



## FRESH EYES: A TRANSLATOR'S CHECKLIST

By Kathryn German

### Inside this Issue:

Fresh Eyes: A Translator's Checklist	1
NOTIS/WITS Information	2 3
Message from NOTIS President	4
Message from WITS President	5
Meet Our Members	6
WITS Annual Meeting	7
Interpreting Issues	8
Do You Blog?	9
The Ethics Corner	11
CAT Tool Clues	12
Calendar of Events	16

Editing and proofreading are essential tasks for a translator. Performing these two steps is the only way to truly guarantee that the translator has conveyed a message in the best possible way, with the utmost clarity, and with the natural flow of an original written in the target language.

We all know the ideal is to have three separate individuals perform the tasks of translation, editing, and proofreading. Many agencies utilize two people, a translator and, subsequently, a combined editor/proofreader. When asked by an agency to "review," "edit," or "proofread," make sure you ask the agency to define these tasks since they often mean different things to different individuals. In my experience, the agency is usually asking for a combination of all of these tasks.

In those cases when it is completely impossible to work with a separate editor or proofreader, the translator must perform a many-stage self-review. This review should never take place immediately following completion of your translating task. Remove yourself from the project for a while. Engage yourself in a different type of activity, and return to your translation only after sufficient time has passed to allow you to see the text with fresh eyes.

Keep a grammar manual and style guide handy or know where you can access one online with the click of a mouse. If you were provided with a style sheet or glossary from your client, have it easily accessible. Remember

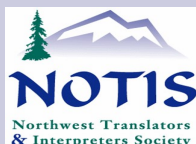
that you cannot rely on a spell-checker to catch all possible spelling and grammatical errors. Take great care, too, when utilizing the global Find and Replace function; it is much safer to examine each occurrence of the item you wish to replace one by one. Context plays an important role in your word choices and therefore the "find and replace" function needs to be used with care.

The translator's first read-though of the translation should take into account the overall presentation of ideas, the structure of the document, the author's style and tone, the intended register and audience, and the presence of additions or omissions. The text should be read aloud to note the rhythm and flow of the text. The source text should be compared side by side with the target text.

The second review should be more detailed, checking all terminology for consistency and adherence to your client's glossary. When divergences are found, it is important to correct them individually to determine factors that might have influenced the change in word choice. Unidiomatic word combinations and uncertain antecedents should be addressed. If something looks wrong, it probably is, but don't rely on your perception alone. Do the research; look things up.

Returning once more to the translation, smaller details should be noted, such as punctuation, formatting, and numbers.

(Continued on page 10)



## Northwest Translators and Interpreters Society (NOTIS)

A Chapter of the American Translators Association

### OFFICERS

President:	Kathryn German
<a href="mailto:translationskg@comcast.net">translationskg@comcast.net</a>	
Vice-President:	Toby Kawahigashi
<a href="mailto:ttkawah@comcast.net">ttkawah@comcast.net</a>	
Secretary:	Manbir Kaur
Acting Treasurer:	Toby Kawahigashi
<a href="mailto:ttkawah@comcast.net">ttkawah@comcast.net</a>	

### COMMITTEES

ATA Liaison & Certification:	Norma Candia
Executive Committee:	Kathryn German Toby Kawahigashi Manbir Kaur Naomi Uchida Naomi Uchida
Membership Coordinator:	Naomi Uchida
<a href="mailto:membership@notisnet.org">membership@notisnet.org</a>	
Newsletter Calendar:	Lindsay Taylor
Nominating Committee:	Renata Akalin Paul Natin
Outreach Committee:	Katrin Rippel Julie Wilchins Christiani Giancristofranco
Program Committee:	Kathryn German, Chair Cindy Roat, MedSIG Chair Toby Kawahigashi Kira Bohm Loretta Lo Christy Stanton
<a href="mailto:programs@notisnet.org">programs@notisnet.org</a> <a href="mailto:translationskg@comcast.net">translationskg@comcast.net</a>	
Student Liaison:	Renata Akalin
Webmistress:	Katrin Rippel
<a href="mailto:website@notisnet.org">website@notisnet.org</a>	

### SPECIAL INTER-EST GROUPS

MedSIG	Cindy Roat
<a href="mailto:cindy.roat@alumni.williams.edu">cindy.roat@alumni.williams.edu</a>	
Chinese SIG:	Michelle LeSourd
<a href="mailto:michele@c2etranslation.com">michele@c2etranslation.com</a>	

### OFFICE MANAGER

Naomi Uchida  
[officemanager@notisnet.org](mailto:officemanager@notisnet.org)  
 NOTIS  
 1037 NE 65th Street, #107  
 Seattle WA 98115  
 or call: NOTIS Voice Mail (206) 701-9183.  
 Email: [info@notisnet.org](mailto:info@notisnet.org)  
 Website: [www.notisnet.org](http://www.notisnet.org)

### NOTIS ANNUAL MEMBERSHIP FEES

Individual:	\$45.00
Student (without directory listing):	\$15.00
Institutional:	\$50.00
Corporate:	\$75.00

For membership information send an email to:  
[info@notisnet.org](mailto:info@notisnet.org) or call NOTIS Voice Mail  
 (206) 701-9183.  
 1037 NE 65th Street, #107, Seattle WA 98115  
 Website: [www.notisnet.org](http://www.notisnet.org)

For information on the American Translators Association  
 (ATA), Contact: 225 Reinekers Lane, Suite 590  
 Alexandria, VA 22314  
 Tel.: (703) 683-6100 Fax: (703) 683-6122  
[www.atanet.org](http://www.atanet.org)

### NEW MEMBERS

Najabat Aleskerzade	N/A
John Ebenshad	French<English
Sigrid Elenga	N/A
Francis Fine	Chinese<>English German<>Chinese
M. Antonia Iglesias	Spanish<>English
Jacqueline Muongchanh	N/A
Iona Paulat	German<English Romanian<English
Katalin Pearman	Hungarian<>English
Beatrice Peaslee	Spanish<>English
Frederick Piotrow	German<English Russian<English
Saori Sampa	English<Japanese
Sabine Sullivan	English<German English<Russian
Lindsay Taylor	French<>English
Sarith Tim	N/A
Ine Van Dam	French<>English Dutch<>English
Milena Calderari-Waldron	Spanish<>English
Elena Werner	N/A
Julie Wilchins	Spanish<>English

### STUDENT MEMBERS

Mara Sparks



## Washington Interpreters and Translators Society (WITS)

### OFFICERS

President:	Nancy Leveson
<a href="mailto:nancy@levesonlanguage.com">nancy@levesonlanguage.com</a>	
Vice President:	Linda Noble
<a href="mailto:la7noble@gmail.com">la7noble@gmail.com</a>	
Secretary:	Milena Calderari-Waldron
<a href="mailto:milenacw@live.com">milenacw@live.com</a>	
Treasurer:	Fumi Janssen
<a href="mailto:makifoj@live.com">makifoj@live.com</a>	
Board Member:	Alicia Lanzner
<a href="mailto:acldotcom@yahoo.com">acldotcom@yahoo.com</a>	
Board Member:	Louise Morehead
<a href="mailto:morehadlouise@yahoo.fr">morehadlouise@yahoo.fr</a>	
Board Member:	David Neathery
<a href="mailto:dave,neathery@gmail.com">dave,neathery@gmail.com</a>	

### COMMITTEE CHAIRS

Advocacy Chair:	Kenneth Barger
<a href="mailto:kennethBarger@q.com">kennethBarger@q.com</a>	
Email Guru:	Diana Meredith
<a href="mailto:dianaEMeredith@gmail.com">dianaEMeredith@gmail.com</a>	
Membership Chair:	David Neathery
<a href="mailto:dave.neathery@gmail.com">dave.neathery@gmail.com</a>	
Programs Co-Chair:	Alicia Lanzner
<a href="mailto:acldotcom@yahoo.com">acldotcom@yahoo.com</a>	
Programs Co-Chair:	Louise Morehead
<a href="mailto:morehadlouise@yahoo.fr">morehadlouise@yahoo.fr</a>	
Website Manager:	Sheila Harrington
<a href="mailto:sheharr@aol.com">sheharr@aol.com</a>	
Outreach Chair:	Christina Woelz
<a href="mailto:christina.woelz@idiomasavants.com">christina.woelz@idiomasavants.com</a>	

### OFFICE MANAGER

Jamal Jackson  
[witsofficemgr@gmail.com](mailto:witsofficemgr@gmail.com)

WITS  
 PO Box 1012  
 Seattle, WA 98111-1012  
 Website: [www.witsnet.org](http://www.witsnet.org)

### WITS ANNUAL MEMBERSHIP FEES

Individual & Institutional:	\$45.00
Student:	\$15.00
Individual NOTIS member discount:	\$40.00
Corporate:	\$90.00

To join WITS, renew membership, or update your online directory listing, visit the WITS web page at [www.witsnet.org](http://www.witsnet.org) or write to:

WITS  
 PO Box 1012  
 Seattle, WA 98111-1012.

### NEW MEMBERS

Fanny Cordero	Spanish/French
Cesar García	Spanish
Andrea Levin	Spanish
Bernard Ndekere	Swahili
Andrew Rabinovich	Romanian
Michele Tinajero	Spanish
Ine Marie van Dam	French/Dutch
Grace Yoon Yi	Korean

## A MESSAGE FROM THE NOTIS PRESIDENT

Exciting news! NOTIS and WITS have again initiated talks about joining forces. In today's world, where it is excruciatingly difficult to find volunteers, a combined organization would provide the manpower we need to truly serve our membership. Unlike early efforts to join the two organizations, this time we are examining the possibility of merging our organizations. WITS would then have the advantages that NOTIS has as a chapter of the ATA: event insurance, event advertising on the ATA Facebook page, seed money for workshops or conferences, discounts on certain services, etc. The NOTIS Board would benefit from WITS' expertise in the area of advocacy and activism for interpreters and translators. The NOTIS Board has voted to further research this possibility, and a non-profit attorney and the ATA are being consulted. Our goal is to accomplish this with the least possible difficulty under the law and ATA guidelines, while honoring the core mission statements of both NOTIS and WITS. We will keep all of you informed of developments as our talks progress, and please feel free to write to me with your questions and concerns at [translationskg@comcast.net](mailto:translationskg@comcast.net). We are all excited about the many advantages that this change could bring about for all of us!

At events presented by the Society of Translators and Interpreters of British Columbia, the advantages of a large membership base and generous supply of volunteers are clear, both in terms of the high quality training offered and the influence on public policy. Their annual meeting on June 1st was attended by over 100 members! Check out their new website at: [www.stibc.org](http://www.stibc.org) and their [Facebook page!](#)

International Translation Day, slated for Saturday, October 5th, promises to be another interesting and enjoyable event. We have again reserved the Boeing Museum of Flight and their wonderful catering from McCormicks & Schmicks, and we will be featuring Ine-Marie van Dam as our speaker. Ine-Marie is a professional interpreter and translator in French, Spanish, German, and Dutch, and she alternates between locations in Washington D.C. and Washington State. In her workshop, Ine-Marie will inform of us of strategies



we can use in our daily lives to enhance and perfect all of our languages, something that often seems like a daunting task! Working in both lecture and workshop format, she will provide insights into our individual learning styles and how to best apply them. Some of her topics will include: accent reduction work, learning styles, paraphrasing and word hierarchies, language register, word frequency, and transitional elements.

International Translation Day offered NOTIS and WITS the chance to try a new model for collaborating on events, which has been very successful. At a joint meeting we established various committees for every aspect of the event. Each committee was made up of members from both organizations and quite a few of these were members at large rather than board members. We were incredibly impressed at how proactive and efficient these groups were. It is definitely a change that worked, and the added benefit is that we had the chance to get to know these members on a deeper level. We would like to offer a special thanks to the following members at large who have been working hard to bring us a wonderful event: César García, Cindy Stanton, María Dopps, Loretta Lo, and Lindsay Taylor for the work to date on International Translation Day, as well as Kira Bohm and Raul Aguirre for offering to work on site!

The Northwest Linguist continues to call for submissions. We would like to have more articles that provide new information and tools to our translators and interpreters to increase their knowledge and understanding of their professions. Please see page 15 for some ideas on articles and instructions for submission. If you don't have the energy to write an entire article, please send us some issues you have encountered in the field of ethics or with your CAT tools, so we may address them in our column.

We hope to see you at the annual picnic. The site has a gorgeous view, we don't anticipate parking difficulties, and we have a longer time to relax and enjoy the day. More details are available on page 13. See you soon!

Until then, take care!

## A MESSAGE FROM THE WITS PRESIDENT

By Nancy Leveson

Greetings! We've been staying very busy this summer at WITS. The WITS annual meeting and workshop was held on June 29 in Tacoma and was a very well-attended event. Our speaker for the day was Katrin Johnson, who was the AOC Court Interpreter Program Coordinator in Washington State from 2008-2012. Katrin presented a workshop on "how to think like a lawyer." The sessions were both informative and interactive, and had groups analyze the elements of crimes and specific scenarios. Groups then presented their arguments about things such as whether they would, as prosecutors, charge a given individual with a certain crime, or, as defense attorneys, what strategy they would employ to defend their client. As you can probably imagine, this brought about lively debate and kept everyone engaged. Many thanks to Katrin for volunteering to provide this workshop!

At lunchtime, we held a special recognition ceremony for Katrin to thank her for her years of work in support of the court interpreting profession here. As part of this recognition, WITS bestowed honorary membership on Katrin. The highlight of the ceremony, however, was undoubtedly the rousing sing-along where we all joined in to sing lyrics extolling Katrin's achievements and virtues, all set to the tune of the Star-Spangled Banner. (Special thanks to Martha Cohen for her song-writing creativity that made this possible!)

On a more serious note, we also announced a decision that could play an important role in the future of WITS: After a great deal of thought and discussion on the part of the WITS and NOTIS boards, both boards have voted to work together toward a merger of the two organizations. This is obviously only the first step of many, and there remains a great deal of work ahead to figure out how and if we can make this happen. At the moment, we are hard at work determining the legal requirements, drafting a plan, and identifying the steps and timeline to move forward. One key step in the process will be to put the proposed merger plan to a vote of the membership, so stay tuned for more details on that front.

This decision represents a key turning point in the future of both organizations. We serve the same broader professional community, and our energies and efforts are currently split and diluted by the need to maintain two separate



organizations. The organizations themselves provide the infrastructure necessary to deliver services and activities. Every bit of energy that gets swallowed up in administrative functions, however, is energy that can no longer be dedicated to value-added activities for the benefit of our members. If we can reduce the hours, energy, and coordination required to keep the organizational structure functioning, we will be able to reap direct benefits in terms of what we can accomplish as a professional organization.

We've already seen the benefits of collaboration in the joint newsletter, joint social events such as the holiday party and the picnic, and the joint International Translation Day events. This year WITS and NOTIS partnered up to bring an instructor to Seattle from California for a weekend workshop on SDL Trados; the combination of efforts from both sides made that possible. Plans are currently underway for this year's International Translation Day, and we have a joint committee composed of both WITS and NOTIS members busily planning the details. That kind of collaboration among colleagues with different experiences and perspectives has so much to offer, not only in terms of the resulting programs and services for our professional community, but also in terms of the opportunities for individual members to learn from one another by working together.

Paradoxically, however, collaboration on events and activities by two separate organizations requires exponentially more effort than those planned within a single organization: two separate sets of administrative policies to review and two separate boards to be consulted for approval. This can create a burden that slows progress, creates frustration, and may even become an insurmountable barrier. By working together within the construct of a single organizational structure, however, we could eliminate those challenges and gain the potential to unleash a whole new level of creativity and energy for our work as a professional organization.

We encourage you to send feedback to [WITSFEEDBACK@GMAIL.COM](mailto:WITSFEEDBACK@GMAIL.COM) or contact any WITS board member directly. We hope you will share in our enthusiasm and optimism as we move forward with this opportunity!

## MEET OUR MEMBERS: CYRUS KHATIBI

By Edward Wung

Perseverance pays off. This would be the conclusion drawn by anyone reading the personal history of Cyrus Khatibi, a Farsi interpreter from the country of Iran. Cyrus Khatibi's many accomplishments are the fruit of his intelligence, diligence, and integrity.

In Iran, Cyrus earned a Bachelor of Science degree in Agricultural Engineering from Tehran University, where he graduated at the top of his class. Earning a one-year scholarship, he then continued his agricultural studies and deepened his proficiency in English at the American University of Beirut.

When he returned to Iran, Cyrus worked with the Department of Agriculture in the Agricultural Economics Office for two years, winning the support of that Department for an annual grant to visit agricultural colleges and farm agencies in the United States. This grant was funded by Point Four (a United States technical and economic development agency present in Iran at that time). During the period of the grant, he spent six months visiting such agencies as Agricultural Experimental Stations, Agricultural Extension Services, and certain farm communities and agriculture colleges in the southern United States.

Cyrus spent the following six months studying agricultural economics as a visiting student at the University of Wisconsin. He strongly wished to continue his studies towards a Master's Degree at that university, but the program sponsoring him could not allow it since its funds could not extend to cover the cost of tuition. Because his grades at the University of Wisconsin were so high, however, the Iranian government decided to pay for his studies subject to the extension of his visa. The painstaking efforts he took through the Embassy of Iran, the U.S. State Department, and Immigration Services paid off and he was granted one more year to continue his studies. He earned an M.S. degree in Agricultural Economics and returned to Iran to continue his work at the Office of Agriculture and Economics.

Several years later Cyrus received a tuition scholarship from the University of Minnesota and a teaching scholarship from South Dakota State University, which also



included a \$250 monthly stipend. Because he needed that extra assistance for his lodging and other expenses, he chose South Dakota State. He studied and conducted research for three more years until he earned his Ph.D. in Economics.

After receiving his Ph.D., Cyrus taught at Arkansas AM&N College for several years before deciding to return to Iran. The President of the college liked Cyrus very much and promised to keep his job for him if he decided to come back someday. He declared that he would agree to his "temporary leave" only if Cyrus could give him two reasons so good that he could not refuse. Cyrus explained that he believed his contributions would be more useful and needed in Iran than in the United States, and that he felt he needed to be with his aging parents in order to take better care of them. Who could have said no to either of those reasons?

Returning to Iran in 1963, Cyrus started work at In the Plan Organization, a development organization established to develop long-term development plans and oversee their implementation. While working with that organization, he taught part time at the University of Tehran. He was happily pursuing his dream to train more educated development planners until 1979 when the Iranian Revolution broke out.

This Revolution was a populist, nationalist, and unique revolution, and there was much bloodshed. The monarchy was ousted, and afterwards many people were accused of supporting the old regime and executed. At the beginning, technocrats were allowed to keep their jobs. The revolutionaries scrutinized the track records of every individual, however, and "cleansed" every department of those they considered to be corrupt or opposed to the revolution. Cyrus survived the screening and was able to continue working. As time progressed, however, people with orthodox Islamic ideology were favored over the impartial technocrats, and he decided to bow out. Leaving the country was an ordeal for people like him who had many years of service in the old regime. It took him well over a year to go

(Continued on Page 13)

## WITS ANNUAL MEETING



*The WITS annual meeting included special recognition for Katrin Johnson to thank her for all she did for the court interpreting profession here in Washington State.*

*Katrin was also the speaker of the day, instructing everyone present "how to think like a lawyer."*

## INTERPRETING ISSUES: Chinese and English

By Edward Wung

*Why is interpreting difficult in your language pair?*

*Does your language combination present particular challenges?*

*What special difficulties have you encountered and how have you resolved them?*



Interpreting is not easy; we all know that. Sometimes, however, we encounter an aspect of a language that causes us special difficulty. With the Chinese language, the challenge that comes to my mind is the expression of numbers.

Numbers are the one thing I always need to write down when I interpret. Long ago, I reached an understanding of why Chinese numbers pose so much difficulty, but that knowledge still fails to help me when I am in the process of interpreting.

Multiple-digit numbers are constructed using a multiplicative principle. First the digit itself is expressed, then a multiplier such as 10 or 100, and then another digit, if necessary. The number ten in Chinese is considered as a unit, and so 50 is expressed as “five tens,” 60 as “six tens,” and so forth. The number 75 would be “seven tens and five.” Numbers in the “teens” are expressed as ten and a number, and so the number 11 in Chinese is expressed as “10 and 1” and 12 is “10 and 2,” and so on, up to the number 19. While interpreting, the complication arises from the fact that when we hear the number 19 in English we hear the number 9 first, as “nine-teen,” whereas in Chinese we would be expressing 10 first, “10 and 9.” It continues to get trickier as the numbers increase.

In English and in many other languages, people separate numbers into 3-digit segments, and use those divisions to express the number. Thus, in English, we would say “twenty-three thousand” for 23,000, “two million,” for 2,000,000, and “19 billion” for the number 19,000,000,000. In Chinese, on the other hand, we separate numbers by 4 digits, and we have a unit “wun” for it. That means, when we interpret numbers, we not only have to change languages, but we also have to do math on the spot. Using the numbers just mentioned, 23,000 would become 2,3000 in Chinese. That means instead of “23 thousand” we would say “2 wuns and 3 thousands” The figure 2,000,000 would become 200,0000 in Chinese, expressed as “2 hundred wuns”. When a zero occurs within the number (and not at the end) you need to say “zero,” but only once for two or more consecutive zeroes. Thus, one-thousand and one would become “one thousand zero one.” The numbers expressed here are still simple numbers. Try to solve this problem....How would the number 13,550,012 be converted into Chinese?

Chinese really looks at numbers differently in so many different ways. Another example would be dates. We don’t have named months of the year such as January, February, March, etc. Instead we say “moon 1, moon 2, moon 3, etc.” The days of the week also have no specific names, but instead are simply handled as “Week 1, Week 2, Week 3, etc.” These are very literal translations of our date system, but you can see that when we interpret, we are making many more calculations in our heads than simply inserting one word for another!

“On Wednesday, June 19, 2013, he wired 13,550,012 dollars.” In Chinese this would be: “On week 3, moon 6, ten and 9, 2-0-1-3, he wired 1355,0012 dollars, which is one thousand, three hundred fifty-five wuns, zero ten 2 dollars.”

I hope that I have not made Chinese too scary to learn! It really is an interesting language, if you like to do math!

Do you have a situation with your language pair you would like to share? Please send your story to: [translationskg@comcast.net](mailto:translationskg@comcast.net)



## DO YOU BLOG?

By Katrin Rippel

Greetings to all! Perhaps you've seen the "Blog Trekker" page on the ATA's website ([www.atanet.org/careers/blog\\_trekker.php](http://www.atanet.org/careers/blog_trekker.php)). It's an exhaustive list of translation and interpretation-related blogs compiled by ATA—a treasure trove!

A blog can be a great marketing tool for your company or freelance work. But ATA is not adding new blogs to the list right now. So we at NOTIS were inspired to create our own treasure trove of blogs written by NOTIS/WITS members and friends here in the Pacific Northwest. To support and publicize your work, NOTIS plans to add a "Blog Trekker" section to our website ([www.notisnet.org](http://www.notisnet.org)) where we will list blogs with links to each blog.

Blog submission is not limited to NOTIS and WITS members. However, NOTIS and WITS members will receive added publicity through our highlighting of your blog and/or individual blog posts on the NOTIS Facebook page or in upcoming "Northwest Linguist" newsletters.

If you'd like to submit your blog to be considered for posting on our website blog list, please send an email to [outreach@notisnet.org](mailto:outreach@notisnet.org) with (1) your name and (2) the URL of your blog.

If you always wanted to write a blog but don't know where to begin, just let us know via the same email address and we will help you get started!

Happy blogging!

### The NOTIS Outreach Committee

\*Please note that NOTIS reserves the right not to list any blogs we consider inappropriate or unrelated to the professions of translation or interpretation.

Samples of some of the blogs that the ATA lists on their website are:

[The Financial Translation Blog](#)  
[Life In Translation](#)  
[Interpreter Diaries](#)  
[The Localization Project Management Blog](#)  
[Masked Translator](#)  
[Medical Translation Insight](#)  
[Tips for Translators](#)  
[Translators' Tools](#)  
[Two Words](#)

## POWELL RIVER INTERNATIONAL TRANSLATORS CONFERENCE

Zuzana Kulhánková is currently organizing the first **Powell River International Translators Conference** scheduled for **September 12<sup>th</sup> to 15<sup>th</sup>, 2013** at the Beach Gardens Resort and Marina. Unlike many similar conferences, the Power River International Translators Conference has planned coastal forest hikes, picnics, boat tours, kayak tours, historic walks, and many other extracurricular activities in addition to top-notch educational workshops, such as the following:

- ◆ The Digital Freelancer
- ◆ Going Mobile
- ◆ Video Game Localization
- ◆ Theory and Practice
- ◆ Efficiency in Translation
- ◆ Translating Technical Manuals

For more information, visit: <http://www.prtranslators.com/>



## FRESH EYES (continued from page 1)

Formatting should be examined carefully to ensure the style of the original has been followed to the extent possible. Acronyms or abbreviations should be reviewed to make sure they are handled according to your agency's style sheet. Some translators like to read the text backwards or out of order at this point, as this often brings new errors to light.

When you are proofreading another translator's work, try to avoid inserting your own personal style. Concentrate on those changes that will clearly improve the translation, its clarity and accuracy. You will usually be using tracked changes, but also include comments or a memorandum to help the translator avoid similar issues in the future (check with your agency first regarding their preference). Refrain from making negative comments. We all make mistakes and our role as part of the translation/interpretation community is to assist one another, not tear one another down.

There are many tools to help in editing and proofreading that range in price from free to quite expensive, such as those that appear below. Most can be tried out for free.

**SpellCheck Plus** is a grammar checker that finds common spelling errors and grammatical mistakes in English. Small texts may be checked for free. For larger texts, the Pro version must be purchased. Cost is about \$15 year. <http://spellcheckplus.com/>

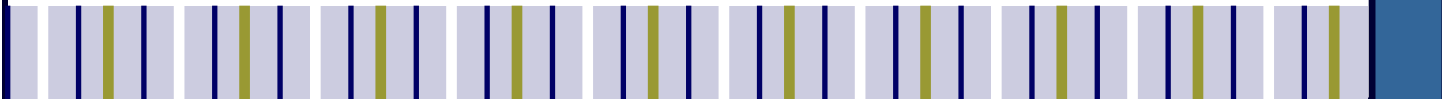
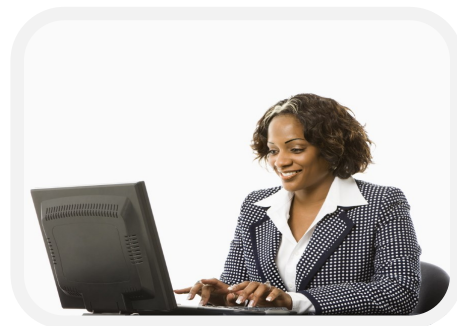
**DocProofer and SlideProofer** are Microsoft template add-ins which create a Toolbar visible in the Word environment. DocProofer, with 300 built-in corrections \$15. <http://www.proofreadingtools.com/docproofer.htm>

**Ginger Software** checks grammar, spelling, vocabulary, context, split words, correct preposition use, and missing words. Premium \$89, Basic \$39 <http://www.gingersoftware.com/proofreading>

**Perfect It** is a robust editing software that is easy to use and runs from within Microsoft Word. \$99 <http://www.intelligentediting.com/features.aspx>

### Your proofreading checklist:

- Is the overall structure clear, logical, and complete?
- Are there any additions or omissions?
- Are there any ambiguities that should be rewritten for more clarity?
- Do style and register reflect that of the source document?
- Is the translation appropriate for the intended audience?
- Does the text flow smoothly?
- Are sections numbered correctly?
- Are abbreviations and acronyms explained?
- Does the formatting reflect the original to the extent possible?
- Is terminology consistent and does it follow your client's glossary?
- Are there any unidiomatic word choices or uncertain antecedents?
- Has spelling been checked with more than Microsoft spellchecker?
- Has grammar been thoroughly checked?



## THE ETHICS CORNER

By Susana Stettri Sawrey



### **The Legal Deposition**

After a long deposition was over, the attorney who hired me, the interpreter, asked to have the notes I had been taking throughout the deposition.

Was I right to refuse to give them to the attorney?

Some attorneys (usually those who are not very experienced in working with interpreters) sometimes make such a request or demand. Some claim it is because they are protecting the confidentiality of the proceeding. Others want to use your notes to add to their own, i.e., for their content.

Interpreters' notes are their own and are not to be used by anyone else or for anything other than to bolster the interpreter's memory. The focus of these notes is not necessarily on the content of the statement. In fact, they may contain notations as to tone or regarding repetitions, for example, just as much as dates or names.

The use of abbreviations and graphics usually causes these notes to be virtually unintelligible to anyone else other than the note-taker, and for the note-taker, they can be impossible to read a short while after the event.

The right answer is indeed to refuse to surrender the notes, if you even have the notes from the previous day. All notes should be shredded as soon as it is feasible.

The attorney who is concerned about confidentiality should be reassured that, as a practicing interpreter (certified, registered, or otherwise), you are well aware of the confidentiality tenet of the Code of Conduct, which you have sworn to uphold at the beginning of the deposition, and that is why you destroy all of your notes immediately.

If the attorney wants to use your notes to complete his or her own, he or she should know that, given the different purpose for which they were taken, your notes would be of no help, and should be considered in the same light as his/her "work product," i.e., unavailable to anyone else.



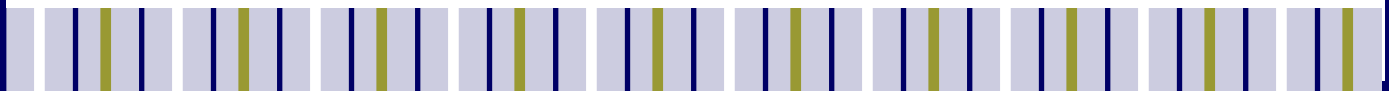
Please contribute to "The Ethics Corner" by sending in your baffling or irksome scenarios, or by sending us your questions about how to react and what to say in certain situations in the legal and medical interpreting environments, as well as in the translation field.

We would like to make this an ongoing dialogue with the NOTIS and WITS membership.

Send your questions and comments to The Northwest Linguist editor at: [translationskg@comcast.net](mailto:translationskg@comcast.net)

The next deadline for submission is October 7, 2013.

Thank you!



## ASK US: CAT TOOL CLUES

By Toby Kawahigashi

*Have questions  
for this column?*

*Have  
technology-  
related tips  
you would like  
to share with  
others?*

*Send them to  
The Northwest  
Linguist at  
[translationskg@  
comcast.net](mailto:translationskg@comcast.net) and  
we will include  
them in our  
next issue!*



**Q: You mentioned the advantages of using a Computer Assisted Tool (CAT) in the last issue, but are there any disadvantages?**

**A:** There are very few disadvantages, but I have to point out that CAT tools do create more files to manage. The application creates translation memory files as you translate in addition to your translation, and these all have to be stored in a secure location convenient to you. These extra files will need to be backed up together with the rest of your documents and files.

If you use a terminology management tool, which is often part of the Computer Assisted Translation Tool package, you will need to manage terminology files as well.

**Q: I know that CAT tools will create a translation memory to store my translations as segments, allowing me to use them again. What else can a CAT tool do for me?**

**A:** Many of the newer CAT tools allow you to work with a variety of file types without actually having to own the corresponding programs. In addition to the standard Office programs such as PowerPoint, Excel, and Word, you have the capability of handling Adobe InDesign and FrameMaker, and QuarkXpress. Most can also handle XML files very easily. Trados Studio 2011 has a PDF converter which allows you to work with some PDFs, although since this is an add-on PDF converter, there is usually some reformatting at the end of the process. With a tool able to handle multiple file types, you are spared the expense of having to purchase expensive programs and you are free to concentrate on the content. At times there will be layout issues to deal with once the translation is complete. These tasks are completely separate from the task of translation per se.

**Q: How do I set up a Translation Memory (TM) file? Do I have to create a separate memory for each project?**

**A:** How you create a TM file really depends on how you work. There is no single best answer but you should keep the following points in mind.

The TM file grows in size very quickly while you translate. As any computer is limited in its processing speed, it is not a good idea to have just a single gigantic TM file because the search time while you are translating becomes longer. Newer versions of TM programs allow you to use multiple TM files simultaneously, and hence, there is no need to put everything in one gigantic file. General points to be considered while creating a new TM file are: subject matter (e.g., computer software, pharmaceutical documents, food industry, etc.), audience (e.g., general public, company trainees, special customers, etc.), and style (e.g., operational instructions, training materials, questionnaires, End User License Agreements, etc.). I personally prefer separating TM files. For example, I have one TM for questionnaires (surveys) and another for End User License Agreements. Terminology databases can be set up in much the same way, with separate files for different clients who have distinct terminology preferences.

WITS/NOTIS

## SUMMER POTLUCK PICNIC

Saturday, August 24th 11:00 - 4:00 p.m.

Richmond Beach Salt Water Park—UPPER SHELTER

Bring family members, friends, and every linguist you know to the annual WITS/NOTIS picnic. Bring a dish to share, a musical instrument (or two) to play, a bathing suit, games, and anything else that sounds appealing for a picnic.



NOTIS will provide drinks, plates, and cutlery. Grills are available if you would like to bring your own charcoal and something to cook.

For pictures of the site, visit: <http://cosweb.ci.shoreline.wa.us/uploads/attachments/par/webparkssaltwaterpark2.html>

<http://www.shorelinewa.gov/index.aspx?page=136>

For a map to the site, see:

<http://www.mapquest.com/maps?address=2021%20NW%20190th%20St&city=Shoreline&state=WA&zipcode=98177>

### MEET OUR MEMBERS (cont. from page 6)

through various security agencies to obtain permission to leave the country. In 1986 he managed to leave Iran for the United States with his wife and two young sons, aged 11 and 13, and other family members.

Cyrus thought about returning to Arkansas AM&N College, but knew that it might be too late since he had been gone for so long. He instead accepted a teaching position at the American University in California. During the same time period, his family settled in the Seattle area, but he was forced to stay in California in order to support the family. He finally received his permanent residency in 1989, and moved to Seattle to be reunited with his family.

It was a long and arduous route, but Cyrus's internal fortitude brought him to the finish line.

## THE ATA ANNUAL CONFERENCE—TIME TO REGISTER!

### Register by October 1st and save 20%!

Not an ATA member? Join now and save on registration fees and receive 3 months free membership.

Connect with over 1,500 colleagues from all over the world.

Choose from over 175 sessions. Samples of some of the 2013 sessions are the following:

- ◆ Training and Ethical Challenges in Health Care Interpreting
- ◆ Note-Taking in Consecutive Interpreting
- ◆ Ensuring Payment Before, During, and After the Project
- ◆ The Pitfalls of Video Game Localization
- ◆ Software Localization in the Medical Device Industry
- ◆ Time Management for Freelancers
- ◆ Custody, Visitation, Support, and Domestic Violence: An Overview for Court Interpreters
- ◆ Social Media for Translators
- ◆ Useful Technologies for the Mobile Translator and Interpreter
- ◆ Medical Interpreting at a Level I Trauma Center
- ◆ Tape Transcription and Translation in Pre-custodial and Custodial Settings
- ◆ Six Things to Make You a Better Trados Studio User
- ◆ Enhancing Short Term Memory for Accurate Interpreting
- ◆ Win-Win: How to Set a Fair Price for Your Work
- ◆ Setting Freelance Translation Rates in a Technologically Changing Market

For more examples see: <http://www.atanet.org/conf/2013/sessionschedule.php>

**WANTED**  
**YOU!**

*ata*  
 American Translators Association  
**54<sup>TH</sup> ANNUAL CONFERENCE**  
**SAN ANTONIO TEXAS**  
 Marriott Rivercenter November 6-9, 2013

**REWARD:** All the networking and education you need!

Connect with over 1,500 colleagues from around the world, share your interests and experiences, and build partnerships. Choose from over 175 sessions, learn practical skills and theory, be inspired by new ideas, and join the discussions that matter to you and your profession.

**VISIT US ONLINE**  
[www.atanet.org/conf/2013](http://www.atanet.org/conf/2013)



## The Northwest Linguist is a quarterly publication published jointly by NOTIS and WITS.

The Northwest Linguist is published in February, May, August, and November. **We want to hear from you!** Have you written an article, a review, a poem, or a letter that you would like to share with the Translation and Interpretation community of the Pacific Northwest? Letters to the Editor, short articles of interest, and information for the calendar and other sections are invited.

**Articles are limited to 1,000 words.**

Please send submissions to Kathryn German, Editor, at: [translationskg@comcast.net](mailto:translationskg@comcast.net). Please note that all submissions become the property of *The Northwest Linguist* and are subject to editing unless otherwise agreed in advance. Opinions expressed are solely those of the authors and do not necessarily represent the views of the Editor, the Societies, or their Boards.

The Northwest Linguist also accepts advertising. Detailed advertising rates are available at: [www.notisnet.org/nwl Northwest\\_Linguist\\_Advertising\\_Rates.pdf](http://www.notisnet.org/nwl_Northwest_Linguist_Advertising_Rates.pdf)

Deadline for Fall issue of The Northwest Linguist: **October 7, 2013**

### CALL FOR PAPERS

The Northwest Linguist accepts and welcomes contributions of articles about all aspects of translation, interpretation, and issues related to these professions. These may include:

- Approaches to Translation
- Interpretation Skills
- Legal Issues for Translators and Interpreters
- The Business of Translation and Interpretation
- Dictionary Reviews
- Computer Assisted Translation Tools
- Book Reviews related to Translation and Interpretation
- Ethical Issues in Translation and Interpretation

### NEXT NORTHWEST LINGUIST

**WITS and NOTIS celebrate 25 years this year! The Fall issue of The Northwest Linguist will be dedicated to this history. Send in your stories about our origins, the early days, and the hopes and dreams of 25 years ago!**

#### FACEBOOK

Remember to check the Facebook and LinkedIn pages for NOTIS and the ATA on a regular basis to keep up with national news in the fields of translation and interpreting, and with all the latest events and opportunities for training.

[www.facebook.com/NOTISnet](http://www.facebook.com/NOTISnet)



## NOTIS AND WITS EVENTS CALENDAR



DATE	EVENT	DETAILS	LOCATION
Aug. 1-3, 2013	<b>14<sup>th</sup> NATI Annual Regional Conference on Language Access</b>	<a href="http://www.natihq.org">www.natihq.org</a>	Bellevue, Nebraska
Aug. 4-16, 2013	<b>Cambridge Conference Interpretation Course (CCIC)</b>	<a href="http://aiic.net/page/6385">http://aiic.net/page/6385</a>	Cambridge, UK
Aug. 5-9, 2013	<b>FTSK Germersheim/Universität Mainz, Didaktik im Dolmetschunterricht</b>	<a href="http://aiic.net/page/6524">http://aiic.net/page/6524</a>	Germersheim, Germany
Aug. 5-16, 2013	<b>Spanish courses for Conference Interpreters</b>	<a href="http://aiic.net/page/6499">http://aiic.net/page/6499</a>	University of La Laguna La Laguna, Tenerife, Spain
Aug. 6-9, 2013	<b>Computer-Assisted Translation Course</b>	<a href="http://www.miis.edu/academics/short/translation-interpretation/computer-assisted">http://www.miis.edu/academics/short/translation-interpretation/computer-assisted</a>	Monterey, California
Aug. 9-14, 2013	<b>Registry of Interpreters for the Deaf National Conference</b>	<a href="http://www.rid.org/">http://www.rid.org/</a>	Indianapolis, Indiana
Aug. 15, 2013	<b>ATA Webinar- Translating for the Pharmaceutical Industry: Resources and Strategies</b>	<a href="http://www.atanet.org/webinars/ataWebinar128_pharma.php">http://www.atanet.org/webinars/ataWebinar128_pharma.php</a>	Webinar
Aug. 16-21, 2013	<b>Court Interpreter Professional Development Training Retreat (Spanish-specific) (AOC Continuing Education)</b>	<a href="http://www.witsnet.org/programs/TOC_calendar.htm">http://www.witsnet.org/programs/TOC_calendar.htm</a>	Punta Cana, Dominican Republic
Aug. 16-18, 2013	<b>Finding the Parallels: Interpreting in Medical and Judicial Settings</b>	<a href="http://www.interpreter-training.com/DLMIT/conference.asp">www.interpreter-training.com/DLMIT/conference.asp</a>	Orlando, Florida
Aug. 17, 2013	<b>Note-Taking Strategies for Consecutive Interpreting (AOC Continuing Education)</b>	<a href="http://www.campusce.net/BC/course/course.aspx?C=13179&amp;pc=18&amp;mc=144&amp;sc=523">http://www.campusce.net/BC/course/course.aspx?C=13179&amp;pc=18&amp;mc=144&amp;sc=523</a>	Bellevue, Washington
Aug. 22, 2013	<b>ATA Webinar- A Comparative Analysis of Legal Systems in French-, English-, and Spanish-Speaking Countries</b>	<a href="http://www.atanet.org/webinars/ataWebinar127_legal_systems.php">http://www.atanet.org/webinars/ataWebinar127_legal_systems.php</a>	Webinar



## NOTIS AND WITS EVENTS CALENDAR

DATE	EVENT	DETAILS	LOCATION
Aug. 24, 2013	<b>NOTIS-WITS Picnic 11:00-4:00</b>	<a href="http://www.notisnet.org/pages.php?pgid=10">www.notisnet.org/ pages.php?pgid=10</a>	Richmond Beach, Washington
Aug. 29-31, 2013	<b>Translate in Quebec City: Conference for Premium Market EN&gt;FR and FR&gt;EN Translators</b>	<a href="http://translateinquebec-city.com/">http:// translateinquebec- city.com/</a>	Quebec City, Canada
Sep. 1, 2013	<b>Introduction to International Criminal Law (AOC Credits)</b>	<a href="http://www.coursra.org/course/intlcrimallaw">http://www.coursra.org/ course/intlcrimallaw</a>	Online
Sep. 2-6, 2013	<b>Retour Interpreting into English. Short Course</b>	<a href="http://aiic.net/page6478">http://aiic.net/page6478</a>	University of La Laguna, Tenerife, Spain
Sep. 5-7, 2013	<b>46th Annual Meeting of the British Association for Applied Linguistics: The Impact of Applied Linguistics</b>	<a href="http://www.baal.org.uk">www.baal.org.uk</a>	Edinburgh, Scotland
Sep. 6-8, 2013	<b>IMIA Annual Trainers &amp; Interpreters Service Providers/Administrator Symposia</b>	<a href="http://imiaweb.org/conferences/bootcampseries.asp">http://imiaweb.org/ conferences/ bootcampseries.asp</a>	Durham, North Carolina
Sep. 7, 2013	<b>IMIA—8 hour Difficult Situations Advanced Boot Camp</b>	<a href="http://www.imiaweb.org/conferences/bootcampseries.asp">http:// www.imiaweb.org/ conferences/ bootcampseries.asp</a>	Durham, North Carolina
Sep. 7-8, 2013	<b>Certified Court Interpreter Oral Exam</b>	<a href="http://www.courts.wa.gov/program">http:// www.courts.wa.gov/ program</a>	Bellevue, Washington
Sep. 12-15, 2013	<b>Powell River International Translators Conference</b>	<a href="http://www.prtranslators.org">www.prtranslators.org</a>	Powell River, Canada
Sep. 18, 2013	<b>ATA Webinar: Translating Contracts to and from French</b>	<a href="http://www.atanet.org/webinars">www.atanet.org/ webinars</a>	Webinar
Oct. 5, 2013	<b>NOTIS-WITS: International Translation Day Celebration</b>	<a href="http://www.notisnet.org">www.notisnet.org</a>	Boeing Flight Museum Seattle, Washington
Nov. 6-9, 2013	<b>ATA Annual Conference</b>	<a href="http://www.atanet.org">www.atanet.org</a>	San Antonio, Texas
Nov. 23, 2013	<b>NOTIS Annual Meeting and Program: ASL Interpretation</b>	<a href="http://www.notisnet.org">www.notisnet.org</a>	Seattle, Washington

## NOTIS AND WITS BOARD MEETINGS

	DATE	EVENTS	DETAILS	LOCATION
	August 4, 2013	WITS Board Meeting	<a href="http://www.witsnet.org">www.witsnet.org</a>	Phone Meeting. Contact <a href="mailto:nancy@levesonlanguage.com">nancy@levesonlanguage.com</a> for more details
	August 8, 2013	NOTIS Board Meeting	<a href="http://www.notisnet.org">www.notisnet.org</a>	<b>Home of Kathryn German or online</b> Contact <a href="mailto:translationskg@comcast.net">translationskg@comcast.net</a> for
	September 12, 2013	NOTIS Board Meeting	<a href="http://www.notisnet.org">www.notisnet.org</a>	Online. Contact <a href="mailto:translationskg@comcast.net">translationskg@comcast.net</a> for more details.