

TRANSLORIAL

JOURNAL OF THE NORTHERN CALIFORNIA TRANSLATORS ASSOCIATION

Tools of the Trade

FEATURE

**Conference Interpreting:
What We Know** P. 8

TOOLS OF THE TRADE

**Lilt – Machine
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**Getting Started With SDL
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SPRING 2016

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Translorial welcomes contributions. Send your ideas to editor@ncta.org.

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Contributors

Cyril Flerov AIIC, TAALS, a Russian conference interpreter and interpreter trainer, is the author of our feature article on the International Association of Conference Interpreters (AIIC). He also presented a recent NCTA workshop on voice training, reviewed in this Translorial. Cyril is a professor at the Middlebury Institute of International Studies at Monterey. His book with Michael Jacobs, a fellow MIIS professor, *Improving the Interpreter's Voice*, extends the material presented in his Workshop. It is now available at www.Lulu.com.

Anne-Charlotte Giovangrandi, an English to French freelance translator for 6 years, was born and raised in Switzerland and has been living in the Bay Area since 2000. She has a Master's degree in Psychology from the University of Lausanne, Switzerland, and a certificate in English to French translation from NYU's School of Continuing and Professional Studies. Her areas of expertise are Psychology and Marketing/Advertising. During the past year she has been developing a specialization in Medical translation as well.

Ana de Moraes earned a B.A. in English and Portuguese in her native Brazil, and a M.S. in Education in the U.S. She has been teaching English in public schools in the Bay Area for the past 20 years. She also works as a freelance translator, interpreter and in localization projects. Ana is currently part of one of Wikia's localization teams, does linguistic reviews for a robot manufacturer in Palo Alto, and translates content for Chaperon, a travel guide published in San Francisco.

Cecilia Palmcrantz is a translator, interpreter, and localization specialist (Swedish/English). She worked 14+ years as a legal professional specializing in U.S. business immigration, first in Chicago and then in San Francisco, before further aligning her career with her interest in globalization and passion for the written and spoken word. Cecilia lives in the Central Valley, within reach of both the LA and Bay Area markets. She has a law degree (jur. kand.) from Stockholm University.

Kate Partlan is an ATA-certified full-time freelance German-to-English translator. She splits her time evenly between legal and marketing-related projects. A native of San Francisco, Kate started her career as a translation project manager before embarking on freelancing herself. She lives in the Outer Richmond with her husband and two daughters, ages 14 and 11, and travels regularly to Germany for business and pleasure.

Carolina Vita Shepherd, CT A native of Buenos Aires, Carolina has lived in the United States since 2001. She is an ATA English-Spanish certified translator. She attended an ATA-recognized translation college in Argentina and earned a Master of Arts in Teaching Spanish from the University of North Carolina. Carolina has worked as a freelance translator and language teacher for more than ten years. Her clients range from small community groups to the University of North Carolina Hospitals.

Hande Taylan is a Turkish translator and interpreter based out of San Francisco. A native of Turkey, she completed her secondary education there. She has a B.A. degree in English Literature from California State University, San Francisco. She has over 25 years of translating, interpreting experience and translated over 200 books into Turkish, most of which are in print. She also provides publishing options in Turkey for American writers and companies.

Eva Tornebohm-Roche, born and educated as an MD PhD in Sweden, is a medical freelance English to Swedish translator who has been living in the Bay Area since 1992. She has approximately 20 years of translation experience. She frequently returns to Sweden to continue her practice as a physician. Earlier in her career she was involved in research and presented her thesis in Hematology & Coagulation Disturbances. She has published several papers for scientific journals and is co-author of a book in Coagulation Disorders. During the major part of her career she worked as a teacher for medical students.

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From the President

NCTA continues to provide opportunities for professional growth

SONIA WICHMANN

Following the annual NCTA Board elections in February, I'm pleased to welcome our newly elected Secretary, Ingeborg Weinmann-White, and to congratulate continuing board members Kåre Lindahl (Treasurer), Judit Marin (Membership), and Tim Cassidy (Publications), who were re-elected for another term. I'm also excited to announce the recent appointment of former board member and longtime Listmaster, Michael Schubert, who will be filling the vacant Ethics Director position. They join Sarah Llewellyn, Isabelle Pouliot, Diana Dudgeon, and Scott Ellsworth, who moved from Secretary to Marketing Director. I am looking forward to a productive year working with this excellent team! We are also very happy to welcome back Mimi Wessling as Editor for this publication. Mimi edited three beautiful issues of *Translorial* in 2012, and we look forward to many more.

February is also the time when we look back over the previous year and assess the activities, accomplishments, and overall health of NCTA. In 2015, our financial situation remained solid, in spite of a small drop in membership. We held 11 workshops, including workshops on tools, the business of translation, and three workshops specifically for interpreters, among other topics. We continued to offer a wide range of social events in varied locations—more than 30 events in all. These included lunches, happy

hours, potlucks, and informational meetings, not only in the San Francisco area, but also around Northern California. In response to member requests, we continued to expand our geographical reach, offering a full day of workshops in Monterey last year; we are also organizing an ATA exam sitting in the Sacramento area for the first time this summer.

As usual, none of this would be possible without the initiative and dedication of our members, and I'd like to thank everyone who volunteered this year to help keep our organization active and thriving. A special thanks to our outgoing board members Ana Bayat King (Marketing) and Sean Dodd (Publications) for their many contributions, and to all the members of last year's *Translorial* Editorial Board. Thank you also to our 2015 Volunteer of the Year, Javier Moreno-Pollarolo, for organizing so many meetups over the last few years.

Looking ahead, in addition to more workshops and events, we are starting to plan for the upcoming ATA conference, which will be held in San Francisco again this year. If you've never attended an ATA conference, this is the one you've been waiting for! As usual, there will be plenty of opportunities to get involved—please check our website from time to time, and as always, keep sending us your suggestions for workshops, events, or other activities. 🌐

BOARD REPORTS

Except for its annual retreat and other special scheduling changes, NCTA's Board of Directors meets on the first Monday of each month. No meeting is held in July. Here is a summary of recent board meetings:

September 2015

- Reviewed annual finances and started planning budgets for the next year.
- Discussed recent workshops. Attendance has been lower.
- The Secretary updated the board on improvements and updates of internal record-keeping.
- Discussed updates to sponsors displayed on our website.
- Discussed plans for upcoming NCTA events, including the annual picnic, plus our presentation at this year's annual ATA conference in Miami, to highlight San Francisco as the site of next year's annual conference.

October 2015

- Reviewed and approved an annual financial report. We lost \$887 for this fiscal year, so we just about broke even. Discussed budgets for the upcoming year.
- The Secretary (Scott Ellsworth) offered to switch to the position of Marketing Director, and to share this post with Diana Dudgeon, currently the Events Director. He would look at marketing and expanding membership in the big picture, and come up with a comprehensive marketing plan; she would focus on and advise on certain aspects of marketing such as social media.
- Discussed a possible article to include in *Translorial* regarding how certification is done.

November 2015

- Decided to try publishing just two issues per year of *Translorial*, and to publish a third one only if funds permit.
- The Membership Director presented a Membership Benefits presentation and outlined plans for outreach.
- Discussed recent and upcoming workshops: The Wordfast workshop didn't go well because it tried to address the needs of beginners and persons migrating from other CAT tools all together.
- The Events Director reported on plans for the upcoming general meeting, happy hours, and the annual brunch.
- The *Translorial* issue is almost ready and will be sent to board members for review.
- Discussed the upcoming election for board members, positions to fill, the nominating committee, and honoring someone as volunteer of the year.

December 2015

- Reviewed the annual ATA conference that took place in Miami, and discussed preparations for the upcoming conference here in San Francisco.
- The Continuing Education Director reported on recent on upcoming workshops. The Trados for Beginners workshop was very successful.
- Discussed the upcoming election for board members and positions to fill.

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From the Managing Editor

Happy to be back!

BY MIMI WESSLING

Back after 4.5 years away, and glad of it! I am pleased to return to the role of Managing Editor of *Translorial*.

I have always been fascinated by languages, from early on when we lived in a city in the hard coal region of Pennsylvania (immortalized by the author John O’Hara as “Gibbsville”). There, in addition to my maternal grandparents’ Italian, I heard the wives and mothers of miners speaking languages that I didn’t understand. As a nosy kid, I wanted to know what they were saying! In Pottsville, aka Gibbsville, there were neighborhoods where different nationalities clung together, and multiple Catholic churches for the different groups of parishioners...the German church, the Italian church...

In middle school, we moved back to a small town not 4 miles away, but a world away language-wise. There, many of the residents, including my paternal family, spoke a dialect of German known (incorrectly) as Pennsylvania Dutch. Our high school German class emphasized taking

us from the spoken dialect to “high German.” Then, a few years later, in our undergraduate years studying Chemistry, we were urged to take two languages in preparation for graduate school exams; I chose French and Russian.

So how did I eventually end up focusing on German as my main translation language? Music! Songs of Bach, Schubert, Brahms. The way that my love of music and language worked together was a source of great joy. Someday, I might also learn enough Italian to go to the opera and just listen, not read the libretto.

But I also learned along the way that languages can not only unify, but also divide. When I was young, non-English speaking people seeking legal or medical help often had great difficulty communicating with professionals. Workers were chosen for their abilities in the boss’s preferred language, as different unions were often populated by members of common ethnicity and language. The more powerful unions got the jobs and forced others out—par-

ticularly difficult in the hard times of the Great Depression.

As I got somewhat older and heard family stories of jobs lost, I realized people were being discriminated against because of poor language skills. As a result, I have such deep respect for what the members of NCTA do. These translators and interpreters bridge the divide: they help persons who do not speak English as a first language to get legal help, better medical treatment, and important social services. The *Translorial* is a beautiful compendium of the opportunities our members have had to interact in person and learn from experts.

I am so happy and very honored to assist in this important work by organizing and editing the files for the *Translorial*. Tim Cassidy, our Publications Director, has been incredibly patient and helpful. The team of volunteer proofreaders has saved us both time and energy, and I extend our thanks to Monika Adhye, Peggy Flynn, Vivian Kim, and Ingeborg White. 🌐

member benefits

NCTA is working hard to promote the association and its members • Make sure you are taking full advantage of your member benefits

Find other members and contact colleagues	Use the search fields to find Individual members under the <i>Find a Linguist</i> tab; click the <i>Find a Corporate Member</i> tab to search for Corporate and Institutional members.
Referral service: all members are listed at ncta.org	NCTA’s online referral service makes it easy for new clients to find you. Be sure to keep your listing updated, and take advantage of your listing’s file upload section to post your résumé, certificates, and other files that highlight your unique experience and accomplishments. Enliven your referral service listing by uploading a photo of yourself.
Stay in touch	Be sure to join the 250+ members on the NCTA Members-only Listserv (Yahoo!™ Group email list) to quickly receive answers to your questions, exchange information, and read job postings.
NCTA social media	Participate in the LinkedIn group and Facebook page; follow us on Twitter. LinkedIn/NCTA Twitter @NCTAorg Facebook/NCTA.org
Network	Meeting colleagues in person can be invaluable. Get to know translators, interpreters and LSPs at workshops, informal social & networking events, and quarterly General Meetings. Go to ncta.org , click the <i>Events</i> tab, and mark your calendar.
Membership card	Your NCTA membership card is now available for download and printing any time you’d like. To access that feature, go to ncta.org and hover your cursor over the <i>Members</i> tab, then select “Update your info” from the drop-down menu. After logging into your record, select “Membership Info” in the blue MY PROFILE box. Simply click the “View/Print My Membership Card” link and voilà!

WELCOME, NEW MEMBERS!

The following members joined NCTA between November 1, 2015 and March 25, 2016

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http://www.tranzlations.net

UNICODES

Find the key to the two-letter codes designating members' working languages at:
<http://tinyurl.com/26umq4g>

BOARD REPORTS cont. from page 3

January 2016

- Discussed the upcoming election for board members, and positions to fill. Ana Bayat, the current Marketing Director, has resigned. Scott Ellsworth and Diana Dudgeon will share this position. A new Secretary is needed, and this is an important position to fill. Discussed potential new board candidates.
- The Events Director reported on the upcoming annual brunch, next month's general meeting, and happy hours.
- The Membership Director reported on her latest efforts to invite hospitals and clinics to become corporate members.
- The Board President reported on plans and ongoing work for *Translorial*. There will be issues in May and in September.

February 2016

- Regarding events, turnout at the annual brunch was good. It was a bit noisy and cramped, so not a good venue to use next time, but otherwise people seemed to enjoy it.
- Tim Cassidy, taking over as Publications Director, led discussion on current work on the latest issue of *Translorial*.
- The Board President reported on the election for this month's election for board members.

March 2016

- Ingeborg Weinmann-White was welcomed as a new board member, and took on the position of Secretary. Scott Ellsworth is entering the Marketing Director position (together with Diana Dudgeon) but for the time being is occupied with setting up a location for the upcoming ATA certification exam in Sacramento.
- The Continuing Education Director reported that the workshops of 13 February were a great success: Getting Started as a Translator, and Dos and Don'ts of Running a Small Business. Discussed upcoming workshops.
- The Publications Director led discussion on current work on the latest issue of *Translorial*.
- Discussed details about establishing a venue for the upcoming ATA certification exam in Sacramento.

April 2016

- The Board President explained that under the bylaws, the President can appoint a member to an unfilled board position. She thus proposed appointing Michael Schubert as Ethics Director, which the board approved unanimously.
- The Events/Marketing Director led discussion about planned events: the general meetings for May and September, a lunch, a happy hour, the summer picnic.
- Also discussed work on next month's issue of *Translorial*, the ATA certification exam in Sacramento, potential collaboration with ATA on membership surveys, and this year's annual conference.

From the Events Director

HAPPY HOUR

BY DIANA DUDGEON

Our first happy hour of the year took place at the Leaning Tower of Pizza in Oakland. Host extraordinaire and 2015 Volunteer of the Year Javier Moreno-Pollarolo was joined by Isabelle Pouliot, Judit Marin, Bob Killingsworth, Joseph

Boyle, and Paul Denlinger. Please don't miss a chance to network and mingle with your colleagues at our meet-ups. Attending is a great way to learn more about NCTA from other members and hosting is a fun way to stay involved.



Please contact us at events@ncta.org if you'd like to host a gathering in your area. Just pick a place and a time: We'll be there! 🌐



Photos by Javier Moreno-Pollarolo

MEMBER ACHIEVEMENTS

NCTA member **Anne Milano Appel**, a literary translator from the Italian, was interviewed on the blog Authors & Translators. The interview was posted in two parts on February 18 and February 26: Anne Milano Appel and Some of her Authors: authors-translators.blogspot.com

On January 31, **Ana Bayat King's** play *Mimi's Suitcase* won the Audience Award at the Iranisches TheaterFestival in Heidelberg, Germany. It recently had a very successful run at the Buriel Clay Theatre in San Francisco. Check her website anabayat.com for dates for the Southern California premiere. Ana has served several terms as Marketing and Public Relations director on the NCTA Board.

Call for Writers

Translorial is looking for writers to contribute original content or to cover NCTA events. This is an excellent volunteer opportunity that can help give you professional exposure while also earning CEU points for maintaining your ATA certification.

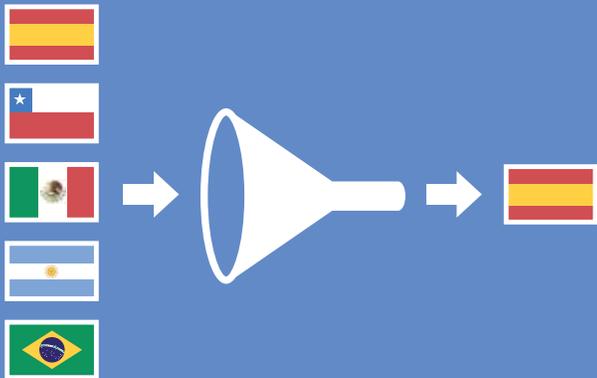
For more information, please email: publications@ncta.org



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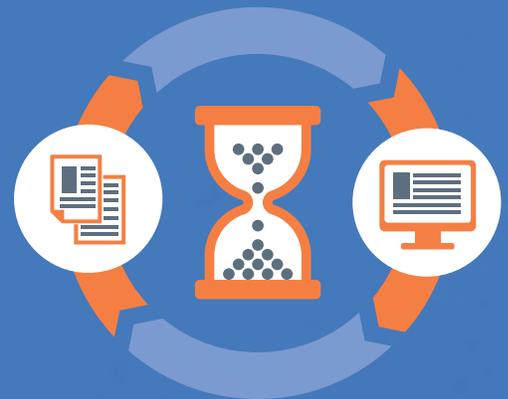
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2

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SDL | Trados Studio 2015

“CONFERENCE INTERPRETING: WHAT WE KNOW” – A REVIEW

AIIC Training of Trainers Seminar BY CYRIL FLEROV

It is not every day that one has the opportunity to meet a world-class researcher in conference interpretation. The International Association of Conference Interpreters (AIIC), as part of its *Training of Trainers* series, sponsored a seminar led by Franz Pöchhacker for teachers of conference interpretation. Sessions were held in Rome, Italy, January 29 through February 1, 2016.

Franz Pöchhacker is an Associate Professor of Interpreting Studies at the University of Vienna. He has worked as a conference and media interpreter and has published articles and monographs on various domains of interpreting, including the textbook *Introducing Interpreting Studies* (Routledge, 2004/2016).

The format of the event—a mix of lectures and discussions—allowed coverage of a significant variety of topics on conference interpretation, training, accumulated knowledge, and exchange experience.

So, what do we indeed know?

Quite a bit, actually. Research on conference interpreting started in the 1960s, but by psychologists measuring *decalage* (the lag between the original and its simultaneous interpretation) and not by interpreters themselves. Interestingly, recent research suggests that shorter *decalage* may be a sign of quality in interpretation, indicating that the interpreter is coping well with the source speech.

Several periods and schools can be identified, and various decades saw interest in different topics: the so-called Paris school in the 70s and 80s, for example, downplayed the significance of language-pair-specific differences in interpretation and argued that a specific language combination does not matter too



Photo courtesy of AIIC/Andy Gillies.

much, whereas the Trieste Symposium opened the field of conference interpretation (CI) to empirical research that was then actively pursued from the mid-80s.

For a while a “struggle” was going on between the two ‘camps’, epitomized by the *théorie du sens* (deverbalization) proposed by Seleskovitch and the push for empirical research spearheaded by Gile, best known for his Effort Models. An at-

tempt was made to make CI research more interdisciplinary and to introduce insights and methods from cognitive psychology, but it proved difficult to involve psychologists in the actual research. The field of CI research is gradually becoming more internationalized—though not necessarily more interdisciplinary—and now reaches far beyond Europe. Integration and diversification made such domains as sign language interpreting, legal interpreting, and healthcare interpreting important areas of study alongside conference interpretation. By 2004 the field of interpreting studies had become extremely broad, and in the past 10 years we have seen even more consolidation and integration in research. This has allowed us to take stock of our current knowledge about interpreting in the very recently published *Routledge Encyclopedia of Interpreting Studies*, edited by Mr. Pöchhacker himself—a very highly recommended tome.

Participants also discussed a variety of very practical topics: are there any exercises you

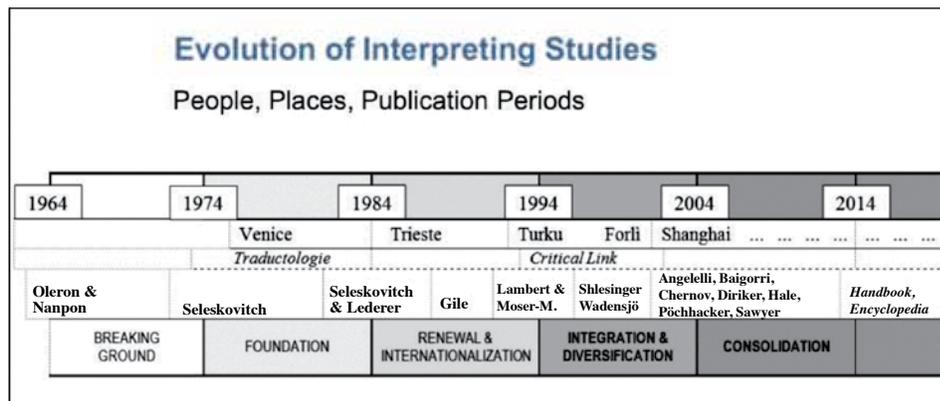


Figure 1. Major Stages in Interpreting Research

can do to improve your memory? Hmm, not really, it all seems to be about prioritizing information correctly, and our memory capacity is pretty much hardwired in the brain and limited by default. Interpreters may, however, get the most out of their finite memory capacity by using certain techniques: chunking, note-taking, and visualization.

Strategies in simultaneous interpretation: These certainly must be taught with a caveat that the combination of strategies you use is very language specific and that knowledge of strategies should be internalized; their use is automated by turning declarative knowledge into procedural knowledge. Don’t forget that proper preparation is a strategy as well, like any other! A significant amount of time was devoted to discussing quality in interpretation and the results of various major papers, such as the pioneering survey by Bühler (1986) and a recent replication among more than

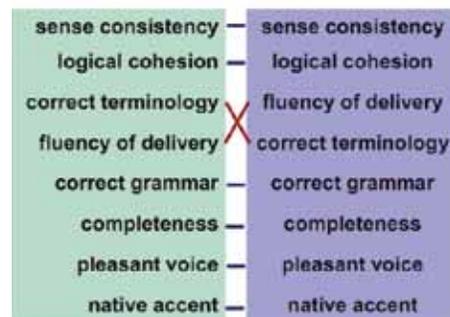


Figure 2. Bühler and Zwischenberger ranking of quality criteria

Interpreters may, however, get the most out of their finite memory capacity by using certain techniques: chunking, note-taking, and visualization.

700 AIIC members by Zwischenberger (2010).

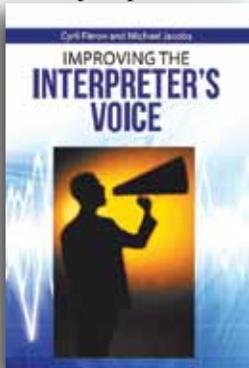
It seems that these papers mostly agree as to which qualities are significant when CI is evaluated—from the interpreters' as well as the customers' perspectives.

All these discussions were facilitated by the brilliant presenter: eloquent, intelligent, and a true expert in the topics—a rare treat indeed.

See AIIC's calendar of events on AIIC's Facebook page *Interpreting the World*: <https://www.facebook.com/aiic.interpreters>.

About the author

Cyril Flerov and his colleague at the Middlebury Institute of International Studies Michael Jacobs have just published a book *Improving the Interpreter's Voice*. Topics covered in the book include simultaneous and consecutive interpretation. The book also includes access to a web page with additional information and exercises. It is available for purchase from lulu.com. Search for "Flerov." 



Slide screenshots are published with Franz Pöchhacker's permission.



EDITING AND PUBLISHING FICTION IN TRANSLATION

Why Jo Nesbø's first Harry Hole novel is not "Batman"

BY ANNE-CHARLOTTE GIOVANGRANDI

At the NCTA General Meeting of September 12, 2015, Briony Everroad, a freelance editor with a special interest in literary translation, spoke about the challenges and joys of finding books worth translating, editing, and marketing. During her ten years at Random House in London, she published a wide range of titles, from Jo Nesbø's Harry Hole novels (from which she took many of her examples for this talk) to George Orwell's *A Life in Letters*. She founded the Harvill Secker Young Translators' Prize and worked on the *View from This Bridge* international writing blog. In 2014 she edited a special YA issue of *Words Without Borders* with translator Daniel Hahn. She works for a range of clients in London, New York, and San Francisco.

How do publishers find books worth translating? Traditionally, by browsing editors' catalogues, visiting book fairs, or through their agents. But they also rely on a network such as Norwegian Literature Abroad (NORLA) or Netherlands Letterenfonds (NLF)—or ask other published translators which books they think are worth translating. Then comes the important task of finding the translator with the right voice for the novel. Translators must themselves be good writers and have an ear for the characters. Publishers might



pay two or more translators for translating a book excerpt and then choose the voice that fits best.

Once a first draft of the translation has been written, editing is

three-fold (unless structural changes are required first, which is very rare). First, there is line-editing, which includes looking for phrasing, repetitions, and any passages that seem a little rough, followed up by queries to the translator and those who have a say in the suggested changes. Then comes copy-editing to catch grammar, spelling, and punctuation errors, as well as inconsistencies in the plot. Again, it is important not to override the author's idea, nor to make cuts, and to suggest any change with sensitivity. Finally comes proofreading, to get a polished text without typesetting errors.

Using Jo Nesbø's Harry Hole novels as an example, Everroad then described some of the challenges facing both the translator

see page 10

GENERAL MEETINGS

and the editor (as the person having a fresh look at the text) of translated fiction. Here are a few she discussed: Don't insult your readers by translating or explaining everything: even if they don't speak Norwegian, they will figure out, from the context, that *Fru Albu* means Mrs. Albu, and that *Sognsveien* or *Drammensveien* are street names in Oslo. If there are inconsistencies, find solutions to minimize the number of changes in the text. Forget about a one-liner joke if it needs to be introduced by a whole paragraph to be understood. Think hard about how to handle words already written in the target language, or made-up words, not making them appear deliberate. Don't hesitate to use words that are adapted to the time period of the novel, even if they might be offensive today (e.g. "tramp", and not "homeless person", for a novel taking place in the 70's). And make sure you

translate the title wisely: could Jo Nesbø's first Harry Hole novel, *Flaggermusmannen* (*The Bat Man*) have been translated literally in English? Instead, the name chosen for the English version was, appropriately, "*The Bat*".

How do these translated books get out into the world? The often-heard phrase that "translations don't sell" is false. Most people don't realize that they are reading a translation. There are also prejudices that need challenging, such as the idea that books from a particular culture should always emphasize particular themes. Any book can be translated if it is good and will work well in the target language. Finally, the way translated novels are advertised is changing: newspaper reviews are on the decline, but are being replaced by online reviews on all kinds of platforms. For all

these reasons, Briony Everroad sees the future of books in translation as very bright.

Interested in translating your favorite author? You can always try approaching a publisher with a short sample translation. Even if that specific book doesn't get translated, it's a good way to establish a relationship with a publisher. But if you visit a book fair to do so, first attend one that is either focused on your source language (Göteborg for Nordic languages) or on the genre of books you'd like to translate (Bologna for children's books), and then make sure you set an appointment far in advance with your publisher contact, as they will already be busy looking for the next translated book that will soon be found on your nightstand... 🌐

TRANSLATING IN A CONTESTED, COMPLICATED, AND FASCINATING LAND

Timor Leste BY ANA DE MORAES

On the occasion of NCTA's last general meeting of 2015, members were given the opportunity to listen to and participate in Mr. Robert Finnegan's presentation on Timor Leste. Mr. Finnegan is a former US Army missile repairman, Christian missionary, certified translator, and contract interpreter with the US Department of State. He also teaches an NYU certificate course in Introduction to Portuguese-to-English Translation. In addition to his affiliation with NCTA, Mr. Finnegan is an ATA-certified Portuguese-to-English translator and has served as a board member of ABRATES—the Associação Brasileira de Tradutores. He worked as a UN translator in Timor Leste as part of its Serious Crimes Investigation Team (SCIT). During his time in Timor Leste, he received a village commendation for his volunteer work and was considered a village elder, making him eligible to participate in Tara-Bandu, a traditional conflict-resolution ceremony. He has lived in Canada, Mexico, Brazil, East Timor, and Indonesia. He met his wife, with whom he has nine children, in Brazil, where he



lived and worked for 28 years. Currently based in Sacramento, Mr. Finnegan continues to work as a freelance interpreter and translator specializing in legal texts: contracts, legislation, court documents. As for interpreting, his focus has been technical, particularly IT.

Mr. Finnegan's presentation was structured in three parts, beginning with a narrative about Timor Leste—its history, people, languages, religion and struggles—followed by an account of his work for the UN peacekeeping mission, specifically with the SCIT. He concluded his presen-

tation with a summary of various UN job opportunities for translators, interpreters, and editors; he shared some of the websites where such jobs can be found.

Located in Southeast Asia, Timor Leste is an island situated between Australia and Indonesia. Its official languages are Portuguese and Tetum; 40% of Tetum follows Portuguese vocabulary, whereas Portuguese is largely used by Timor's elite and by the judiciary. There are, nonetheless, approximately 38 different indigenous languages spoken on the island (about the size of the State of Delaware). The first Portuguese explorers arrived in Timor between 1509 and 1511. Despite a close affiliation with the Portuguese, the Timorese were largely left alone when it came to its colonization, for Portugal was busy colonizing Brazil at that time, and Timor remained little more than a neglected trading post until the late nineteenth century. Timor Leste became independent from Portugal in 1975.

Timor Leste has been conflict-free for the past seven years; however, it has a long

history of invasions, political unrest, famine, population dislocation, destruction, and massive civilian deaths. The country is reputed to have had one of the largest proportional genocides in modern history. Timor Leste's occupation by Indonesia lasted 24 years, a difficult period of encirclement and annihilation for the country and its people. Previously, the country was invaded by Australia during World War II and occupied by Japan shortly thereafter. In 1999, Indonesia allowed the UN to organize the Popular Consultation to decide whether Timor wanted integration with or independence from Indonesia. Despite independence being chosen, Indonesian military and militias destroyed 80% of Timor's infrastructure, and thousands were forcibly relocated to Indonesia, prompting the UN to send peacekeeping

troops to restore order. There have been five UN missions since 1999; the most recent one ended in 2012.

Established in 2000 to prosecute cases of crimes against humanity, the SCIT concluded its work in Timor in 2013. Over the course of three years, 392 people were indicted, including some Indonesian generals. Many others were convicted as well. The SCIT was staffed by three foreigners as Portuguese-English translators and eleven Timorese local language translators. The team worked on case files translating evidentiary materials, including witness and defendant statements, investigation and forensic reports, petitions, indictments, and warrants related to the cases. The Timorese interpreters accompanied investigators in the field, translating materials from Tetum or other indig-

enous languages into English so that the international translators could then translate the material into Portuguese to be used by Timor's judiciary. Mr. Finnegan's first task with the SCIT was to translate the Criminal Code into English, a task that he admits exceeded his qualifications at that time; however, with help from his lawyer and linguist colleagues, he was able not only to translate the materials, but also to reconcile concepts from Civil with Common Law. Not a small feat for a lay interpreter who had to assemble an international team of translators before starting to work in a troubled part of the world, without much time to prepare and without many of the resources available to professionals in the field of translation! Mr. Finnegan was responsible, for those very reasons, for implementing the first CAT tool at the SCIT and UNMIT to better serve translators and the organization.

Before providing information about the UN's translating and interpreting opportunities, Mr. Finnegan had some words of advice to share with the group in regard to handling stress in this profession. In his case, he relied on his faith and the support of his wife and family via routine Skype calls. He also noted that thinking about the work at hand as fiction helped him cope with the depression brought on by the accounts of traumatic occurrences he heard on a daily basis. 🌐



Member winners of the GM raffle—[L] Carola Berger [R] Ingeborg Weinmann-White

LILT-MACHINE ASSISTANCE, NOT MACHINE TRANSLATION

BY MIMI WESSLING

Most of us, at one time or another—or even every day—use a computer-assisted translation (CAT) tool. Spence Green, our presenter at the NCTA General Meeting on February 20, introduced us to a new translation tool based on a different concept: computer-aided translation. The company he represents, Lilt (lilt.com), has as its mission to increase information access by making quality translation more widely available. The quality part comes from their efforts to develop a tool that more reliably represents the needs of the user. Lilt adapts to the writing style of the user, and its cloud-based interface is extremely user friendly: either single words

or entire sentences can be changed. Above all, the efficiency and accuracy of the translation are enhanced by two main differences from other tools: the UI is in the Cloud and a back end development based on human factors research.

The beginnings of the Lilt concept were first disclosed in an article by Green and his Stanford colleagues Jeffrey Heer and Christopher Manning: *The Efficacy of Human Post-editing for Language Translation*. They modeled the efficiency of post-editing as the time it took for a team of expert translators to manually correct the results of machine translations of vary-

ing difficulty and with different language pairs. As a surrogate measure for efficiency they used mouse-hover: the amount of time a translator's mouse lingered over a word in the user



Spence Green

interface, possibly a word that the translator pondered as being incorrect, not quite

see page 12



right for the context. They then used statistical methods in combination with mouse-hover patterns to predict translation time.

The system that eventually evolved as Lilt has four unique features. Predictive typing is based on a statistical system that will incorporate the user's past translations. The suggested translation is personalized to give a best guess after the prefix is typed. There is an integrated translation memory, or lexicon, and automatic tag projection (no need to manually insert tags from the original segment). The highest efficiency is obtained by having a lexicon in place from previous translations, but a TMX file can be added after the language pair is chosen and the project is created.

Spence then demonstrated Lilt using a Spanish text. After the file is in place by drag and drop, the Lilt editor screen shows a list of source segments; it shows a best guess and also gives a next word alternative. The translator can select single words or the whole selection; the system learns the words that are corrected. Basic post-editing can be done here; the system tries to give relevant concordance suggestions. Then a new view, the reviewing screen, appears, showing metrics such as the words per hour.

The Lilt team continues to test and improve their product; most recently they did a productivity case study. Two groups

of 5 professional in-house translators (one in San Jose and one in France) were challenged to translate two English documents, one easy and one difficult, to French using another highly regarded CAT tool or Lilt. The systems were alternated in a regular manner among the translators and the documents to generate a randomized measure of efficiency and accuracy. On average, translating the easy document was 21.9% faster with Lilt, the difficult document, 13.6% faster.

After the presentation, questions arose from the audience asking about the limitations that Lilt's being a Cloud app could impose. First of all, why the Cloud? Answer: because of its size, it's easier to update constantly, and it's easier for the user to collaborate with colleagues. But, what about privacy? Data is never shared among users. Security? Consider the security issues involved with using your own computer—is it free from hidden malware? Admittedly, some types of documents such as patents cannot use a Cloud machine-assist app. Other types of documents also impose limitations: conversion of PDFs is still a work in progress.

Now it's time for the author's personal confession: I have only recently started to learn to use a CAT tool. My translation jobs often come in as faxed PDFs, and the advantage gained using either a CAT tool or Lilt can start only after the source language is retyped. However, I decided to check Lilt

out with short excerpts retyped from one of my dirty faxes of a medical document and a client-approved translation. I used the online version that is free (at the moment) and first ran through the tutorial. When I proceeded with my translation "test" what should suddenly appear but a chat window with none other than Spence himself giving me suggestions. I plan to give Lilt another trial using a complete study—but after the Spring Translorial is ready to go to our members.

In the final analysis, there is much to recommend Lilt, especially the drive that the Lilt team has to make it better and better. They've recently added Portuguese-English to the previous language pairs (English↔French, Dutch, German, Spanish); the ability to import client glossaries is also under development. Keep checking the Lilt Web site for changes that will enhance your translating efficiency—and thereby, earning power! 🌐



MIIS students and grads at the Lilt GM

WORDFAST WITH A MASTER

Intermediate Wordfast Workshop BY EVA TORNEBOHM-ROCHE

John Di Rico, Sales and Marketing Manager for Wordfast, also runs ApexTra, a small translation company in France. He presented a second workshop on October 17, 2015 on using the CAT tool Wordfast at the SFSU downtown campus in San Francisco. As a new version, Wordfast Pro 4 (WF4), was scheduled to be released in 2016, this was an opportunity to get a head start using this popular software. The first Wordfast workshop was held in May 2015 in Monterey. John has been offering professional training for translators since 2006 and is a very experienced and able teacher.

We attendees were a small group of 7 translators with varying experience using Wordfast—from no experience at all to a couple of years. The represented source and target languages were English, French, Spanish, Romanian, and Swedish. After the usual introductions we got underway. To get the most out of this workshop, we immediately realized that it was very important to have the new software already installed on your computer and all the workshop-related files unzipped. This was not the case for all of our participants, who, unfortunately, missed out on some of the information that was given. So here's good advice for future similar workshops: get familiarized with any documents ahead of time!

Several short translation samples focused on using certain features in WF4 were extracted from the documents John had provided prior to the training. The documents also included the manuals as well as provided folders to store future translation memories (TMs), glossaries, and projects. John had, as usual, prepared workflow and features sheets, a great help and a good reminder whenever you start out with a new project. I have used Wordfast for approximately 1.5 years and have not been able to organize my projects, translation memories, or glossaries in a satisfactory manner. I found it especially useful to be able to go through the necessary steps to make this possible. I think this is very important if you would like to benefit from years of previous translations. John gave us advice how to date the projects, year/month/day, so they will follow in a chronological order and can easily be retrieved on demand. Other

project details like Client-EndClient FIELD and maybe a short description should be added. In this new version of Wordfast Pro, you are also able to add several languages for projects with multiple languages. Several TMs can be added, the primary being the Client TM (the one you setup or was provided by the client) and as many secondary TMs as you wish. You can also create your own large TM, i.e., that consist of all existing translated segments. When using several TMs, all the translated segments will be saved to the different TMs. Glossary terms can be added by highlighting source or target; this is a new feature with this Wordfast Pro version. We also discussed how to import/export TMs/glossaries.

We learned that all files are accepted on a Windows computer and that there is a built-in PDF converter in the Windows version, but not so in the MAC version. To switch between different tasks in WF4, the shortcut ALT + W could be used. The Analysis feature does not count separate numbers, and all hyphenated and apostrophe-s ('s) words are counted as two words. You can choose to work with or without tags. This can be modified under Preferences > Translation Preferences > Tags. Instead of a tag indicating bold text, you can now type Ctrl + B, another new feature in Wordfast Pro 4 compared with WF3. Tags that consist of links must however be copied to source using various shortcuts.

John advised us that the green bar following the translation progress is currently not very accurate, as it represents a percentage of segments completed and not words. If you want to check how far you have progressed with your project, it is better to perform a new analysis. We learned how to set our preferences in advance using the Spellchecker and Transcheck feature; John also advised us to not have the Transcheck on at all times. To review segments with Transcheck errors, they could be filtered out using the shortcut Q, which will speed up the editing.

We were also told that the Project Cleanup feature is a little more advanced compared with WF3. You can furthermore create a Segmentation Report that will show which segments have been changed and by whom.

However, edited bilingual tables cannot yet be imported into WF4 and accepted/updated in the TM. This feature will be implemented in the near future.

As always, time is too short at these workshops and the more you get to know, the more you want to learn. It seemed as though John gave progressively more information, but it is probably more likely that we absorbed more when we practiced using the different features and got acquainted with the software. I recommend attending similar workshops as they present a very good opportunity to learn more about CAT tools; there is always something new for everyone.

Note from Wordfast:

a 30-day fully functional version of Wordfast pro is available for download from the Wordfast products page: wordfast.com/store_download. 



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DON MEE CHOI, KEYNOTE

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GETTING STARTED WITH SDL TRADOS STUDIO 2015

An information-packed, NCTA-hosted SDL Trados Studio 2015 workshop for

beginners BY CECILIA PALMCRANTZ

On a glorious, sunny and crisp November Saturday in downtown San Francisco, a small group of dedicated translation professionals chose to forego the beautiful outdoors in the City by the Bay to spend the day inside a classroom at Golden Gate University. We had come there to learn more about computer-aided translation (CAT) tools, particularly SDL Trados Studio 2015. Our guides were Tuomas Kostainen, SDL expert presenter, and Sarah Llewellyn from NCTA, which hosted the event.

My main reason for attending the workshop was that, having worked as a freelance translator for over two years, I felt I had reached something of a plateau in my work and I needed ways to become more efficient so that I could scale up my business (and ultimately, hopefully, my income!). The only CAT tools I had used prior to the workshop were XTM and Wordfast Anywhere, and then only in the most basic of ways. I had not been terribly impressed with either of these two tools, but I understood there was more to CAT tools than what I had been able to figure out on my own. So many more features and functionalities, if only I knew how to use them.

The Workshop

Although this workshop was specifically designed for beginners and did not require any prior CAT-tool experience, our group was mixed. Some of us had no previous SDL experience and came armed only with the 30-day free trial demo version downloaded to our laptops. Others already owned an SDL license and had used the program for some time. We also represented many different language combinations, and the workshop was entirely language neutral.

Tuomas started us out on the day's journey with basic information: CAT tools in general, what they are and what they are not (compare machine translation); terminology, such as the difference between TM (translation memory) and TB (term base). As the day progressed, the information became more specific and task-oriented. As a joint hands-on exercise, our group translated

a short English source file into our respective target languages. Here, nitty-gritty details such as tags, filters, and splitting and merging segments came into play, as did how to use features such as document preview and spellchecking. This exercise also meant that we “automatically” touched upon some more advanced territory and, as is frequently the case with software programs, learned that there are often different ways to achieve the same result. Tuomas answered all of our questions patiently and, as a long-time SDL user, Sarah was a great resource here: she circulated and helped participants who had gotten stuck somewhere along the way.

Pros and Cons

CAT-tools, including SDL, are not a one-size-fits-all solution; their general pros and cons were discussed. Their potential benefits can be numerous: improved speed, accuracy, consistency in terminology, more efficient file handling and file analysis, and more. Also, these tools can enhance your overall competitiveness (I have personal experience of losing out on projects only because I did not have SDL at that time).

The cons are real as well: being able to reap the full benefits of a CAT tool like SDL will take time, not only because of the learning curve—I think we can all agree that these tools are not the most intuitive or user-friendly software programs out there—but also because building up your TM is a long-term process. The actual benefits will also depend on the translator's main type of work. Tuomas pointed out that CAT tools are mostly beneficial for highly repetitive texts—think software manuals and legal contracts. They are not as well suited for unique texts such as literary translations or other texts requiring a high level of creative flow. The format of the source file is another factor to consider. At least historically, SDL has not worked with scanned PDF files, although there is a new built-in OCR reader in the Studio 2015 version (which I have not yet tried). MAC users should keep in mind that there is no SDL version for the MAC OS; therefore, MAC users must go

through the extra step/expense of running Boot Camp or a guest OS on their computers. Last but not least: CAT tools come with a hefty price tag.

Wrapping up

Toward the end of the day, the energy level in the classroom seemed depleted. Personally, I felt as if everything was becoming increasingly blurred. One of the participants asked how we could best retain what we had learned and how we should continue from there, and Tuomas's response was emphatic: “Start using the program in your daily work.” This rang true with me. The workshop was a good way to get started on the right track; however, it does not make you an instant expert. The day had been information-packed and rewarding, but I had had some difficulty keeping my focus and taking it all in—listening and taking notes while trying to follow each step on my laptop without falling behind...this had all been a challenge. So I, for one, am glad to see that NCTA will now also offer an SDL Trados workshop for intermediate users. Frankly, I am not sure I am ready for it yet, but I look forward to attending that workshop in the future to hopefully take my SDL skills to a higher level. The program really is that complex—a one-day workshop is just not enough! 🌀

It's said that many hands make light work

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DEVELOPING VOICE QUALITY: THE VOICE IS ALSO A TOOL!

Voice Training for Interpreters and Voice-Over Practitioners BY HANDE TAYLAN

Rather than control the words and dominate them intellectually...I would like to see the actor painted by the words as though he or a she were a canvas gradually taking shape from outside stimuli.

—Patsy Rodenburg, *The Actor Speaks: Voice and the Performer* (2015), p 165.

Rather than control the words and dominate them intellectually...I would like to see the actor painted by the words as though he or a she were a canvas gradually taking shape from outside stimuli. —Patsy Rodenburg, *The Actor Speaks: Voice and the Performer* (2015), p 165.

You cannot always have “great pipes,” but you can develop good ones. Voice quality is a combination of vocal tract configuration and laryngeal anatomy, which you cannot change, and the learned component, which can be changed and improved. How to do it was the topic of the 4-hour Voice Train-

ing Workshop at NCTA presented by Cyril Flerov, AIIC, TAALS, a Russian conference interpreter and interpreter trainer.

We do indeed have different voices: the voice we are born with, i.e. our natural voice, and the voice conditioned by our upbringing and culture. The goal of interpreter voice training, therefore, is to discover our natural voice and liberate it from the confines of conditioning, and to make it our professional voice.

It begins with the body, because tense muscles and wrong posture are not conducive to

good voice production. The major milestones on the way are: finding your natural physiological pitch, understanding how your voice really sounds, and working on your vocal range, intonation, rhythm and delivery. These are not just vocal “niceties”: the interpreter can use voice properties creatively in order to maximize his performance.

For example, you can create much more freedom for yourself in the booth if you use a falling intonation not just in the end of a statement, but inside the statement at the end of a syntagm as well (a syntagm is a segment of the source text which the

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translator treats as a single cognitive unit.) Instead of saying “This problem is very important (↗) and is worth considering (↘).” You may say “This problem is very important (↘). It is worth considering (↘).” It gives you an opportunity not to have to follow the structure of the original sentence and use *saucissonnage* (following the original without much paraphrasing) creatively. In the second example, you do not have to continue the sentence after the word “important” because it is used with a falling intonation, so your listeners will not expect a continuation. You may choose at that point, if you wish, to continue the sentence or—if it is becoming too long—start a new one. To train in this skill, you have to recognize when your voice goes up or down and manipulate it consciously. Speech Analyzer software (www.sil.org/computing/sa/) is a good starting point to work on your intonation; it was demonstrated during the workshop.

Another important voice parameter is rhythm. Proper rhythm creates an atmosphere of predictability and improves interpreter credibility. It also helps set up the entire flow of a conversation, especially in simultaneous interpretation, so that the par-

ticipants do not speak too fast. Such voice skills are to be consciously learned and automated, so that during actual interpretation, the interpreter can concentrate on meaning and style, and the voice can correctly express what is said in the source language.

Voice protection and vocal exercises were also covered. Both are very important for interpreters who have to use their voice all the time. Shouting in loud places, talking on an airplane, dehydration, viruses, and stomach acid can wreak havoc on your voice, so interpreters must pay utmost attention to voice protection. Various medications can also have an adverse effect on your voice. If you take them regularly, it is best to consult with the website Check Your Meds of the National Center for Voice & Speech (<http://www.ncvs.org/rx.html>) as to which drugs have side effects.

Daily warm up (and possibly cool down) vocal exercises are also mandatory for professional speakers. As a minimum, it should be humming that clears your throat, helps build resonance and wakes up your voice. Other exercises may include lip trills (closing your lips and blowing air through them loosely), *glissando* (singing one note from the low-

est to the highest and back) and blowing air through a narrow tube (e.g., a sipping straw) to unpress your vocal folds.

With proper training and care, your voice will work optimally and without any effort. You will also be able to mitigate to some degree age-related changes in pitch and the vocal folds tissue. Remember that your voice is a kind of a muscle and needs gentle but constant training and conditioning.

Interpreters cannot use their voices as expressively as actors are allowed to, and we always operate within the limits of the communicative task and the limits the speaker we are interpreting is giving us. Interpretation students need to understand early on the boundaries of voice use and improvement, and that working on your voice is a required lifetime task.

Cyril Flerov and Michael Jacobs (both are professors at MIIS—the Middlebury Institute of International Studies at Monterey) are authors of the recently published book *Improving the Interpreter’s Voice*, (available at www.lulu.com) in which these and other voice-related subjects and exercises will be covered in more detail. 🌐

GETTING STARTED AS A TRANSLATOR

Even experienced translators need occasional inspiration! BY CAROLINA VITA SHEPHERD

On Saturday, February 13th I had the pleasure of attending Michael Schubert’s presentation, *Getting Started as a Translator*. Mr. Schubert is an experienced ATA-certified German-into-English freelance translator specializing in IT, corporate communications, and musicology. As a musician, he worked in Germany as an orchestral flautist. While listening to Michael’s presentation, I observed that just as all the instruments in an orchestra work as a whole in perfect harmony to produce beautiful music, he explained all the elements that a translator needs to put together to become a successful professional.

To begin, Michael introduced two salient points that set the tone: 1) You’re a skilled professional...so act like it; and 2) The industry is thriving...so expect to thrive. He then described the core qualifications of a successful translator.

Core qualifications

- **Language skills.** Have perfect knowledge of the source language and target language, be “language nerds.” To keep knowledge of the source language fresh, Michael suggested listening to podcasts, reading newspapers and magazines, and watching TV in the source language. To keep perfecting the target language, he suggested reading publications in your area of specialization, such as industry trade journals.
- **Computer skills.** Because computers evolve, we also need to evolve with them. We need to be masters of our operating system, have excellent Internet research skills, and, last but not least,



excellent communication skills, using e-mail and smartphones with our clients. CAT tools—such as SDL Trados, Wordfast, memoQ—are essential for our work. They help us work better, catch mistakes, speed up our work, and, “they help the client develop his voice.”

CONTINUING EDUCATION

As Michael explained, CAT tools help keep language more consistent than if we were to work without the aid of such technology.

- **Business skills.** Set up a productive and pleasant work environment and invest money in the things you need: a good computer, printer, scanner, and dictionaries. Invest time in developing your business by updating your LinkedIn profile and your résumé, and by taking workshops when you do not have any work. Be the master of your own business: know how to do the bookkeeping, invoicing, IT, and other business tasks. Be prepared for income fluctuations, so set aside money for those dry spells.

Building your empire

- **Have a good résumé** that you update regularly. One page is recommended. If you do not have much information about past translation jobs, you can add volunteer information, associations you belong to, and software you use. You also should have a LinkedIn profile with a professional headshot.
- **Be connected.** Join the ATA and NCTA, and consider joining translation associations in the country of your non-English language. Join listservs and forums such as ATA chapters and divisions, the “NC-TA-members” listserv, software-specific forums.
- **Be visible.** Join translation portals like Aquarius, ProZ (largest), TRADUguide, TranslatorCafé. Create your own business website and maintain a social media presence. You can join the NCTA LinkedIn group, and you can also blog or tweet (but keep it professional).
- **Brand yourself.** What is special about you as a professional? For example, if you specialize in technology, then highlighting that you live in San Francisco or close to Silicon Valley would be a plus.
- **Clients.** Direct clients will find you if you have a strong web presence. Contact agencies to get work only after reading reviews about their payment practices (www.PaymentPractices.net for \$20 a year is an option). You can also target companies that work in your field of specialization and attend conferences in the field you translate.
- **Pricing.** Maintain fixed rates or negotiate

rates on a client-by-client basis—either approach is valid. Always have a purchase order before you start translating; for a new client, consider requesting payment in advance.

Sustaining your empire

- As you become an established translator, you can choose the type of work you want to do. The important thing in this stage is never to stop growing and learning. Always learn from the corrections in a translation and always learn from colleagues by attending conferences, workshops, webinars, and social events. Narrow your specializations and become a master of your area. Raise your rates in a fair manner.

In conclusion, Michael Schubert’s presentation was a valuable experience. Although I’m a certified and experienced translator, I still learned from his stories, as well as from the specific tools he discussed. His presentation was a great reminder that even when we are established in our profession, we constantly need to keep on growing, learning, and acting as the linguists and writers that we are. Bravo, maestro! 🌐



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THE DOS AND DONT'S OF RUNNING A SMALL BUSINESS

Kermit Clum, CPA & owner of Key Financial Solutions, offered an overview of the basics for newcomers and seasoned professionals alike BY KATE PARTLAN

On February 13, a group of translators and interpreters gathered at Golden Gate University to attend a half-day NCTA workshop presented by Kermit Clum, CPA and owner of Key Financial Solutions, on the dos and don'ts of running a small business. Mr. Clum was careful to point out that the content of the workshop was general in nature and would apply to any small business, but he also showed an awareness of and sensitivity to the specific needs of translators and interpreters throughout the session. The workshop was held in English and focused entirely on the details of running a small business in the local area.

Mr. Clum started his presentation with a general discussion of the pros and cons of working as an independent contractor. Most, if not all, of those in attendance seemed to already be working in this capacity in some way, so they were familiar with the positives: independent contractors are their own bosses, making their own schedules and determining their own worth. "Every day is Friday—but every day is also Monday," Mr. Clum said, pivoting to the more sobering aspects of this type of work: lack of guaranteed income, job security, and the various benefits typically provided by an employer. This last point garnered particular interest from the audience. Beyond the obvious factors of health care, retirement, paid holidays and vacation, Mr. Clum also pointed out unemployment and worker's compensation as other benefits that independent contractors lack and should take into account.

Hi everyone!

;))

The best time to celebrate is whenever you can.

Oscar

The speaker then offered a series of basic recommendations. First and foremost was that contractors should separate the business and

personal sides of their lives, including setting up and maintaining separate bank accounts and credit cards and keeping good records. Throughout the workshop, Mr. Clum repeatedly stressed the importance of keeping detailed and accurate records, especially in case of an audit. "It's not what you think, and it's not what you know; it's what you can prove," he said. He also pointed out that these kinds of records are not only essential in an audit, but also help the contractor to track earnings and expenses and make sound decisions on an ongoing basis. One point of particular interest to the interpreters in the audience was the treatment of mileage for tax purposes, including the details of tracking and reporting mileage and whether commute miles count. Participants were advised to consider software solutions to help facilitate budgeting, record-keeping and related tasks.

Mr. Clum proceeded to a discussion of self-employment and taxes, outlining the difference between independent contractor and employee status and explaining self-employment tax and the 1099 form. He was careful to point out to the audience that all income needs to be reported, not just what is stated in the 1099 forms a contractor receives after the end of the year. He touched upon various deductible expenses, such as car and truck expenses, depreciation of business equipment, meals and entertainment expenses, and expenses for business use of a contractor's home, which turned out to be a broader category than many participants had realized, judging from the lively audience responses and detailed questions. Whereas this workshop was intended as an introductory overview, many participants seemed to come away with new avenues to explore with regard to their specific situations (deductions for home mortgage interest, education expenses, reporting of foreign financial assets, and so on). Mr. Clum also highly recommended that all participants use an EIN rather than an SSN in conducting their business.



The presenter sketched out the differences between sole proprietorships, LLCs, and S and C corporations before moving into a brief discussion of estimated taxes. More detailed treatment was given to a discussion of retirement options, specifically SEP IRAs and 401(k) plans for small businesses. Mr. Clum gave a dry summation of his approach to saving for retirement: "everything you can afford to save without stopping living your life." He then ran through the details of traditional and Roth IRAs, HSAs, HRAs, and FSAs in a very dense section of the workshop peppered by individual questions.

A Q&A session at the end of the workshop elicited further questions from the audience, which Mr. Clum addressed cheerfully, albeit in brief due to time constraints. Given the broad scope and limited time allotment for this workshop, there is certainly room for further sessions along these lines. Every group of participants will have a different makeup and hence different individual questions, which are also helpful to other participants who may not have considered all the ins and outs of this complex field beforehand. Many translators and interpreters tend to view themselves as craftspeople or service providers first and businesspeople second (if at all), and a reminder to step back and really focus on the business side is always beneficial. As Mr. Clum said during the workshop, "It's easy to spend money; it's hard to earn it. If it costs you something, you'd better get value out of it." This workshop certainly delivered by that measure. 🌐



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NCTA APRIL TO JUNE 2016 CALENDAR

APRIL 27	NCTA Happy Hour in Walnut Creek
MAY 3	NCTA Lunch Social in Berkeley
MAY 14	NCTA General Meeting San Francisco: "Misclassified! The Freelance Healthcare Interpreter in the Uber-Economy," presented by Bill Glasser, Founder, Language World Services. 1PM
JUNE 11	Workshop: SP<>EN translation and interpreting for the mining industry Location: San Francisco. 9:30AM to 12:45PM*
JUNE 11	Workshop: Exploring Medical Translation In San Francisco. 1:30 to 4:45PM
OCTOBER 6 - 9	American Literary Translators Conference, Oakland*
NOVEMBER 2 - 5	American Translators Annual Conference, San Francisco*

**Pre-registration and fee required to attend.*

For details and updates, click on the Events tab at www.ncta.org

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