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August 2001



Kanoë Kahaku demonstrates a traditional Hawaiian dance at the June SVC dinner meeting.

CHAPTER HONORS 36 VOLUNTEERS FOR SERVICE

Under balmy skies and a tropical-like climate June 28, the Silicon Valley Chapter honored 36 volunteers for their contributions to the chapter's 2000-2001 success.

The members spent time staffing stations at the job fair, the check-in tables as well as helping with the chapter Web site and putting out the newsletter.

Incoming chapter President Guy Haas presented each of the volunteers with a certificate and a hearty thank you for their efforts. Without the efforts of the volunteers, the chapter would barely run.

The dance company Island Moves Halau Na Wai Ola then performed for the volunteers, getting them to donate their time once again by learning various Hawaiian dances. The Sunnyvale-based dance company (islandmoves.com) perpetuates the Hawaiian culture by performing at special events.

► **VOLUNTEERS, Page 4**



OFFICERS: The newly elected SVC 2001-'02 officers from left to right are (back row): Helen Hegelheimer, nominations manager; Guy Haas, president; Fred Sampson, treasurer; Vicki Blodgett, secretary; Joe Lowell, Connection managing editor; Bruce Campbell, programs and events manager; Barbara Kilburn, regional activities manager. Front row: Emmah Smyth, vice president; Beau Cain, public relations manager.



SVC Vice President Emmah Smyth learns a thing or two about a Hawaiian line dancing with her partner, Anson Kahaku.



Web volunteer and soon-to-be Hawaiian dance expert Mike Andrews works on his move.



Keala Ching shows Smyth, Kahaku, and chapter President Guy Haas another classic dance.



Kauī Kahaku keeps chapter Public Relations Manager Beau Cain on his toes

Silicon Valley STC August 2001 Chapter Meeting THE 16 MOST POPULAR INTERVIEW QUESTIONS

Abstract: Have you ever been asked a question in a job interview that made your mind go blank? Any of these “popular” questions could cause problems if you’re not prepared.

In this Q&A session, everyone can participate by giving suggested answers to these questions. The variety of responses will help you handle almost any interview situation, even those dreaded team-style interviews.

About the speaker: Carole Hall, through her company, HallTech, has provided writing and training

consulting services for Bay area businesses and organizations for several decades.

Currently, she instructs technical communication courses for local universities and companies and is the author of several books, including *Instructions & Procedures That Work*, a how-to guide that has helped hundreds of her students and others to write better on the job.

This presentation is based on her ongoing classes in how to prepare a selling resume and portfolio and, of course, how to handle an interview.

Schedule:

- 6:00 p.m. Networking/Jobs corner/Beverages
- 7:00 p.m. Announcements
- 7:15 p.m. Presentation

Location: Four Points Hotel by Sheraton, 1250 Lakeside Drive, Sunnyvale, CA.



Chapter Meeting Reservation, August 23, 2001 THE 16 MOST POPULAR INTERVIEW QUESTIONS

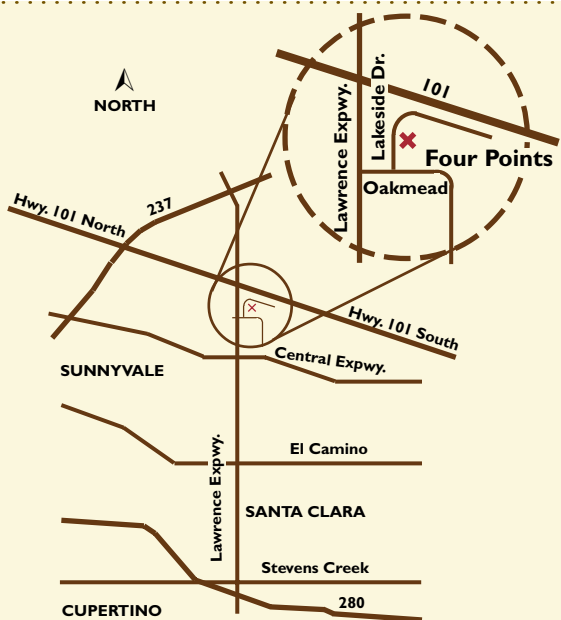
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| <input type="checkbox"/> \$20.00 member/food | <input type="checkbox"/> \$12.00 member/no food |
| <input type="checkbox"/> \$30.00 non-member/food | <input type="checkbox"/> \$15.00 non-member/no food |
| <input type="checkbox"/> \$15.00 student/food | <input type="checkbox"/> \$ 8.00 student/no food |

Mail form and check to:
STC Meeting Reservations
PO Box 1224
Mountain View, CA 94042-1224

To guarantee your space for the August 23 meeting, mail your reservation, paid in full, on or before August 13. Your reservation is guaranteed only if payment is received by August 16. A \$5 late fee will be charged for any reservation received after August 16. The late fee also applies to walk-ins. We regret that scheduled speakers occasionally cancel. If that happens, we make every effort to find a suitable substitute program.



Directions: Four Points Hotel by Sheraton, 1250 Lakeside Drive, Sunnyvale, CA

From North: From Highway 101 southbound, exit Lawrence Expwy. Take the first left at Oakmead. Then take the first left at Lakeside Dr. The hotel is on the right.

From South: From Highway 101 northbound, exit Lawrence Expwy. Turn left at the first light at end of the ramp. Make a left at Oakmead, and left at Lakeside Dr. The hotel is on the right.

Extra Parking: If the hotel parking lot is full, additional parking is available behind the hotel.

Take Lakeside Dr. back to Oakmead and turn left. Go down three or four buildings (you will see a big sign on the left: Oakmead Village Office Park 1255-1263). Turn left into the park lot.

The entrance to the Sheraton is between Building 1259 (Widata) and 1261 (Digital Market). The walk to the Ballroom is about two minutes. Cross over the bridge onto the Sheraton property. Turn left and walk to the last building by the pool. Turn right to enter the building and walk to the front of the lobby. The Ballroom is on the corridor on your left just before the front entrance of the lobby.

Silicon Valley STC September 2001 Chapter Meeting

CLEAR ENGLISH — CLEARTRANSLATION

Abstract: Creating technical documentation that is easy to translate.

Corporations are going global and the need for good translations of technical documentation is in greater demand than even five years ago. Companies can save money, save time, and increase customer satisfaction by providing clearly translated documentation. However, good translations start with clearly written English texts. I will provide numerous hints and tips about writing documents that are easy to translate.

Speaker: Michelle Carey has taught academic and technical communication for over 8 years in community colleges and UCSC Extension, and has been a technical communicator for 3 years. She has worked for Lucent Technologies developing information for telecommunication software and hardware. She currently works for IBM as an information developer creating hard copy and online information units for database software products. Michelle has masters degrees in English and philosophy and a Technical Writing Certificate from San Jose State University.

Schedule:

6:00 p.m. Networking/Job corner/Beverages
7:00 p.m. Announcements
7:15 p.m. Presentation

Location: Four Points Hotel by Sheraton, 1250 Lakeside Drive, Sunnyvale, CA.



Chapter Meeting Reservation, September 27, 2001

CLEAR ENGLISH — CLEARTRANSLATION

Name: _____

email address: _____

- | | |
|--|---|
| <input type="checkbox"/> \$20.00 member/food | <input type="checkbox"/> \$12.00 member/no food |
| <input type="checkbox"/> \$30.00 non-member/food | <input type="checkbox"/> \$15.00 non-member/no food |
| <input type="checkbox"/> \$15.00 student/food | <input type="checkbox"/> \$ 8.00 student/no food |

Mail form and check to:
STC Meeting Reservations
PO Box 1224
Mountain View, CA 94042-1224

To guarantee your space for the Sept. 27 meeting, mail your reservation, paid in full, on or before Sept. 17. Your reservation is guaranteed only if payment is received by Sept. 20. A \$5 late fee will be charged for any reservation received after Sept. 20. The late fee also applies to walk-ins. We regret that scheduled speakers occasionally cancel. If that happens, we make every effort to find a suitable substitute program.

SVC Meeting Policy

- The regular fees of \$5 for members and \$10 for visitors are required to attend the monthly chapter meeting. A fee is not charged for those only dropping off resumes or job descriptions. No refunds will be given for late arrivals.
- Reservations can be guaranteed only if payment in full is received by the Thursday one week prior to the meeting.
- A late fee of \$5 applies to any walk-ins or reservation received after the Thursday cutoff one week prior to the meeting.
- Reservation payments received after the Thursday prior to the meeting will be accepted on a space-available

basis, but cannot be guaranteed. The late fee of \$5 applies, even if space is available prior to the meeting day. You must check in the day of the meeting at the meeting site to see if space is available.

- Any reservations received without payment are not guaranteed. You must register at the meeting site the day of the meeting to see if space is available, and the late fee will apply.
- Requests for reservations the day of the meeting will not be accepted. You must check in at the meeting to determine if space is available, and the late fee applies.
- Reservation payments received by mail the day of the meeting will be

applied to the next meeting. You may request return of payment if you do not want to be credited for the following month. Contact Reservations Manager Pat Harvey at pat_harvey@msn.com to arrange for refunds.

- If you hold a guaranteed reservation (by paying for a seat one week prior to the meeting) but do not check in at the meeting site by 7 p.m. the day of the meeting, we reserve the right to sell your seat and food to a walk-in attendee. For information about refunds in these cases, contact Reservations Manager Pat Harvey at pat_harvey@msn.com.

◀ **VOLUNTEERS, Page 1**

The SVC council honored the following members for their volunteer efforts the past year.

Mike Andrews
Pam Araki
David Armstrong
Don Baldwin
Laura Bayer
Vickie Brown
Suzanne Burgess
Suzanne Chen
Jeanne Christiansen
Gayle Croissant-Madden
Conway Goden Davies
Dara Golden
Hillary Harrell
Nina Hwang
Margaret Jones
Roxanne Jones
Barbara Kilburn
Kristin Kyiotis
Krishna Mukherjee
Karey Leichel
Ivan Linderman
Marilyn Merkel
Karen Norton
Linda O'Maley
Tomas Pfaeffle
Richard Phillips
Nancy Rains
Heather Ramamurthy
Caryn Sakaguchi
Sara Tarr
Tejashree Uppala
Doreen Van Alstyne



Nathan Higa shows Cain and Merkel some cool dance steps.



Haas and Kahaku continue their mentoring session.



Kauai Kahaku, Kanoe Kahaku and Ashley Nakatani put their best foot forward.

Administrative Council

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About the STC

The Society for Technical Communication (STC) is a nonprofit international organization of more than 20,000 members and 144 chapters worldwide. As the largest professional society devoted to technical communication, STC works toward educating and advancing the skills and knowledge of its members.

Membership

Membership includes writers, editors, artists, illustrators, printers, publishers, educators, students, engineers, and scientists in all areas of technology. Society membership is \$110 per year, plus a one-time \$15 en-

rollment fee. Student memberships are \$45 per year. To join, contact the International Society office at membership@stc-va.org, or phone (703) 522-4114.

Chapter Meetings

Silicon Valley Chapter (SVC) meetings are held on the fourth Thursday of the month (unless otherwise determined) at the Four Points Hotel by Sheraton in Sunnyvale. For a schedule of events, directions, and a description of the meetings, refer to the chapter meeting pages within each issue of *Connection*, call (650) 961-3127, or see www.stc-siliconvalley.org.