

THE BBS IS GONE! LONG LIVE THE BBS!

MICHAEL BROSCAT

The NOTIS BBS ceased operation in late July this year, a victim of my impending move from Seattle. I'd like to offer a word or two about how it worked for us, and prepare you for Cait's article about the new world.

A modem is a device that attaches to a computer to make the computer an instrument of communication (when phone lines are the only means of getting into and out of the house or office). With a modem, you can call another similarly equipped computer. The BBS is an extension of that principle, where the other computer is never doing anything else but waiting for your call. Instead of an operator at the other end, a computer program accepts your comments

or files, making them available for future callers. The NOTIS BBS ran, in some form or other, from 1989. Ideally, it would have been a means by which local translators discussed translation problems, much as FLEFO is for CompuServe subscribers today. The number of translators who could manage the difficulties of modem communication was not large enough, unfortunately, to ever provide the critical mass such an activity requires. Nevertheless, it served the occasional questioner, and spent most of its time gathering and distributing files to and from translators and agencies.

Several local agencies used the services of the NOTIS BBS until they had established their own BBS systems. We also kept distributable computer programs of interest to translators—file compression utilities and the like. And, it acted as a message board where one caller could leave messages for another person

or for a group. In that function, it was an excellent introduction to what we now know as E-mail. Looking back, I'd say that the difficulties of modem usage greatly limited use of the NOTIS BBS. As with so much involved with computers, ease of use is still a desired goal, and any future means of linking a community of translators will have to be much more transparent than was

the modem-based BBS. Nevertheless, I enjoyed supporting it for these many years, and am pleased to see as many of you as there are who first gained tele-

communications confidence because of it.

The great thing about the future is that communication will no longer be limited to a local area, so I'll be able to visit with you from wherever I end up. See you electronically.

A NEW VIEW ON THE WORLD WIDE WEB

CAITILIN WALSH

When I first heard the BBS was going off-line, I logged on again, just to remind myself what it was like. My first logon, according to the system (which keeps track of such arcane things) was May 10, 1992. Back then, logging on to the BBS was a daily event for a handful of us who checked messages and uploaded or downloaded client files. Membership in NOTIS was about 70, and only research scientists knew

what the Internet was. The smaller numbers meant board meetings generally lasted an hour, and the newsletter was a one-person affair.

But NOTIS is growing, and at a staggering rate. Membership today stands at close to 250 members; of those, 150 have access to Internet E-mail. NOTIS has a virtual office, complete with office manager, E-mail, and voicemail. Board meetings last at least three hours with a packed agenda, and the board is madly delegating in an effort to keep meetings from getting any longer.

One of these delegations is the Electronic Brain Trust (or EBT), made up of seven members who responded to a request to help define the future of NOTIS' electronic presence. We were faced with a double plight; increasing dissatisfaction with our current Internet services provider (CompuServe) and the impending closure of the BBS.

The EBT set out to rank criteria for an electronic presence that would best serve the

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NEXT NOTIS MEETING!
SECRETS OF FINANCIAL SURVIVAL
 SATURDAY, OCTOBER 18, 1997
 10:00 AM - 3:30 PM
 UNIVERSITY OF WASHINGTON

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**Northwest Translators
and Interpreters Society
(NOTIS)**

OFFICERS

President	Ann G. Macfarlane
Vice-President	Caitilin Walsh
Treasurer	Jochen Liesche
Secretary	Katalin Pearman

COMMITTEES

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Program	Courtney Searls-Ridge
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**SPECIAL INTEREST
GROUPS**

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NOTIS News is published six times yearly in odd-numbered months. Letters to the Editor, short articles of interest, and information for the calendar and other sections are invited. Submissions become the property of NOTIS News and are subject to editing unless otherwise agreed in advance. Opinions expressed are those of the authors and do not necessarily represent the views of the Editor, the Society or its Board.

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Send check, payable to **NOTIS**,
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Membership in NOTIS

Individual & Institutional	\$35.00 a year
Corporate	\$50.00 a year

For membership information write to **NOTIS**
or call **NOTIS** Voice Mail (206) 382-5642.

E-mail: info@NOTISnet.org
Home Page: www.NOTISnet.org

NOTIS is a Washington State non-profit organization.

NOTIS NOTES

**WELCOME TO
NEW MEMBERS**

Todd Henrichsen, Lori Hoff, Pentti Rinne, Russell Thornton

**WELCOME TO NEW
CORPORATE MEMBER**

German Localization & Translation.

THANK YOU

Claudia Kellersch, long-time NOTIS volunteer, is stepping down as distributor of the NOTIS directory to clients and interested parties. Claudia has served in this capacity since 1993, and hosted three very successful directory mailing parties for NOTIS. Many thanks to Claudia for helping keep NOTIS members in the eye of those who can best use their services. Best wishes in her other important volunteer job as Acting Administrator of the German Language Division [being established] of the American Translators Association.

Many thanks to **Miguel Carmona**, who has volunteered to take over the database NOTIS maintains of clients who require copies of the NOTIS directory. We appreciate his assistance!

CONGRATULATIONS

Ann Macfarlane, President of NOTIS, on her nomination as one of the candidates for President-elect of the American Translators Association. The election will take place in November at the Annual Conference of the ATA.

DIRECTORY UPDATE

The 1998 *Directory of Translators and Interpreters* is now in the final proofing stage. Many thanks to those of you who returned your proof sheets in a timely fashion. By having you verify your information, we hope to make this an accurate directory. The *Directory* should go to press mid-October. Members may order their own copy by sending a check for \$5 to the mailbox.

NEW NIB

The Autumn quarter update to the NOTIS InfoBase will be appearing at the beginning of October. Look for it on our home page (<http://www.NOTISnet.org>). The deadline for

UPCOMING EVENTS

changes to information for that update was the 15th of September.

NOTIS SIMPLY SHINES FORTH

NOTIS **Home Page** address is:
www.NOTISnet.org
NOTIS **E-mail** address is:
info@NOTISnet.org

FASCINATING BOARD MEETINGS

NOTIS members are warmly invited to attend the board meetings, next scheduled for Thursday, October 23 at 5:30 pm and Thursday, December 4 at 5:00 p.m. Contact NOTIS for venue information.

NOMINATING COMMITTEE

Lottie Brickert, Martha Cohen and Courtney Searls-Ridge have been appointed to the Nominating Committee to propose candidates for the election of directors on December 4. Members are invited to suggest candidates' names to the committee any time in October.

NOTIS NEEDS

Courtney Searls-Ridge has taken up the position of Co-chair of the NOTIS Program Committee. If you would like to lend a hand with this committee, which is planning several exciting and valuable events for our tenth anniversary year of 1998, please contact any board member or the NOTIS voicemail.

Plans are under way for Cascadia '98, the biennial regional conference to be held in the Seattle area next September. Five sister organizations are working together to develop a sterling program for this event. If you have program ideas, please contact Courtney Searls-Ridge.

A volunteer to mail out copies of the NOTIS directory to interested parties is needed after January 1, 1998. This significant job keeps our members' names out in the public arena, which can result in referrals from across the country and overseas. Please contact NOTIS if you could assist.

Secrets of Financial Survival - Invoicing and the "Big Picture"

Saturday, October 18, 10:00 am - 3:30 pm, Denny Hall, University of Washington. Fascinating presentation providing useful financial tools from both the particular and general angles. Preregistration by October 10, 1997 required. Send contact information and check (\$15 for members of NOTIS, SOMI, STIBC, TTIG and WITS, \$25 for non-members; please note that fee includes lunch) to: SURVIVAL SEMINAR, WITS, P.O. Box 1012, Seattle, WA 98111-1012.

ATA Annual Conference

The American Translators Association will hold its 38th Annual Conference **Wednesday - Sunday, November 5 - 9**, in San Francisco, California at the Hyatt Regency Hotel. The event will offer over 120 educational sessions, 40 exhibits of materials and services, an expanded Job Exchange and opportunities to network with over 1,200 translators and interpreters from the U.S. and around the world. Information is available from ATA Headquarters; (703) 683-6100; fax (703) 683-6122. This is the major event of the year for members of the national organization.

NOTIS Meeting ATA Recap

Thursday, November 20, 6:30 - 9:00 pm, Denny 216, University of Washington

Recap of the 38th Annual American Translators Association Conference. Relive the successes and discoveries of your colleagues at the national gathering. Come to hear the summaries, inspect the materials and ask questions.

NOTIS Annual General Meeting and Holiday Fest

Thursday, December 4, 7:00 - 10:00 pm, Gowen 201, University of Washington

Election of directors and holiday party. Find out what and who is new in NOTIS and join in the effort to strengthen and improve your organization. Meet the veterans and the novices and trade tales of success and problems mastered. Enjoy delightful food and drink and good company.

Directory Mailing Party

Saturday, December 6, 10:00 am - 1:00 pm, Brodin residence, Bellevue.

Come to the annual Directory Mailing Party. This festive and necessary event sends out 600 copies of our Directory all across the country. Some members will go on to the WITS holiday potluck that afternoon. RSVP to the voicemail.

RESUMES FOR FREELANCE TRANSLATORS

MARIAN S. GREENFIELD, MANAGER OF TRANSLATION, MORGAN GUARANTY TRUST COMPANY
TERESA S. WALDES, CONTINUING EDUCATION COMMITTEE CHAIRPERSON

So you've decided to hang out your shingle as a freelance translator and start looking for clients. The first thing you need, everybody tells you, is a resume. The problem is that you're not sure what you should say or how to say it.

We thought that the June Job Fair would spur many Gotham readers to rethink their resumes. To help you do this, we'd like to offer you some general suggestions and specific tips on drafting a resume suitable for soliciting freelance assignments.

Your resume tells your story, but you must remember that the reader is only interested in your past as an indicator of future performance. Your reader has a job to fill and naturally wants the best candidate for the job. One assumes that if a person has been a good performer in the past, he/she will perform well again under similar circumstances. Thus, your challenge in writing your resume is to communicate the experience that makes you the best candidate. This is always hard to do, but it is nearly impossible if you attempt to write an all-purpose resume. Your story can be told in different ways, putting emphasis on various aspects, depending on the audience you are targeting. If you are pursuing opportunities in several fields, create a different resume for each audience. If you would take either an in-house position or freelance assignments, have two resumes, one that highlights the stability of your work history and one that shows your preparedness for taking on freelance jobs.

Heading

The heading of your resume should include all your personal data – your full name, address, telephone, fax number, modem number and E-mail address, if you have one. If you don't have one, you should. In order to get freelance work, you have to have access to a fax and modem. If you don't, get them before proceeding with the resume. The heading should also include your language pairs, indicating the direction in which you translate (French to English *or* English to French). Be reasonable. Resumes with 20 language pairs generally wind up in the circular file.

Only one language should ever be claimed as native, and if you claim to translate *into* more than one language, your resume should provide some evidence that you really are qualified to do so. Resume readers are immediately turned off by grandiose claims of unlikely language abilities. Make sure that you are fully competent in any language pairs you claim or you are likely to become a "one-job wonder".

Most Important Information

Anybody glancing at your resume should be able to tell in the first 10 seconds that you are offering your services as a freelance translator. Either write *French-into-English Freelance Translator* (for instance) as a subtitle under your name or in the objective section if you are using one (not recommended unless you are fresh out of college or in the process of changing careers). You would be amazed how many people who have previously pursued other careers and are now applying for work as freelance translators neglect to mention this fact anywhere in their resumes. Even if you mention free-lancing in your cover letter, your resume may go on file by itself, so you lose that identification. How can your reader guess?

Experience

If you are currently (or have previously been) free-lancing, even part-time, the top of this section should read

Freelance Translator
19__ - Present

Under this item you should list the following items:

Language pairs. To all those who have been asking, "Is ATA accreditation useful?" this is where it comes in very handy. Some bureaus claim that they use only accredited translators and most will look at accreditation as an indicator of seriousness. Even to those prospective clients who aren't familiar with ATA, the fact that you bothered to get credentialed by your

professional association shows that you are committed to the profession. If you have other credentials, such as a State Department examination or foreign certification, list them also.

Do not list all the languages with which you are somewhat familiar. List only the language pairs you really master and are prepared to work with. That means having at minimum university-level reading ability in the source and native-equivalent university level writing ability in the target, owning or having immediate access to an extensive, subject-appropriate set of dictionaries, installing the required fonts and spell-checkers in your computer, etc.

Areas of expertise. Look up the list of areas of expertise included every year with your NYCT membership profile form. Similar lists are also used by ATA and by many bureaus to cross-reference translators. If

your expertise truly does not fit typical categories, make up your own but make sure they are immediately comprehensible to the average (non-technical) reader.

Hardware and software. Do you have a PC or a Macintosh, what word processing programs do you use and do you have skills in other programs ranging from Adobe-produced to Excel? Desktop publishing skills are a real bonus.

Daily output. Since deadlines are always tight, it helps bureaus to know whether you can do 4,000 words a day or only 1,000. You should also indicate whether you are free-lancing full- or part-time. If you are only available to translate at certain hours, be sure to specify them.

Other services provided. This section should list editing, proofreading, escort, court or conference interpreting, tape transcription experience, etc.

Note that all of the above information applies whether you have been translating for 20 years or are seeking your first assignment. It

Anybody glancing at your resume should be able to tell in the first 10 seconds that you are offering your services as a freelance translator.

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“Resumes for Freelance Translators”

is important to provide this information as proof that you are serious and prepared to do business with translation clients. If you do have freelance experience, you might want to mention some significant recent projects (mention clients' names *only* with their permission) or list the types of documents you work with.

Your resume may also list your native language and should indicate how you came by your language skills, either through education, years spent in foreign countries, etc. Some people like to have a separate section entitled languages.

For the rest of the experience section, you can follow either the standard historical format or a more functional one. If you follow a historical format, for each major position provide the dates (year - year), title, function, company, city and state, and a brief description of your duties.

A functional format puts less emphasis on dates, more on skills. This is particularly useful if you spent a lot of time in unrelated employment, since it allows you to highlight the experience that allowed you to develop translation-related skills and subject-matter knowledge. The section could then be titled “Relevant experience” and grouped by skill, such as translation, writing, language teaching or a particular technical field in which you plan to specialize. Another option is to have several subtitles such as “Translation experience,” “Financial experience,” etc. Bear in mind that almost everything is relevant to translation inasmuch as your past experience will be the best basis for your areas of expertise. If you claim the ability to do legal translation, it is very important that your resume show expertise in the field, preferably as an attorney or paralegal. Likewise, if you used to be a travel agent, you would obviously be called first for “Travel and Tourism” assignments (and you should list travel and tourism among your areas of expertise).

If, through a leisure-time pursuit or volunteer experience, you have gained some specialized expertise that can be used in translating in that field, include that information. It can be included under relevant experience on a functional resume; otherwise, it should be listed under “Other activities.” If your hobbies and volunteer efforts are not relevant to translation, leave them out.

Education

List all your degrees in reverse chronological order. Give degree or certificate obtained, year obtained or expected, institution, city, state and country. Indicate major, special honors and other relevant facts. If you did significant academic work but did not get a degree, you can also include that information. You could say “Institution XYZ. Course work towards ABC degree.”

Publications

List any translations you have had published or published translations you edited. Use standard bibliographic style.

Professional Affiliations

Indicate membership in ATA, NYCT and any other relevant professional associations, such as STC, AMA, etc.

After gathering all your information, give some thought to formatting. A well-formatted resume is easier to read and helps convey your story more clearly. There are all kinds of books and software programs on resumes. Look around for inspiration and experiment with various alternatives. It is crucial to keep your

resume uncluttered so information can be gleaned at a glance. That's also why we recommend that you place the experience section, beginning with all your freelance-related information, on the first page immediately after the heading. As your reader scans piles of resumes and gets to yours, that first crucial glance lands on the information that is most relevant for his/her purposes. With clear, well-organized formatting your resume says *read me* while others are tossed out.

Finally, the seemingly obvious, but often-neglected last step: get a second opinion. This is important even if your resume and cover letter are written in your native language, but it's really essential if they're not. In either case, have at least two or three native speakers proof-read your resume and cover letter. We are amazed at the number of typographical and even grammatical errors contained in the resumes and letters we receive. You can well imagine that these are the first to hit the circular file.

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SECRETS OF FINANCIAL SURVIVAL Invoicing and the “Big Picture”

Joint WITS and NOTIS Program October 18, 1997

Ask yourself these questions:

- ◆ Do you have enough money? Will you ever?
- ◆ Are you spending enough time with your family and friends?
- ◆ Are you at peace with money?
- ◆ Do you have enough savings to see you through six months of normal living expenses?
- ◆ Is your life whole? Do all the pieces — your job, your expenditures, your relationships, your values — fit together?

If you answered “no” to even one of these questions then this two-part workshop is for you. Alan Seid, State Certified Court Interpreter for Spanish, will be presenting an introductory workshop to the financial program in the book, *Your Money or Your Life*, by Joe Dominguez and Vicki Robin. He has been applying this program since 1992.

This workshop will introduce language

professionals—and the people with whom they share their finances—to a tool that people use to get out of debt sooner than they previously thought possible and stay debt-free; to develop savings to become “recession-proofed” and turn crises into opportunities; to align their spending patterns with their deepest values and with the rapidly changing planetary reality; to create the opportunity of voluntary “early” retirement.

Alan's afternoon session will be preceded by a morning presentation by working professionals on invoicing, including invoicing for different clients; invoicing for interpreting vs. invoicing for translation; how to invoice for tape transcription; word count, hourly billing and other aspects of translation invoicing; and what an agency looks for in your invoices.

Join fellow WITS and NOTIS members for a day providing useful financial tools from both the particular and the general angles. Lunch will be included; see “upcoming events” for details.

SIG NEWS: ATTENTION ALL LITSIG MEMBERS

DR. GHUZAL BADAMSHINA

As the numerously quoted Robert Frost's warning to the reader goes, poetry is "what gets lost in translation". Still, the ingenuity and selfless devotion of that cunning form of art which reproduces in other tongues the beauty of the originals, continue to attract both the masters and the apprentices.

The San Francisco-based journal of translation *Two Lines* is "looking for all possible interpretations of ages, eras, stages, generations, times, epochs, castes, reigns, ripens, declines, matures, mellows, ferments". As their call for translations states, any original work of fiction, poetry, oral histories, diaries, essays and short articles concerning the translation process will be considered for publication in the issue, the deadline for which is Dec. 31, 1997. Submissions should be sent on diskette (saved in Rich Text Format, or RTF) or over the internet (editors@twolines.com).

Many thanks to all of you who expressed interest in continuing (or joining in) the ac-

tivities of the Literary Translation Special Interest Group. As under the leadership of Willard Wood, we will be meeting at Elliott Bay Bookstore downtown. The first meeting is scheduled for Wednesday, October 15, from 5:30 to 7 pm. Please bring your recent projects and further ideas for developing our future docket! The two main avenues which we might take can become excitingly rewarding. The first one, along the passages of our professional work, will hopefully continue to be a forum where each member of our profession is encouraged to share newly completed pieces of translation, or exchange some ideas in progress, or discuss a problematic linguistic issue. Every meeting could also include some updates on new publications (books and periodicals) useful for the translator's "intellectual portfolio", pertinent information on relevant competitions and conferences, and other collateral resources.

The second direction of the group's activities could be a vigorous community outreach. Among the ideas suggested here are the possibilities of the Lit SIG members' presentations of foreign books at Seattle major bookstores, and projects designed to involve creativity of the bilingual children of the area—of those who will become the LitSIG members of tomorrow! Again, your suggestions for other projects are welcome! Feel free to e-mail them to ghuzal@u.washington.edu so that they can be included into our discussion agenda for the upcoming meeting! See you there. Dr. Ghuzal Badamshina

SLAVIC SIG NOTE

A Seattle attorney has provided us with a transcript and translation of a tape-recorded Russian conversation which figured prominently in the June trial of three Russians here in Seattle. If you would like to grapple with the nuances of current Russian idiom in the vulgar mode, contact NOTIS to request a copy.

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"A NEW VIEW"

membership. The discussion led to the establishment of the following priorities:

- ♦ NOTIS should maintain an electronic mail account for member communication, business outreach and directory distribution. We should be able to add more accounts if needed (for instance, for *NOTIS News* or Directory requests).
- ♦ NOTIS should maintain a presence on the World Wide Web with the following features:
 - ♦ The Web site should have an address similar to the organization's name and be easy to remember
 - ♦ The NOTIS Directory should appear online in a searchable format
 - ♦ The site should include a membership application and print Directory request forms
 - ♦ The NOTIS-specific files currently archived on the BBS should be moved to the Web site.

Two BBS functions did not make the cut in balancing cost and service: the chat function of the BBS, used infrequently, was not seen as a priority for a Web site (the technology exists, but adds cost at both ends); and file transfer, though it is the main function of the BBS for some, was seen to be easily absorbed by the growing number of individual E-mail accounts.

With these criteria in mind, the EBT solicited and received bids from local ISPs and sent a recommendation to the board. With the board's approval, we have opened a new Internet account and moved our current Web site and E-mail to the new provider. The new E-mail address, effective immediately, is info@NOTISnet.org; the Web site can be found at www.NOTISnet.org. Our CompuServe account will disappear in a few months, but in the meantime, that Web page sports a "We've Moved!" banner.

The next major task for the EBT is to formulate recommendations for defraying the higher cost. Though our new Web host offers a much better level of service, it does cost more than the old provider. We are considering 'renting' some of our allotted space out to sister organizations to give them a boost toward creating their own electronic presence, and there is a heated debate over the solicitation of advertisers for our Web site. Currently under consideration are paid links, banner ads, and ad placement services. (We'd be delighted to hear your thoughts on these!)

Overall, we are excited about the possi-

bilities this new Web page gives us: it can grow with us, and the domain name is ours no matter where we are hosted. The new web site already contains the archive of NOTIS-specific files from the BBS: program notes, by-laws, and back copies of the *ENN* (Electronic *NOTIS News*). And this move places us one step closer to our longtime goal of adapting the *Directory* to a searchable format that can be consulted online.

But one thing hasn't changed: NOTIS endeavors to stay on the leading edge with the newest technologies. The move to our own World Wide Web domain is a natural extension of a long-standing tendency. The Web site currently features NIB (the NOTIS InfoBase), including the new Macintosh version. We hope you will use this resource for checking the events calendar and utilizing links to other sites of interest.

So, I would invite each of you to put the following item on your 'to do' list: Fire up your Web browser and visit your new home page. We hope you'll visit the site frequently during this exciting period of growth. And don't forget to tell all your colleagues and clients!

MISCELLANEOUS

Laptops Tops on Hit List

According to one of the major insurance companies, laptop computers are among the most popular theft items. And the sticking point for owners is that once you take your laptop out of the house, any theft or damage is not covered under a homeowner's or tenant's policy! If the laptop is used solely for personal use (no business at all), a personal articles policy would suffice. Otherwise, a commercial computer policy is required. Laptops are convenient and popular, for library research and study, and business travelers on the road. The laptop may be dropped or otherwise damaged, or, as the insurance stats suggest, stolen. Either way, laptop insurance is well worth considering. One other suggestion: Save your work to disk and keep the disks separate from the laptop case. This way if the laptop is stolen or badly damaged, at least you have your files. Nancy Thiele.

Language Lunch

An Initiative of the World Affairs Council's Global Classroom Program

The World Affairs Council would like to support world language teachers by giving public school students authentic experiences to speak world languages. The "Language Lunch" program matches Seattle Public School students of a particular world language with speakers of that language and provides opportunities for

middle and high school students to practice speaking in a non-academic environment with members of our community. Participants include international students, American language students, and members of the Seattle community who have lived or traveled abroad.

The World Affairs Council is looking for international students to volunteer with the "Language Lunch" program. Fifteen Seattle Public Schools have signed up to have world language speakers come to their school on a regular basis to give their students authentic opportunities to speak Spanish, French, German, Japanese, and Russian. This opportunity represents an excellent way for international students to support local public schools and promote international understanding through cross-cultural discussions.

Since local schools get underway at the start of September, interested participants are encouraged to contact the Council nextspring/summer so that we can better access community interest in this program.

For more information, please contact: World Affairs Council, 206/682-6986, or write to: 1411 Fourth Avenue, Suite 320, Seattle, WA 98101, Attn: Nancy Bacon.

Transweb Search Engine

For Internet-savvy language professionals, there is a new database of over 1000 translators on the Net. Set your browser to

<http://www.translation.de> to view the beta version and to add yourself to the database. The search engine handles a huge number of language pairs and many areas of expertise. This is a prime example of using the Web to market your services! Don't forget to mention it to your colleagues and clients!

Need a Roommate for ATA?

NOTIS member Robert Campbell has generously agreed to serve as a contact point for members seeking roommates or rides for the ATA Conference. Contact him in Bellingham at 360-733-8193 or via E-mail at camprbt@pacificrim.net if you need this service. Please indicate dates needed, male/female, smoking/non-smoking and contact information. Robert will make the names of interested members known to each other.

The Hyatt Regency, the official conference hotel, has already sold out all rooms during the conference. Overflow hotels (which may also sell out soon) are the ANA Hotel, at 415-974-6400, and the Harbor Court at 415-882-1300.

Korean Medical Terms Glossary Available

Kwang Chough, NOTIS member, offers his "Selected Korean-English Medical Terms" for sale to interested translators. The 40-page glossary can be obtained by sending a check for \$15 plus postage and handling (\$3 priority, \$1.20 first class) to: 3641 69th Ave. W., Tacoma, WA 98466.

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"Upcoming Events"

Accreditation Workshop

Saturday, January 24, 1998, University of Washington, Denny Hall.

NOTIS will again offer an Accreditation Workshop for the American Translators Association's annual April examination. If you plan to take the Accreditation Examination on April 18 you must submit evidence of a practice test. Please watch for further details.

Translation & Interpretation Institute (a division of Washington Academy of Languages)

1998 WINTER SCHEDULE

- ◆ **Introduction to Translation & Interpreting:** An introduction to translating and interpreting as a career, and for those who work with translators and interpreters. Overview of the field and skills necessary for the profession. Covers general problems involved in translation and interpretation.
- ◆ **Basic Translation Skills:** Learn basic translation techniques and the process of translation. Includes a practical review of the writing, editing and proofreading skills necessary to produce clear, polished translations.
- ◆ **Technology for T&I:** An introduction to the equipment and electronic tools currently used by professional translators and interpreters.

Winter quarter begins on January 5, 1997.
For final scheduling information, please call (206) 682-4463

CALENDAR

DATE	EVENT	DETAILS	TIME & PLACE
Wednesday October 15	LitSIG	Fall gathering to meet and plan	5:30 - 7:00 pm Elliott Bay Book Store
Saturday October 18	Survival Secrets	Joint WITS/NOTIS; Pre-registration required; fee includes lunch	10:00 - 3:30 pm Denny 216 University of Washington
Wednesday - Sunday November 5-9	American Translators Association 38th Annual Conference	Educational sessions, exhibits, job exchange and networking	Hyatt Regency Hotel San Francisco California
Thursday November 20	ATA RECAP	Reviews, highlights and materials of the 38th Annual ATA Conference	6:30 - 9:00 pm Denny 216 University of Washington
Thursday December 4	NOTIS Annual Meeting & Holiday Party	Review the progress of NOTIS and share good times with colleagues	7:00 - 10:00 pm Gowen 201 University of Washington
Saturday December 6	Directory Mailing Party	Work and celebrate	10:00 - 1:00 pm Brodin residence
Saturday December 6	WITS Holiday Potluck	RSVP required	TBA

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