



NOTA BENE

Vol. XXVIII, No. 3

August 2005

Annual Dinner Meeting

September 24th at 6:00 p.m.
Blue Canyon Restaurant
8960 Wilcox Drive
Twinsburg, Ohio

For details and directions, please
see the announcement on pg. 4

Minutes of the NOTA Executive Board Meeting

July 21, 2005

Present: Jill Sommer, Amanda Ennis, Anne Chemali,
Cindy Hazelton, John Shaklee

Best Wishes to Lee: Lee was not able to attend tonight's meeting because of some recent dental work. But being the trooper he is, he submitted his suggestions and comments on the agenda in writing. The Board sends Lee our best wishes for a speedy recovery, and we look forward to seeing him at the meeting in September.

Membership Issues: The Board discussed whether NOTA should limit membership to translators/interpreters residing in our geographical area. Jill contacted other chapters and reported that most local groups do not limit membership by geography. The Board voted to continue accepting members from around the country at our current membership fee, but to raise the fee for international members to \$50. John and Jill will update the membership form to reflect this change.

Public Relations: Amanda reported that she has a difficult time connecting with reporters from Mosaic, the Plain Dealer supplemental section. Jill suggested that we try to get an article in the Plain Dealer. Amanda will contact the ATA consultant to help us publicize our chapter.

Continued on page 4

NOTA Picnic – June 11, 2005



NOTA must have done something right to be on such good terms with the weather god, because our picnic was on a picture-perfect day, and this summer this meant something because the beginning was cold and rainy and then we had scorching heat forever and ever. A really nice day like this was an exception. We were able to get the same shelter as in previous years, which is close to the main road and really nice. As usual, the food was rather diversified and very good, and everybody had a great time.

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

2004/2005 NOTA Executive Board

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NOTA membership fees:

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

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

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Kent, OH 44240-0994

President's Message

Hi everyone,

By the time you read this I will be sprawled on the beach in Cancun, enjoying my first real vacation ever. Whenever I go somewhere I always lug my laptop with me to stay connected to clients, friends and family. Not this time! The past year and a half have been very successful for me, so I decided to bite the bullet and cut myself off from the world for a week. I have noticed a trend of clients expecting us to work on weekends or work overnight to meet a deadline. In this world of cell phones and expected 24/7 availability, it is up to us to draw the line somewhere and set boundaries for ourselves and our clients. Two Fridays ago one of my clients came to me with a big project (40,000 words to be split with another translator due on the 9th). I told them I could start the next Monday, and they were ok with that. How many times have we pushed ourselves to the limit to meet a deadline only to find that the client is finally looking at the text a week later? There is a saying in German: „Es wird nichts so heiss gegessen wie gekocht,” which literally means, “Nothing is ever eaten as hot as it was cooked.” Set some limits (office hours/willing to work weekends but then not work for a couple days during the week), go on vacation, do something to avoid the inevitable burnout that comes from being available 24/7.

I am really excited about our upcoming Annual Meeting in September. Blue Canyon has received rave reviews, and the food there is amazing. The Executive Committee realizes the price of the dinner is extravagant, so we have decided to subsidize the dinners. With the ATA rebate checks and Anne and my Trados workshops and the Internet research seminar we have planned for January, we are excited to be able to give you a little treat. We have invited ATA Treasurer and agency owner Jiri Stejskal to come speak to us with tips on what to do and what not to do when working with an agency. He will also give us some tips on resumes and marketing. I hope you will join us. Space is limited on the Porch, so we have to limit attendance to 30 people. Please RSVP to Anne Chemali by sending a check for \$30 per person as soon as possible to reserve your space. The final deadline is September 20th. After this date, the only way you will be able to attend is if someone cancels at the last minute.

I met with a representative of the Cleveland Convention & Visitors Bureau last week. She had contacted me about the possibility of bringing the ATA conference to Cleveland. I explained to her that several members had tried before and had failed due to the lack of suitable hotel space. We are now discussing possibly hosting a smaller conference like the ones held throughout the year (entertainment conference in LA, financial conference in New Jersey, translation tools conference in Chicago), and I am trying to come up with a suitable theme. One that I am particularly fond of is the idea of a biotechnology conference since we have so many biotechnology companies in the area. If anyone has any suggestions, I am open to hearing them.

She is also going to send me a list of upcoming trade fairs and conferences here in Cleveland. The Executive Committee discussed attending some fairs to make the presence of NOTA more noticeable.

If any of you would like to view the list and offer some suggestions (or even visit the trade fairs on your own to market to direct clients and drum up business), please contact me.

Other upcoming events include another clam bake in October (exact date to be announced via e-mail) and the holiday party in December or January. As I mentioned before, Anne and I have been busy preparing our presentation on Internet research skills for the ATA conference in November. We have so much material that we have decided to offer a 1-day session in January for ATA and NOTA members. Details will be announced later.

I would also like to encourage you to consider joining the Northeast Ohio Chapter of the Society for Technical Communication. I just learned about this group, but Lee Wright was a member for many years. The group targets technical and professional writers,

and translators certainly fit the bill. Their web site (<http://www.neostc.org/>) lists the upcoming events. The next monthly seminar is scheduled for September 8 and is entitled "What's Up, eDoc? - Emerging Trends in Technology: Blogs, Wikis, and More." An upcoming event in March will feature Alan Horvath of Star Group in Cleveland, developer of the translation tool Star Transit, and he will talk about translation memories and translation tools. I'm looking forward to getting to know this interesting group and hope you will consider doing the same.

Anyway, I hope you all enjoy the dog days of summer and hope that fall doesn't creep up on you too fast. School will be starting again in only a matter of weeks, and I know I for one will be busy teaching, taking a software localization course, and translating.

Jill Sommer

Minutes ... continued from pg. 1

The Board discussed various methods to get our name and services out to the community. Cindy suggested joining local trade organizations that would put a NOTA link on their website. The Board did not feel that was the most effective way to advertise. Jill suggested we attend a local trade fair. Anne and Cindy will research a trade fair to be held in Cleveland in 2006 and report back to the Board.

Amanda reported that the ATA received 12 entries in its School Outreach Program. The winner will be announced on August 15 and presented at the ATA Conference in Seattle. NOTA members are encouraged to speak about translation in a local school setting, have a photo taken, and submit it to the ATA for next year's program. Next year's winner will receive a free registration to the 2006 ATA Conference in New Orleans.

ATA Conference in Cleveland? : The Board discussed the possibility of bringing the ATA Conference to Cleveland. Lee submitted his findings that in the past, Cleveland did not have enough hotel rooms for the conference. However, Amanda and Jill will meet with Kristi Runser from the Convention & Visitors Bureau of Greater Cleveland to discuss the possibility. The earliest available date would be in 2011.

Annual Dinner Meeting: Our annual dinner meeting will be held on Saturday, Sept. 24 at the Blue Canyon restaurant in Twinsburg. Cost will be \$41. (NOTA will subsidize each dinner for \$11, making the actual cost for dinner \$30.)

Changing Banks: John reported that we are currently paying bank fees of \$12 per month. Amanda and John will research fees charged by other banks and report back to the Board.

ATA Certification Exam: Jill reported that 11 people took the ATA certification exam at KSU in June. Results will be announced in approximately 15 weeks. NOTA wishes to thank Sue Ellen Wright and Geoff Koby for facilitating and Melissa Reaves for proctoring the exam.

Web Site Update: Our web site consultant feels we should update our site. The Board voted to authorize this update.

NOTA BENE: Waltraud has been editing and publishing the NOTA BENE for 6 years now. If anyone would be interested in taking over this position, please let her know. We all need to share in the work of NOTA, so a few hard workers do not get burned out. Please consider offering a bit of your time for this important cause.

If we are going to put out a quarterly newsletter, we need to find or write some articles that will be of interest to our membership. The quality of our newsletter depends on all of us sharing our ideas and experiences. Please try to submit an article for the next NOTA BENE, perhaps a book or dictionary review, an idea for marketing or accounting, a new research tool, or even a funny story related to translation. All articles should be sent to Waltraud as soon as possible.

Treasurer's Report: John reported that we gained 12 new members since last summer. We currently have 121 paid members. As of July 24, 2005, the balance in our treasury is \$3,129.49.

Minutes submitted by Cindy Hazelton, Secretary
7/29/05

Annual Dinner Meeting

Blue Canyon recently won 11 Silver Spoon Awards -- more than any other Cleveland restaurant! -- and was voted Best New Restaurant as well as finishing at the top for Best Chef and Best Service by Cleveland Magazine. We have reserved a private dining room called the Porch, which overlooks I-480 and miles of woodland hills and valleys. Chef Brandt Evans will be treating us to scrumptious hors d' oeuvres and a sumptuous sit-down dinner with your choice of entrée, and a dessert called Chocolate Bomb.

The appetizer platter will include Mini Beef Wellington and Artichoke and Cheese Fritters. Dinner includes mixed field greens salad, whipped Yukon Gold potatoes, vegetable, and dessert. Your choice of entrée includes:

- Blue Canyon Chicken with Tarragon Cream
- Atlantic Salmon with Coconut Curry Sauce
- Fresh Catch of the Day
- New York Strip Steak
- or Beef Filet with Compound Butter (add an extra \$5 to your check if you choose this one)

Coffee and tea is included in the cost of the meal. There will be a cash bar if you would rather have a before- or after-dinner drink.

The cost of dinner is \$30 (\$35 for the beef filet). Please send your check and a note indicating how many will be attending and your choice of entrée(s) to Anne Chemali, 6482 Foxboro Drive, Mayfield Village, OH 44143. Space is limited to 30 people. Once we reach the magic number of 30, latecomers will only be accepted if there is a cancellation. The final deadline is 9/20/2005, but please RSVP as soon as possible to ensure you can attend.

We have invited ATA Treasurer and agency owner Dr. Jiri Stejskal to come speak to us about how to successfully work with an agency. Dr. Jiri Stejskal, founder and president of CETRA, Inc. earned both M.A. and Ph.D. degrees in Slavic Languages and Literatures at the University of Pennsylvania, an Executive MBA degree at Temple University, and has more than 20 years

of experience as a translator. He has also taught undergraduate and graduate language courses as a part-time lecturer at the University of Pennsylvania since 1990. He is currently in his second term as ATA Treasurer. Jiri also serves as the Chairman of the ATA Finance Committee, Treasurer of the American Foundation for Translation and Interpretation, and Chairman of the Status Committee of the International Federation of Translators (FIT).

Blue Canyon is located at 8960 Wilcox Drive in Twinsburg at the Twinsburg / State Route 82 exit on I-480. There is also a driveway on State Route 82 right after the stop light and the Cracker Barrel. There is a map at <http://www.bluecanyonrestaurant.com/restaurant/location.html>

Driving Directions:

FROM I-90 and POINTS NORTH (Erie, Buffalo) Take I-271 South to I-480 East. Exit at Twinsburg SR 82. Turn RIGHT onto SR 82 (Aurora Road). Turn RIGHT onto Wilcox Drive.

FROM DOWNTOWN CLEVELAND- Take I-77 South to I-480 East. Exit at Twinsburg SR 82 (Aurora Road) Turn RIGHT onto Wilcox Drive.

FROM CLEVELAND HOPKINS AIRPORT- Take I-480 East. Exit at Twinsburg SR 82. Turn RIGHT onto SR 82 (Aurora Road). Turn RIGHT onto Wilcox Drive

FROM POINTS EAST (Pittsburgh, Youngstown) Take the Ohio Turnpike West and Exit at Exit 187. Then take I-480 West. Exit at Twinsburg SR 82. Turn LEFT onto SR 82 (Aurora Road). Turn RIGHT onto Wilcox Drive.

FROM POINTS WEST (Illinois, Indiana, Toledo & Michigan) Take the Ohio Turnpike East and EXIT at Exit 187. Then take I-480 West. Exit at Twinsburg SR 82. Turn LEFT onto SR 82 (Aurora Road). Turn RIGHT onto Wilcox Drive.

FROM POINTS SOUTH (Columbus) Take I-71 North to I-271 North. Exit at Route 8 (Macedonia). Turn LEFT ON SR 8. Then turn RIGHT onto SR 82. Follow SR 82 into Twinsburg. Turn LEFT onto Wilcox Drive.

FROM AKRON (East Side) Downtown- Take Route 8 North. Then turn RIGHT ON SR 82. Follow SR 82 into Twinsburg. Turn LEFT onto Wilcox Drive.

FROM AKRON (West Side) Copley-Barberton Take I-77 NORTH TO I-271 North. Exit at Route 8 (Macedonia). Turn LEFT ON SR 8. Then turn RIGHT ON SR 82. Follow SR 82 to Twinsburg. Turn LEFT onto Wilcox Drive.



Backing up Files and Data

by Waltraud Knudsen

Many times I have heard someone say that their computer crashed and they lost all their files and data and now they have to start from scratch. While everybody at one time or another has probably lost some work due to a sudden power outage or a computer glitch, it is really up to you whether you will lose most of your files and data in a crash or not. All you have to do is back up (copy) your files every so often onto a CD or other medium. If your computer is very old and you have no CD burner, you can back up most of your data on diskettes, but it will probably take quite a number of them.

Another important thing to remember is that you should back up more than just your files. Back up your e-mail address book, your calendar and whatever you have on your computer to make your life easier. If you do this once a month, you will not lose that much in a crash. Of course, you should back up the job you are working on every day. Most of the time, a diskette will do fine for that. Don't bother to back up programs; those can be easily re-installed from their original CDs and/or the Restore CDs that came with your computer.

If you have a CD burner and a program like "Easy CD Creator," "Easy Media Creator," or any program on your computer that lets you format and use a CD like a diskette, saving your files is a snap. "Easy CD Creator" requires you to format a CD first, but it takes only a few minutes. "Easy Media Creator" formats the CD automatically with the "Drag and Drop" feature. I don't know how other programs do it, but you can easily find that out yourself. You can use either regular CD-Rs or CD-RWs, the re-writable CDs, which I would recommend for backing up files that change constantly, like your e-mail address book, etc. A regular CD-R is fine for saving finished translations and records that will not change (digital pictures, tax returns etc.). Just copy all the files to the CD following the directions of your respective CD burner program for making data CDs. I personally do not bother to keep finished translation files on my computer. Every so often I copy them all to a CD and then erase them from my computer. If you really need one of them again, you can easily find them on the CD. To be

absolutely safe, I make 2 backup CDs and keep one of them in a safe place away from my desk.

I find the easiest way to copy a lot of files at once from one drive or folder to another drive or medium is by using "My Computer," which is the little icon you usually find on the upper left-hand corner of your computer (unless you have changed it from its original Windows position) or on the "start" menu. Find the folder you want to back up. I don't like viewing my files as little icons, so I click on "view" and select "details." Now you get a list of your files instead, which you can sort by name or date by clicking on the top of the respective columns, which is nice if you want to copy only the files after or before a certain date or files for one particular client. By clicking on the middle icon in the upper right-hand corner of the window (between the – and x), you can make the window smaller, drag it to the right side of your screen and open another window. I make the two windows just big enough that each occupies only half the size of my screen, so that I can view them next to each other. In one I find my source files, in the other my target medium (like the CD burner or diskette drive). Then just drag the respective files (or whole folders) you want to copy onto the other window and they will copy to your medium. This is also an easy way to move files from one folder to another. If you drag files from one folder to another folder on the same drive (like your hard drive), the files will be moved. If you drag files from one folder to another medium (like a diskette or formatted CD), the files will copy, but stay on your original drive until you erase them.

If you only want to back up your present translation job on a diskette, but also keep it on your hard drive, save it first on your hard drive (Ctrl-S), then put a diskette in the floppy drive, click on "File" in the upper left-hand of your word processor and click on "Save As..." A window will open and show where the file is presently saved. Click on that little window, click on the 3½" Floppy (A) drive, and save it there.

Where you back up your files is up to you and depends on how your computer is equipped. The important thing is that you do it regularly so that a computer crash will be an inconvenience rather than a catastrophe.

Business Briefs

-Lionbridge Technologies (Nasdaq: LIOX), a provider of globalization and testing services, signed an agreement on June 30, 2005 to acquire **Bowne Global Solutions**, a division of Bowne & Co., Inc. (NYSE: BNE), for at least \$180 million (excluding cash received), in a combination of cash and common stock. Lionbridge has a growing presence in India with two state-of-the-art development

centers in Powai, Mumbai and a recently inaugurated development center at Chennai, employing more than 1000 people. The merger will create a \$400 million provider with global scale across more than 25 countries and approximately 500 customers. (Whether it will result in faster payments to freelance translators, however, remains to be seen.)

-SDL plc ("SDL"), a provider of global information management solutions, announced the completion of its acquisition of **TRADOS, Inc. ("TRADOS")** following approval by SDL and TRADOS shareholders on July 8, 2005. Commenting on the completion of the acquisition, Mark Lancaster, Chairman and CEO of SDL, said, "Key global businesses, such as Philips, HP, SAP and Morgan Stanley have increased international revenues and profitability using solutions from SDL and TRADOS. Now we are offering even greater flexibility for organizations to choose the right combination of technology, language and professional services to meet their global information management needs." Following its

acquisition of TRADOS, SDL has over 100,000 software licenses deployed, and its global services infrastructure spans more than 50 offices in 30 countries. For more information, visit www.sdl.com.

(Less competition often means higher prices. I wonder how much the next version of TRADOS will cost!)

You can read a report by the Globalization and Localization Association (GALA) on a survey of their members to assess the reaction to SDL's recent acquisition of Trados. Go to:
http://www.gala-global.org/en/resources/downloads/2005Q3_GALA-SDL-TradosReport.pdf

Coming Soon to a Hotel Near You

-Neil Perlin, an internationally recognized expert in online help, online documentation design, and single-sourcing will address the **Northeast Ohio Chapter of the Society for Technical Communication (NEO STC) meeting** at the AmeriSuites Hotel in Independence on September 8, 2005. Neil Perlin's presentation, entitled "What's Up, eDoc?", will discuss trends in technologies and

tools, and their effects on STC members and technical writers in general. Neil will discuss emerging trends in technology such as blogs, wikis and content management systems that enable users to create and disseminate information interactively. **Pre-registration is required.** To learn more about the NEO STC and to register for the meeting, please visit their Web site at www.neostc.org.

The ATA and Red Cross are in the process of creating a core of interpreting volunteers who can assist in Red Cross Disaster Relief efforts in case of national disaster. So far training is just beginning in certain areas, but if any interpreters from NOTA would be interested in becoming a part of this nationwide effort, they can contact the Interpreters Division Assistant Administrator, Giovanna Lester, at translanguage@iname.com and ask that their names be added to the list of volunteer interpreters.

Controlling What Programs Windows Runs Automatically

By Jost Zetsche
jost@internationalwriters.com

If your computer's startup is very sluggish or you don't know what some of the icons in the system tray (the right-hand corner of your task bar in Windows) stand for, it may be a good idea to reduce the number of programs that automatically start each time you turn your computer on. There are two ways to do this. Any program that is listed under Start>Programs>Startup will be automatically started when you open Windows. To delete a program from the list, simply right-click it and select Delete.

However, deleting them from the list does not stop all automatic startup programs from running. To accomplish this, select Start>Run and type msconfig. The System Configuration Utility will appear. All utilities and programs on the Startup tab are started automatically. You will need some of these programs to start up, but the vast majority can be unchecked (depending on your computer configuration) to promote a faster startup and better performance.

Most of us won't know what the odd-sounding names stand for (such as At2mdxx or ctfmon), but here are a few links that will give you a good idea of what each of these programs stands for and whether you need it or not:

<http://www.3feetunder.com/krick/startup/list.html>
<http://www.sysinfo.org/startuplist.php>
http://www.answerthatwork.com/Tasklist_pages/tasklist.htm
<http://www2.whidbey.com/djdenham/Uncheck.htm>

For some odd reason, Microsoft decided to abolish the System Configuration Utility for Windows 2000 (only to reinstate it again for Windows XP). If you have Windows 2000 and you would like to use this utility anyway, you can easily use the version that comes with Windows XP. (If you don't have access to a Windows XP computer, you can download it at <http://downloads.thetechguide.com/msconfig.zip>). To retrieve it from a Windows XP computer, locate the file msconfig.exe in the C:/WINDOWS directory (including its subdirectories). Once you find it, copy it to the C:/WINNT/system32 directory on the Windows 2000 computer and it will run without a hitch.

An even easier way to do this is with the help of a specialized application such as Startup Inspector (see www.windowsstartup.com). This will not only give you a listing of the applications that are started, but it will also furnish you with a "rating" of each application. Like so many of the programs discussed in this newsletter, this program is freeware, or, more specifically, "donationware," which is free software that leaves you the option of donating something to the author.

© International Writers' Group. Excerpt from the Tool Kit Newsletter, a biweekly newsletter for people in the translation industry who want to get more out of their computers. For more information see www.internationalwriters.com/toolkit

The Translator's Survival Kit

From <http://trenchtranslation.blogspot.com/>

Inevitably, you will want to brave the elements and actually leave your house. Don't be afraid; many translators have left their homes and lived to tell the tale. It's a dangerous enterprise, though, so make sure you're properly equipped. Here is a non-exhaustive list of essential items that will help you survive "out there."

1) Shoes.

Yes, I know your slippers are so much more comfortable, but these days, fashion-conscious pedestrians wear more robust footwear with soles and actual laces.

2) A coat
Note: Only in winter.

3) Combed hair.

Continued on pg. 8

Welcome to the Following New Members:

Paula Dieli

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Fax: 330-677-9828
paula@dieliconsulting.com
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fwkn9020@mb.infoweb.ne.jp,
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Native language: Japanese

Christine Pawlowski

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Tel: 814-337-5876
pawlow1@zoominternet.net
Native language: English

Address Changes:

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2653 Armstrong Drive
Wooster, OH 44691
Phone: (330) 345-1593
Fax: (330) 354-1882

Maria T Delgado

15078 Astoria St
Sylmar, CA 91342
(818) 833-3064

Karin Debelius (as of 9/10)

11124 Palisades Ave SW
Vashon Island, WA 98070
No Tel # yet

New E-Mail Address:

Anna Yarovitskaya - annayaro@mail.ru
Gerald de Fays - gdefays@sssnet.com

Name Change:

Dmitri Zahharov changed his name to
Mark Conover

Translator's Survival Kit - Continued from pg. 7

4) Pants.

Note: Make sure to pull and zip them up. The "ankle look" went out of fashion while you were pulling an all-nighter to finish that text on O-ring selection.

5) A dictionary.

Someone may say a word that you don't know the translation for.

6) Pen and paper.

Someone may say a word you can use in a future translation.

7) Your cell phone.

In case your six-year-old needs to call you from her cell phone. Clients won't call you on your cell phone. They will leave an incomprehensible message on your answering machine and then give the job to someone else ten minutes before you get back.

8) Your laptop.

You might have about two minutes to spare while waiting in line at Wal-Mart. Put it to good use - churn out three lines' worth of work!

9) Your PDA.

The CEO of General Electric may be waiting in line behind you, see what you're doing, and want to give you his number.

10) Your business cards.

The CEO may not have his PDA on him. Carry at least five hundred - better safe than sorry.

11) A bottle of water.

Hydrate, hydrate, hydrate.

A translator is someone who opens a dictionary, reads the six suggested translations, and uses the seventh one.

Anonymous