

## 半導体業界における翻訳に携わって Translation Opportunities in the Semiconductor Industry

By Ken Sakai

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昨年2001年は、再び半導体業界の歴史に刻まれる年となってしまいました。半導体業界全体としての統計が世界的規模で正式に取り始められた1970年から遡って、最悪の年、つまり対前年比で2001年は、何と32%マイナスという惨憺たる結果に終わったのでした。半導体業界では、4年から5年おきに訪れる“シリコン・サイクル”と呼ばれる大きな不況の谷間がきまっております。通常2桁の成長率が今までは、ほぼ約束されていたものでした。(ちなみに2000年は、過去最高の36%という前年比成長率で、最良の年として半導体の歴史に記される年でした。) それでは、2002年は、どうなるかということ、半導

体業界専門の市場調査機関によると2~3%程度の成長だろうということです。今年は悲観的な見方がもうすでに年初から始まっているといえます。

このような好不況の循環が激しく訪れる業界にあっては、当然のことながら、半導体関係の翻訳に携わる翻訳者や翻訳会社も少なからず、ビジネスの影響を受けるわけです。私自身も翻訳者として、そして自分の翻訳会社を立ち上げてからというもの、ほぼ一貫して、半導体業界に関する翻訳を中心に仕事をしてきました。かつて、オレゴン州にある日本の半導体メーカーの子会社で技術の仕事に8年余り従事していた関係から、半導体業界には昔からの知己が数多くいます。半導体メーカーでの技術者の仕事をやめて

独立した当初はそういった業界の知己から翻訳の仕事をお裾分けしてもらい、何とか会社経営の舵取りを始めたものでした。最近では、さすがに昔の知己に頭を下げて仕事のおねだりをしなくても、どういふわけか仕事が入ってくるようになってきました。昨年は、私にとっても、会社にとっても大変厳しい年であっ

たことに間違いありませんが、半導体の仕事でさえも量的に前年以上こなすことができたのではないかと思います。

半導体業界は、いま大変困難な時代を迎えているのは事実ですが、それでも翻訳のニーズというものは、決してなくなることはないでしょうし、むしろ、今後とも翻訳者に

とってはかなり有望な業界であり続けるものではないかと考えています。そのように考える理由として3つの根拠を申し上げますと、まず初めに、この業界は、常に技術革新が起こり、新しいテクノロジーが次々と湧き上がっているということ、二番目に、ビジネスとして大変大きな広がりがあり、技術とその技術を使った製品が流通するグローバルなインフラがかなりしっかりと整備されていること、最後に、専門用語の統一や翻訳マニュアルの品質向上、ソフトウェアやホームページの2ヶ国語化などはまだまだ緒についたところであって、今後の翻訳者の貢献がきわめて重要となる分野が広範囲にわたって存在することなどがあ



Photo courtesy of Max-Planck-Institut für extraterrestrische Physik, Garching, Germany (<http://www.mpe.mpg.de/>)

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## From the Editor

### Do you have a contingency plan?

**T**all trees, power lines, and a thick coat of ice mixed to produce disastrous results on January 31 in Kansas City. Ice-burdened limbs snapped, breaking power lines. In all, 300,000 households fell dark. My home was without power for four days.

But I did manage to do some work during those days because I had a contingency plan. Please review yours as I tell you what did and didn't help me overcome my frozen nightmare.

I backup all the important files that are on my desktop computer weekly, alternating between CD-ROM and an external 80-GB hard drive. If my desktop computer becomes inoperable, I can access both these transportable forms of media from my laptop or from any other Mac I can gain access to.

On January 31, I knew the storm was coming and could see the eerie blue flashing of exploding transformers around the city, so I quickly transferred all the projects via my LAN to my laptop, which can operate unplugged for three hours. I keep all my projects in one folder, so transferring them

required just one drag-and-drop motion. I also recharged my cell phone because I knew phone lines were just as vulnerable to breakage. Do you have a backup plan that would allow you continue working if your main computer and all its peripherals suddenly became inoperable? Do you have a means for keeping yourself accessible even if your phone, fax, and broadband lines stop working?

My neighbor's 20-meter-tall tree fell that evening, leaving my block without power. By morning, the indoor temperature approached freezing, so I drove my laptop along with my hamster and two-year-old son to my parents' house, which still had power. Do you have somewhere to work if your working environment is disrupted?

Once there, I worked and checked my email via my backup ISP. I couldn't locate the contact information for one of my clients and spent an hour looking for her email address online. I should have backed up my client database onto my Palm Pilot or laptop. Do you have a way to access the Internet if your ISP fails? Do you know how to check your email away from home? Do you have the contact information for your clients stored in an always-accessible form?

As you ask yourself these questions, check out the new tips section on page 10 of this issue. In the next issue, this

section will focus on contingency plan ideas. Do you have any tips, tricks, or translation-related websites that would benefit *JLD Times* readers? If so, please send them to [ben@j-translate.com](mailto:ben@j-translate.com). You'll get your name published in the *Times* and might even get a \$10 Barnes and Noble gift certificate for the three minutes sending me an email will take you. That works out to \$200/hour. Not bad.

My contingency plan helped me get this issue to Hideki on time for formatting, but many others were of even greater help. I thank Ken Sakai, Bill Lise, Manfred Mondt, and Mary Maloof for the excellent articles you will find in this issue. I also thank Gerry Gooding for 'test-driving' Manfred's article on patent translation (page 5). Finally, I thank Masako Hasegawa, Philip Soldini, and especially Irith Bloom for proofreading the articles. Without them, typos would litter this issue.

Remember that the next issue will focus on medical translation, IJET 13, and the translator's working environment. Please consider writing an article or even a paragraph about any of these subjects or another topic of your choosing. Submissions, due by April 22, should be sent to me at [ben@j-translate.com](mailto:ben@j-translate.com).

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## Patent Translations: Fast and Highly Consistent

By Manfred Mondt

**M**ost of you are aware that patent applications make use of numbers in three places:

1. Patent claims
2. Patent description
3. Figures with numerical callouts

The text strings relating to item 3 usually get kicked around ad infinitum during the detailed development in items 1 and 2.

For the benefit of newcomers, let's take a quick look at the AutoText feature of MS Word.

From the toolbar, click on View ->

Toolbars, and make sure AutoText is enabled. You should see a short toolbar with a large button labeled "All Entries."

Type the phrase "according to claim 1, characterized in that," use your mouse to highlight this phrase, and click the New button on the AutoText toolbar. Type the abbreviation "acc" and hit the Enter key. (Clicking on OK will also do it, but it takes longer.) If you followed the above instructions, you can now type "acc" followed by the F3 key (acc+F3) to get the above-mentioned phrase.

Now let's get back to our patent. Make a list of dummy callouts up to the highest number you may encounter in a

patent. Add an additional space after the closing parenthesis. You may want to save this list in a separate file under a name like "numbers for callouts" for later use.

- (1)
- (2)
- (3)
- (4)
- (5)
- (6)
- (7)

After reading the text of the patent and checking against the illustrations,

**Continued on Page 5**

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## From the Administrator

Izumi Suzuki



明けましておめでとうございます。 Let these be the first words of the first issue of the JLD Times in 2002. Last year's ATA conference in Los Angeles was well attended in spite of the 9/11 terrorist attacks. This year's conference will be in Atlanta from November 6 to 9. This may seem far away, but time does fly, so please mark your calendar now.

The 2002 Conference Program Committee (Carl & Masae Sullivan and Manako Ihaya) has started planning for the Atlanta conference. As Akiko Sasaki-Summers mentioned on the *jld-list*, they will be working hard through the end of the conference. We ask for your cooperation. Specifically, when you get a call from them, please don't say no. If you are unable to help, recommend someone else or offer them other choices.

I ask for the same kind of help for Ben Tompkins, the new JLD Times editor. As we all saw, his first newsletter (the Fall 2001 issue) was very nicely done and contained plenty of useful information. Ben needs your input and feedback. If there is some event of interest to translators or interpreters in your area, or if you purchase a good dictionary or an interesting book related to interpreting or translation, please contact him ([ben@j-translate.com](mailto:ben@j-translate.com)). With many people contributing a little here and there, our division will be better able to serve its members.

Finally, JAT's IJET-13 will take place in Yokohama from May 11 to 12. I am planning to go, and so is Ben. We will take dozens of copies of the division's Japanese Patent Translation Handbook and Introduction to the Professions of Translation and Interpretation to sell at the conference. (We have already received permission.) If you are also thinking of going, please let me know ([izumi.suzuki@suzukimyers.com](mailto:izumi.suzuki@suzukimyers.com)).

## An Introduction to the Professions of Translation and Interpretation

Get your copy of this 376-page introduction book published by our very own Japanese Language Division. Available for \$25 for ATA members; \$45 for non-members. To order, call ATA at (703) 683-6100 or e-mail [ata@atanet.org](mailto:ata@atanet.org).

An Introduction to the  
Professions of Translation  
and Interpretation

A publication of the  
American Translators Association  
Japanese Language Division

# 2002 JLD Budget

This is the 2002 fiscal budget for the Japanese Language division as presented at the 2001 JLD meeting at the ATA Conference in Los Angeles.

## Japanese Language Division 2002 Fiscal Budget

Description	2001 Actual *	2001 Budget	2002 Approved Budget
JLD—Membership Dues	6,625.00	6,480	<u>7,500</u>
JLD—Publications	5,047.00	3,450	<u>5,300</u>
JLD—Advertising	0.00	400	<u>0</u>
JLD—News Subscriptions	0.00	0	<u>0</u>
JLD—Directory Sales	190.00	30	<u>200</u>
JLD—Miscellaneous	15.00	0	<u>0</u>
JLD—Conference	0.00	0	<u>0</u>
JLD—Prior Year Surplus	0.00	5,160	<u>N/A</u>
<b>Total Revenues</b>	<b>11,877.00</b>	<b>15,520</b>	<b>13,000</b>
JLD—Food & Beverage	0.00	0	<u>0</u>
JLD—Lodging	0.00	0	<u>0</u>
JLD—Travel	0.00	1,000	<u>1,000</u>
JLD—Photo/Print	4,670.99	1,750	<u>1,000</u>
JLD—Directory Printing	400.00	4,272	<u>4,600</u>
JLD—Editors' Honoraria	1,200.00	1,600	<u>1,600</u>
JLD—Typesetting & Design	906.00	1,500	<u>1,400</u>
JLD—Postage/Delivery	1,826.82	670	<u>1,700</u>
JLD—Office Supplies	0.00	0	<u>0</u>
JLD—Phone/Email	0.00	200	<u>100</u>
JLD—WWW Site	0.00	200	<u>0</u>
JLD—Miscellaneous	0.00	2,000	<u>1,000</u>
JLD—Overhead	1,766.67	1,728	<u>N/A</u>
JLD—Conference	0.00	600	<u>600</u>
<b>Total Expenses</b>	<b>10,770.48</b>	<b>15,520</b>	<b>13,000</b>
<b>Net Income/(Loss)</b>	<b>1,106.52</b>	<b>0</b>	<b>0</b>

\* Through September 30, 2001

## Patent translations (from Page 2)

you may have concluded that the first seven callouts should be translated as follows. Type each term in front of the number in parentheses, adding an extra space as follows:

- cylinder wall (1)
- cylinder head (2)
- combustion chamber (3)
- spark plug (4)
- crank case (5)
- piston (6)
- crankshaft (7)

Now comes the invention of the century: AutoText not only works with letters like “acc”, but also with numbers. The best part is, you don’t have to commit these numbers to memory; they are right there in your source text. Let’s define the AutoText entries for the first seven callouts:

Highlight the callout “cylinder wall (1)”. Make sure the highlight stops immediately after the closing parenthesis. This eliminates any hidden carriage returns. Click New on the AutoText toolbar, press the number “1” (this clears the text in the window), and hit Enter. Repeat the same procedure for the numbers 2 to 7.

We are now ready to translate. Remember that +F3 signifies “followed by the F3 function key.” Using your imaginary source text, you would type the following:

A two-cycle combustion engine acc+F3 consisting of a 1+F3 with a 2+F3. A 6+F3 rotates around a 7+F3 in

the 1+F3. Below this 1+F3 is a 5+F3. The 2+F3 is provided with a 3+F3 and a 4+F3.

AutoText definitions and the format templates for your style gallery are stored in the “Normal.dot” file. (The Dot extension denotes a document template.) Unless you make other provisions, your AutoText definitions will be overwritten by the next job you do. But you can redefine your AutoText from the list of callouts you created if you take the time to save them to a Word file.

Here are some other tips that could prove useful when you are working with real patents:

- The language for your text should be set to the target language. The correct way of doing this is to check the style for Normal (and any other styles you may use). Click on Format/Style and read the description. If the language is set to the target language, do nothing. Otherwise click on Modify/Format/Language and make the necessary changes. The file containing the list of callouts also needs to be set to the target language. A quick way to do this is to select the entire file with CTRL-A, click on Tools/Language, and set the language to the target language.

- As you are preparing for your next translation, you will be redefining your AutoText entries, which requires confirmation to overwrite. To speed things up (the AutoText tool bar is displayed as before), highlight the text line to be defined, press ALT+N for new, enter the

number, and hit Enter once for new entries and twice for redefined entries.

- Occasionally you may find inconsistencies in subsequent callout terms, even though the drawing has not changed. The AutoText method provides a consistent translation, based on the drawing. Just make sure your translated term satisfies the requirements of the source text, including all of its variations.

- Read over the introductory section and pencil in numbers for any objects that correspond to your callouts. There are numerous ways to later get rid of numbers or sets in areas where they are not desired.

Please send your feedback about this method to Manfred Mondt at Mondt1@ameritech.net

*Manfred Mondt completed his training in the electrical field in 1955 in Germany. Upon arrival in the US, he worked as a tool and die maker and electrical technician. He received a BS in Voc. Ed. from Kent State University. He has taught Vocational Electronics at the Cuyahoga Valley Career Center, computer controlled gamma-ray cameras with Technicare Corp., Electrical Engineering as a lecturer at Cuyahoga Community College and Motion Controls (CNC), and Factory Automation (PLC) at Allen-Bradley Corporation. He is president of NOTA (Northeast Ohio Translators Association) and has been a full-time translator since 1991. He can be reached at mond1@ameritech.net.*



## 实施例

### Working Example

By Gerry Gooding

I was waiting for the go-ahead to translate a short Japanese pre-grant patent publication when I received an advance copy of Manfred Mondt’s excellent article on how to use the automatic text insertion function of Word to improve speed and accuracy. In the past, other writers have also advocated doing this, and it seemed like a good idea, but I was always too busy

(lazy) to figure out how to do it. Mr. Mondt’s article made it simple enough even for me, so when I received approval to translate that document, I decided to give the procedure a test drive.

Because the translation I was working on turned out to be only nine pages of English, I did not save much time on this one, but the procedure will no doubt pay for itself on longer jobs. Also, in published U.S. patents, drawing reference numbers are printed in bold type. In the past, because of the extra keystrokes, I have only used bold type when specifically asked to do so. With this procedure, how-

ever, you enter the extra keystrokes only once for each item. I did that for this job, and intend to do it from now on. As is usually the case, I changed quite a few names on the fly, and the tip on using ALT+N to do this made it really easy.

I intend to use this function routinely from now on.

*Gerry Gooding became an ATA-accredited Japanese-to-English translator in 1989. He is also a registered U.S. patent agent.*



げられるでしょう。

関連産業の裾野がきわめて広い半導体の中で、翻訳者にとって最も重要なことは、半導体の製造プロセスを全体的に理解していることではないかと常日頃感じています。半導体の大規模集積回路 (LSI: Large Scale Integrated Circuit) が珪素 (Si: シリコン) という地球上では酸素について2番目に多い元素から、高純度シリコン (純度99.999999999%; イレブンナイン) まで蒸留精製された多結晶シリコン (ポリシリコン) からシリコン単結晶を成長させ、ウエーハに加工し(鏡面加工)、その表面にフォトマスクを通してマスクパターンを転写し(フォトリソグラフィ)、パターンの現像工程を経てウエーハ上に回路が出来上がります。検査(プローブ検査)を経て、ウエーハがひとつひとつのICチップに切り取られます(ダイシング)。ここからICチップの組立工程が始まり、ICチップがパッケージに入れられて、ICの検査とテストが繰り返されて最終的にICを実装するコンピュータメーカー、家電メーカーや通信機器メーカーなどのエンドユーザーに出荷されます。この連続的な、どちらかという気の遠くなるような半導体製造工程の流れ(恐らく、川下から川上までの全工程数は、700~800ほどあるものと思われる)を大まかでよいので理解しておくことが、とりもなおさず、半導体関係の翻訳に従事する翻訳者にとって、最も重要な項目であると思

います。とてもこの紙面を借りて、これら工程の詳細を述べることはできませんので、ATA/JLDの年次総会ならびにIJETの場をお借りして、半導体工程理解のためのプレゼンテーションを継続して提供していきたいという個人的な抱負を抱いております。半導体工程に関心をお持ちの方は、ぜひそのときに私の行うプレゼンを聴きにきていただければ幸いです。

翻訳の実際のニーズで最も量的に大きなエンドユーザーは、実は半導体メーカーではなく、半導体製造装置メーカーです。これは、なぜかという、複雑きわまりない半導体製造装置のマニュアル作成で翻訳のニーズが生じるためであります。日本の半導体メーカーの撤退や縮小が昨年来相次いでいますが、逆に日本の半導体製造装置メーカーは、厳しい時代ながらも次世代半導体製造技術の研究開発に余念がありません。また、最近の中国への怒涛のような製造業のシフトで、再び日本の製造業の空洞化が懸念されていますが、こと、この半導体製造装置産業に関していえば、日本で将来的にも残り続けるだけの高い技術力と競争力を持った数少ない産業分野ではないかと思えます。日本からの半導体製造装置は、アメリカでも大変高い評価を得ており、インテル社といえども、日本の半導体製造装置なしには、最先端MPU(線幅0.13ミクロン)の製造をすることはまかりなりません。しかし、ここに日本メーカーの持っているひとつの弱みがあります。それは、装置についてくるマニュアルが貧弱

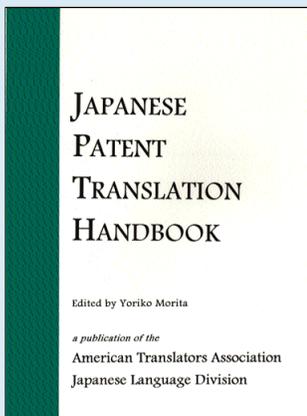
で、見劣りがする、いざというときに理解しづらいなどの耳の痛い指摘がアメリカのエンドユーザーから頻りに寄せられています。

今年、弊社は、東京にある半導体製造装置マニュアル作成専門会社との業務提携を行い、アメリカのユーザーの視点に立ったマニュアルの翻訳ならび作成を開始します。明瞭で簡潔な英語で書かれ、多くのイラストやグラフィックなども登用した視覚に訴える、高品質なマニュアル作成が今年の新しい目標です。マニュアルの翻訳と作成を通して、日米の半導体業界にさらに貢献していくことができたらと願ってやみません。多くの日英翻訳者に半導体業界でますます活躍していただきたいと思っています。

Ken Sakai is co-founder and president of Pacific Dreams, Inc., a Japanese translation and business consulting firm with offices located in Salem and Hillsboro, Oregon. Prior to dedicating himself full-time to establishing his own company, he worked for Mitsubishi Silicon America for over eight years in engineering, project management, and procurement. He has given several presentations about the basics of the semiconductor industry and manufacturing process. He has been a speaker at the ATA conference for the past two years and was a guest speaker for the 2001 IJET (International Japanese/English Translation) Conference. He can be reached at [KenFSakai@aol.com](mailto:KenFSakai@aol.com).



## Japanese Patent Translation Handbook



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For more information, contact Ben Tompkins at: e-mail: [ben@j-translate.com](mailto:ben@j-translate.com)

# Introduction to Deposition Interpreting for Professional Japanese-English Interpreters

By William Lise

If you are a J/E interpreter but have never interpreted a deposition, here is some basic information aimed at helping you if you accept such an assignment, and perhaps also usable for deciding whether you wish to even accept deposition interpreting assignments, as the work requirements and environment are radically different from what you may be accustomed to.

## The Players: The People in the Deposition Room

A typical deposition is attended by the following people.

- Examining Attorney(s)—The examining attorney (the client for the interpreting services) asks questions of the deponent (witness). There might be several (I have seen as many as four), but usually only one attorney examines the witness at any one time. Attorneys from several firms representing the side taking the deposition might be present.

- Defending Attorney(s)—There might be several. A defending attorney represents the deponent or (more commonly in civil litigation I have been involved with) the deponent's employer.

- Court Reporter—The court reporter uses a stenograph system to record everything said in English as part of the deposition, unless some of the verbiage is agreed to as being off the record by the two sides. The court reporter often brings a computer system into the room, which enables attorneys and the interpreter or interpreters to view a real-time screen display of what is being recorded in English. This can be useful but can also actually hinder the interpreting process in several ways.

- Videographer(s) (optional)—Many depositions these days are committed to a video recording. The camera is almost always on the deponent, but the interpreter's voice will be recorded along with the voices of all others in the deposition room.

- Deposition Interpreter(s)—This is the interpreter working for the deposition-taking law firm. In Japan, agencies generally insist on having two interpreters for full-day depositions, with the interpreters alternating every 30 or 60 minutes, to maintain a high level of concentration. This is not always possible for budgetary reasons.

- Defending Interpreter—The defending attorney usually brings an “opposing” interpreter, whose role is ostensibly that of a “checking interpreter” to catch errors committed by the sworn official interpreter. Some law firms have been known to use their checking interpreter to gain a time advantage.

- Deponent's Employer Representative

- Observer—There can be multiple observers, but this is sometimes not agreed to by the side taking the deposition.

- Deposing Attorney's Client Representative/Observer—There can be multiple observers, but this is sometimes not agreed to by the side being deposed.

## The Venue: A Little Piece of Japan Called the US

In Japan, almost all depositions for US civil litigation are conducted in the US Embassy in Tokyo or in US consulates in various cities. By doing this, the deposition is deemed to have been conducted in the US under the principle of 治外法権 (extraterritoriality).

## The Process: From the Oath to the Final Bell

A typical morning of deposition interpreting goes something like the following:

**8:45 AM: Arrival at the Venue.** Even

before September 11, the US Embassy and consulates in Japan were pretty strict on security. You will need to remove all metal objects from your pockets to pass successfully through the metal detector. In Tokyo, cell phones are confiscated at the door and returned to you when you leave; Osaka seems not to do this.

**8:45 - 9:15 AM: Arrival in the Deposition Room.** If this is the first day

of a series of depositions attended by the same reporter and videographer (sometimes dispatched from the same firm in the US), some extra time is usually required for equipment setup. Rarely does the first day of interpreting work start before 9:15 AM.

**9:15 AM: Swearing In.** An Embassy/Consulate official appears and administers the oath to

the interpreter, the court reporter, the videographer, and then the deponent. The interpreter interprets the oath for the deponent.

**9:15 AM - 12:30 PM: Morning Session.** Times may vary according to the schedule of the Embassy/Consulate staff. A first session with a new witness will generally start with introductory comments by the examining attorney directed at the deponent. Some of these verify whether the deponent knows what is about to take place, and whether the deponent has ever been deposed before. The attorney often then switches to background questions, asking:

- deponent's name
- deponent's current address
- deponent's place of employment
- deponent's current work position /title
- when the deponent was employed by his/her current employer, and
- educational background of the deponent.

Continued on Page 11

*Sometimes things get even rougher, and the interpreter has to say things that even go beyond what the interpreter would use in normal conversation.*

# The Six Deadly Email Sins Are you guilty of them?

By Mary Maloof

Email technology is a tremendous blessing in many ways. If you are reading this article, you've already experienced how it can...

- boost your translation business (finding job leads)
- make your life easier (receiving and sending entire assignments with a single mouse click)
- edify you in the practice of our profession (translation-related mailing lists and other e-publications)
- serve as a powerful networking tool (discussing issues with colleagues)

Furthermore, you're already familiar with how all this is done instantaneously—in real time—with no regard to physical geography, time zones, or any of the other barriers that have traditionally hampered rapid communication among people who live and work far away from one another.

However, as with nearly everything else in life, there's a tradeoff. In the case of email technology, it is the impersonal nature of our correspondence.

Unfortunately, many of us, whether we're just making the transition to the big, bright world of the Internet or have been hard-core Netizens for years, make the mistake of confusing impersonality with informality.

As a result, we take certain liberties with our email correspondence that we would never dream of taking on the telephone, in a letter, or face to face. At best, these liberties are inconsiderate of the recipient (who is often the very per-

son we need to impress). At worst, they can seriously tarnish our professional image and wreck our marketability.

As a freelance translator who does approximately 85 percent of her business online, I can't tell you how many times I've wrung my hands at the computer screen as I see fellow translators displaying bad email manners over and over again, effectively committing professional suicide. I've grouped these damaging errors into the six "deadly email sins" listed below.

## 1. Caution, Paper Avalanche Zone!

When corresponding with potential clients, don't blitz them with unsolicited

paperwork: your six diplomas, translation samples in all thirty of your language combinations, and three different versions of your resume that should have been combined into one.

If your email is a response to a call for resumes, remember that you aren't the only translator in the world who has responded to their request. Even if you are, potential clients are busy people who

usually have precious little time to spare, and may need to deal with other problems before they can even open the first attachment you've sent, let alone the other ten. So give potential clients only what they ask for, when they ask for it.

If they don't want or need something, they won't ask for it, so don't presume and send it to them anyway. (If you think they haven't asked for something

because they didn't know to ask for it, request their permission to send it.) When you do send a solicited attachment, keep it short, helpful, and relevant to what they want.

Let's put it this way: If you were on a face-to-face job interview, you wouldn't plopp reams of paper unceremoniously on the interviewer's desk and say, "HERE! Read this, baby!" Nor would you keep them on the phone during their lunch hour to listen to you toot your horn about every single one of your accomplishments dating all the way back to 1981.

Yet people do the very equivalent of this via email, every single day. This is not to say that you shouldn't be proud of your credentials. By all means, show them off—but only on request.

Also, send your attachments in a format that is easy to read and which can be opened on just about any computer. Word 97 is usually fine, because it's pretty much universally accepted in the translation and business world, but plain text sent in short chunks is even better, because it is positioned "inline" within the body of the email and the recipient doesn't even have to click on an attachment. (Remember that limited time factor.) And plain text can't carry viruses, at least so far.

## 2. (YOU KNOW YOU MAKE ME WANNA) SHOUT!

You wouldn't yell at a complete stranger, would you? How about the people you work with face to face? Of course not. Yet many email users forget that using the Caps Lock on their keyboards IS THE EQUIVALENT OF SHOUTING. When sending email, make sure that the Caps Lock key on your keyboard is not activated.

**I can't tell you how many times I've wrung my hands at the computer screen as I see fellow translators displaying bad email manners over and over again, effectively committing professional suicide.**

### 3. Signed...Who?

As the director of a job leads network for translators, I receive mountains of emails with nothing but the attached resume. No name, no greeting, no language combination or specialty, no "thank you for your time," no nothing. (These emails are almost invariably sent from an address that is full of characters that don't make sense, making it impossible to guess the sender's name.)

If senders can't bother to introduce themselves, and do the cyber-equivalent of plopping their CVs unceremoniously on my desk, I don't feel like taking my valuable time to open the attachments and read them. I simply hit "Delete." I know this sounds arrogant, but please believe me when I say there are many translation agents out there who share my viewpoint.

Introduce yourself, be short and sweet and to the point, and end with a closing phrase ("Regards," "Sincerely," "Very truly yours") and your full name, exactly as you would in a formal cover letter. Otherwise, you're killing the goose that laid the golden egg. Your e-cover letter is your opportunity to shine, to market yourself. Don't throw that opportunity away with both hands.

Of course, I'm aware that many translators do this because they have little or no experience with the language that is spoken by the recipient. They fear that if they write an e-cover letter and make mistakes, the recipient will catch the mistakes and not want to work with them, so they just don't say anything at all and hope they can get away with it.

Unfortunately, they usually don't get away with it. If you're in this situation, have a fellow translator who is fluent in the language write up a short letter for you. You can then make a barter arrangement to repay the favor.

### 4. Yo, Whassup?

If you're discussing things with a close friend who is quite familiar with your personality, and you can both safely predict one another's reactions to certain things, you can be very familiar in

your speech. However, when speaking face to face with clients, potential clients, and fellow translators you don't know, you're far more careful with what you say. It's no different with email.

When engaging in professional correspondence, keep the tone of your emails cordial and friendly, yet not overly familiar. It can be a little discomfiting to receive a professional email with overly familiar speech from a colleague you hardly know.

### 5. Trigger Happy!

This "sin," if combined with the previous one, can be disastrous! Be extremely careful with the "Reply," "Reply All," and "Forward" buttons at all times. Just yesterday, I received an email from a translation agency I hadn't heard of.

I composed a forward to a translator friend of mine that said something like, "Yo tanta - have u heard of this co. or done work w/them? hmmm...innerestin?...luv - M." However, instead of hitting the Forward button, I hit the Reply button. Oops!

I wanted to find the nearest hole and crawl into it! But there's always a first time, and although what I said looked pretty stupid, it could have been a lot worse. Don't let this happen to you! When composing email, try to make sure that all the email correspondence you send is phrased so that it won't be horribly mortifying if the wrong person somehow ends up reading it.

### 6. Flamed, Broiled, or Roasted?

When you engage in a mailing list discussion and get involved in a dispute on a translation-related issue, it's frighteningly easy to lose your cool and say things you wouldn't normally say to someone's face or on the telephone. After all, you're looking at words on a computer screen, not the human being who wrote them. And even when you're

not upset, someone on the other side of the fence can still misread your comments as being angry or malicious.

After all, they too are looking at words on a computer screen, not at the human beings who wrote them, and they don't have the benefit of the visual and auditory cues you get in a face-to-face meeting or telephone conversation. That's why it's helpful to introduce emoticons (those "faces" you make with characters on your keyboard, like :-), :-(, or :-D) into your text so that the other person gets the benefit of visual cues and will not misread the tone of your comments.

Okay, time for me to get off my Miss Manners soapbox and leave you with

*It can be a little discomfiting to receive a professional email with overly familiar speech from a colleague you hardly know.*

my wish for the online translation community. Let's stop committing these "sins," start doing as much as we can to maintain professional and polished email correspondence, and encourage our colleagues to do the same. It's a small thing, but in the end, it will improve the image of our profession.

This article by Mary Maloof first appeared in tranfree...the free email e-zine for more than 26,000 translators around the world. Visit <http://www.translatorstips.com> to subscribe for yourself.

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*Mary C. Maloof is a certified Spanish>English translator who resides in Atlanta, Georgia. She is the founder and moderator of "SpTranslators," an Internet mailing list for Spanish translators, founder and moderator of "Legaltranslators," an Internet mailing list for legal translators, director of The American Web for International Languages, a worldwide job-referrals network for translators and interpreters, and owner of Maloof Language Services, Inc., which offers a wide range of translation and interpretation services. For more information about her work, please contact her at [mmaloof@sprintmail.com](mailto:mmaloof@sprintmail.com). Mary also offers consulting services to translators; please contact her for more details.*

## Tips

**D**o you have any tips, tricks, or translation-related websites that would benefit *JLD Times* readers? If so, please send them to [ben@j-translate.com](mailto:ben@j-translate.com). You'll get your name published in the next issue and might even get a \$10 Barnes and Noble gift certificate for the three minutes emailing me will take you. That works out to \$200/hour. Not bad.

### New Word XP Feature Makes Estimating J>E Word Counts Easy

The new XP version of Microsoft Word has had a helpful feature added to its word count function. Now, when you do a word count on a document (or section of a document) containing Japanese characters, the statistics list the number of Asian characters and the non-Asian word count separately.

This new feature makes estimating word counts in Japanese documents riddled with many English words or numbers much easier. Previous versions of Word only generated a combined character count. Let's look at a simple example.

次に、徐々にhydrochloric acidを加えることによりpHを4.0まで下げる。

An older version of word tells you that this sentence contains 44 characters, which is not a good number to base a target word estimate on because there are 22 non-Asian characters present. Word XP, however, tells you that the sentence contains 22 Asian characters and 4 non-Asian words. (Note that Word's "words" include numbers and units.) These statistics make it much easier to get a reasonably close word count. To get an estimate, first divide the number of Asian characters by a number between 2.0 and 2.5 depending on the subject matter and how many *katakana* words are present. Then, add the quo-

tient to the number of non-Asian words. If you divide by 2.0, you get a word count of  $22/2.0 + 4 = 15$ .

The Japanese sentence could be translated as: "Next, slowly add hydrochloric acid to bring the solution to a pH of 4.0."

The above sentence contains 14 words, which is close to the estimate of 15 words. This feature works for Chinese and Korean as well.

### Useful Link

[www.onlineconversion.com](http://www.onlineconversion.com)—Do you need to know the equivalent of an obscure measurement? Try this site, which boasts "Over 5,000 units, and

30,000 conversions." It has conversions for all the standard SI and SI-related units as well as more obscure units such as clothing sizes and blood alcohol content.

**Now seeking articles, tips, and annotated links for the next issue of the JLD Times. Email all submissions by April 22 to [ben@j-translate.com](mailto:ben@j-translate.com).**

### Gleaned from Gloss Post

If you aren't a member of the Gloss Post group at Yahoo Groups, consider joining (by sending a blank email to [GlossPost-subscribe@yahoogroups.com](mailto:GlossPost-subscribe@yahoogroups.com)). Gloss Post is an active forum for exchanging URLs of online glossaries. Some of the more useful glossaries mentioned in recent posts include:

**Subject:** URL EN>EN Merck Manual of Diagnosis and Therapy

**url:** <http://www.merck.com/pubs/mmanual/sections.htm>

**lang:** EN>EN

**kwd:** Diagnosis, therapy, disorder, disease, treatment

**cmt:** Merck Manual of Diagnosis and Therapy

**Subject:** URL EN >EN The words we find in the press

**url:** <http://news.ft.com/ft/gx.cgi/ftc?pagename==View&c==Article&cid==FT3KT481VVC>

**lang:** EN

**kwd:** journalism, ground zero, expressions, press

**cmt:** Very interesting. A series of articles in the *Financial Times* on the new words and expressions which recently appeared in the press, like Burqa, Ground Zero, etc. The site also has a forum for discussing vocabulary "loves and hates."

**Subject:** URL: EN>EN Handheld Devices Terminology

**url:** <http://palm.handango.com/Glossary.jsp?siteId=291>

**lang:** EN>EN

**kwd:** matrix displays, palm, application, handheld computers

**Subject:** URL EN>EN Medical Acronym Server

**url:** <http://medstract.org/acro1.0/main3.htm>

**lang:** EN>EN

**kwd:** Medicine, medical acronyms, abbreviations

**cmt:** AcroMed is a computer generated database of [120,000] biomedical acronyms and the associated long forms extracted from the last year of Medline abstracts (2001). AcroMed is a part of the Medstract project whose goal is to apply natural language processing technologies to extraction of knowledge from biomedical texts. The AcroMed database is searchable by either the acronym or the associated long form. Each acronym is linked to the abstracts in which it was discovered, and the long forms can be submitted directly to PubMed as searches by a single click. AcroMed also attempts to classify each long form by its semantic type.

## Deposition (from Page 7)

After asking these boilerplate questions, the examining attorney usually proceeds to examine the witness on the subject matter of the litigation. I am starting to collect expressions that have caused interpreters problems in depositions, which I have placed in a separate article on “depoese.” [Available at [www.lise.jp](http://www.lise.jp).]

If it is the initial deposition in a particular case, the deponent will often be asked questions about the organizational structure of his employer, and about where various individuals—some of whom might be later deposed—fit into that structure. For this reason, the interpreter is helped by having some background information before the assignment. Materials which the conscientious interpreter might ask for well in advance of the deposition include:

- a copy of the complaint (訴状, helpful in learning company and individual names and addresses),
- company brochures of the parties,
- product catalogs (especially in the case of patent infringement suits), and
- patents relating to suit or at least the numbers thereof (enabling the interpreter to obtain copies from either the JPO or the USPTO).

During the morning, it is usual to break two or three times for about ten minutes. If you are assigned to be the checking (defending) interpreter, this is usually when you will actually have an opportunity to work, since the breaks usually take the form of a panic briefing of the deponent by the defending attorneys.

During the course of interpreting, the opposing interpreter might call the interpreter’s work into question on the record.

### The Opposing Interpreter

The presence of a checking (opposing) interpreter in the deposition room is prob-

ably the characteristic of deposition interpreting that differentiates it from other types of interpreting, and is also probably the reason why many conference interpreters do not like to interpret depositions.

For a non-ethnically Japanese interpreter, the presence of the checking interpreter (usually a female Japanese) can be a real problem, simply because of preconceived notions on the part of some not-so-professional checking interpreters that a non-Japanese couldn’t possibly do the job. While I have not had the problem myself, I have evidence that this type of

problem has sometimes resulted in the non-Japanese being fired on the spot.

Non-Japanese are not the only ones plagued by opposing interpreters. A Japanese colleague and quite-capable interpreter reported being destroyed by the antics of an overly confident checking interpreter (male in this case) who raised his hand with an annoying frequency.

In my considerable experience with depositions, I have struck upon an approach that has kept me largely out of trouble with the opposing interpreter. It is implemented not during the time on record, but in the few minutes before the proceedings begin, when I usually start out by introducing myself and asking the checking interpreter whether she often interprets for depositions. Since there is work in Japan for only about four deposition interpreters daily, the answer is almost always no. The need to answer this question honestly places the checking interpreter at a severe disadvantage in matters having to do with deposition procedures. Naturally, being an experienced deposition interpreter, I let the checking interpreter know this fact, gently and effectively, as they used to say about a certain laxative product in the US.

I actively engage the checking interpreter in a brief conversation before the deposition starts to head off any knee-jerk reactions fostered by misconceptions and

also let the checking interpreter know that I am more experienced than she is in this particular type of interpreting.

### Real-Time Screen Display: A Plus or a Minus?

One element in a deposition that can cause trouble for both interpreters is the presence of real-time displays of the English being spoken in the room in the form of a laptop computer running a program such as LiveNotes. Typically, a number of attorneys will have their laptops wired to the main computer operated by the court reporter, from which they can view the testimony on the screen in real time. Since the reporter is constantly building a dictionary, there will be some things on the screen that come out “untranslated” into plainly understandable text. By and large, however, the screen shows what has just been spoken by the attorney and the deponent.

Upon first glance, LiveNotes would appear to be the best thing since sliced bread for the interpreter, who would then be freed up from having to take notes. My experience has taught me otherwise. Some interpreters spend so much time watching the screen that they lose track of what is actually being communicated. The screen is good for catching numbers, for example, but tends to distract.

An additional problem that I have seen is the tendency of some checking interpreters to demand more literalness than they would be capable of themselves, merely because they can point to a particular word on the screen that did not have an equivalent in the interpreted speech from the sworn interpreter. My advice to both sworn interpreters and the checking interpreter is to use the screen only when absolutely needed.

### Verbal Fisticuffs

The range of expressions and utterances heard in a deposition goes far beyond what other interpreting assignments usually present as interpreting problems. I have had to interpret the following types of utterances from attorneys.

- We were led to believe that you were producing the expert witness this morn-

**How important is knowledge of legal terminology? The short answer is “not very important.”**

ing, but you have clearly produced a brain-dead witness.

- If someone looks like a thief, walks like a thief, and talks like a thief, the jury will probably conclude that the person is indeed a thief. [Spoken by an attorney at a settlement conference in the presence of a judge.]

Sometimes things get even rougher, and the interpreter has to say things that even go beyond what the interpreter would use in normal conversation. Attorneys have been known to make very provocative and angering statements, and the interpreter is called upon to interpret these faithfully. For me, this is part of the enjoyment of interpreting legal proceedings.

## How Important is Knowledge of Legal Terminology?

The short answer is “not very important.” When I tell people I interpret for depositions, they often remark that I must know a lot of special legal terminology. But the questions asked of the deponent by the examining attorney almost never include such terminology because the deponent is almost never a lawyer, is not qualified to answer such questions, and would not be permitted to answer such questions by the attorney defending the deposition.

That said, there is one salient exception, that being the case of interpreting colloquy between the attorneys. Since they are members of the same profession, they will use terms that might confuse the interpreter if he or she has been interpreting for non-attorneys. Some common examples:

Stipulate has nothing to do with “specifying,” but rather means “agree to without disputing.” Example “We will stipulate that Mr. Tanaka is familiar with the design of the Seek-a-Leak 2000 Condom Tester.”

Convert/Conversion Refers to the improper taking of someone’s assets for your own use or profit.

The meanings of these terms as used by attorneys are not intuitive. Deposition interpreters need to minimally know this type of commonly used vocabulary. Some legal terminology dictionaries can pro-

vide the answers. I will attempt to build a small list of such resources for posting shortly.

## Compensation

My normal fee for deposition interpreting (for an eight-hour day) is greater than many interpreters would be able to earn from an agency. Additionally, it is higher than most agencies might charge a law firm for an interpreter for one day. There is a catch to this, however; most agencies in Japan will not agree to force a single interpreter to work for eight hours of deposition interpreting. They will insist on sending two interpreters, thereby raising the cost far over my fee. This is an important fact to keep in mind when negotiating rates. While I work alone (usually because of client budgetary limits), you might not like to do so, preferring to rest while the other interpreter has his/her turn at the table.

## Getting Deposition Interpreting Work

If the foregoing has not completely convinced you that you should not be doing deposition interpreting, you might be wondering how and where you might get clients. This is a tough question to answer. It appears that everyone’s situation is different. I suspect, for example, that almost all native-Japanese interpreters are dispatched from the same agencies that dispatch them to conference interpreting assignments. That would not be a fruitful path for a non-Japanese to explore, however.

For the native speaker of English, direct contact with and orders from law firms are the most likely paths to happiness as a deposition interpreter. If you are in Japan, there are only about four slots per day of interpreting work, so the comments I have about “sales” might be more valuable to those residing in the US.

My first deposition interpreting assignments actually came from a client of mine here in Japan, which was the defendant in civil litigation in the US. From that, several US law firms came to know me. When you are interpreting, you should remember that the opposing law firm could also be a client some day. Be sure that they remember you.

In most of the deposition work I have done, the law firm has been my client, meaning that I invoice them and they pay me. Occasionally, they will have me bill their (i.e., our) client, which is a party to the litigation. This can have (and indeed for me has had) the advantage of developing a direct client for future interpreting and translation work.

A native English-speaking interpreter wanting to do deposition work has a distinct advantage over a Japanese trying to sell his/her services. The record taken down by the reporter reflects only the English spoken during the deposition. The interpreter produces approximately one-half of that record, and poor English will result in a poor record of the deponent’s responses. Use this fact when selling to law firms.

I occasionally get assignments from court-reporting firms asked by a law firm to contract for the interpreters. These firms are also potential clients.

Naturally, not all law firms or reporting firms will be involved with transnational litigation, but a bit of research on the web and some phone calls should make it possible for you to qualify your prospective customers.

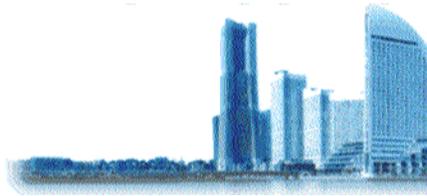
With very little written by colleague interpreters on the subject of deposition interpreting, I am hoping the above can provide a minimal background on the subject and perhaps also stimulate others to write about the topic of “interpreting a fight.”

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*Editor’s note: William maintains an excellent website that contains many articles of use to J<>E translators. The URL is [www.lise.jp](http://www.lise.jp).*

*A long-time resident of Japan, William Lise is a translator and an interpreter with more than 25 years of experience. He is ATA-accredited to translate from Japanese into English, and is the author of Chapter 5 of ATA’s Japanese Patent Translation Handbook.*





## 第13回英日・日英翻訳国際会議のご案内 Thirteenth International Japanese/English Translation Conference

By George Tokikuni

日時: 2002年5月11日(土)12日(日)  
場所: パシフィコ横浜(横浜市西区)  
参加費: 25,000円 または 230米ドル

### 英日・日英翻訳国際会議

(International Japanese/English Translation Conference, 以下IJETと略)は翻訳者・通訳者が互いに意見や情報を交換し、仕事仲間や友人とネットワークを築く場です。1990年の第1回IJETを出発点として、日本と英語圏で交互に会議を年1回開催し、今回で13回目を迎えます。

今回のテーマは、さらなるネットワークの構築と、日々の仕事での具体的な事例に基づく講演を契機に自分の仕事を見直してみることです。

みなさんはそれぞれ翻訳者・通訳者のネットワークを築かれていると思います。そのメンバーを思い浮かべてみてください。いろいろな分野・経験をお持ちの方が集まっていることでしょうか。では、意見や情報の交換は何語で行っていますか。翻訳者の場合を考えましょう。日本語と英語を聞いて話す能力が翻訳の実力にどの程度影響するかわかりませんし、そういうデータや分析を私は今まで見たことはありません。しかし、この能力がネットワークを作る上の壁になっていることは確かです。日本語と英語間の翻訳をやっている、ともすると、ネットワークは日本語を母語とする翻訳者同士か、英語を母語とする翻訳者同士になる傾向があります。これは残念なことです。母語の異なる人たちがお互いに話をする中で、ことばの裏にある考え方や文化を学ぶことができるからです。一つのテーマについてお互

いが母語を話し、または書いて議論をすることが、意見や情報を交換するときの一つの到達点であると私は考えています。そこで今回は参加者のみなさんがお互いに接することのできる時間を増やしました。今までの友人と会話を楽しみ、新たな知人を作り、そして母語の異なる知り合いもできればと願っています。

翻訳者も通訳者も毎日の仕事の中で、何も問題がなかったという日は一日もないと思います。翻訳者であれば、原文の中の術語に対応する訳語がわからない、原文がわかりにくく解釈できない、原文の意味はわかるが目標言語でうまく表現できない、というような日々の仕事で直面する問題から、原文の内容を調べたいが参考文献が手元にない、どのような参考文献をどの程度持っている必要があるかわからない、インターネットを手際よく活用できない、時間に追われて翻訳の品質が維持できない、訳文を批判的な眼で読んでもらいたいが適当な人がいない、価格・品質・納期について客先との交渉が大変だ、客先がひどい表現を無理に使用と言ってくるがどうするか、いい翻訳会社はどう探せばいいのか、翻訳会社とのつきあい方はどうすればいいのか、といった翻訳者として働く上での全般的な問題まで多くのさまざまな問題に出会いながら、それをなんとか乗り越え、切り抜けて今のみなさんがあるわけです。講演者の方々には毎日の仕事から具体的な事例を取り上げてもらうようお願いしています。日々の翻訳・通訳の仕事はどうやっているか、まるでその横に座って仕事ぶりを見ているか

のような講演が増え、その内容について参加者の間で議論が広がり、そして自分の仕事を見直す契機になればと願っています。

参加費用には、2日間の会議への出席、会議資料、11日の夜の立食パーティ、会議録(会議終了後しばらくして発行)、休憩場所での飲み物代が含まれます。宿泊費は含んでいませんので、参加者個人で手配をお願いします。いくつかの宿泊施設についてはIJET-13のウェブサイトでご連絡します。

また、広告を募集しています。会議のプログラムと会議録に掲載するとともに、申込みされた会社のロゴ(電子データ)をIJET-13のウェブサイトに載せ、その会社のウェブサイトにリンクさせます。製品やサービスの宣伝にご利用ください。

会議としての適正な規模や運営委員会側の負担を考慮し、今回は参加者を200名に制限しました。「参加したいけどもう席がない」ということにならないようにお早めにお申込みください。

では、みなさん、横浜でお会いしましょう。

(IJET-13運営委員会委員長 時國滋夫)  
詳細についてはホームページ  
<http://ijet.org/ijet-13/>に掲載中です。

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IJET 13,  
and the translator's  
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