

6.2 Terminology glossaries: the key features

Language is the major means of human communication. In its cultural dimensions, language is closely linked to the identity of communities as well as of individuals. Language as it has emerged over the last millennia of human development is a highly complex phenomenon. It is, contrary to popular perception, more than just an instrument for the transfer of information [400].

When it comes to success in learning a foreign language, working on building the vocabulary is of prior importance. Building your vocabulary is one of the most important parts of learning a new language. In some ways, having a large vocabulary is more important than knowing the right grammar rules and word order. Even if we barely know a language and have very poor grasp of grammar, we can still communicate.

Obviously, the ability to communicate becomes much more effective as soon as our language abilities come to be more developed, but the point is that we are still able to communicate using vocabulary alone. Extensive vocabulary allows people to be understandable, which is important in a situation where they are in dire need of expressing themselves. Vocabulary knowledge is the building blocks that we can use to express our thoughts and ideas, share information, understand others and grow personal relationships.

Linguistics distinguishes between general-purpose language and special-purpose language. It must be acknowledged that terminology is undeniably the major constituting element of special-purpose language. Terminology plays a crucial role wherever and whenever domain-specific information and knowledge is generated, used, recorded and processed, passed on, implemented, translated and interpreted. Terminological activities can result in a variety of terminology products, such as terminology standards, glossaries, terminology databases, etc. [400].

Creating a glossary of approved terms in the target language is essential. A glossary lays the foundation for consistent, high-quality translations of any kind. While synonyms are great for creative writing, using the same word consistently is key to

keeping your original message intact through translation. Such consistency is possible if you have a glossary with predetermined foreign language equivalents for your key terms in your source language [401].

Glossaries can be useful for helping students identify and acquire the vocabulary of the discipline. Additionally, providing a glossary ensures that students have an accurate source for word definitions. By learning and understanding the words found in the glossary the student can become more adapt at properly using the discipline specific vocabulary and through practice acquire a better understanding of the related concepts.

A glossary, also known as a vocabulary or *clavis*, is an alphabetical list of terms in a particular domain of knowledge with the definitions for those terms. A bilingual glossary is a list of terms in one language defined in a second language or glossed by synonyms in another language. In a general sense, a glossary contains explanations of concepts relevant to a certain field of study or action [402].

A glossary, also known as a terminology base, is an organized collection of approved translations for special-purpose vocabulary. These can be technical terms, industry-specific jargon, or just words that are used frequently in your content. A glossary is specifically designed to store terminology. This also allows you to implement a process for introducing, approving, and phasing out the terms of special-purpose vocabulary.

Unfortunately, not all glossaries are as helpful as we need them to be. Some leave us with raised eyebrows. Others frustrate us enough to abandon our quest for understanding. Writing a helpful glossary of terms requires keen focus on the readers' needs and a deft hand at plain language [403].

Notwithstanding much attention has long being paid to various aspects of language learning [404-409], along with different issues of terminology [410-415], there is still a necessity in a more detailed focus on the concern of a special-purpose vocabulary in learning a foreign language. Consequently, the purpose of the study is to examine and analyse the key features of terminology glossaries. According to monitoring and comparative analysis of the internet sources [400-403], the main

peculiarities of terminology glossaries have been found to appear as follows.

Features of glossary planning. It is necessary to consider the reasons for providing a glossary, its audience and primary purposes. The entries in a glossary are aimed at the reader. Therefore, it is vital to consider their need for understanding rather than your need to complete the task. Think about why readers reference glossaries. They come for clarification, validation or elucidation. Keep the audience's needs in mind as you create your definitions.

When creating your glossary, always take into account your target audience. Some jargon vocabulary units might be perfectly clear to you, but it might not make sense to someone who is not familiar with your specific industry or field of study. There is often a feeling that plain language may be boring or dumbed down. Actually, that is not true. Plain language is crystal clear, and that is why it is usually crucial for glossary writing.

It is also important to be concerned about the level of knowledge that the expected readers of yours may have, for it is necessary for you to know whether to gloss basic terms or only the more advanced. Besides, this is imperative for the level of detail that you want your definitions to have. It can help to set a nominal word or line limit.

Another point to take into consideration is the possibility to make one central glossary or chapter-specific glossaries. In case you prefer a central glossary, the chapters of the glossary may use the same terminology or some extent of revisions may be required to standardise terms of special-purpose vocabulary that will appear in the glossary.

It is important to have a good comprehensive glossary, but you are not creating a new global dictionary. Try to focus on the most important terms, and do not worry about covering everything. A word can have totally different meanings in different contexts. If there are certain terminological units or phrases that you never want to appear in your content, add them to your glossary with a note that they are not to be used.

Do not use the word in the definition. If you have ever looked up a word and

found that term in the definition, you know how frustrating this feels. So do not do it to your readers. Include synonyms, antonyms and examples. Sometimes we can get all the information we need to understand a term by looking at its synonyms and antonyms. Include one or two of each in your glossary entry. Examples also increase understanding.

When making a glossary, it is also significant to bear in mind the necessity to consider such vocabulary issues as words pronunciation and abbreviations. Provide pronunciation tips. It really helps to know how to say the word correctly, especially for abbreviations that are not spelled out. Abbreviations may be either defined in the glossary, or appear in a separate list.

Features of glossary writing. Once you have a consistent planning strategy to begin your work with, you can actually start developing your terminology glossary taking into consideration some of the following essential do's and don'ts of glossary writing.

Regard the usage frequency of the terminological units in your glossary. There is no point having a glossary term for a word if it is only ever referred to. Think about the grammatical forms of words. Use parallel structure. This issue is connected with presentation too: usually, the longer form is only necessary if you plan to run the glossary terms into the definitions.

Do not make the definition so complicated that the reader has to look it up to understand it. If you need to use technical terms, consider defining them elsewhere within the glossary and including cross-references. This lets readers know a term is explained elsewhere in the glossary and often means you can be more economical in your definitions.

Do not include Wikipedia content or similar to it, for anyone can do an internet searching for a generic Wikipedia definition. Glossaries naturally add value for the readers by framing each terminological unit in a way that is nuanced to reflect the content.

Do not quote, mention or refer to any other sources in definitions of your terminology glossary, unless they offer uniquely relevant perspectives or you have a

special reason for doing so. This can diminish the sense of authoritativeness of your glossary.

Do not repeat the definitions of vocabulary units. Readers may feel frustrated if they go to the glossary in search of further explanation and just find what they have already read.

Features of glossary editing. Glossary editing often takes place over multiple stages. To begin with, the person who wrote the terminology glossary checks that the content is suitable and that there are no evident gaps or inconsistencies of approach. After that, another person, often a copyeditor, conducts a more zoomed-in check to sculpt the glossary into its final form. Each of the persons involved will likely need to look at the following points.

The glossary should adhere to each point of the pre-planned strategy of writing the terminology glossary. In case it is not, the divergence may be acceptable if something has changed since you created the plan or you may need to adjust the entries of the glossary.

The glossary coverage should be logical, consistent and comprehensive. For example, it has all terms of the same type been included. Any terms that are often used should be glossed in the terminology units. If one of the glossary's functions is to gloss little-used terms to avoid cluttering the text with explanations, all of these should be identified.

The capitalisation and the punctuation should be consistent. For example, all your definitions must end with a full stop. This may depend on the length of the definitions. Single-sentence glossaries can end with nothing, but multiple-sentence glossaries usually look best with full stops. If you have a mixture, it is best to be consistent and include full stops for all of them.

The alphabetisation should be intuitive to readers. If readers might look for the same term under two different phrases, you could choose to include both. Each definition must read well and follow whatever spelling and other stylistic conventions have been used. When they think about what goes into editing a glossary, many people jump straight to this point. But, in reality, it's just the last item in a long list of other

considerations.

Distinguishing features of a glossary. Glossary and terminology are not the same thing, though they do have things in common: they contain standard dictionary words; they can contain non-standard, made up words; people use them when they need help with words. That is about where the commonalities end. A glossary is a specialized list of words and definitions. The words in a glossary are specialized in what they are selected based on the content. Terminology is defined as a system of terms that belong to something in common. Terminology is a system, not a list of words.

Dictionary and glossary are two terms that are often confused due to the appearing similarity between their meanings. The main difference between glossary and dictionary is that a glossary is a reference source that includes terms specific to a particular subject, while a dictionary is a reference source that gives you information about words, their meanings, pronunciation, and usage.

The difference between glossary and term base is that glossary is a list of terms in a particular domain of knowledge with their definitions, while term base is a database of terminology. A glossary can be formatted and imported into a term base. While both term bases and glossaries can be multilingual, a term base may be a collection of different equivalents used in translation rather than strictly an explanation of meanings as found in a glossary.

As nouns, the principal difference between a lexicon and a glossary is that lexicon is the vocabulary of a particular language, while glossary is a list of special words, terms or expressions in a particular field or domain of knowledge with their definitions.

The difference between definition and glossary is that definition is a semantic statement of the meaning of a word or word group or a sign or symbol in dictionary definitions, while glossary is a list of terms in a particular domain of knowledge with their definitions.

The main difference between glossary and index is that a glossary is an alphabetical listing of difficult words with their explanation. On the other hand, an index refers to alphabetical listing of important words. The definition of an index is a

guide, list or sign, or a number used to measure change. An example of an index is a list of names, addresses and phone numbers. This is the main difference between the two words.

The principal difference between glossary and appendix is that a glossary is a list of terms in a particular domain of knowledge with their definitions, while an appendix is something attached to something else, an attachment or accompaniment. Examples of items you might have in an appendix include mathematical proofs, the questionnaire used in the research, a detailed description of an apparatus used in the research, etc.

As nouns, the difference between index and appendix is that index is an alphabetical listing of some items and their location while appendix is something attached to something else, an attachment or accompaniment. Naturally, your paper may have more than one appendix. Frequently, each distinct item may have its own appendix.

The difference between glossary and summary is that glossary is a list of terms in a particular domain of knowledge with their definitions, while summary is an abstract or a condensed presentation of the substance or essence of the main body of material.

Features of translation glossaries. Translating terminology across languages can be difficult and resource consuming. A proper translation glossary can mitigate this issue. A translation glossary lists specific terminology with approved translations in all target languages. The glossary ensures that translators use a defined term correctly every time it shows up, in any language.

Such glossaries aid translators in ensuring each time a defined term appears in any language, it is used correctly and consistently. They are particularly useful in highly technical fields and help promote the clarity and consistency required in such industries. In the global marketplace, translation glossaries are a high-value tool with uses that extend beyond content development.

Translation glossaries reinforce consistency and shorten the translation time greatly. The glossary is a tool or document that helps alleviate challenges with

consistency. It naturally encompasses your vital terminology in your source language as well as approved translations in all target languages. A translation glossary is an essential component in making sure that all translated work is up to your quality standards.

Translation glossaries can help streamline the translation process, as the translator will not have to spend much time researching to find the necessary equivalents of the terms that are already included in the translation glossary. This productivity boost trickles down to the editing phases, as less reworking is needed because the right terms have already been chosen and there is a high level of consistency.

Although glossaries are crucial to ensuring that translation standards are met across all languages, care should be taken to keep it concise. A lengthy and extensive glossary can actually increase the amount of time taken for translation and as a result will defeat the purpose of actually using one in the first place, while a concise glossary will offer you the benefits.

Effective translation glossaries focus only on terms that are specific to your field. Glossaries need not encompass terms found in other industry-standard glossaries or dictionaries.

Translation glossaries are usually brief. A translation glossary becomes more challenging to navigate the larger it gets. An effective glossary focuses on those terms that are essential.

Translation glossaries may provide context. An effective glossary contains the terminological units and their translation, as well as context to help the translator understand the right usage.

Make sure you are clear about any language variations before you translate the terms in your glossary. Should differences arise among reviewers, the most clear, self-evident translation should be retained.

Features of students' glossaries. Commonly and frequently, glossaries can be found at the back of each chapter or at the end of the students' textbook, just before the index. You can also find terminology glossaries on many different topics through

online searches.

The best glossaries though, are the ones that teachers provide or develop with their students, vocabularies that are specific to some topic, discipline or course, and that naturally direct the students to the words they will need to acquire, understand, and use in their courses. A bilingual glossary may be particularly useful for the foreign students.

If the students are expected to build their own specific terminology glossary for a discipline, course or topic, it is important to provide them with a list or source for the relevant words, and a source or location to find the definitions for their terminology glossaries.

Check their glossaries periodically to ensure that they are defining the words properly. Many technical and scientific words have different meanings depending on the discipline and not all sources, especially the online ones, are reliable. It is also a good idea to ask the students to include examples of uses of the words in their own glossaries.

Having the students build their own glossaries has the additional advantage that the student need to find the word, read and then copy the definition, and find or create an example of how the word may be used in the field. This means they process the information in multiple ways, which improves the learning significantly. If you have students build their own terminology glossaries, they should cite the sources of their information.

If you have decided that for your discipline the definitions available online are not reliable and there is no accessible source for students to use to build their own glossary, you can provide your students with the glossary, in which case, you will need to develop exercises or assignments that provide them with opportunities to practice using the terms.

Alternatively, you can have the students build their own glossary in class by identifying the words they should include as you progress through the material. Allow time for them to write down the words, and the definitions you provide, as you present. A way to involve them in the process might be to place the responsibility of coming up

with examples of how to use the terms as a part of their in-class or homework assignment.

As students learn this specialized vocabulary of a glossary, do not forget to monitor their use of the words in written work and oral presentations. The purpose is not simply for them to learn the meaning of the words but to use them in context correctly.

On the grounds of the above findings, the following *conclusions* can be made. Planning, writing and editing a good glossary is a complex and time-consuming process. Throwing together a glossary at the last moment is a wasted opportunity and may even detract from the reader's experience. For example, by raising expectations that are not met because the glossary is of poor quality and is not properly tailored, or creating frustration if the glossary is difficult to access or navigate, or equivalent terms are not glossed. Thinking about your glossary from the start of the creation process will enhance its value and authority for your readers.

Glossaries can be useful for helping students identify and acquire the vocabulary of the discipline. Providing a glossary ensures that students have an accurate source for word definitions. By learning and understanding the words found in the glossary the student can become more adapt at properly using the discipline specific vocabulary and through practice acquire a better understanding of the related concepts.

A translation glossary is the corner stone of international communications strategy. Words are complex. They can have different meanings in the same language. Translating into other, more complex languages can prove to be a challenge when it comes to finding words with the exact same meaning in other languages. Translation glossaries are absolutely necessary in technical translation, as they are not simply a directory but a valuable resource.