



NOTA BENE

Vol. XXVII, No. 5

December 2004

Upcoming Events:

Holiday Party

Friday, December 17th, 7:00 p.m.

Home of Anne Chemali
6482 Foxboro Drive, Mayfield Village

As in previous years, this will be a potluck party. Please bring a dish for about 8 people, preferably something native to your home country, and your own beverage. For **reservations, send an e-mail by Dec. 10** to Anne at <intofrench@frenchlink.com>, letting her know what dish you will bring and if you will bring a spouse or significant other.

For directions, see map on pg. 8

Trados Professional Seminar

January 8 & 9, 2005, 9 - 5 p.m.

You can register by downloading the registration form from the Web site (www.ohiotranslators.org/trados.htm).

Registration deadline is January 1, 2005.

NOTA Groups:

La Tertulia: 1/9, 1/23, 2/6, 2/20, 3/6, 3/20

Eastside Group at Borders: 12/8, 1/12, 2/9

Westside Group: The meetings are cancelled during the winter months. However, if you are interested in meetings before spring, please contact Margaret Nevits at Mnevits2@aol.com.

In this Issue:

President's Message	Pg. 2
Member's Comments on ATA Conference	Pg. 3
Top Ten Traits of a Good Translator	Pg. 4
Watch Out for the Phish	Pg. 5
NOTA Executive Committee Meeting	Pg. 5
Membership & Financial Report	Pg. 6
ATA Mentoring Program	Pg. 7
Call for Papers – Translating Eastern Europe	Pg. 7
Sick of Clueless Clients	Pg. 8
New Members – Address Changes	Pg. 8

Highlights

From Our Annual Meeting

September 18, 2004

Our 2004 Annual Meeting was held at Pad Thai restaurant on September 18th. President Jill Sommer welcomed everyone to the Annual Meeting and was particularly pleased to see Lee Wright in attendance. Unfortunately we were a little rushed, as the restaurant had booked another group in the same room, so Jill had to conduct the business portion of the meeting between courses.

Jill looked back on the successes during the past year including the Trados seminar last January, the holiday party, the ATA certification exam (two NOTA members passed the exam this year), and the summer picnic. Upcoming events that were announced during the meeting included the clambake (which was unfortunately cancelled due to illness), the Trados seminar, an Internet research seminar, and an XML workshop that Anne is planning.

She thanked the outgoing Executive Committee including Karin Debelius and Margaret Nevits, introduced the new Executive Committee (Anne Chemali, Amanda Ennis, Cynthia Hazelton, and Lee Wright), and expressed her enthusiasm for the upcoming year.

John Shaklee has agreed to step in for Lee during his recovery.

The Web site and getting the online membership directory up and running is our number one priority for the coming year, followed by public relations, and organizing interesting, educational programs.

Jill then read the Membership Summary and Financial Statement prepared by Treasurer Lee Wright (see page 6 of the newsletter) and adjourned the meeting.

The idea of serving 5 different entrees family-style was a good one, and no one left hungry. The food was amazing.

**Our very best wishes to
Lee Wright
for a speedy and full recovery**

Lee's address: Arbors at Canton
Subacute and Rehabilitation Center
2714 13th Street NW, Canton, OH 44708

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NOTA BENE is published by the Northeast Ohio Translators Association, a chapter of the American Translators Association.

Other newsletters are welcome to reprint materials from NOTA BENE, provided they acknowledge the source and send us a copy.

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NOTA membership fees:

Individual:	\$25.00/yr
Corporate/Institutional:	\$35.00/yr
Student:	\$15.00/yr

For membership information, please contact Dr. Leland Wright at the above number or write to:

NOTA
P.O. Box 994
Kent, OH 44240-0994

President's Message

Hi everyone!

It's been a whirlwind couple of months. I thoroughly enjoyed the American Translators Association conference in Toronto and enjoyed seeing so many NOTA members there as well as meeting some of our newest members. Like any conference, there were a few hiccups (for example, the keynote speaker), but all in all it was an enjoyable time. I was pleased with the presentations I attended and enjoyed being around like-minded people who "get me." Meeting new friends and visiting old friends were the highlight of the conference for me – although winning the \$3,000 software package from TRADOS was right up there. Toronto is an amazing city. Some of us skipped out on the dance at 10:00 PM Saturday night to see the view from the CN tower. Amazing. The dance was still in full swing when I got back at 11:45 PM, and Amanda was tearing up the dance floor the entire time. I definitely plan on going back to Toronto when I have more time to actually see the city. Driving to Kitchener to visit a friend after the conference, I was amazed by the breathtaking landscape, charming old stone houses, and colorful backdrop. October in Canada is definitely an experience.

Our Executive Committee was thrown into a tailspin with Lee Wright's cancer diagnosis and surgery. Lee is taking a few months off to recover. In the meantime, John Shaklee has agreed to step in as our temporary treasurer/membership chair. We wish Lee and Sue Ellen the best and hope Lee has a speedy recovery. You will find his address on page 1. Please feel free to send him cards or drop in to wish him well. He'll be there until mid-December.

The holidays are fast approaching. The fact that Christmas and New Year's Eve both fall on a Saturday certainly has caused us some consternation, leaving little time to hold our annual party. Anne and Kemal Chemali have agreed to host it at their home this year. Space is limited, so please RSVP to Anne at intofrench@frenchlink.com by December 10th. We understand if you have other obligations that night, and if you can't make it we hope you have a wonderful holiday season and will see you again next year.

January also means it is time again to offer our TRADOS seminar. We will be holding our TRADOS seminar on **January 8-9** at Kent State University. We will be offering the seminar to ATA members, and any interested NOTA members can register at a discounted rate. If you are interested in attending, please contact Anne Chemali or myself. The registration information is posted on the Web site. We are also working on an Internet seminar for May (tentatively on May 21-22). I will be presenting a session on Internet research, and we will be inviting Roland Grefer, German translator and Internet security guru, to Kent to talk about how we can ensure our computers and offices are protected against computer viruses and other security breaches.

Our online member directory should be up and running in the next month. We've had some delays recently, but I am confident it will be up and running by January at the very latest. We will be inputting the very minimum of information and contacting you to tell you how you can update your information. This will ensure that the information is exactly as you would like it. We thank you for your understanding while we

have been working on this. I would especially like to thank programmer Mike O'Flaherty for all his hard work, Anne Chemali for coordinating everything, and Klaudia Schaller for testing the database and inputting the member data.

We plan to focus on public relations this coming year and would also like to plan some events for interpreters. We've also been toying with the idea of setting up special interest groups to encourage more of you to get

active in your chosen field. Spanish is already going strong, and we are hoping to implement the German and (non-language-specific) interpreting groups very soon. We would also eventually like to organize French, literary translation, and computer groups in the future. All these groups would be member-run, so if you would like to help us out in these efforts or have ideas for other groups, please let us know.

Jill Sommer

Member's Comments to the ATA Conference in Toronto

Svetlana Ball: I loved the ATA conference in Toronto! As a rule, ATA conferences provide so many benefits, and this time was no exception. I enjoy the camaraderie and networking with people who think the way I do. Conference attendees do not gape at you as if you are from another planet, based on what you do for a living. Who else will easily spend a half hour discussing a word used in a particular sentence? I came back rejuvenated. I am looking forward to the next conference in Seattle.

My primary goal at the conference this year was earning the continuing education points. Since I was there for only one day, I earned six points. (What a pity!) Yet, this is better than nothing. From what I understand an attendee earns one point for each hour of a presentation they attend. Some of the presentations were fantastic! The *Small Office or Home Office Environment* presentation by Grefer and Sommer was of particular interest to me. Also, I was delighted to finally meet the agency reps I have been working with but never met in person.

Unfortunately, due to a time constraint I was unable to attend the Closing Banquet and the Dance. Fortunately, there is always another time. Those events are so much fun, do plan on attending. You will have a blast!

Thanks to the conference I am a proud owner of a TRADOS software package!

I did not attend the conference looking to buy this software, just happened to run into a colleague who was selling his. Anyway, my advice is - go to the conference even if you are going to be there for only one day. You never know what good things could come out of an ATA conference!

Mary Allcorn: As for my input, my favorite part of the conference would have to be Jonathan Hines. After that, getting TRADOS and SDLX to fight over me/compete for my money.

Cynthia Hazelton: As always, the conference was informative, educational and enjoyable. Toronto was an excellent site for the conference, and I thought the hotel was exceptional. It was easy to meet other attendees, there was plenty of space for the sessions, and our rooms were all within close proximity to the conference facilities. I made several very good contacts during the job fair, and most of the sessions I chose were well presented and well attended. The only disappointing session was the one on Google Research Techniques. It turned out to be a very introductory lecture, and most of the attendees left after a few minutes. It might be more productive if the speaker indicated "beginner, intermediate or advanced" along with the course description. The KSU luncheon was very well attended.

Natasha Curtis: The 45th ATA Annual Conference in Toronto was a great experience! Having a chance to attend various informative sessions and workshops with colleagues from all over the world was exciting; as was the opportunity to spend quality time with some of my clients whom I've known for years but did not yet know in the flesh. It was a great opportunity for the language professionals of Northeast Ohio due to the relatively short distance, and I am glad many of us took advantage of it.

The IJET-16 Organizing Committee has laid the groundwork for the 16th International Japanese/English Translators Conference 2005 (IJET-16). The conference will be held in Chicago, Illinois, from June 4 to 5, 2005 (starting with a pre-conference dinner on 6/3 and an ATA certification exam on 6/6). The conference will be held at the Westin Chicago on the north bank of the Chicago River. More details will soon be made available. Please visit <http://www.jat.org/ijet/ijet-16/index.htm>.

*Top Ten Traits of Good Translators**

How to Perform Nearly Perfectly in the Unlikely Event That You Are Not Already Doing So
(in the eyes of an agency coordinator)

By Patricia Bown, Translator Coordinator, Ralph McElroy Translation Company, Austin, Texas

1. **Format your résumé such that pertinent points can be easily noticed.** Your native language, language pairs, and years of experience as a translator ought to be immediately visible to any reader flipping through a stack of résumés. List your subject matter specializations or representative types of projects.

2. **Have your fax on at all times.** Maybe not literally, although that certainly is appropriate. The point is to be accessible. If you are not immediately available by phone during business hours, then you should be checking your fax, e-mail, and/or voice messages frequently throughout the day. Many times it is not possible to wait even a couple of hours to hear from a translator about availability for a specific job.

3. **Keep up with the industry.** Be the expert on linguistics, resources in content areas, and the tools of the trade (software). Know where to look for answers. Let the industry change around you only if that is the result of your business decision to more narrowly define your niche in the market!

4. **Say “no” when necessary.** Decline a project if you are truly reluctant to do it. If you can’t handle a project for whatever reason, say so (and give the reason—that helps your client learn more about what you do best). There nearly always is another workable solution for the party trying to talk you into accepting a job.

5. **Say “yes” to a nuisance job every now and then.** On the other hand (referring back to number 4), go ahead and say “yes” every now and then when your reluctance to accept a project is because it’s one of those jobs that’s of the unpleasant-but-someone’s-got-to-do-it variety. The client to whom you occasionally say “yes” will not want to totally alienate you by sending you only nuisance jobs.

6. **Give advance notice of looming disaster.** Disasters nearly always seem to be related to delivery schedules. If you know that you will have to miss a due date for any reason, it’s better to warn your client sooner rather than later. It’s helpful if you can provide a reason for the disaster that will be useful in explaining the delay.

7. **Miss only one deadline per job.** Sometimes a project seems fated to suffer unavoidable setbacks from the moment it first crosses someone’s mind. There probably isn’t anything you can do to stop the cycle of madness on such a project. Even so, credibility (your client’s and your own) deteriorates rapidly if Plan B has to be followed by Plan C and worse. Do everything you can to prevent having to arrange more than one extension.

8. **Turn in jobs early!** If you happen to complete a project early, go ahead and deliver it. Your client learns more about how quickly you can work (and also knows that you might be available for more work).

9. **Express your preferences.** Help your client get to know what suits you best by offering information about your preferences—what you enjoy most; what dictionaries you have; how you prefer to receive work, get messages, etc.; if you’d rather volunteer for a root canal than translate a certain subject; if you always or never work on weekends; if you routinely work through the night so please don’t call before noon...anything! You’ll have a better chance of getting more of what you want in a manner you prefer.

10. **Teach your client.** If you find yourself mentally listing all the things you wish your client knew, go ahead and offer some education. Translator coordinators particularly welcome your expertise on matters that will help them fine-tune their skills in providing accurate information about language, word count, and content. Also, your clients who are not the end users like to pass along helpful information to their own clients. The people that generate the demand for translations sometimes have no practical knowledge of what transpires between order and delivery. In many cases, it’s the translators who can best initiate a flow of useful information to help remedy this situation.

Just one more tip...

11. **Bring up problems.** A mutually beneficial business relationship requires an ongoing investment of time and energy by both parties. One of the aspects with the most potential for reward in any good relationship is dealing with problems in a professional manner. If you value the business relationship, it’s worth bringing up and resolving problems, and your client should do the same with you.

*This version has been amended to include eleven traits.

(This article was first presented at the Tenth Annual International Japanese/English Translation Conference in May 1999; subsequently presented at an Austin Area Translators and Interpreters Association (AATIA) meeting; and published in the AATIA Letter, the American Translators Association Chronicle, the Capitol Translator, and the newsletter of the El Paso Interpreters and Translators Association.)

Watch Out for the Phish

by Frank Dietz © 2004 – www.frankdietz.com

BY NOW, MANY (though unfortunately not all) users have learned to mistrust email attachments that masquerade as “important documents” or “information about your account” and not click on them. However, there is a new and more insidious email scam going around that is called “phishing.”

The Federal Trade Commission has set up a website (www.ftc.gov/bcp/conline/pubs/alerts/phishingalrt.htm) about this type of identity theft and defines the practice as follows: Phishing, also called “carding,” is a high-tech scam that uses spam to deceive consumers into disclosing their credit card numbers, bank account information, Social Security numbers, passwords, and other sensitive information.

How does phishing work? A user will receive an email that appears to come from his or her Internet provider, bank, or an online auction place where the user may have an account. The email warns that the user’s account will be blocked or discontinued unless the user updates or validates certain items of information. The email includes a link to a website set up for this purpose. If the user clicks on the link, he or she is taken to a site displaying a logo and layout just like PayPal, or eBay, or whatever entity claims to have sent the

original email. There, the user is asked to input information regarding user names, passwords, or credit card information.

The whole thing is a scam, of course, and the perpetrators use it to make purchases with the victims’ credit cards or to engineer fraudulent sales through their online auction accounts. According to John Dvorak in PC World, (www.pcmag.com/article2/0,1759,1566739,00.asp) up to five percent of recipients are taken in by this trick and hand over financially sensitive information.

What should you do? First, never click on the link, but rather contact your ISP, bank, or online auction site directly (by phone or regular customer support email) and ask about this email. Do not send financial information by email. Check monthly credit card statements for suspicious activities and report fraud immediately. Also, report this type of fraud to the FTC (see the website mentioned above). Finally, educate yourself about this threat. A good source of information is the Anti-Phishing Working Group (www.antiphishing.org), which provides alerts about recent phishing cases, has an archive of past cases and also lets you report new instances.

NOTA Executive Committee Meeting

The Executive Board met at Jill's home on November 17, 2004. Present were Jill Sommer, Anne Chemali, John Shaklee, Amanda Ennis and Cindy Hazelton.

We discussed whether we should create several special interest groups to better meet the specific needs of NOTA members. Suggestions might include a Computer Group, an Interpreting Group or Specific Language Groups. We discussed whether we have enough members for this. Some felt that having special interest groups might attract new members. The Language Group meetings would be in addition to our social events.

Public Relations goals were discussed. Jill felt we need to publicize our activities more, and suggested that Amanda contact Mosaic, a Plain Dealer monthly supplement on Cleveland's international community. Anne reported that Cleveland Clinic has a Medical Interpreting Department. This might be a place for some outreach advertising. Jill reported on ATA's school outreach contest. The ATA Web site has good materials and presentations that can be used for school presentations.

Programs that are being planned for 2005 include John's Medical Interpreting course (Spanish + Russian) that will

be offered in the KSU Master's degree program, joint NOTA/KSU seminars such as the Trados Workshop, and other possible seminars such as Internet Privacy and Research, a terminology seminar, or Business/Bookkeeping for Translators. The TRADOS workshop will be held in January, but the date must still be confirmed.

NOTA has applied for CEP credit with ATA for a joint KSU/OSU Eastern European Translation Conference Sept. 30 - Oct. 2, 2005.

The annual NOTA holiday party will be held on Dec. 17 at the home of Anne Chemali, 6482 Foxboro Drive, Mayfield Village. RSVP to Anne by Dec. 10.

Jill reported that the membership database is coming together and should be ready soon. We will be sending e-mails to the members to ask them to update their data shortly.

Lee Wright is recuperating in Canton. He would welcome cards and visits.

Cindy Hazelton, Secretary

NOTA Membership & Financial Situation

as of 8/31/04

Membership

During the past year (9/1/03-8/31/04), NOTA has continued its gradual growth. The 2004 membership directory, published in February, listed 111 members. Since then, two (2) members have resigned. At the end of August, the total membership (excluding two honorary members) stood at 120, for a net increase of 10%.

When the new ATA directory was published, I found several local ATA members listed who were not NOTA members, so I sent out a letter of invitation to those persons. As a result, four new members were recently added, and one other person has expressed interest in joining. Since the beginning of September I have received but not yet processed four more requests for membership information.

As far as 2004-05 dues payments are concerned, these are running about the same as in past years, i.e., as of this date, a little over 50% of the members have submitted their dues. Those still in arrears at the end of September will receive a second notice, also reminding them of the new late-payment fee.

Financial Situation

NOTA's financial picture remains quite robust, especially since the chapter received ATA dues rebates owed for the

previous three years (2001, 2002, & 2003), totaling just over \$1200. This income, together with the net revenues from the TRADOS seminar, resulted in a notable increase in the balance carried forward. Income exceeded expenses by \$1,949.37 for the past fiscal year.

As in past years, the largest source of revenues (aside from the two "special" items indicated above) was membership dues (almost 50% of total income). In the expense category, the three largest items were the newsletter (14% of total expenses), the membership directory (19% of total expenses), and the dinner meeting (28%). With the exception of the latter item, all other expenses were comparable with those incurred in recent years.

A detailed financial report will be published in a forthcoming newsletter, and a printed copy has been provided to Jill Sommer for inclusion in the next chapter report to ATA.

Respectfully submitted,

Leland D. Wright, Jr.

NOTA Membership Chair/Treasurer

18 September 2004

Financial Statement

as of 31 August 2004

Beginning balance	\$3,305.53	Expenses:	
Revenues:		Bank charges	\$ 194.00
Membership dues	\$2,515.00	Meeting expense, incl. Sept. dinner meeting & deposit for 2004 dinner	\$ 993.38
(Includes 2004-05 dues received as of 8/31/04)		Membership directory (printing, postage, labels & envelopes)	\$ 655.07
ATA dues rebates for 2001, 02, 03	\$1,200.15	Newsletter printing & postage	\$ 483.46
Bank interest	\$ 2.28	Other postage & mailing expense	\$ 203.56
Receipts from 9/03 dinner meeting	\$ 660.00	Web site maintenance	\$ 285.00
TRADOS seminar	\$1,025.00	Supplies	\$ 106.50
TOTAL REVENUES:	\$5,402.43	Other expenses	\$ 532.09
2003-04 rev.+balance carried forward	\$8,707.96	TOTAL EXPENSES:	\$3,453.06

NOTE: Income exceeded expenses by \$1,949.37 due to extra ATA dues rebates & net revenue from the TRADOS seminar.

Balance as of 31 August 2004: \$5,254.90

Attention ATA members:

When paying your ATA dues, please check the NOTA box under Chapter Rebate on the back of your dues notice so that NOTA will get the \$5 rebate. It does not cost you anything extra, but will help NOTA.

ATA Mentoring Program

The ATA Mentoring Program held a successful pre-conference workshop at the 45th Annual ATA Conference in Toronto in October. Courtney Searls-Ridge and John P. Shaklee, program co-chairs, provided training for some 25 new mentors and mentees, who learned how the ATA Mentoring Program is structured and how to make a mentoring relationship work under the guidelines provided by the program. The ATA Mentoring Program is unique in that mentors and mentees alike must participate in a short three-hour training and work through the materials provided, and the program is "mentee driven." Since the program is an ATA member benefit, you must, of course, be an ATA member to participate. Several newly-trained mentees found mentors during

the conference weekend. At a second presentation by the two co-chairs of the ATA mentor program, "The ATA Mentoring Program: How are we doing?", last year's participants shared what had worked for them and what had not worked for them. All in all, the program seems to be beneficial to most participants.

If you are interested in participating in the ATA Mentoring Program as a mentor or mentee, look for workshops at upcoming ATA Professional Seminars throughout the country this year and, of course, at the annual conference in November 2005. For more information, contact John Shaklee, ATA Mentoring Program Co-Chair at jshaklee@neo.rr.com.

CALL FOR PAPERS – TRANSLATING EASTERN EUROPE:

ART, POLITICS, AND IDENTITY IN TRANSLATED LITERATURE

September 30-October 2, 2005

Papers are invited for an interdisciplinary conference that will explore the role played by translated literature in the evolution of literary traditions and national identities in Eastern Europe and Russia. It will also examine the influence of translated literature on the ways in which the West has imagined the "other" Europe. Special attention will be paid to the political and cultural contexts that have shaped the selection, translation, and reception of translated literature. General cultural and linguistic challenges involved in translating literature from Eastern European languages into English will also be addressed.

The conference is co-sponsored by the Center for Slavic and East European Studies of the Ohio State University and the Institute of Applied Linguistics of Kent State University. It will be held at the Blackwell Center on the main campus of the Ohio State University in Columbus, Ohio.

Topics for "Translating Eastern Europe" may include, but are not limited to:

Translation and Censorship
Translation and Cold War Politics

Translation and Exile
Eastern European Contributions to Translation Theory
Translation and the Construction of National Languages and Literatures
Translating Gender, Sexual, and Ethnic Identities
Translation as Metaphor and/or Theme
Re-Translation, Pseudo-Translation, Meta-Translation
Translation and Film
Problems of Linguistic and Cultural Transfer

The conference will also host a **workshop on translating literature**, sponsored by the Department of Slavic Languages and Literatures of the Ohio State University, to be conducted by Marian Schwartz, and a **reading of translated literary works**, sponsored by the Polish Studies Center of Indiana University at Bloomington.

Interested scholars and literary translators should submit paper proposals of no more than 500 words and a curriculum vitae by March 15, 2005 to: Brian James Baer, MCLS, 109 Satterfield Hall, Kent State University, Kent, OH 44242 (email: bbaer@kent.edu).

Translators, humble servants of knowledge, often nameless, seldom acknowledged, more erred against than erring, forever looking for the right word.

Where would we be without them? How would we in the West enjoy the *Rubaiyat* without Fitzgerald? How would Europe know the Bible without St. Jerome? How would nations interact, how would they enrich each other's culture and language without their translators and interpreters?

- Anonymous

Sick of Clueless Clients?

Get in on the ground floor. Join the ATA school outreach movement and start educating clients one classroom at a time.

It's easy
It's fun
It's free

...and it could win you free registration to next year's conference in Seattle, November 9-12, 2005.

Here's how:

1. Visit the ATA website at www.atanet.org.
2. Click on School Outreach.
3. Pick the age level you like the best and click on it.
4. Download a presentation and deliver it at your local school or university.

5. Get someone to take a picture of you in the classroom.
6. Send it to the ATA Public Relations Committee with your name, the date, the school's name and location, and a brief description of the class. **The deadline for submissions is July 15, 2005.**

The best photograph wins free registration at next year's ATA conference in Seattle. The winner will be contacted by August 15, 2005.

Any questions? Contact:

Amanda Ennis
germantoenglish@earthlink.net

Lillian Clementi
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We Welcome the Following New Members:

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Ming Sun

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Nat. lang: Chinese (Mandarin)

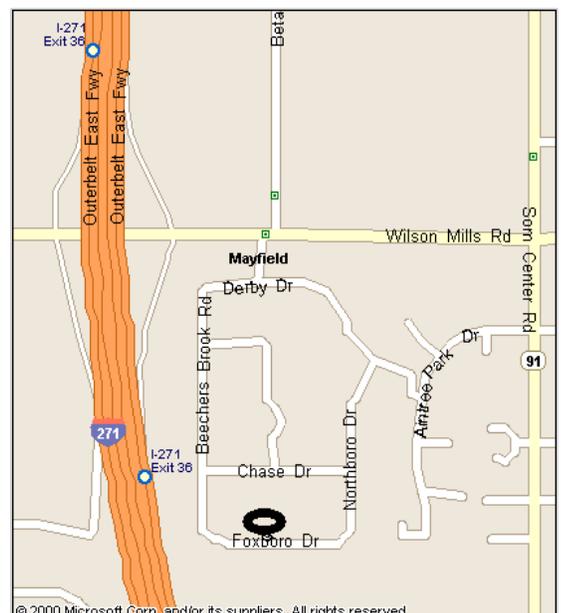
Address Changes:

Liliana Colage: new email address – GNLN@wjwmedia.com

H-I Translation Service: – new Web address:
www.hitranslation.com

Mary Allcorn: – new email address: mallcorn@neo.rr.com

Michelle Bohbot: – additional phone number (cell): 440-862-049



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