TERMIUM® Tutorial and Exercise: Level I

Introduction

The TERMIUM® Plus site (www.termiumplus.com) provides access to a range of terminology and writing resources made available by the federal government's Translation Bureau. These resources, often developed originally for federal government translators, writers and revisers, since the Fall of 2009 have been offered to the public free of charge at www.termiumplus.com.

These exercises will focus on the TERMIUM® component of TERMIUM® Plus, a multilingual term bank that contains over 3,500,000 terms from a wide variety of subject fields of interest to the federal government and its agencies. The term bank, which originated at the University of Montreal in 1969 but since 1976 has belonged to the Terminology Standardization Directorate of the Translation Bureau, is the central repository of terminology for the government, and was developed to assist in promoting the correct use of standardized terminology throughout the federal public service.

TERMIUM® term records give access to terms and their equivalents in English and French, and often Spanish as well. To help users in identifying the terms they need and using them correctly, the records also include indicators of the subject field (domain), definitions, contexts, examples, usage notes, observations, and other useful information.

You can find out more about TERMIUM® and the other resources available on the TERMIUM® Plus site on the home page, www.termiumplus.com, by clicking on the links displayed on the left-hand side of the home page.

Doing these exercises will help you learn to:

- Do a simple search for term records;
- Get familiar with the format of term records;
- Do more advanced searches for term records;
- Set preferences for searching the site;
- Save term records and consult saved records; and
- Print selected term records.

Getting started

1. Open the browser of your choice (e.g., Internet Explorer or Mozilla Firefox).

2. Type the URL of the TERMIUM® Plus site into the address bar, or click on the link: www.termiumplus.com.

3. Select the language in which you'd like to view the TERMIUM® interface. For this tutorial, we suggest choosing the English interface by clicking the **ENGLISH** button.

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4. Click the red **LAUNCH TERMIUM® PLUS** button (Launch TERMIUM Plus®) to enter the TERMIUM® Plus interface.

5. You will then be taken to the TERMIUM® Plus search interface (see below), and you are ready to begin searching.

6. You can also find out more about TERMIUM® and its interface by clicking on the **HELP** link that appears at the top of the window with a number of other black and white links to other parts of the site.

Doing a simple search for term records

1. The default searches in the TERMIUM® English interface are usually for French terms. (You will see this indicated beside the *Search keys* button at the top left of the interface. If this option is not selected, see below for instructions for changing it.) Try searching for the term *écran*.

   a. In the *Search* field, type *écran*

   NOTE: In fact, TERMIUM® searches do not take into account accented characters or capitals, so you could just as well type *ecran* or *Écran* or *ECRAN*.

   b. Click on the blue arrow button (⊙) to the right of the field or press the **ENTER** key on the keyboard to launch your search.

2. The results of your search appear in the window below the search fields.

   a. *Results by subject field* lists the total number of records found, and the drop-down list indicates the various fields to which the records belong and the number of records in each field.

   b. The left-hand pane lists indicates the entry term found, as well as some of the terms preceding and following it in an alphabetical list. You will note some multi-word terms that contain the term *écran* that appear below the term *écran* itself.

   c. In the main part of the window, the term records themselves are displayed. You can scroll down using the scrollbar at the right of the window to look at them.

3. Find and display the term record for the term *écran* in the field of *Computer Display Technology / Techniques d'affichage (Ordinateurs)*:

    a. From the *Results by subject field* drop-down list, choose the domain you want.

    b. Click on the blue arrow button (⊙) to the right of the field, or press the **ENTER** key on the keyboard to launch your search.

Getting familiar with the format of term records

1. The term record for this term contains a certain amount of information stored in a standard structure.

    a. The subject field or domain to which the concept belongs is indicated in each of the languages at the top of the record. In some cases, both a domain and a sub-domain, or multiple domains, are indicated.

    b. The terms in each of the languages are shown in three columns. The term you searched for is indicated in red. You will notice that in many cases several synonymous terms have been identified for a given concept. Bold indicates a preferred term, which appears first in the list. Most terms are nouns and noun phrases.

1. Subject Field(s) – Computer Display Technology	Subject Field(s) – Techniques d'affichage (Ordinateurs)	Subject Field(s) – Técnicas de visualización (Computadoras)
screen Source CORRECT, STANDARDIZED	**écran** Source CORRECT, MASC, STANDARDIZED	**pantalla** Source CORRECT, FEM
display screen Source CORRECT	écran de visualisation Source CORRECT, MASC	monitor Source CORRECT, MASC
video display screen Source CORRECT		pantalla de visualización Source CORRECT, FEM
viewing screen Source CORRECT		pantalla de despliegue visual Source FEM
visual display screen Source CORRECT		
view screen Source		

    c. Sources and usage notes are provided for each term.

        i. Usage notes indicate whether a term is confirmed to be correct (CORRECT), or whether its use is discouraged (AVOID). Additional usage information (such as grammatical gender in the case of French and Spanish terms) is also indicated. Terms that have been standardized or that are used officially within a specific organization are also indicated.

        ii. Sources give the bibliographical citation of the sources in which the terms were found.

    d. Additional information follows the terms in *supporting fields* or *textual supports* and guides the user in determining when and how to use the terms. These items are also generally accompanied by their sources.

10. Subject Field(s) – Basketball	Subject Field(s) – Basket-ball	Subject Field(s) – Básquetbol
screen Source CORRECT, NOUN pick Source CORRECT, NOUN **DEF** – screen; pick: The act of a player setting a stationary block for a teammate who attempts to get free of a defensive player. Source **DEF** – pick: An offensive maneuver in which a player moves into a position between a defender and a teammate with the ball so as to prevent the defender from interfering with the shot. Source	**écran** Source CORRECT, MASC blocage Source CORRECT, MASC **DEF** – blocage : Acte d'un joueur de faire obstruction pour aider un coéquipier à se libérer d'un joueur défensif. Source **OBS** – Les termes «blocage» et «obstruction» sont très rapprochés. L'obstruction (en anglais, «blocking») semble cependant constituer une infraction aux règles, contrairement à l'écran (ou blocage), qui est une manoeuvre tout à fait conforme aux règles; obstruction : le fait d'empêcher un adversaire de passer alors qu'il n'a pas le ballon et de provoquer ainsi un contact personnel. Source **CONT** – Un joueur qui se place en écran devant un adversaire porte la responsabilité du contact éventuel s'il se tient trop près de son adversaire. Source	**pantalla** Source CORRECT, FEM

e. While not all of these fields appear on every record, if you return to the complete list of records by selecting the **ALL SUBJECT FIELDS** option from the *Results by Subject Field* drop-down list and scroll up and down the records for the term *écran* you will see most of the following types of supporting fields:

  i. **DEF**: Dictionary-type definitions of the entry term may be provided in one or more of the languages. These are taken from various sources.

  ii. **CONT**: Contexts are segments of genuine texts that are given to help to illustrate both the meaning and the use of the entry term.

  iii. **EX**: Examples illustrate the use of a term, but do not provide the kind of meaning information that a context does.

  iv. **PHR**: Phraseologisms include items that frequently combine with the term, including fixed expressions, collocations, etc.

  v. **OBS**: Observations are added by the terminologists to give additional information and explanations, as required.

f. In addition, **Key terms** are included at the bottom of some records. These are terms that are not considered to be correct synonyms for the terms on a record, but are provided to help users find the correct terms they may be looking for using similar terms whose use is discouraged.

g. Finally, the date the record was last modified is displayed at the bottom left of the record.

2. Do another search for the term *disque dur*. (You do not need to enter quotation marks around this complex term; it will be searched exactly as it appears.)

  a. What records do you find? What domains are they from?

Doing advanced searches

Using various Search Keys

1. Of course, you can also search in different parts of the term records. Click the Search Keys button to see your options. You can search for:

  a. **Entry terms** in the various languages, or in all languages at once (**ALL TERMS**): Terms that appear exactly as you entered them in the search field.

      i. Try a search for the English term *drive*. Do you find any records for this term in the field of computing?

    b. **Words in entry terms** in the different languages, which may appear anywhere within the entry term in that language.

      i. Repeat your search for *drive*. How are the results different? Do you find any more terms from the field of computing?

NOTE: The maximum number of records retrieved in a TERMIUM® search is 200.

    c. **Words in textual supports** (definitions, contexts, examples) in the different languages.

      i. Try a search for *floppy*. What kinds of records do you find? Where do you find the search term on the records?

    d. Items that appear anywhere on the **Records** (entry terms or textual supports) in the various languages, or all languages.

      i. Try a search for the French verb *configurer* in the records for this language. What kinds of records do you find? Where do you find this verb on the records?

Using wildcard characters

1. To do a search that will find words that begin or end with a given string of characters, use an asterisk (*) preceding or following the string.

    a. Try a search for French terms that contain *configurer*, *configuration*, *configuré*, etc. anywhere in the term, by searching for *configur** as a word in a French entry term. What terms do you find?

    b. Try a search for French terms that have the form *dispositif de *age*, by entering *dispositif *age* in the search field. What kinds of terms do you find? How do you think this search function could be useful?

NOTE : Function words such as prepositions and articles are ignored in TERMIUM® searches. This means that although you are searching for terms with a structure that includes one of these words, you do not need to enter it in the search. However, this also means that you cannot select a specific function word you are looking for as part of a term.

2. To do a search for an item that varies in a single character only, replace the character with a question mark (?).

    a. Try a search for terms containing the two English variants *disk* and *disc* in a single search, by entering *dis?* in the search field. Do you find terms containing both forms? Do you find any other terms?

Doing a stemmed search

A stemmed search allows you to gradually remove words from a complex term to find more generic terms. It involves removing words from the beginning of English terms, and the end of French terms — i.e., locations in complex terms where modifiers are often found.

1. Do a search for the French term *système de gestion de base de données relationnelle*. Find some related terms using a stemmed search.

    a. Gradually remove one word at a time from the end of the term and search for each form.

    b. How many of the less complex terms have records in the bank? Do you think that the records for these terms reflect a gradual increase in generality as you go? Why or why not?

2. Repeat the stemmed search, this time for the English term *ultraviolet erasable read-only memory*. How is the approach used different in this search? Are the results found similar to those above?

3. If you want to refer back to the previous records, you can click the **SEARCH HISTORY** button at the top left of the interface to see previously queried terms. Click the terms to see their records again.

Using Boolean operators

Yan also combine two or more separate criteria in a search for words in entry terms or on records, using the operators AND (+), OR (,) and AND NOT (!).

1. Try a search for records that contain the words *floppy* and *hard* by doing an English record search and typing *floppy + hard* in the search field. How many records do you find?

2. Search for records that contain words that begin with the same root as *configure* and the word *software*. How can you enter this search? What kinds of occurrences of these two items do you find? What can this kind of a search help you to look for?

3. Look for records in the field of computing containing the terms *drive* and *disk* with a single search. Enter the two terms in the search field, separated by a comma: *drive, disk*. What records do you find? Where do you find these items on the records?

4. Do a search for records that contain the term *drive* but not *disk*: enter the *drive ! disk* in the search field. What records do you find? Do you see *disk* on any of these records?

Setting your search and display preferences

1. Click the **MY TERMIUM**® button near the top left-hand corner of the screen to open the TERMIUM® Preferences. Note that you can adjust the layout of the records, as well as the default search keys if you choose.

2. Adjust the settings if necessary, to make French terms your default search key. If you have made a change, click the **SAVE SETTINGS** button to save this change.

3. If necessary, click the **BACK TO SEARCH RESULTS** button to return to searching.

Saving term records and consulting saved records

1. As you do some searches, you may wish to save records for future reference later in that session. You can do this using the **SAVE RECORD** button that appears at the bottom right of each record. You may save up to 10 records at a time.

   a. Do a search for the term *mémoire morte*. Save the records for this term by clicking on the **SAVE RECORD** button for each one. The button transforms into a *Record Saved* label.

   b. Do another search for the term *mémoire vive*. Save these records as well.

2. Use the saved records to facilitate comparison between these two terms to identify the important differences.

   a. Click the **SAVED RECORDS** button beside the search field. The saved records appear on the screen.

   b. Can you identify the similarities and differences between the concepts described on these records?

   c. Is the difference between these concepts indicated as clearly in the English terms as in the French?

Printing selected term records

1. Saving term records also allows you to print selected records you find useful. With the list of saved records displayed, from the browser's **FILE** menu choose the **PRINT PREVIEW** option. This allows you to see how the records would be printed, and to make any adjustments (e.g. to the page setup) you feel are necessary.

2. If you wish, you can then print your records by clicking the **PRINT** button that appears at the top of the screen. If you don't wish to print the records at this time, click the **CLOSE** button.

3. When you are done, you can clear the memory by clicking the **DELETE ALL STORED RECORDS** button that appears at the top of the list. You can also remove records individually by clicking the **DELETE SAVED RECORD** button that appears at the bottom of each one.

Questions for reflection

1. As you did these exercises, what did you think of how TERMIUM® works?

2. Did you find the resource easy and pleasant to use? Was the information complete and helpful?

3. How can the different search keys help you to narrow or broaden your searches? Did you find the different advanced searching options useful? How might you use these in everyday searching?

4. Did you like the option to save records? How do you think you could use this in everyday searching?

5. What criteria can we use to evaluate term banks in general? How would you evaluate TERMIUM® according to these criteria?

6. Can you identify strengths and weaknesses of TERMIUM®? Do you think these could potentially be linked to TERMIUM®'s goals and orientation?