



CONSULTECH



Catalogue

Online courses



Course categories



C - Technical communication

Technical communication is based on working methods. Readability, translatability and reuse are important. Courses can be general or individual on request. You can also learn Simplified Technical English.



M - Machine translations

In order to use automatic translation systems optimally, you need a working method. The courses will help you write documentation, define terminology and how to do post-editing.



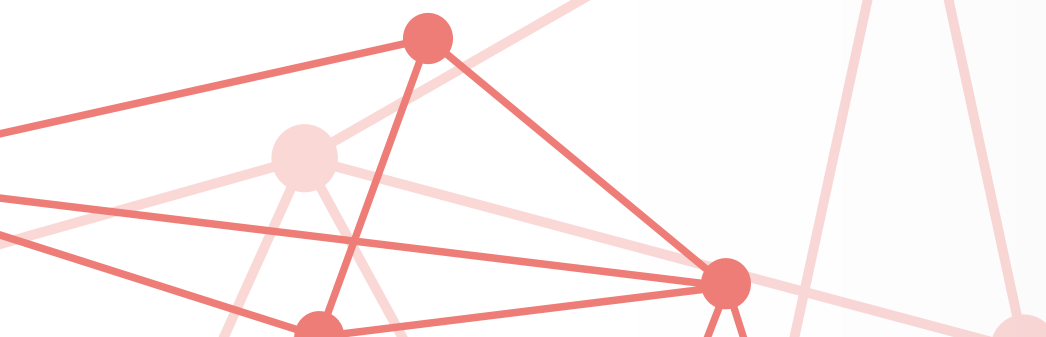
S - SDL Trainer

SDL offers a CAT tool and Multiterm for translation and terminology management. Thanks to translation memories, translation costs are optimised and text consistency is increased. You will learn how to use and set up your systems efficiently.



G - German courses

This category offers you several German courses. You will learn to communicate and write independently. We are also happy to tailor the courses to your requirements.





Our courses

...for efficient communication

C1

Technical communication - how to write modular technical documents - 16 hrs

You learn to analyse the technical documentation and to divide your documents into re-usable modules. You define a structure that helps you to find the right content and allows you to optimise costs and times. This approach is very important when implementing a CCMS.

C2

Good communication for efficient project management - 8 hrs

Efficient project management is important for technical writing, translation projects or the introduction of innovative systems. We learn how to communicate correctly in order to achieve our goals as quickly as possible.

C3

Style guide for reader-friendly technical documentation - 8 hrs

In a company, several people write technical documentation. But how can we ensure that the style is always the same? We divide the documentation into information classes and define a style guide with writing and layout rules. Applying the writing rules increases the comprehensibility and readability of the text.

C4

Simplified Technical English - Application of the rules - 32 hrs

Simplified Technical English (ASD-STE100) is a controlled language for technical communication that can be used to structure and write documentation in English. Let's define technical terms together and learn how to use the basic dictionary and how to use writing rules.

C5

Individually tailored courses

Upon customer request, we create targeted courses that combine the topics listed above.

M1**Post-editing - Working methods - 8 hrs**

The post-editor must correct texts that have already been pre-translated by an automatic translation system. Learn how to apply guidelines and rules and how to avoid rewriting the texts completely.

M2**Writing machine-translatable texts - 8 hrs**

Automatic translations save time and money. However, the result depends on the source text. You will learn to analyse the weak points of your documentation. Then you will create a style guide with clear writing and page layout rules.

M3**Corporate terminology - 16 hrs**

A consistent corporate language requires consistent terminology. Together with you, we define a working method that is tailored to your needs. You will learn how to define and standardise terminology within your company. You will also learn how to manage a multilingual terminology project.

S1**SDL - Use of a CAT tool - 8 hrs**

SDL provides business solutions to manage translation projects and to store and use translation memories using the CAT tool. On request, we can tailor a course to suit your requirements and your SDL system. Find out how to make the best use of your system.

S2**SDL - Use of Multiterm - 8 hrs**

SDL provides Multiterm, a multilingual terminology management solution. You will learn how to create a glossary in Multiterm, define different fields, import old glossaries of other formats, add new terms and use Multiterm during translation.

G1**German A1 - 60 hrs**

No previous knowledge necessary.

G2**German A2 - 60 hrs**

Prior knowledge: A1

G3**German B1 - 60 hrs**

Prior knowledge: A2

G4**German B2 - 60 hrs**

Prior knowledge: B1

G5**German C1 - 60 hrs**

Prior knowledge: B2

G6**Technical German - 24 hrs**

Do you have to write technical texts or discuss technical topics? If you have a good knowledge of German (B1), you can learn to communicate and write better in the technical field. You will learn how to write technical texts and how to communicate during a negotiation or a trade fair.

Communication is a skill that you can learn. It's like riding a bicycle or typing.

Brian Tracy

Pricing

The courses are divided into:

- Online standard courses
- Individually tailored online courses



Course Catalogue

The catalogue offers standard packages with a suggested duration. The duration of the courses can be adapted to your needs.

The individual course units last a maximum of 2 hours (35€/h).

The courses can also be tailored to your individual needs.

Who is your teacher?

Verena-Kristin Bickel, founder of VB Consultech, studied at the University of Applied Sciences in Cologne and specialised in the field of technical translations and terminology management, with a focus on multilingual terminology in the aviation sector.

After graduating, she moved to Italy and started working as a project manager and translator. She was very interested in technical communication. She has therefore continued to train herself in this field. With the help of her know-how and state-of-the-art technologies, she has specialised in the optimisation of editorial processes and translations.

She is a certified editor for Simplified Technical English and develops working methods and courses in international technical editing together with her clients and her team at VB Consultech.

