

LT3345: DISCOVERING AND MANAGING TERMS

Effective Term

Semester B 2025/26

Part I Course Overview

Course Title

Discovering and Managing Terms

Subject Code

LT - Linguistics and Translation

Course Number

3345

Academic Unit

Linguistics and Translation (LT)

College/School

College of Liberal Arts and Social Sciences (CH)

Course Duration

One Semester

Credit Units

3

Level

B1, B2, B3, B4 - Bachelor's Degree

Medium of Instruction

Other Languages

Other Languages for Medium of Instruction

English / Chinese

Medium of Assessment

Other Languages

Other Languages for Medium of Assessment

English / Chinese

Prerequisites

Nil

Precursors

Nil

Equivalent Courses

CTL3345 Terminology

Exclusive Courses

Nil

Part II Course Details

Abstract

Any discipline of knowledge is built upon the relationships between concepts and terms. We create new terms to describe new concepts. The aim of this course is to lay the foundations for understanding the concepts and techniques of the terminologist when naming these concepts.

On completing this course, students should be able to:

- a. Discover and apply the principles and methodology of the discipline of terminology and creation of term banks for discovering and managing selected fields of knowledge; and
- b. Design and produce practical monolingual and bilingual glossaries creatively in selected fields of specialization.

Course Intended Learning Outcomes (CILOs)

CILOs		Weighting (if app.)	DEC-A1	DEC-A2	DEC-A3
1	Discover and apply the principles and methodology of the discipline of terminology and creation of term banks for discovering and managing selected fields of knowledge.	60	x	x	x
2	Design and produce practical monolingual and/or bilingual glossaries creatively in selected fields of specialization.	40		x	x

A1: Attitude

Develop an attitude of discovery/innovation/creativity, as demonstrated by students possessing a strong sense of curiosity, asking questions actively, challenging assumptions or engaging in inquiry together with teachers.

A2: Ability

Develop the ability/skill needed to discover/innovate/create, as demonstrated by students possessing critical thinking skills to assess ideas, acquiring research skills, synthesizing knowledge across disciplines or applying academic knowledge to real-life problems.

A3: Accomplishments

Demonstrate accomplishment of discovery/innovation/creativity through producing /constructing creative works/new artefacts, effective solutions to real-life problems or new processes.

Learning and Teaching Activities (LTAs)

LTAs	Brief Description	CILO No.	Hours/week (if applicable)	
1	Lecture	Students will engage in lecture activities about the subject matter, key concepts and fundamental principles, and review ample examples from the textbook and daily life.	1, 2	3 hours

2	In-class discussion	Students will participate in in-class discussions on terminological issues of interest that they encounter in their studies and may take tests on knowledge points from previous lectures.	1, 2	
3	Reading	Students will read lecture notes, selected chapters and supplementary materials for mastery of the course content.	1	

Assessment Tasks / Activities (ATs)

	ATs	CILO No.	Weighting (%)	Remarks ("- for nil entry)	Allow Use of GenAI?
1	Assignment	1, 2	25	An empirical study of Chinese and/or English terms in a particular field using the concepts and principles covered in class. Only allow using GenAI as tools to facilitate assignment work. Copying any AI generated text for submission is in principle not allowed, unless properly quoted for necessary purposes such as analysis and comparison.	Yes
2	Quiz (mid-term)	1, 2	25	2 hour written quiz that covers concepts, principles and data analysis.	No

3	Term Project	1, 2	50	<p>The construction of a prototypical termbank in a selected field of specialization for in-depth and systematic exploration of interesting terminological issues in the data.</p> <p>Only allow using GenAI as tools to facilitate project work. Copying any AI generated text for submission is in principle not allowed, unless properly quoted for necessary purposes such as analysis and comparison.</p>	Yes
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Continuous Assessment (%)

100

Examination (%)

0

Assessment Rubrics (AR)**Assessment Task**

1. Assignment

Criterion

Analysis skills

Excellent (A+, A, A-)

Excellent analysis to demonstrate in-depth understanding of the nature of terminology.

Good (B+, B, B-)

Good analysis to demonstrate good understanding of the nature of terminology.

Fair (C+, C, C-)

Adequate analysis to demonstrate adequate understanding of the nature of terminology.

Marginal (D)

Fair analysis to demonstrate adequate understanding of the nature of terminology.

Failure (F)

Inability to demonstrate adequate understanding of the nature of terminology.

Assessment Task

2. Quiz (mid-term)

Criterion

Command of subject matter

Excellent (A+, A, A-)

Excellent command of the course content.

Good (B+, B, B-)

Good command of the course content.

Fair (C+, C, C-)

Adequate command of the course content.

Marginal (D)

Fair command of the course content.

Failure (F)

Inadequate command of the course content.

Assessment Task

3. Term Project

Criterion

Construction of Termbank

Excellent (A+, A, A-)

Highly creative design of the termbank which is populated with many entries of high quality.

Good (B+, B, B-)

Creative design of the termbank which is populated with many entries of good quality.

Fair (C+, C, C-)

Appropriate design of the termbank which is populated with some entries of adequate quality.

Marginal (D)

Fair design of the termbank which is populated with some entries of marginal quality.

Failure (F)

Poor design of the termbank which is populated with entries of poor quality.

Part III Other Information

Keyword Syllabus

History of terminology, terminology and related disciplines, methods of retrieving terms and effective use of dictionaries, nature and definition of terms, formation of words, managing English neologisms, managing terms in specialist areas, terminology and translation

Reading List

Compulsory Readings

Title	
1	Lecture notes/slides
2	馮志偉,《現代術語學引論》,北京:語文出版社,1997年8月。
3	Picht, H. & Draskau, J. 1985. Terminology: An Introduction. England: University of Surrey.
4	Sagar, J. C. 1995. A Practical Course in Terminology Processing, pp.39-54. Amsterdam: John Benjamins.
5	Selected online materials incl. book chapters and articles

Additional Readings

Title	
1	Arntz, Reiner. 1992. Terminological Equivalence and Translation in Terminology Applications in interdisciplinary communication edited by Helmi B. Sonneveld and Kurt L. Loening, 5-19. Amsterdam/Philadelphia: John Benjamins Publishing Company.
2	Cabre, M. Teresa. 1996. Terminology today. Terminology, LSP and Translation, Studies in Language Engineering in Honour of Juan C. Sager, ed. by Harold Somers, 15-35. Amsterdam/Philadelphia: John Benjamins Publishing Company.
3	Jackson, Edward. 1988. Words and Their Meaning. London: Longman.
4	Lipka, Leonhard. 1990. An Outline of English Lexicology. Turbingen: Max Niemeyer Verlag.
5	Liu, Yungquan. 1986. Terminological Development and Organization in China, International Journal of the Sociology of Language 59 (Chinese Language Planning: Perspectives from China and Abroad), Mouton.
6	Sager, Juan C. 2000. Terminology 6(1) International Journal of Theory and Applied Issues in Specialized Communication. Amsterdam/Philadelphia: John Benjamins Publishing Company.
7	Sager, Juan C. 1992. The Translator as Terminologist. Teaching Translation and Interpreting, Training, Talent and Experience, ed. by Cay Dollerup and Anne Loddegaard, 107-122. Amsterdam/Philadelphia: John Benjamins Publishing Company.
8	Wright, S. E., G. Budin et al., 于欣麗、周長青譯,《術語管理手冊第一卷—術語管理的基本方面》,中國北京:中國標準出版社。
9	曹務堂、張友民、張法科:《現代術語學引論》,濟南:山東教育出版社,1996年。
10	趙家璉,《術語學概論》,《外國語(上海外國語學院學報)》,1992年第2期(總第78期),頁1-56。