



Professional Arabic-English Translation

Course: CAT Tools, Terminology Management and QA



Professional Arabic-English Translation Course: CAT Tools, Terminology Management and QA

Introduction:

Professional Arabic-English translation with CAT tools, terminology management and QA is a 5-day course for in-house translators, translation reviewers and translation unit leads, ending with a Translation Production Plan for a case organisation. Many in-house language units still translate business and technical documents file by file, so approved wording is retyped, terms drift between translators, machine output is published unchecked and outsourced batches return late or inconsistent. Nominees already translate or coordinate translation at work and learn through hands-on CAT tool labs on bilingual reports, manuals, specifications and web content. CoreConcept Training Center delivers this professional Arabic-English translation course.

Course Objectives:

- Apply Arabic-English translation techniques such as transposition, modulation and restructuring to business and technical texts while keeping meaning, register and readability
- Configure a CAT tool project with segmentation rules, translation memories, termbases and file filters for common office and XML formats
- Build and maintain a bilingual termbase and translation memory, including alignment of legacy translations and TMX and TBX exchange
- Decide when machine translation is suitable and post-edit its output to a light or full post-editing level agreed with the requester
- Run automated QA checks and an ISO 17100 translation, revision and review workflow with logged error categories and feedback
- Plan and track translation projects and external vendors through word-count analysis, match-based effort estimates, briefs and delivery acceptance

Target Audience:

- In-house translators who render reports, correspondence, manuals and web content between Arabic and English
 - Translation reviewers who carry out second-person revision and sign off translated documents before release
 - Translation unit leads who allocate work, set turnaround times and manage the unit's language assets
 - Terminology and language resource staff who maintain glossaries, termbases and translation memories
 - Localisation and content coordinators who commission translation from internal teams and external vendors
-

Course Outline:

Day 1: Arabic-English Translation Practice and Unit Baseline

- Text Type Analysis for Business, Technical and Promotional Content
- Translation Brief Template Covering Purpose, Audience and Register
- Transposition, Modulation and Restructuring Between Arabic and English Syntax
- Arabic Nominal Sentences and English Passive Voice Conversion
- Translation Unit Baseline Audit of Volumes, Turnaround and Rework

Day 2: CAT Tools, Translation Memory and Termbase Architecture

- CAT Tool Project Setup With Segmentation Rules and Filters
- Translation Memory Exact Match, Fuzzy Match and Context Match Logic
- XLIFF Bilingual Files, TMX Memory Exchange and TBX Termbases
- Termbase Entry Structure With Definitions, Usage Notes and Status
- Bitext Alignment of Legacy Arabic-English Documents Into Memory

Day 3: Business and Technical Translation in the CAT Environment

- Business Report and Correspondence Translation Lab in a CAT Tool
- Technical Manual and Specification Translation With Units and Tags
- Arabic Numerals, Bidirectional Text and Tag Placement Handling
- Terminology Extraction and Term Candidate Validation Workflow
- Translation Memory Maintenance, Duplicate Clean-Up and Penalty Settings

Day 4: Machine Translation Post-Editing, QA Checks and Vendor Control

- Machine Translation Suitability Matrix by Content Type and Risk
- ISO 18587 Full Post-Editing Versus Light Post-Editing Levels
- Automated QA Checks for Numbers, Terms, Tags and Omissions
- ISO 17100 Translation, Revision, Review and Final Verification Roles
- Vendor Selection Scorecard, Word-Count Analysis and Delivery Acceptance

Day 5: CAT Tool Lab and Translation Production Plan

- Case Organisation Content Inventory and Language Asset Review
 - Lab Termbase and Translation Memory Build for the Case Content
 - Lab Post-Editing and QA Pass on a Case Technical Document
 - Translation Project Tracker With Match-Based Effort Estimates
 - Translation Production Plan Completion With Tooling, QA and Vendor Workflow
-

Skills You Will Gain:

- Arabic-English Translation Technique
- CAT Tool Project Configuration
- Translation Memory Governance
- Termbase Design and Maintenance
- Machine Translation Post-Editing
- Automated Translation QA
- Translation Vendor Management
- Translation Effort Estimation

Why Attend This Course:

- Hand the translation unit lead or communications director a Translation Production Plan covering tool setup, termbase, QA routine and vendor workflow for approval
- Choose between human translation, machine translation with full post-editing and outsourcing for each content type, backed by match analysis and risk
- Prevent retranslation of approved wording, inconsistent terms across documents and late vendor batches that need emergency rework
- Share the termbase template, QA check settings and translation brief with colleagues so that every translator in the unit works to one standard

Conclusion:

Back at work, the participant presents the Translation Production Plan to the translation unit lead or communications director, who uses it to approve the CAT tool configuration, assign ownership of the termbase and translation memory, set when machine translation may be used and fix the revision and vendor acceptance steps. Requesting departments receive the translation brief to submit work in a usable form. After the first month of projects under the plan, the unit should review memory leverage, QA error categories, rework requests and vendor delivery performance.

Frequently Asked Questions FAQ:

What should participants know before a professional Arabic-English translation course on CAT tools and QA?

Participants should already translate or revise business or technical documents between Arabic and English and be comfortable with office software. No CAT tool experience is needed. Bringing anonymised source files and an existing glossary helps them build memories and termbases on familiar content.

How does professional Arabic-English translation with CAT tools differ from legal translation or subtitling courses?

This course covers general business and technical documents and the production side of an in-house unit: tool setup, language assets, QA and vendors. Legal translation courses focus on contracts and legislation, while subtitling courses work with timed text for video.

Why does professional Arabic-English translation rely on translation memories and termbases?

Translation memories store approved segment pairs so repeated and similar wording is reused rather than retranslated, while termbases fix the approved equivalent for each term. Together they keep several translators consistent and reduce effort on updated manuals, reports and recurring documents.

What do participants take back from the professional Arabic-English translation course on CAT tools and QA?

Participants take back a Translation Production Plan with a CAT project template, a starter termbase and translation memory, automated QA check settings, a post-editing level guide, a vendor scorecard and a translation brief template for their unit.
