

Practical Assignment: Working with CAT Tools

Objective:

Get familiar with the basic functions of CAT tools and learn how to:

- Create a translation project,
 - Set up and use Translation Memory (TM),
 - Work with a Terminology Base (TB),
 - Use automatic quality assurance (QA-check),
 - Evaluate the effectiveness of CAT tools in professional translation.
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1. Choosing a CAT Tool

Select one of the free or trial CAT tools:

- **SmartCAT** (<https://www.smartcat.com>) – A cloud-based tool, convenient for beginners.
- **MateCat** (<https://www.matecat.com>) – Simple interface with automatic MT integration.
- **MemoQ** (Trial version at <https://www.memoq.com>) – Supports TM and TB functionality.
- **SDL Trados Studio** (Demo version at <https://www.trados.com>) – One of the most popular tools on the market.

☐ **If you don't have a CAT tool installed, SmartCAT is recommended as it works in a browser and requires no installation.**

2. Creating a Project in a CAT Tool

Step 1: Registration and Login

- Go to the website of the selected tool.
- Sign up (if you don't have an account) or log in to an existing one.

Step 2: Creating a New Project

- Find the “Create Project” / “New Project” button.
- Fill in the project details:
 - **Project name:** “Practical Assignment in CAT Tools.”
 - **Language pair:** For example, English → Russian (or another pair of your choice).
 - **Add TM:** Create a new Translation Memory (“Create” / “New TM”).
 - **Add TB:** Create a Terminology Base (if supported).

Step 3: Uploading a Document

- Prepare a text (around 100–150 words). It can be a short excerpt from an article, an instruction, or a technical document.
 - Upload the file in **.docx**, **.txt**, **.xliff**, or manually enter the text.
 - Click “**Create**”, and the system will prepare the document for translation.
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3. Working with Translation Memory (TM)

Step 1: Translating and Saving Segments in TM

- Open the uploaded document for translation.
- Translate 3–5 sentences, clicking “**Confirm**” after each translated segment.
- Close the project and create a new one by uploading a similar text.
- Observe how the system automatically suggests translations from TM (if saved).

☐ Analysis Question:

- Which sentences were retrieved from the TM?
 - How accurate were the suggested translations?
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4. Working with the Terminology Base (TB)

Step 1: Adding Terms to TB

- Open the Terminology Base (if supported).
- Add 5–10 terms with translations.
 - Example:
 - **Source:** “user interface” → **Target:** “пользовательский интерфейс”
 - **Source:** “click the button” → **Target:** “нажмите кнопку”
- Save the TB.

Step 2: Using TB in Translation

- Open the translation window.
- Start typing the translation and observe how the system suggests translated terms.
- Use the suggested terms and confirm them in the text.

☐ Analysis Question:

- Did using TB speed up the translation?
 - How accurate were the suggested terms?
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5. Quality Assurance (QA-Check)

Step 1: Running a QA Check

- Complete the translation of the document.
- Find the “**QA Check**” button in the interface.
- Run the check and review detected errors.

Step 2: Correcting Errors

- Carefully review the list of issues (e.g., terminology errors, punctuation, TM inconsistencies).
- Make corrections and run the QA check again.

☐ **Analysis Question:**

- What errors were found?
 - Which ones were useful, and which were insignificant?
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6. Completing the Assignment and Report

What to Submit?

Screenshots (3–5 images) showing:

- ✓ Translation window with the document.
- ✓ TM usage (suggested translations).
- ✓ TB usage (suggested terms).
- ✓ QA-check results.

Short report (150–200 words) including:

- **Which CAT tool did you use?**
- **How convenient was working with TM and TB?**
- **What challenges did you face?**
- **How did the QA-check improve the translation?**

☐ **Report format:** Word / PDF / Google Docs (link).

Additional Reflection Questions

- What types of matches (**exact, fuzzy, no match**) did you encounter?
- How can TM be improved for better accuracy?
- How did TB help maintain translation consistency?
- What limitations or drawbacks did you notice in the CAT tool?
- In what real-world translation tasks could this tool be useful?

Expected Outcome

- ✓ You have successfully created and set up a project in a CAT tool.
- ✓ You have learned how to use Translation Memory (TM) and Terminology Base (TB).
- ✓ You have performed a quality assurance (QA) check.
- ✓ You have written a report on your work.

☐ Now, you have basic skills in using CAT tools, which will be valuable in professional translation! ☐