

Assignment: Using a Translation Tool (CAT-tool)

Step 1: Choose a Translation Tool

- Familiarize yourself with several popular translation tools (e.g., SDL Trados, MemoQ, SmartCAT).
- Choose one tool that you want to explore and use for this assignment.

Step 2: Register and Set Up the Tool

- Register for the chosen tool if necessary (for example, SmartCAT offers free registration for new users).
- Explore the interface of the tool. Locate and learn about the main features (project creation, translation memory setup, terminology management).

Step 3: Choose the Text for Translation

- Select a small text for translation (200-300 words), such as an article, blog post, or technical instruction.
- The text should be in a foreign language you are studying.

Step 4: Translate the Text Using the CAT-tool

- Create a new project in the translation tool.
- Upload the chosen text into the system.
- Translate the text, using the tool's features:
 - **Text segmentation:** The tool will automatically divide the text into segments.
 - **Using translation memory:** Add translated segments to the translation memory and check them during repetitions.
 - **Terminology:** If the tool supports terminology management, add key terms to a list for future use.

Step 5: Document the Process

- While working with the tool, make notes about each stage of the translation:
 - Which features were used?
 - Were there any difficulties while using the tool?
 - How could the workflow be improved?

Step 6: Prepare the Report

- Write a report that includes:
 - **Description of the Tool:** A brief overview of the chosen CAT-tool and its key features.
 - **Work Process:** A step-by-step description of how you completed the assignment (project creation, text upload, use of translation memory, and terminology).
 - **Experience Review:** What did you like about the tool, which features were useful, what challenges did you face during the process?
 - **Recommendations:** Suggestions for using the tool effectively.

Step 7: Prepare the Presentation

- Based on the report, prepare a short presentation (5-7 minutes) that covers:
 - Why you chose this tool.
 - Which features were helpful during the translation process.
 - Your recommendations for using the tool.

Step 8: Submit the Report and Presentation

- Submit the report and presentation for review.