the advantages of owning a database is to:

7.3 INCREASE INFORMATION VALUES,-

The data set is greater than the sum of the information value of the individual elements.

7.4 STANDARDIZED DOCUMENTATION OF INFORMATION. –

Which is integrated with data, documentation is included not only the information of the data which is normalized. The application of the methodology of the database can provide great service when making decisions as a result of the implementation, it will have organized information, not just data listings, this gives them a great performance when doing a translation.

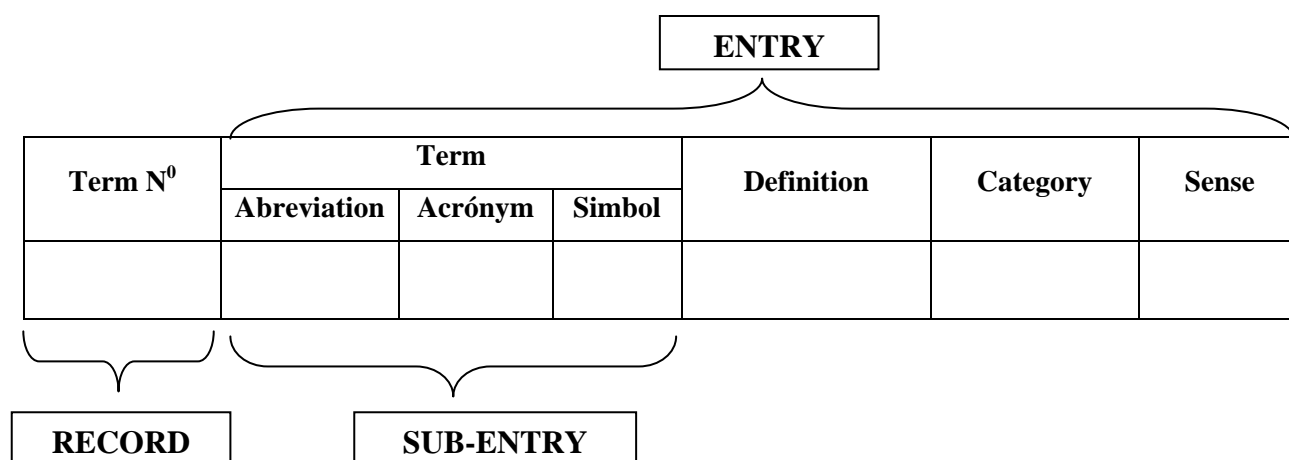
7.5 RECORD AND FIELD.-

In this implementation may stress two inherent aspects to the subject matter of those who becomes part of the database.

7.6 RECORD.-

Set of data of the same element, within one record a variety of information exists where each record is a field turn the sub field is divided into sub-fields. Next example exemplify how a database is organized according with data information terminology which collect main areas, determined inside a record entry.

FIGURE N^o 10



8. TERMINOLOGY: SCIENCE AND APPLICATIONS.-

Communication in specialized areas today plays a role of great importance because without a clear understanding of this specialized vocabulary a mistaken message could be send. For this reason it is important to record the new created terms inside CETI, as every single term could have more than one meaning as it occurs inside language itself when we talk about certain words which have more than one single sense.

Now taking specific terminology and defining more precisely its role in the field of translation can be said that the terminology is a collection, compilation, processing and systematization of terminologies, if we delimit the goal of standardizing terminology one would say ⁹that a concept is to assign a specific content and denomination eliminating the possibility of synonymy within the term.

At first it can be considered that a systematic study of terminology has its origin in the field of technology and natural sciences as these branches represent to humans, as stated in the beginning of this work, the further evolution and steady growth especially if we talk about terms must communicate a new concept.

Most of the areas where terminology is applied might vary from mechanic to engineering or any other science, translation has the possibility to create with this kind of terminologies a vocabulary to satisfy the needs of understanding for foreign speakers, every single science through time has created new terminology and nowadays this process is increasing and innovating every day, this trend grows all days and needs to be share for knowledge purposes.

Significantly, there are differences in the field of systematic terminology, one of this is descriptive terminology which is responsible for description of existing language in use, and another is normalizing terminology which refers to descriptive study to determine the state of language, as an example of the above can cite dictionaries that have a descriptive orientation.

Terminology is a Science related to different fields so it is considered an interdisciplinary science, for example is related to linguistics, philosophy, information and documentation, computational linguistics, and engineering knowledge , according to ¹⁰Wuster (1974) *"terminology receives strong influence of structuralize linguistics"*, science terminology is concerned exclusively by the current lexicon, not the history of linguistics.

⁹ Ricardo Español Crespo, Enciclopedia Practica de la Información Aplicada,2009

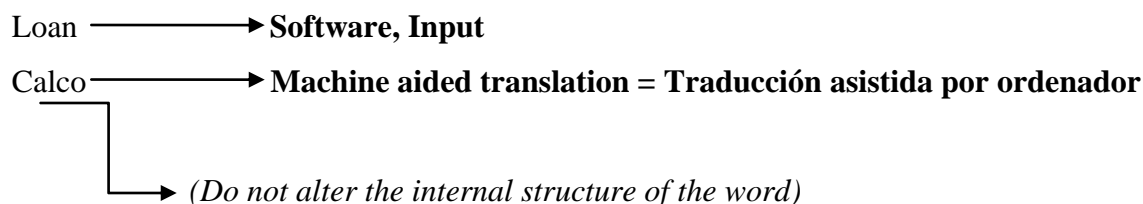
¹⁰ Wuster , (1974)

Within linguistics areas that are closely related to semantics sciences, terminology plays an essential role in the development of term context. This is also related to applied linguistics and the study of specialized languages where any area of special interest is the basis terminology for both oral and written communication, so to give a brief concept of terminology we might define terminology as the complete set of specialized area, concepts and respective denominations.

8.1 LINGUISTIC TERMS DEFINITION

Conversion. - About changing word of a lexical category to another e.g. from noun to verb.

Lexicon Loan and Tracing .- It means unchanged Adoption in all or most of a word from another language.



Abbreviation. - Are often polysemous and occur when a reduction is made in the name of a word, e.g. abbreviated word page p.

Acronym. - It arises when the short form is manifest only the initial letters of each element denominator has the feature that if you can pronounce is integrated but if not is spelled. Examples:

- Laser = Light Amplification by emission of radiation = (integrate)
- TDF = PTO = (spelled)

The definition and context of a term become important because the first is the best resource for understanding and determining the extent of the concept and the second is the use of the characteristics of the term.

8.2 TERMINOLOGY METHODS

The determination of terminology work includes:

- Work Objectives
- Addressee or groups Addressee
- Available time
- Contributors
- Documentation
- Computer Equipment
- Economic features

8.3 PRELIMINARY STAGES OF THE TERMINOLOGY SYSTEMATIZED WORK

8.3.1 ACCURATE ANALYSIS.

Currently daily practice of translation does not allow to create terminological works, not even on a smaller scale and subsequent results reflected in a glossary, to get a long-term usable terminology material is necessary to collect the results of each individual analysis and integrate them into a terminology relevant subject analysis area, specific analysis are preliminary stage of a systematic terminology work.

8.3.2 COLLECTING TERMS.

The author must be guided by his experience for selecting terms to include in a terminology data base that is based largely on intuition and needs created during the definition of the area to systematize.

Now it will be given the systematic creation of terminologies:

8.3.3 PRELIMINARY CONSIDERATIONS OF ORGANIZATION, including:

- Define the field or area of expertise
- The language or languages based on the needs of the author
- Determine terminology work objective
- Determine targeted users
- Form of final work publication
- Involve experts of the specialized area at least as advisors

The terminology database provide much more space for additional training and making entries or fields, acquiring greater precision and flexibility in use, these features are vital because they are starting point for organizing terminology that will be incorporated into our respective CETI database .

8.3.4 DELINEATING THE SPECIALIZED AREA:

The specialty area must be separated from other areas which are related, should be made with the expert in the area.

8.3.5 SPECIALTY DIVISION INTO SMALLER UNITS:

The division enables the distribution of work among more employees and covers a big area; division should be divided into smaller areas.

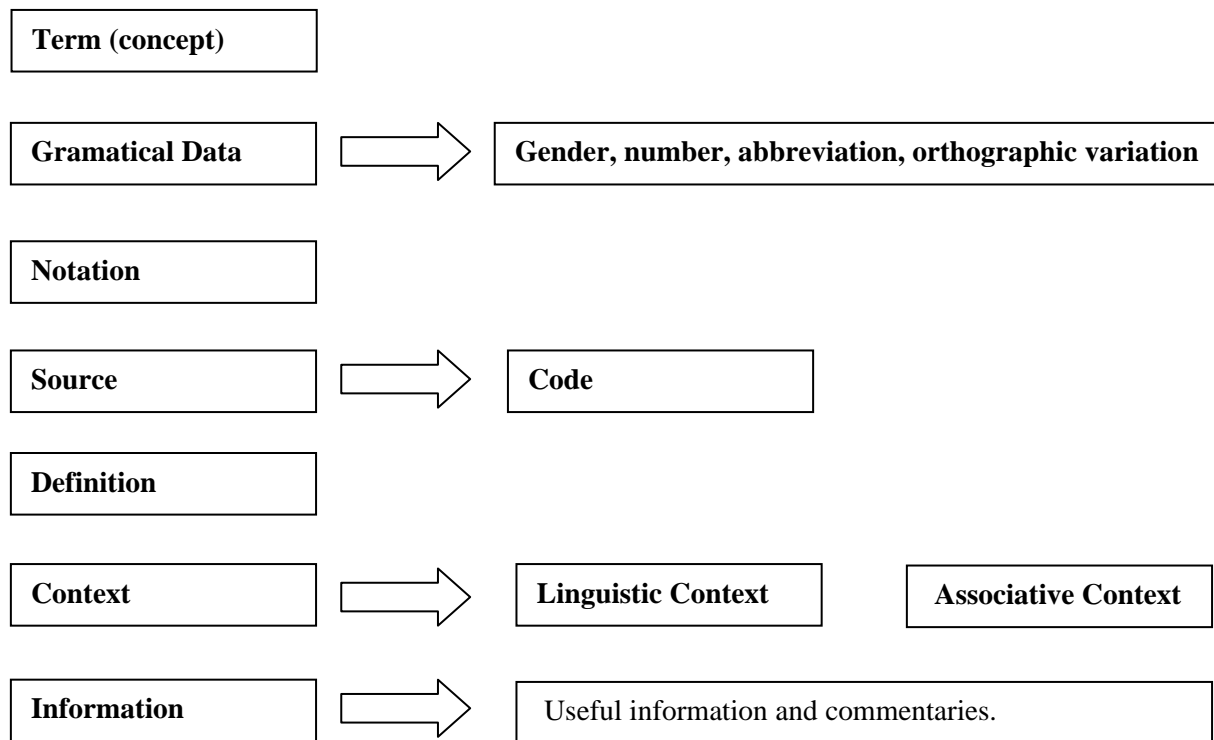
8.3.6 ACQUISITION AND ANALYSIS OF DOCUMENTARY MATERIAL this step includes:

- References required, information gathering.
- Target language must be the mother tongue of the author.
- Author must be skilled in the specialized area.
- Sources should reflect current scientific level.
- When there are two languages requires that the sources are the same type and quality in both languages.
- This includes specialized manuals, encyclopedias, articles, scientific or technical treaties, international and national standards, monolingual dictionaries.

8.3.7 COLLECTION AND PROVISIONAL ORGANIZATION OF TERMS AND FOUND CONCEPTS.-

Information taken from the documentary material is handmade collection, this can also be done manually in cards before entering the selected terminology database, and following is an outline of how you can create terminology and categories.

FIGURE N⁰ 11



* Each terminology card must include one term

8.3.8 SYSTEM OF CONCEPTS

The final product should have an expert to work in technical correction, no more than two languages should be applied, it is preferable to compare each of the different concepts of the source language i.e. language and target language. If a language lacks of a specific term is appropriate to propose names, in this case only be offering translation proposal.

Finished the terminological analysis and additional selection of information, the definitive data is included in the entry terminology, later to be stored in the terminology database , terminological data should be prepared for making available to the user, it could range from a dictionary to a computerized system that provides facilities for the user to see and have the terminology.

There are two types of ¹¹terminology descriptive and normalizing, when we talk about having an orientation to translation into the target language is said to be descriptive, establish definitions and terms to ensure accurate application of terminology is appropriate to talk about normalizing terminology, such terminologists work in translation services and have their own normative.

The normative terminology presupposes a prior descriptive elaboration, since it is necessary to know the current state of the language, i.e. a descriptive work after work.

Advantages of treating a terminology database

- The same concept can be sought under different names in different languages
- It simplifies routine jobs and conserves terminology records.
- Different views or classification criteria

Construction of a database

- It compares with a file of paper
- Each column is called a data field
- All definitions in each of the languages form a data field
- Modern databases systems are structured relational which mean inside the isolated data field there are relations.
- The effectiveness of a terminology database depends on how it is structured to dataset

A database can have entries, to be considered a terminology entry with all requirements both linguistic and computing, remember that each term must be registered only once. Creating a database only worth it if it will benefit many users, but obviously not all users need to find that terminology because the database is concentrated only in certain areas that usually do not match with the user's interests.

¹¹ Amelia de Irazazabal Nerpell y Eika Schwarz, Introducción Terminológica, Pag.15

C. METODOLOGY

1. – ACTORS AND PROGRAM BENEFICIARIES OF CETI TERMBASE

People involved in the interagency agreement of this work are first the Linguistics and Languages Department and Translation Center CETI which is responsible for receiving translations that come to this center for doing the translation process by translators.

1.1. TERMINOLOGICAL DATABASE ACTORS, CETI-UMSA LINGUISTICS AND LANGUAGES DEPARTMENT

1.1.1 UMSA

Founded on October 25, 1830 by Andres de Santa Cruz, its history includes three periods in the struggle for the conquest towards autonomy. In the beginning it worked as junior University, however, the importance which grew during this time in 1831 changed its name to Universidad Mayor de San Andrés.¹²

Important people worked as Deans of this prestigious academic institution, many of them contributed with wisdom for university growing and also became increasingly competitive. Among all these people who stood by their work we have José Manuel Indaburo, Augustin Azpiazu, Isaac Tamayo and Emilio Villanueva, nowadays current Dean Maria Teresa Nemtala Rescala, among many other outstanding people. The university opened with just six Faculties, today responding to total 20 different Academic faculties.

Currently the Universidad Mayor de San Andrés is the largest University of our country with 20 faculties, 54 undergraduate careers and others, more than 70 percent of Bolivia's scientific research is conducted within the University system, corresponding to UMSA and 35 percent of this result belongs to this University.

¹² Periódico El Diario, 2011

1.1.2 CETI

On 1993 based on their long experience in teaching and providing language translation the Linguistics and Languages Department decides to do a restructuring process and creates the Center for Teaching Language and Translation (CETI), for students of Linguistics and Languages specialize in Teaching languages, in addition they provide language translation services to University community offering a variety services, included countersigning of documents in addition to 3 extra language translations as it French, Portuguese, Aymara and other native Languages¹³.

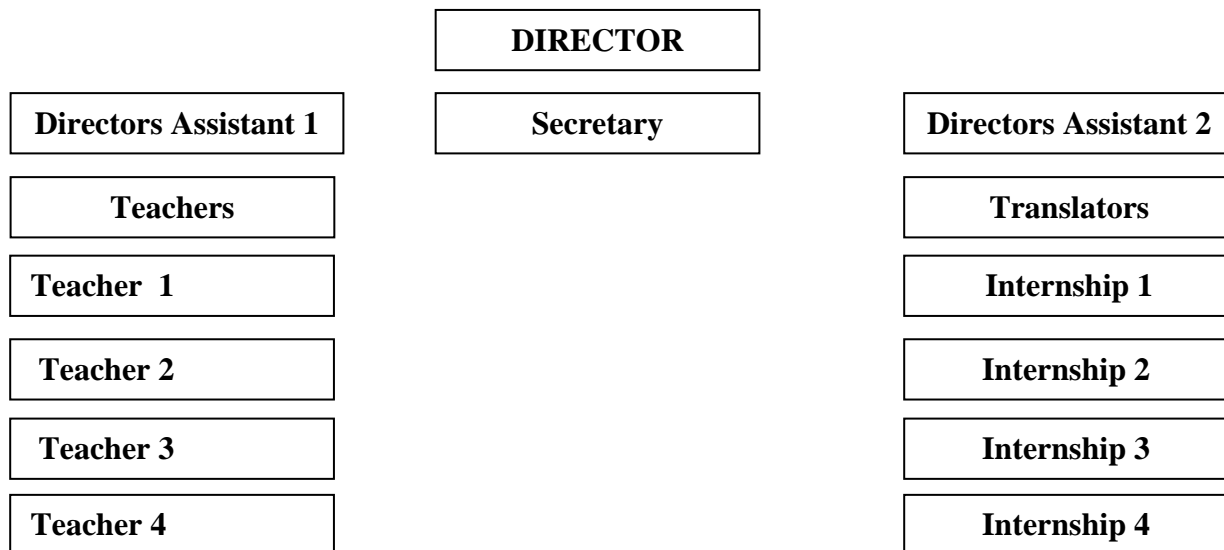
However, in 1999, by resolution of the conference's academic career is decided to return the core subjects of language as a common plan, CETI becomes a center for translation and language teaching. Since then, is an academic institution that provides language services to the different UMSA careers which must learn a language.

In 2001, self-financed courses are created to give services for all University UMSA, addition to college students, public and private institutions. The student demand is prompt and in less than a year massifies these courses. However, since its creation has not own infrastructure and works in borrowed classrooms from neighboring Careers, such Economics, Audit Career and the Linguistics Department own classrooms that facilitates classes.

CETI main objective is to promote internal growth and to meet external requirements for the University, transfers and exploits new technology that contributes teaching, learning foreign language and translation for the University Community. CETI's organizational structure could be defined like:

¹³ Manual, Institución CETI , 1993

FIGURE N^o 13



1.1.3 TRANSLATORS

In order to have the required personnel to be in function of translation process at CETI, the Linguistics and Languages Department promotes a partnership between two institutions; bring to light the call for both recent graduate students, such as: last semesters students who play the role as translators inside English area.

Only two interns past the Carrier requirements then for as long as the author of this work came to the translation Center there was a internship translator at CETI, he was working there for almost one month, which came from last management held in 2011, these interns were commissioned to translate all documents from English / Spanish and Spanish to English, which are framed as part of the service offered to CETI's clients, each translator received a text to translate as they come to translation center, to optimize the translation process, digital copies were used from work already done by the translator who already had a month of experience.

First stage was assigned to each translator a PC which would do the translation work, review of translations was made by the coordinator of the area which also translate documents from Portuguese to Spanish and vice versa, at this early stage Ms. Jacqueline Auza was responsible for control translation and translators, the coordinator was only for a period of two months with the interns and only one with the author of this work.

The second stage of the work was done under the supervision of the Career Director who took overall responsibility for coordinating and reviewing the translations made by both translators.

The third stage process was done under supervision of the last person and translators, but already with some organization created by the trainees during the first two stages, improvements translation produced interesting results, to name one, for example created a record of received and text delivery for customers.

1.2 BENEFICIARIES OF THE AGREEMENT: CETI AND LINGUISTICS AND LANGUAGES DEPARTMENT

This final report aims to assist implementation a terminology database for organizing the institution CETI, the creation of this service would directly benefit the center, established by teachers in teaching languages as translators.

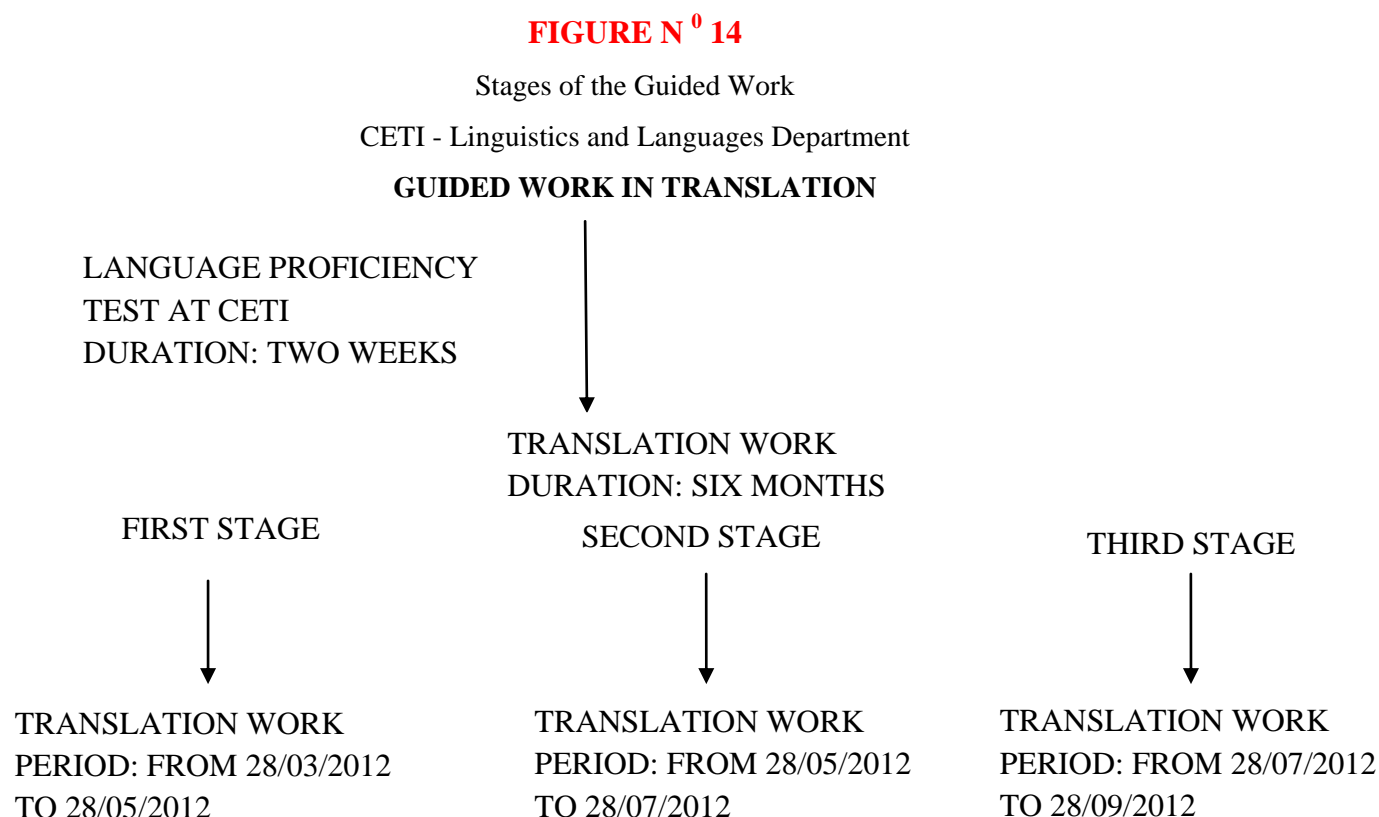
Another sector gaining from this implementation is the academic community from schools and individuals as universities that require technical translation service.

2. CHRONOLOGY OF EVENTS IN THE TRANSLATION WORK PROCESS AT CETI.-

Guided work took place on March 28 2012, everything begins with publication of an announcement made by the head director of the Linguistic Department, applicants were given a language proficiency test in four levels of language such as *speaking, writing, reading, listening*, to subsequently selecting those with best score in each of the areas, this process took about two weeks.

After the indicated date begin with the guided work at date March 28, 2012 which lasted six months or the equivalent 1000 hours, 8 hours a day of continuous work by the author of this report then at the end of the translation process the material was delivered to the new translation center managers on September 28, 2012. The translation work was divided in stages each one lasted about two months and the coordinator or reviewer had the obligation of giving the report of each intern every two months.

The Chronology of events and dates during the English guided translation work is presented below:



2.1 ACCEPTANCE PROCESS OF APPLICANTS.-

Interns of the translation area have the opportunity to perform their guided work at CETI, one of the requirements were English language proficiency , another was the presentation of a project that has relevance in translation or software development package that provides increased performance in translation.

The goal, of course, of this phase was to know who holds the future translator skills and what kind of idea has on translation; it is notable that there was no requirement for knowledge of PC software skills within the subject area or management computer or internet search.

2.2 THE TRANSLATION WORK

Discussion about the management was held at the end of the stage acceptance, were vital issues such as the existence of previously translated digital copies were made, but was not found any record of previous translations, either physical or digital, there was no text to help future translation works, so CETI institution had a period of adaptation with new material as these arrive at this center.

Other aspect to consider inside the translation work was the format that should be designed to translate texts, these are, for instance, letter size sheets, left and right margins from 3 cm higher than 2.5 and less of the same size, with respect to font varies according to how it is done because the original text was used the same letter, *Arial*, *Times New Roman* or other, the spacing is regulated as 1.5.

One of the tasks of the coordinator was to review the translations made by both translators, before a text editor terminology changes as well as meetings to discuss the terms that needed further investigation, translated text were used by the coordinator to clarify with each translator and resolve differences that exist within the translation.

Making a point in this issue of coordination with the translation teacher, was exposed in previous sections that it could not exercise the functions normally assigned throughout the translation stage for which the director's career linguistics and languages took over this

work of revision, which was incorporated into their roles on May, close to the end of this translation work.

The accumulated terminology for completion of this process was a lot in different technical and academic areas, so it was thought to create a glossary but it could not be possible because the time between a translation and another not leave enough space for the realization of this work, hence the idea of the current guided work topic.

3. TRANSLATION STEPS

To develop translation work progress eight general steps follow:

3.1. RECEIVING DOCUMENT THROUGH CETI SECRETARY

The first step of the whole process begins at CETI office where people from all places of University and other institutions come to find a translation solution, most of the information of this center is in part known by people who believes that prices are cheaper than others translation centers, this first step is important because here the translator defines the kind of text that the client is leaving so there is a very important reading procedure, at first were not specified the difficulty of translating technical terminology which takes too much time, but all were translated any way no matter what was the complexity of the text.

3.2. REVIEW AND DOCUMENT READING

This stage owes much to the translator, as it represents a complete revision of translation where the terminology to work with is already set and look for ways in which the translation could do, the translator should focus on three areas of translation, could be academic, legal, financial or technical. The complete reading and underlining of terminology in the text is of extreme importance, which shortens our working time.

3.3. AREA IDENTIFICATION

Three are the accepted areas in the translation center in which the translator provides search information goals; this step involves segmenting the terminology to achieve later the corresponding meaning

3.4. TRANSLATION USING CAT TOOLS (ACRONYM IN ENGLISH FOR *COMPUTER ASSISTED TRANSLATION*)

To achieve optimum work there are many created software that help translate literally, plus the advantage of deliver translation on time, these are called CAT tools (for its acronym in English), these tools are mostly developed by software companies providing international assistance to help the whole community of translators worldwide, for instance we have free *Omega T* software which can be downloaded for free on internet.

Many tools can be used in this step as the online translators *google toolkit* helpful for translators, it is not necessary in this section explain the benefits of each tool only give a brief outline of the facilities provided by the technology, with help of this technologies we reduce cost and improve time.

3.5. REVISION OF THE TRANSLATION WITH THE AREA COORDINATOR

Coordination for a specific job between translator and coordinator is significant and is a critical step for delivery a translation work, in this step must be resolved issues as spelling, writing, pre-editing, all the observations made by the coordinator should be corrected as soon as possible, the weaknesses found by both parties must be discussed and set a standard that is appropriate to the text.

This stage takes too long and result search hours for both parties; the work is not limited to a simple review of text but a thorough and detailed selection of terminology process which later will be saved in our created database.

3.6. LAST REVISION AND EDITING PART.

To do a job that is representative of the institution is required to submit the text as closely exact as possible and this stage represents this requirement, the translator is intended to clarify all the doubts that were created in the previous step as being difficult terminology location, such terms existed almost from time to time that were not found even on Internet or using tools such as dictionaries that CETI has. The issue is when all the work is ready for printing, at this stage details are arranged like margins of the text font, font size, bold, italic, etc.

3.7. PRINT (EDITION).

This phase is typically found for finding text printing errors that may exist which could give us a poor product, maybe tiny errors but no less important, after giving a full review now we have to print the document and move to the next stage. Margins for this reason should be centered on the letterhead of the institution and not let pass the translated text on it because if there would be a defective product and bad presentation.

3.8. SEALS AND SIGNATURES OF THE TRANSLATOR AND THE INSTITUTION CETI.

Now is important to identify whether our text as a translation or countersignature, in CETI there are two types of ink stamps, one regarding the translation which specify data as the person who translated the text as date, year , signature, name of the institution, agency of another institution which in this case is UMSA, country and others details that characterize the translation center, the other ink stamp also has almost the same details above but in this case the countersignature title is clearly visible in the center of the seal.

The details at this stage are very important because working round a long and tedious and the focus should be almost finishing this case because otherwise further loss of time plays against our document delivery.

Once sealed and place the relevant data on the translation, which are signed and fill by a coordinator not by who made the translation, for this effect the translator who signs must have a title and this is not the case of the intern. The last step is to place the dry stamp of CETI which left very interesting features on it that left the text with dotted lines on spherical shape, this stamp specifies important data, for instance the name of the institution, it gives the text its respective translation validity and can be used as a legal document endorsed by CETI translation center.

4. – TRANSLATION STAGES

4.1 FIRST STAGE

The first groups of documents to be translated from Spanish to English were given to applicants on March 28, 2012 which had a maximum of six pages, this work needed to be done at once, previous translations were found but they were not for use because the terminology was not in a digital format and even organized.

The methodology used to perform the translations was to coordinate a schedule with the director to review the translated documentation, a copy is printed so that observations were made by hand with red pencil, initially existed certain deficiencies in relation to the syntax of sentences from language to language but such deficiencies were rectified, the terminology selection was effectively prepared by the translator and coordinator.

After reviewing and editing the documentation came to printing and delivering process, comprising original texts and translated copies and the translations done the report, which at the time was made by the reviewer, and all this documentation was taken to CETI secretary for its delivery attached to customer pay ticket and copy for picking up or delivery of the translation by the client.

The regular problem during this stage has to deal with terminological meaning which influence the process of translation, sometimes there were terms that did not have sense at all because the translator never had the chance to see this term in any place and the problem

was where to get exact meaning of that term so this process took time to be solve an influence translation delivery.

A brief explanation of documents that were translated in all stages is below, and also knows the steps and the total amount that existed in this section of the guided work.

First stage detailed translations:

1. The first translated document belonged to the School of Medicine, called "Acupuncture Project", which referred to a proposal made by this University to teach a course about this subject of great importance today, this work was a collaboration by the Linguistics Department to the Medicine Career, which present this project to the Department of International Relations at the Universidad Mayor de San Andres. The same translation had a 4 pages extension, the translated language was English, and it took approximately 2 days to translate.

2. For the next job that consisted of a legal document called "judgment", belonging to Herbas Muñoz, this work is characterized by the subject involved, of course legal terminology, translation involved two countries Bolivia and Turkey the history was about Drug trafficking, it is worth noticing that it took time to translate for almost 5 days, the number of pages were 9 together with the corresponding revision.

3. The third work was academic translation such as diplomas, transcripts, these were from foreign Sacred Heart University, for that matter existed debate amongst the terminology which was using the word e.g. *Bachelor of Arts* which there is no equivalent to national academic context for that reason it was translate as *Bachiller en Artes* in Spanish and not as **Licenciatura**.

4. This fourth job was to translate academic type corresponding to a degree in National Provision, coupled Biology department Transcripts, so Legalization of subjects of the same Career and the language that had to be translated was

English, which were intended to help the person interested in obtaining a scholarship abroad, all this volume of translation took five days plus their respective review and editing and overall were 21 translation pages.

5. The fifth work was also Academic and consisted in the translation of a diploma from Fontana High School, it was only a sheet so that delivery is made immediately, plus review and editing.

6. These documents were instant translation since only consisted of letters from Sacred Heart University by providing information on the degree of interest and their respective degrees acquired, also in this university approved subjects relating to loans obtained by notes and other specifications, the translation delay did not take more than a day and half were two pages.

7. This document was previously done so it was with less urgency than the previous work; this was the realization of a national provision title referred in Electronic Engineering, submitted almost immediately and turned one page front and back.

8. This work was primarily on the translation of an Audit belonging to the Bolivian Red Cross. This translation was performed using a CAT tool (Computer Aided Translation) or CAT-tools by its acronym in English, the result of this test was most successful because it delivered in less time to set up the translation from Spanish to English, this was possible because customers who needed this job left at the offices of CETI 30-page document which was downloaded the software for its translation.

9. Translated pages of text in this issue was 7 pages front and back, which were divided into three certificates, a high school diploma, an academic diploma, two pages of text, all of them were classified as academic, had a relationship with the Bolivian Catholic University.

The total number of pages translated in this stage was six academic papers, a legal document, and a financial document and a document with Medicine technical terminology. All together they made a total of nine translations and sixty-five pages between English-Spanish and Spanish-English.

Significantly, the reports of each translation were prepared by the translator or CETI intern, specifying price, customer name, date and other details for the respective control units. The director was coordinator and reviewer in the guided work so she was exclusive person to run the reports of the interns during the course of this stage plus the report of each translator to the appropriate people.

4.2. - SECOND STAGE

For this step the translators already have enough information that was used as reference for future translations, it was also decided to translate documents into another language such as Portuguese but the specialty is English and Portuguese was omitted for this work.

At this stage the translations became very scarce due to many factors; one may lie in the sense that there is only a certain time or season where translation works are required.

1. The first translation of this stage were transcripts from the Universidad Mayor de San Andres, a total of thirteen pages were done, they came from the Faculty of Pure and Natural Biology Department, attached to a Dean's Resolution there was also a subjects validation of the above mention Career.
2. The second work was the translation of a Memorandum of Understanding between the two universities first of Emory University and the U.S. Department of Health and Human Ecology of Brazil, this document set certain parameters for the exchange of students in addition to regulations and dates were set for the execution of this exchange, a total of six sheets were translated.
3. This work is characterized as an analytical program that came from the Universidad Privada Boliviana, Commercial Engineering which aimed to present the subjects approved by the person, together with a transcript and subject validation of the aforementioned University in total fourteen sheets were translated.

4. The following project was approved subjects of the client in the Simmons College, Boston in the United States, at the request of the person in question was chosen only to consider relevant subjects and was also attached to this translation corresponding transcripts of all the subjects approved in total 9 sheets result.

In order to have a better view of the current guided work report certain information was omitted for database implementation such translations made by the other translator and only took into account the translations of the author.

At this stage the numbers of translated documents were four, three academic papers and one Financial, ended with a total of 44 pages translated.

4.3. THIRD STAGE

For this stage we had already fully an accurate idea of the steps to establish a translation process itself, for that reason translation process resulted being more accurate than before, the translated documents produced a variety and relevant templates used for further translation works, the period of guided translation last from July 28 to September 28, 2012.

1. The first text translated here is a Degree of Bachelor of Science from the University of Florida; it had a Major in Meteorology, as this Degree was held in advance certain parts were reused for this text.

2. The following text is the Degree awarded in Engineering at the University of Belarus, together with study notes and certificates which corresponds to Mechanics Career with a specialization in motor vehicles, according to the issue at hand most of the terminology used herein required a lot of research since there are not any dictionaries to help with the work at hand.

3. The third document is equivalent to a Bachelor of Arts in Psychology, also transcript and enrollment verification of all subjects approved by the client which come from North American University Quinnipiac these are dated May 2011.

4. The following translation was a text page but with the tenor of signature certification, college tuition, final examination report, issued by the Iowa State

University of Science and Technology Career Journalism and Mass Communication, were 7 sheets in total which translated from English to Spanish.

5. The following document had been translated before, the only thing needed was to change the marks and name of the subjects, were enrolled in school Los Pinos city of La Paz, also attached to these pages were a High School Diploma from the same school; all these pages were translated from Spanish to English.

6. This page of text required a lot of investigation and interpretation as its terminology and sentence structure had a particular difficulty, this document is classified as Legal and is only one page of text.

7. This text was related to the legal issue because one of them was a form of legalization and the other came from the National Electoral Court certifying both the non-appearance of both marriage certificate certification Client as the signature of it . The text was extended to two pages.

8.The following document is from UMSA Nursing Career, comprising Degree in National Provision in Nursing, Diploma in Nursing countersignature, work certificate from the Ministry of Health and Sports, schedule of nursing career, transcript certification and subjects of the same career, certified school nurses Bolivia and authorization certificate nursing practice, all these texts belong to the same client and have been translated from Spanish into English, the total work were 10 pages front and back, for execution of translation work using terminology and translation templates already made before but most required a new research and implementation of templates for each sheet.

9. The next translation belongs to academic because it's a High School transcripts from the Unidad Educativa del Ejercito from city of La Paz, in full were 4 sheets joined front and back from Spanish to English.

10. Technical financial branch and academic documents follow, these are State Approved Degrees files from UMSA, as private University diploma certificate

obtained in Valley Forms Institutes. All these texts were translated from Spanish to English and developed new templates for each document that were 20 pages in total.

11. One of the translations in this stage was the North American College of Victory Lakes Intermediate School, this documents had to be done for specific course subjects and grades obtained during the study time of the client; This work was done from English to Spanish and consisted of two sheets.

5. STEPS FOR CREATING AND IMPLEMENTING THE TERMBASE THROUGH CAT TOOLS, MULTITERM 2009.

5.1 THE IMPORTANCE OF THE DATA BASE

The application of a translation software requires time for measuring all the benefits that this program give, for instance, in order to measure store ability we might say that this task is seen only in a period of two to three months it depends on terms regularity inside CETI and translations during this period.

Obviously CETI as an University institution will have a database that goes from low to high performance, i.e. over time stored data will increase as people who access it do the work is growing steadily but not massively, here is not data in relation to the database but as mentioned earlier for example how many people access this DB, how often will this work, data type and the type of information collected for each case.

5.2 APPLICATION OF THE DATABASE BASED ON MULTITERM 2009

The following options will be applied at the translation center CETI, to begin with an explanation on using MULTITERM and ORACLE will be given, and they have differences such as:

- MULTITERM → Desktop Database

5.3 ADVANTAGE AND DISADVANTAGE OF BOTH DESKTOP DATABASE VS CLIENT SERVER DATA BASE

DESKTOP DATABASE

- Desktop databases include Microsoft Access, Paradox, Database versions, Filemaker Pro, Foxpro, and many others
- Most of them are installed on a single computer
- It requires the central processing unit, or CPU, such as the Pentium 4 chip)
- Computer doesn't even have a disk of its own.
- Excellent value and can handle databases approaching 1 million records or more.
- If you used a desktop database application, the whole set of millions of records would come across the network to your computer and it would search for the single record.
- Desktop database systems will lock the entire table or a large portion of the table, making the system unavailable to other users
- It is cheaper, easier to install, and simpler to learn and operate

CLIENT SERVER DATA BASE

- They are more complicated
- There's a program running on your computer
- Requires a network
- Needs a server
- You would send the message requesting the record and the server would find it without moving the records across the network
- They hold or "lock" records from the database
- Client server systems may also be faster if the server computer

is more powerful,

- Client server systems are typically expensive
- usually require a machine to be dedicated to the database program
- The data are usually stored on machines in “server rooms” that are not located in your office.
- Have easier and more intuitive management interfaces

6. CREATING A NEW MULTITERM 2009 TERMBASE

This section shows you how to use the Termbase Wizard in MultiTerm to create a new MultiTerm terminological database. Each new termbase that you create is empty: you can populate the termbase by adding individual entries to the termbase manually.

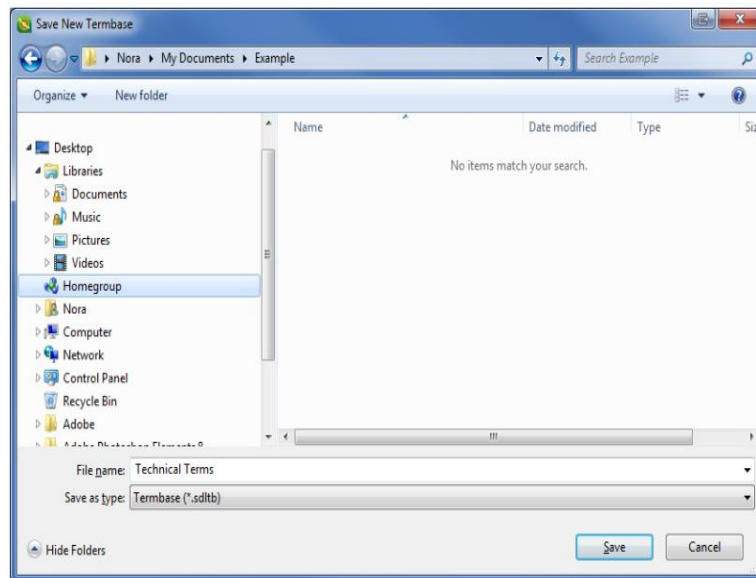
6.1 CREATING A NEW TERMINOLOGICAL DATABASE OR TERMBASE:

6.1.1 CREATING A SIMPLE MULTITERM TERMBASE

Multiterm can be as simple or as complex as you want it to be. In this example we will create the simplest kind of termbase: source term=target term. No other index fields will be included.

1. Open SDL Multiterm Desktop
2. Once in Multiterm, Go to File, then select Create Termbase.

Save your termbase in the dialog box that opens:

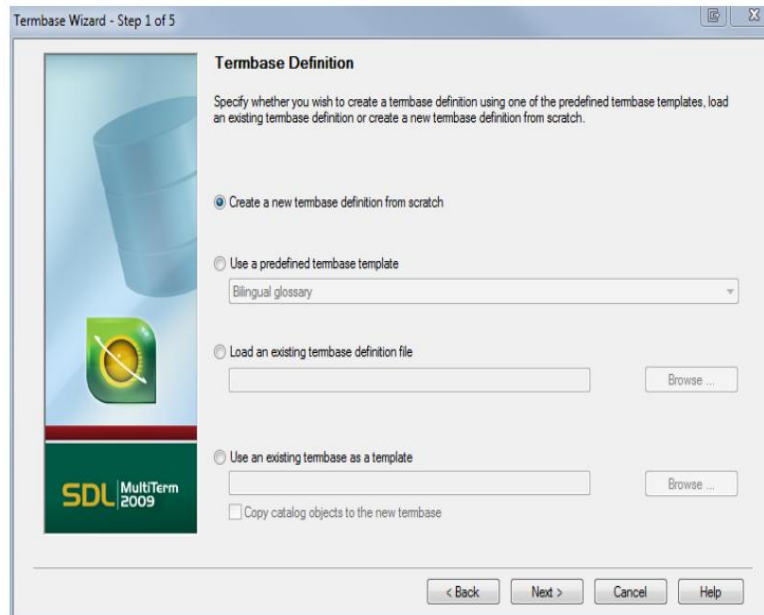


After saving the termbase, the Termbase Wizard will open:

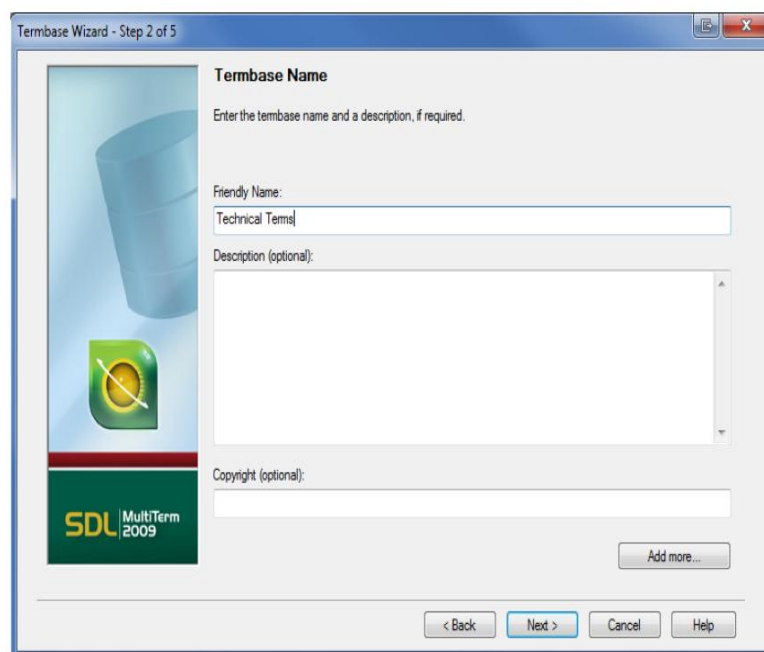


Click Next.

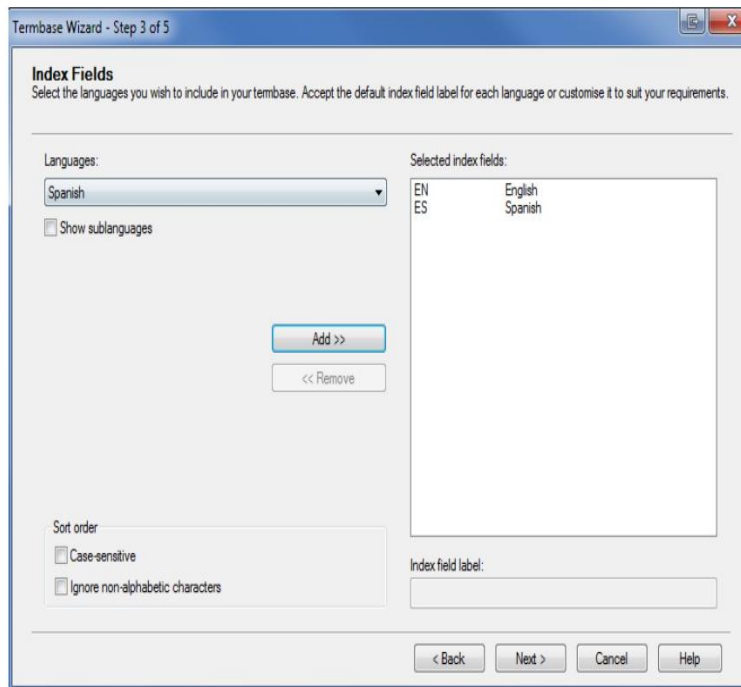
Click Next on Step 1 of 5 of the Wizard without making any changes.



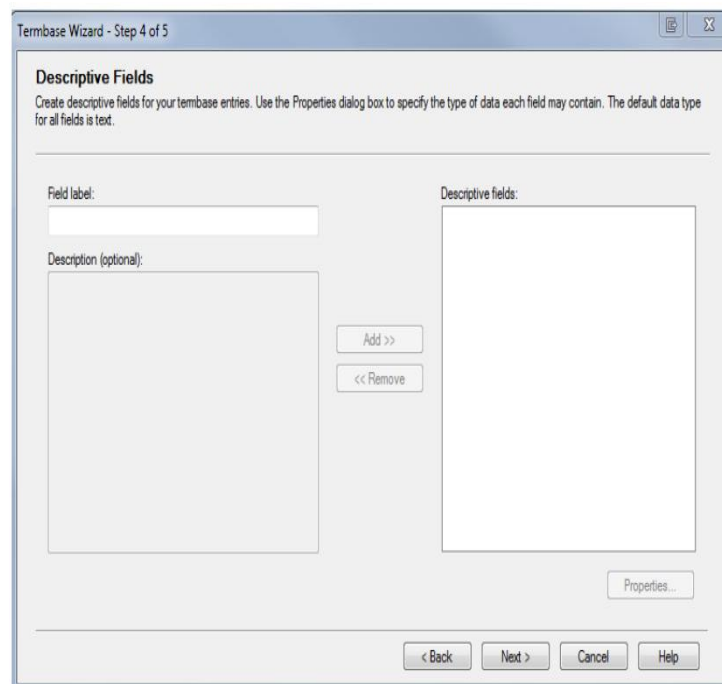
In Step 2 of 5, enter a Name for your termbase. This is the name you will see when choosing your termbase in Studio.



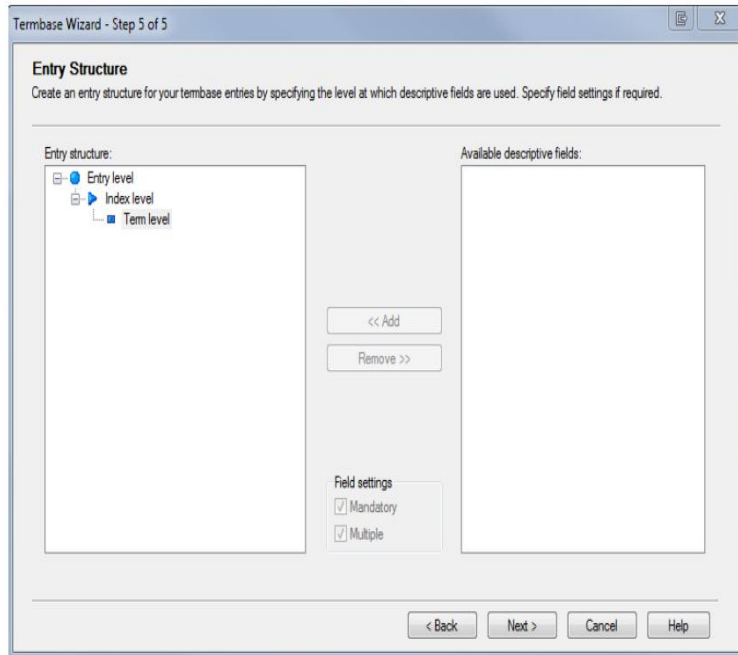
Click Next. In Step 3 of the Wizard, choose your languages. In this example I will use English and Spanish. After selecting each on the left, click Add so they will appear under selected index fields:



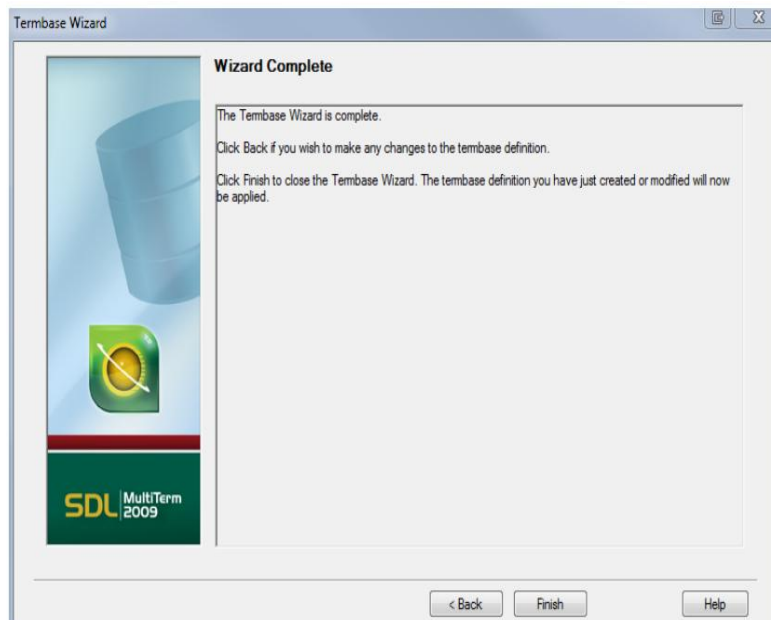
Click Next. For this simple termbase you can leave Step 4 blank, just click next.



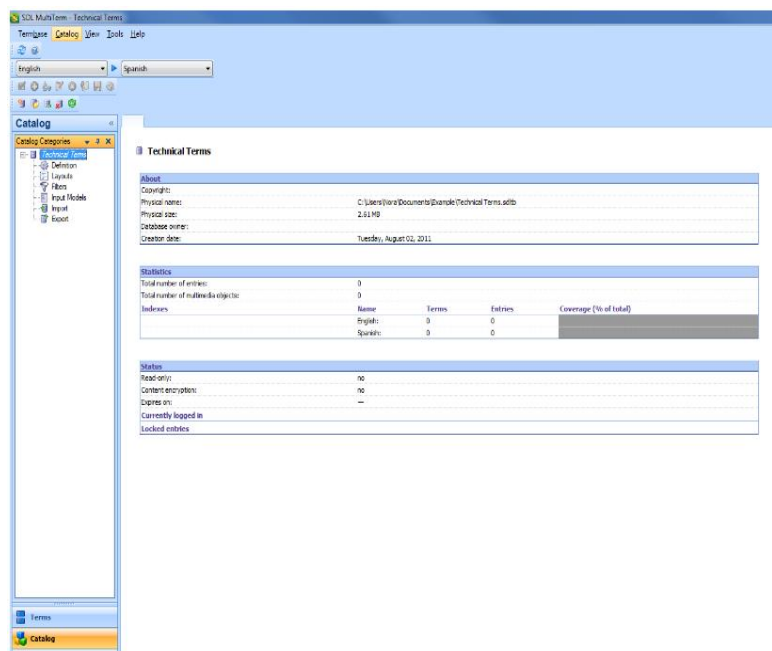
Also leave Step 5 blank. Click Next.



This completes the Wizard. Click Finish.

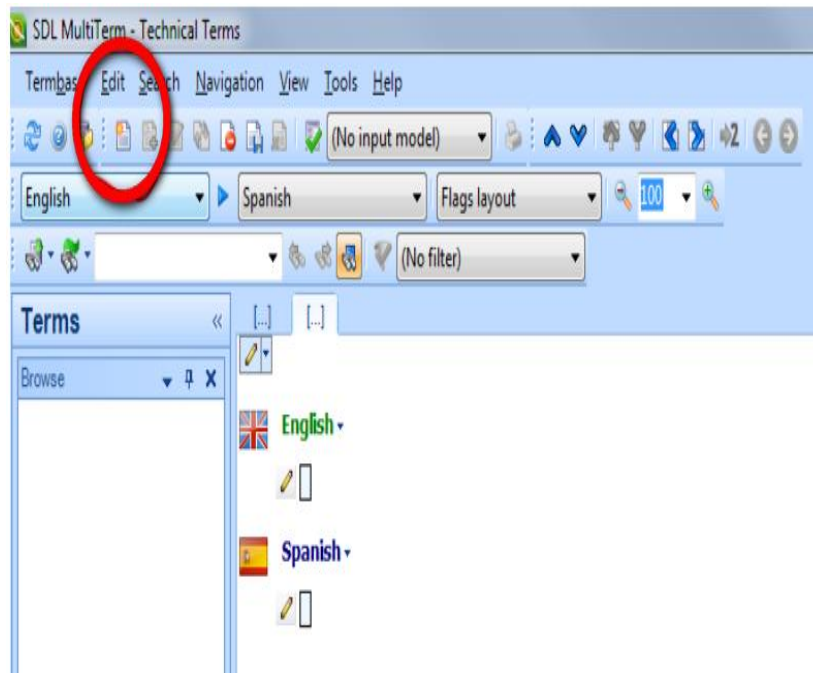


And with this you have finished creating your termbase. Clicking on the Catalog tab on the bottom left of your Multiterm screen will show you the termbase and its statistics. In this case the termbase has been created but it's empty.



6.2 CREATING A NEW ENTRY

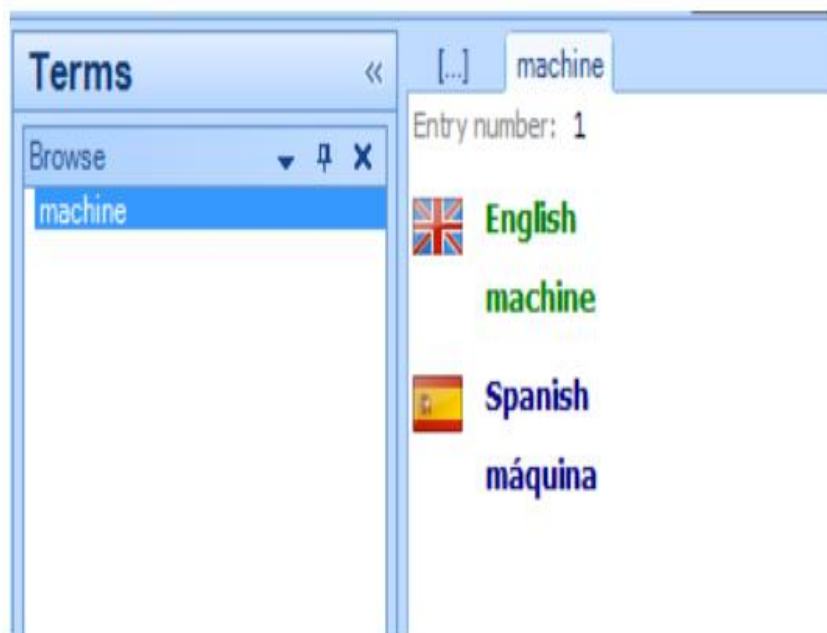
To manually add terms, click on the Terms tab on the bottom left of your screen, click F3 or click on the Add New Entry icon right under the Edit menu. You will see the Entry screen, as shown below.



Double click on the little box next to the pencil icon and enter the term for each entry.



Press F12 to save the changes.



The term is now part of your termbase and therefore will be available when you use the termbase in Studio. This concludes the basics of termbase creation.

6.3 IMPORTING EXCEL GLOSSARIES INTO MULTITERM

Although you can enter terms manually in Multiterm, a more efficient way of populating a termbase is importing an already created glossary.

Multiterm offers several import options. In this section we will see how to import glossaries from an Excel file.

PREPARING YOUR BILINGUAL GLOSSARIES

Start with a two-column Excel file. To make things easier, make sure the first row in your Excel file includes your language names.



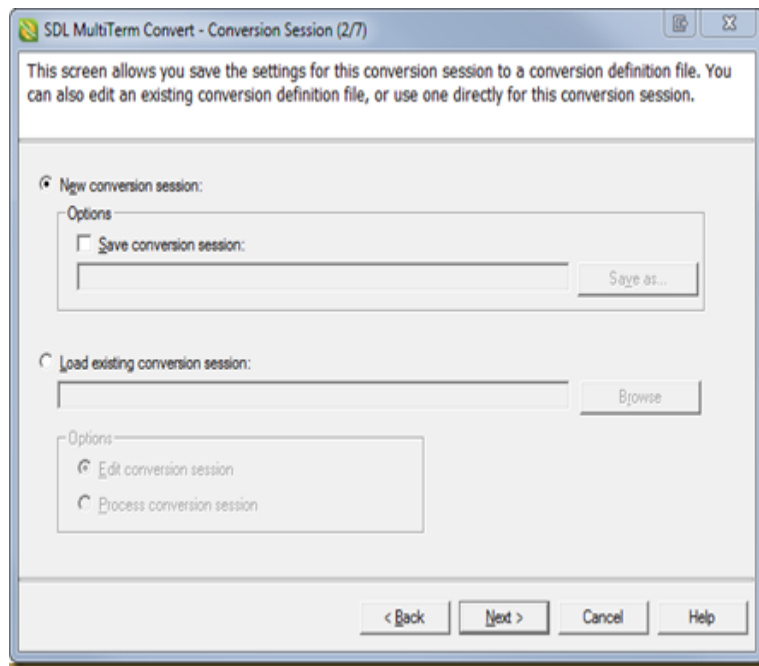
MULTITERM CONVERT:

CONVERT EXCEL FILE TO BE IMPORTED INTO MULTITERM.

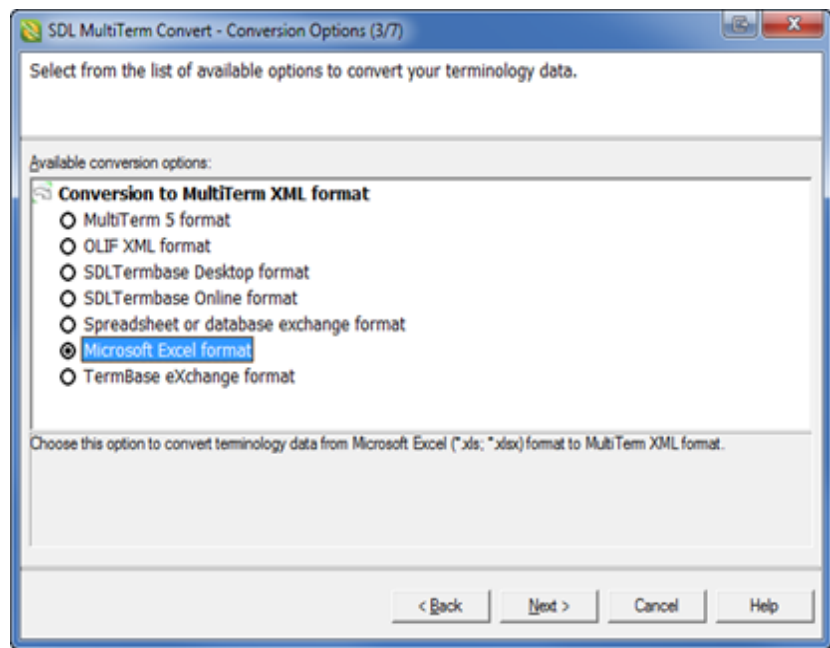
After your Excel file is ready, the next step is converting it to a format that Multiterm can import. To do this, you will need to use SDL Multiterm Convert, which you will find in the same Program group as SDL Multiterm Desktop.



After clicking next, you will see this screen:

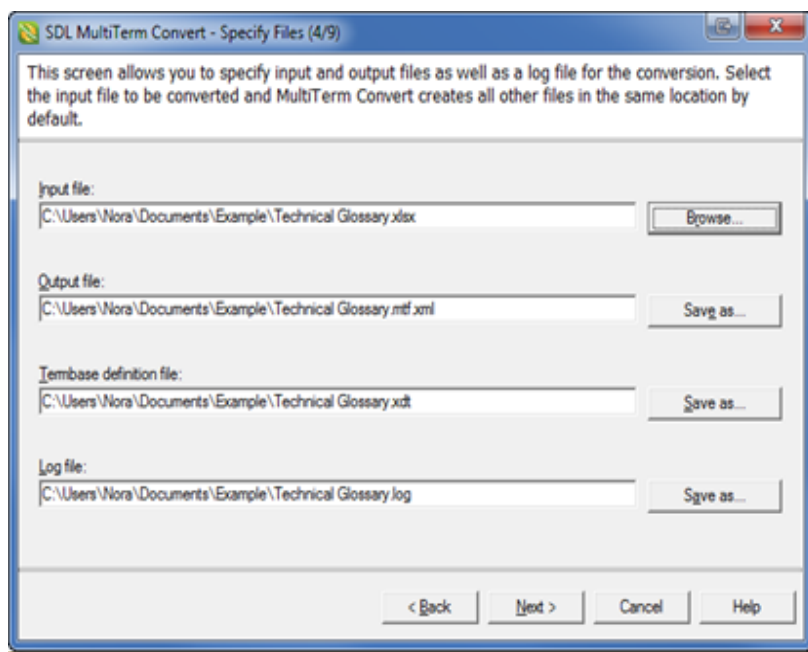


Leave the options as they are and click next. In the next screen, choose **Microsoft Excel format**.



Clicking next will open up the screen where you will select the Excel file you want to convert. Click the Browse button next to the Input file field. Find your Excel file and select it. This will populate all 4 fields. Note the location of the Output file (by default the same

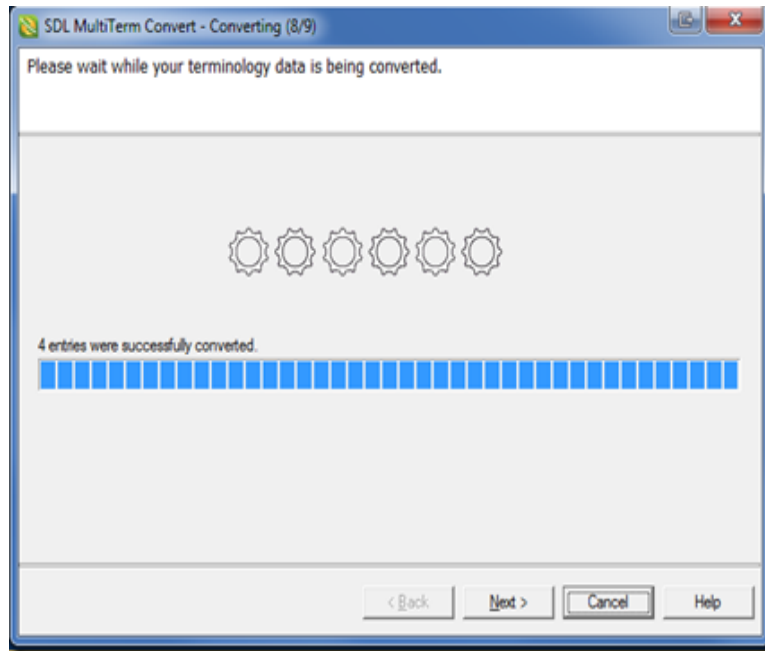
location where your Excel file is stored).



Next:

Now, this is the critical step. On the next screen, choose each language name on the left, select Index filed on the right, and under Index field, select the same language. Following screens, just click next until you're done.

This screen shows that the conversion was successful and tells you how many term entries were converted.



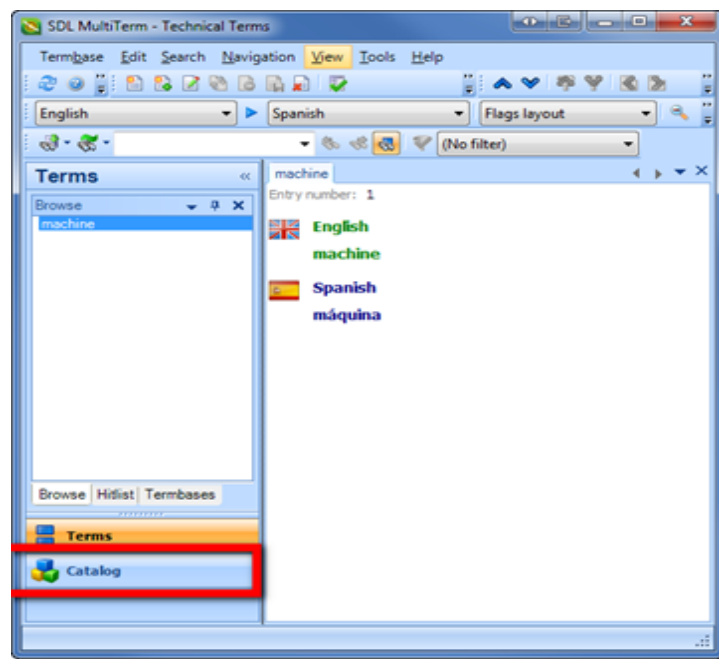
Clicking on Next takes you to the last screen in the Multiterm Convert process. Click Finish. This will close Multiterm Convert.

6.4 MULTITERM DESKTOP: IMPORTING YOUR CONVERTED GLOSSARIES

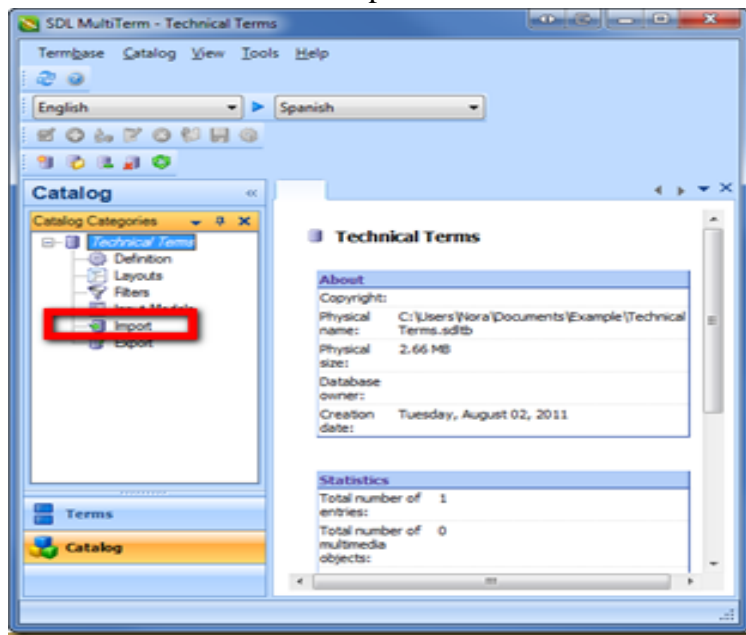
Now that the Excel file has been converted, we're ready to import it into Multiterm.

Go to SDL Multiterm Desktop and open the termbase you want to import your terms into.

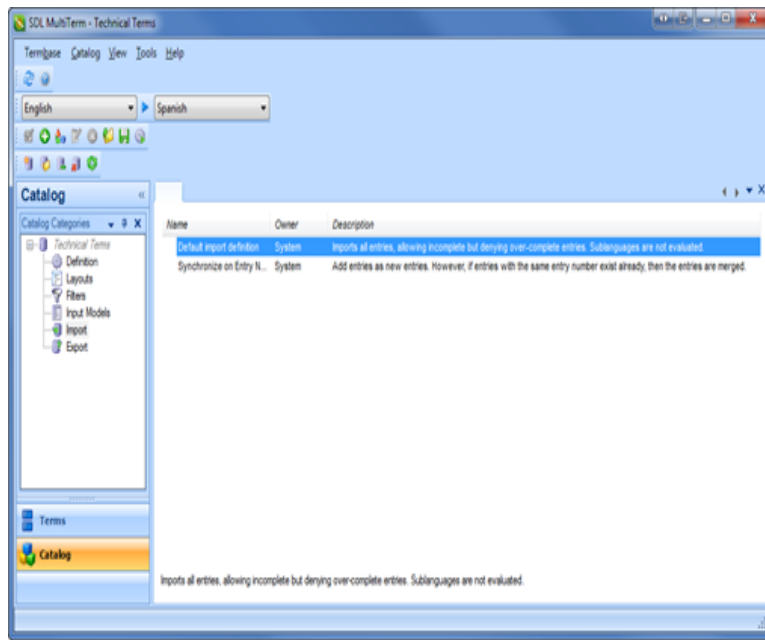
With the termbase open, click the Catalog tab on the bottom left of your screen:



The Catalog View will show you the name of the termbase and several options. Click on Import.

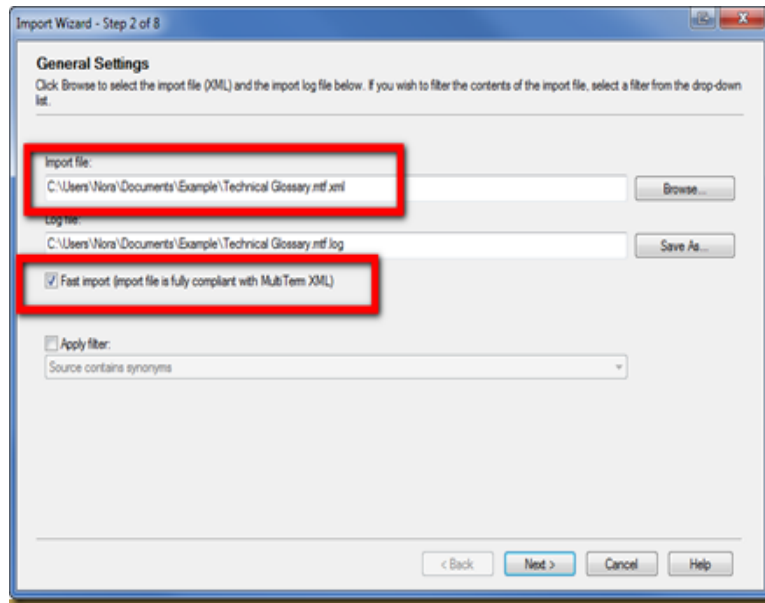


Right click on Default import definition, on the right-hand panel:

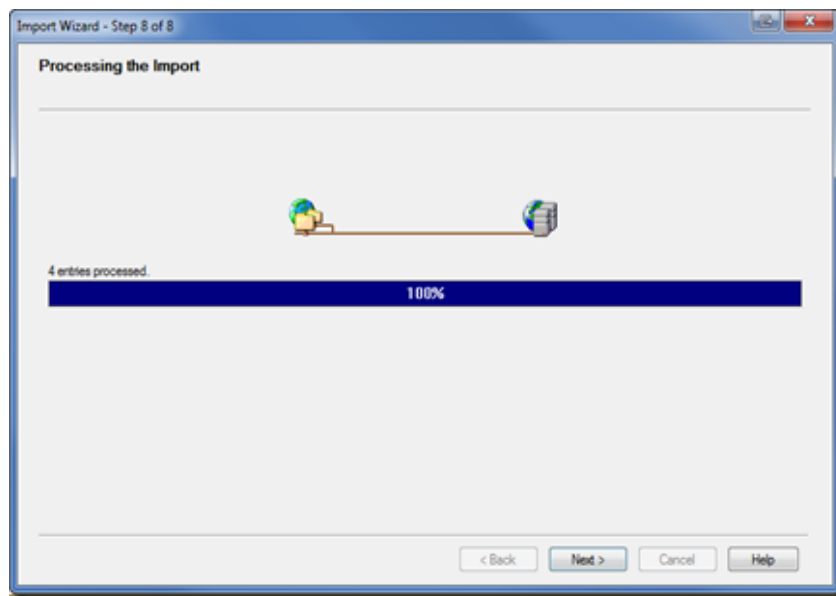


This will bring up a context menu. Select **Process**.

In the screen that opens, click Browse and select the Output file created by Multiterm Convert. Check Fast import, and click next.



Click Next again. This starts the Import process. When the file has been imported, you will see a screen like this.



Click Next and then Finish to exit the Wizard.

If you click the Terms tab in SDL Multiterm Desktop, you will see the imported terms listed as part of your termbase.

D. CONCLUSIONS AND RECOMMENDATIONS

1. CONCLUSIONS

Throughout the entire guided work the author find organization holes and misguided procedures at CETI, for that reason one step to take at first was to create a system for organizing online search terminology, and that is where *word* processor option came to mind for keeping all term such as abbreviations, acronyms, and other difficult terms into our software program,

Soon this process result in waste of time because it lacks of interactivity with every term, for instance when one term was save there was the chance to lose information and lost hours of translation only for turning off the Pc but when you see the word processor it can have storage problems through time, and require more storage space and at the end you only get a list of terms with no sense at all

The main task during the guided work was to translate all documentation that comes at CETI, everything was fulfilled in most favorable time, completing the require work with precision and speed, this period was characterized mainly by the absence of a translation coordinator who should have evaluated all translations done by the assigned translators, this problem reduced delivery time of translation but soon was solve in few days.

Within the procedure used for the execution of the translations, two linguistics strategies were used, and these are: literal and free translation. All texts were translated in a correlative methodological order, following the next steps:

- Receive Document by CETI secretary
- Document Review and reading
- Area Identification
- Translation using CAT tools (acronym in English that dictate *computer assisted translation*).
- Revision of the translation with the area coordinator.
- Last Revision and editing part.
- Print (edition)
- Seals and signatures of the translator and the institution CETI.

Regarding to the area of translation can be said that translators support was helpful, many doubts were resolved in relation how the investigation was done and how the terminology for each translation was used ,for instance in relation with time, coordinating meetings were arranged to solve terminology doubts, both coordinators were on hand to check that all investigated Internet terminology , this experience resulted in all kind of terminology templates in English - Spanish translation or Spanish English, as a result we have lot of reviewed and approved terms.

For best translators translation work we develop an ability to search for information online which short translation work but this was only achieved after a lot of research on Internet page by page and saving discarding everything that serves for a subsequent use.

Translated Documents in three stages involves a variety of tasks, for instance we have translated academic, financial, legal texts and other fields, which belong to the whole community in need of translation to follow procedures within the Universidad Mayor de San Andres.

Any experience gained during work resulted in ways for improving translations, every moment working on the translation led to the identification of many needs such as information management of terminology and their respective research, improvement of translation throughout the process, so is need to implement a terminology database which could help translators to save time searching and investigating such as abbreviations, acronyms or other words.

The experience of each of the translators during this process was very useful as they answered questions about translation and also gained an excellent knowledge, coupled with the knowledge obtained during the process with this kind of options, the intern create new ways to respond concerns within the field of translation in our university.

2. RECOMMENDATIONS

One aspect to respond in the translation process is the time spent in each translation work i.e. the time it takes to do a translation , the translators spent 8 hours a day to run a task almost all the time was insufficient time for each translation, depending on the number of pages, each translation needs many hours of continuous research, that is why the issue of the execution time of each translation at all stages should be studied by these translators and area coordinators as it is the most time consuming problem to translators.

The translation attached to other fields such as information technology offers great advantages for processing translation tasks, such as minimizing the time of translation, which explain the development of branches with respect to the translator and the need to develop an acceptable translation work.

Another issue to be solved is concerned with correct use of terms in Spanish to English and vice versa and the reliability of terms at the end of each translation work , a constant problem with the previous crossed in later months, the terms found via internet are not entirely trustworthy and reliable for use in translation, there are many Online websites that offer bilingual dictionaries, translators, translation work templates but still they do not solve the issue of reliability investigated terminology , is certainly a main topic to answer for future translation assistants.

The experience in the translation center was exceptional but there are still many things to do, the experience received for the translator and author of the present work was useful, what is more there is a long path in translation, the training should be different for other people who come at CETI , the tutors should have large knowledge in relation with software applications and terminology reliability, since this issue involves translation assistants experience in this institution, if it were possible a database must give a solution for terminology organization.

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APPENDIX A:

REFERENCE CORPUS SAMPLE FOR DATABASE

This standard corpus represents a small part of which resulted in the process of working, so also should be here is language to be taken into account during this guided work, and this is both English and Spanish English

This brief referential corpus entails important characteristics that determine what will be part of the data in the database to enter in the translation center, and as a step towards the implementation is good to remember that in this work of creating the database is that of the CETI managers planning. This part is still considered in progress as in a later section it will refer to the schedule of activities to be developed as a key step in the process of implementation

In the previous figure is given 100 terms that are framed within what are the figures highlight how important grammatical and substantive acronym which was extracted from the translations made during the guided work which is only part of what is to save in our database.

To clarify the types of terms that will be stored in the database are taken as a reference *academic acronyms* which abound in the translated documents, the issue of the selection of terms needs to be framed within that previous meeting with officials of the CETI, are in response to this need. Of course, not only a stage where there is found a need to answer a number of needs questioning but only considered the most important factor defining the functions that run our database terminology.

ANEXES