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Translations by native English speakers and other experienced professionals! Only the best high-quality services provided.



WEB & Cross-Media Planning and Production

We help fulfill your corporate communication needs, from strategy building to beyond!



Temporary Employment & Referrals

Contact Arc Communications for temporary workers skilled in the Web or English!

Arc Communications Inc.

newsletter vol.03 *fun* NOTE



Greetings

They say, "Practice makes perfect." Well, more than a year has passed since I began keeping my blog, and I wonder if any skills have been "perfected" through this. While I would like to say, "writing skills!" the truth is that I am having difficulty in even writing this greeting. I am being hounded by the editor to finish it on time. While many people wondered whether I would run out of things to write about, that is something I have no problem with. I think this is because the company keeps growing through its interaction with all of you. We experience new things every day, and there are more and more opportunities for us to put our ideas into action. We will continue to challenge the new so that we can increase the information and services that we provide.

Mariko Ohsato
Representative Director (CEO), Arc Communications Inc.



At a Sales Meeting
(from left : Inoue, Ohsato, Yamamoto, Unno)

Our Projects

Translation

Year-end Express Project for Japanese-to-Chinese Translation!

Close to the end of last year, we accepted an order to translate over 200 pages into Chinese in just four days! Quality could not be sacrificed, so native Chinese translators were a must, but this was the year's end. The translation coordinators, who showed their stuff, immediately turned to a partner based in China to secure native translators. To ensure quality, a highly-trusted translator registered with us was assigned to conduct the reviews. The translation was delivered on schedule, and the client was highly satisfied with the quality.

It was an extremely difficult job with a very tight delivery schedule, but the translation group is proud of the success it achieved through this fruitful project. (Kazutoshi Honda)

Temporary Employment

Debut into Multilingual Services

One of the features of our business is to provide temps well versed in languages and the Web. We say "in languages" rather than "in English" because multi-language translations are one of the pillars of Arc-C's translation business. It has been a little over a year since we launched the temporary employment business and response to multi-language needs has been one of our objectives.

Since last year, many requests to dispatch translators in languages other than English have been received. Recent examples

were for French (a translation related to commentary on museum pieces) and for Chinese (a DVD). The collaboration between sales and coordinators has become swifter and more accurate, and the closing rate for contracts has also risen. Our business development is getting a further boost through the dispatch of translators skilled in various languages. (Hiroshi Watanabe)

Web

It's Our Turn

Arc-C's reputable translation team has been involved in many translations related to the Sarbanes-Oxley Act. With internal control standards for J-SOX finalized in February, our turn to become involved in this business finally came. Lo and behold, the Web team received a content production order related to J-SOX. We utilized the knowledge and rich human network the translation team had built through involvement in the US version, made proposals to the client for the Web, and enjoyed the production work.

The Web team is oriented towards business-related communication, and we rack our brains every day to plan content that take business trends into consideration. Who knows? We might suddenly appear before you some day! (Yoshihiro Sato)



News

Arc Translators of the Year

Translators of the Year for 2006, those who were particularly active over the past year, are as follows:

- ★ Gold Prize : Tomoko Hirata-Jerace
- ★ Silver Prize : Motoko Scoffield
- ★ Bronze Prize : Miho Takahashi

We also owe much to the many other translators who provided their services. Everyone is dedicated to learning, have a strong sense of commitment, and above all, excel in their work. We thank them all!

The Publication Business is On a Roll!

More books translated by Arc Communications.

- *Blog Marketing*
(Mariko Ohsato, translator; Diamond, Inc., publisher)
- *Information Revolution*
(Arc Communications, translation cooperation; Diamond, Inc., publisher)
- *Principles of Human Resource Management*
(Arc Communications, translation supervision; First Press, Inc., publisher)

Blog Marketing achieved 1st place on Amazon Japan, following the Japanese translation of *Principles of Management*. Other publications are lined up, so do look forward to them!



Ohsato's Blog

Mariko Ohsato mentioned *Hataraki Man* (published by Kodansha), a manga series about a woman editor, her love of the job and travails, in her blog (<http://blogs.itmedia.co.jp/arc/>), and it resulted in a newspaper article. The headline was, "Yes, There Are Lots of Working Women in Manga" and was run in the December 14, 2006 Evening Edition of the *Yomiuri Shimbun*. The theme was manga that cheer up working women. Nobody in the company was aware that Ohsato was a great manga fan, and wondered why there was a pile of them in the coffee break room the day after reporter's visit, but many were seen reading them during their break.

Office Renovation

The Arc Communications office keeps changing for the better. The red cabinet (Arc color!) that was won as a prize is now the home of books and pamphlets. We also received two air purifiers and a humidifier, and the office keeps becoming even more comfortable. We hope visitors will say "Better and better!" in reference to our office.



Privacy Mark

Just as we were about to give up on being able to report this to you in this issue of the Fun Note, we received word that Arc Communications had finally been granted the Privacy mark. It took longer than expected, but we are very happy of this achievement!

Editor's Note

The number of staff keeps on increasing and the 30 seats we have in our office right now is always full. It is starting to get a bit crowded, and we are thinking about how we can further strengthen our company from various perspectives. We look forward to being able to report to you on further office renovations.

This time, the theme presented to our staff is, "What I Can't Work Without." Enjoy! (Editor)





What I Can't Work Without!



My Stationery Goods

Okay, I'll admit that I am a stationery geek. I can't resist looking for and buying something new. I feel that my efficiency rises every time I start using a new found item. The photo shows my most recent favorite. (Hiroaki Baba)



My Doraemon Bag

The large shoulder bag that I always carry with me is my second. Handmade and heavy, A4 size documents fit in it with ease. The width is also 10 centimeters so I can carry just about anything in it. I can place it on the floor on the train, and it is easy to carry around so I use it all the time. The storekeeper where I bought it told me that there are many people who use this bag, but I have yet to see anyone else with the same bag. (Kazutoshi Honda)



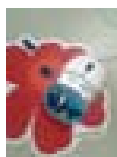
My Items for Muscle Pain and Stiffness Relief

It is a set of three items that I wear to be soothed. They are now almost a part of me. The orange one, I am told, is affixed with germanium at the tip. While I am not quite sure how much relief the germanium provides me with, I sometimes forget that I am wearing it, and go outside with it hanging over my shoulders. (Takahide Hoshi)



My Blue Leather Day Planner

I am pretty picky about day planners, and this was one that I carefully chose out of many several years ago. I customized the content, and it turned into a 20,000 yen purchase. But, it was well worth it for I can't do anything without it now. I still feel the excitement I first felt whenever I open my day planner. It's a partner that I can't do without. (Yuka Inoue)



My Favorite PC Peripherals

I never used to be very much interested in PC peripheral goods, but when fatigue started building up I thought that maybe I would feel soothed if I used something that I liked. That was when I bought a marimecco brand mousepad. Its red color gives me energy! A recent addition is a mouse with a freely floating inner tube and dog. Gotta love that laid back feeling! (Miho Ishimoto)



Anything Sweet!

Sweets are indispensable. After all, I even eat sugar as it is! What I have on my desk right now is a tin of GABA chocolate. The commercials say that it induces relaxation for people in stressful environments. While I'm not fighting stress, it certainly does come in handy when I'm tired. FYI, I always used to have a bag of Milky candy on hand... something that's hard to find now due to the recent scandal over its manufacturer. (Rie Kawana)



My A5 Size Ring Notepads

I prefer one about 1cm thick and like sheets with grids instead of ruled lines. If I fold it back, I can keep it open without taking up too much space. It's great for use in meetings where I have to stay standing. I have papers sandwiched inside, sticky notes stuck to it, and even more paper attached by stapler, so it looks a bit cluttered. I also noticed, thanks to this theme, that I have been using my most recent one upside down and from the back. (Atsuko Mori)



My Laptop with Spaghetti-like Cord Connections

I can't do without my laptop whether it's at the office, at home, or when I'm on the go. In order to enhance usability while at the office, I attach many peripherals to it, and they ended up costing more than the laptop. "Why are you so insistent on using a laptop?" people have started asking. Ouch! (Mariko Ohsato)



Flat staplers, of course!

I always get irritated with staplers that won't staple right, so I always use a flat stapler, even if I have to buy it myself. They're a bit more expensive than regular staplers but are simply wonderful, and I have one at home too. We made some Arc Communications flat staplers as a novelty item recently. I, of course, made sure I got one for myself! (Yumiko Sasaki)



My PC Input Devices

I can't work without my PC input devices—trackballs and TrackPoints. While they are essential items, the rest of the world doesn't seem to understand. People ask me "Why?" but they've always been essentials from the start, so please don't ask me why. (Yoshihiro Sato)



My Virtual Sticky Notes

I frequently create and update my To Do list, so I use sticky note software that is not only easy to update but also looks good. I change the color of the sticky note depending on the urgency or theme and stick them on to my PC desktop. The colors help me quickly identify what needs to be done, and it is also a good barometer of the amount of tasks I need to finish. (Kensuke Takazawa)



Me!

Since I work in sales, I want to say, "I don't need anything! It's me who is the best and the one and only weapon in my work!" I'll keep on working hard so that I can become "something the office can't work without." (Tomoyuki Unno)



My Coffee Mug (Part 1)

For some reason, I feel restless if I don't have my own coffee mug. I use it, of course, when I drink coffee or tea during work, but also when I brush my teeth or when I want to relax on my own for a change of pace. Right now, I'm using a coffee mug that I got as a present from a neighborhood bakery. (Hiroshi Watanabe)



My Coffee Mug (Part 2)

My mug is covered with famous quotes from a famous sci-fi manga/animated series. "More than a half-century had passed since people from the overpopulated Earth were relocated to other parts of the universe. The huge cities around Earth became humankind's second home, and it was here that people bore and raised children," "Rise, humankind!" and, "It's because he's a momma's boy." (Yasuyuki Yamamoto)