



How to Successfully Communicate Through an Interpreter

-  **1** *Request an interpreter* and provide them with any relevant information or materials in advance.
-  **2** *Allow time* for the interpreter to briefly introduce themselves and explain their role.
-  **3** *Speak clearly*, in complete thoughts and avoid more than one conversation at a time.
-  **4** *Build trust* by speaking directly to each other, not the interpreter.
-  **5** *Expect the interpreter to speak in the first person* in most cases to avoid confusion.
-  **6** *Explain any technical terminology and acronyms* and check for understanding throughout the meeting.
-  **7** *Assume and insist* that everything said or signed will be interpreted (including any side conversations or profanity).
-  **8** In a lengthy encounter, *anticipate that the interpreter may need a break* to avoid fatigue or may ask for clarification.

For questions, or to schedule an educational interpreter, please contact:



Types of Interpreting



Simultaneous Interpreting

In simultaneous mode, the interpreter listens to what the speaker is saying in the first (source) language and conveys it in a second (target) language, lagging only a few seconds behind. In certain situations, the interpreters may use interpreting equipment, which may allow the interpreter to sit in a better position to hear everything that is said while allowing the listener to hear through a headset. Larger meetings may have several listeners with headsets. Longer meetings may need interpreters to work in pairs to prevent interpreter fatigue and errors in interpreting. Many people think about this mode when picturing interpreters at the United Nations, but the technique is also often used in educational settings.



Consecutive Interpreting

In consecutive mode, the speaker of one language (L1) expresses a thought and once done, pauses to let the interpreter convey the message in a second language (L2). Often times, the speaker of L2 speaks afterwards, and the interpreter conveys the conversation back into L1. This process can repeat back and forth until the interpreting encounter is done. The speakers should always pause after each complete thought or group of thoughts to give the interpreter time to render the message. If a speaker makes a long remark, the interpreter may take notes to ensure accuracy. Events in consecutive mode may take twice as long because all information is said aloud in both languages. Please consider this when planning your meeting.



Sight Translation

In sight translation, the interpreter orally interprets a written document, sometimes with little or no preparation. Sight translation is used to communicate short, critical district and program information that has not been previously translated. This method of communication should be used with caution and only in special circumstances since written translation of documents will always ensure a higher degree of accuracy for longer documents.

A Note on Qualified Language Professionals

Professional interpreters and translators go through specialized training and adhere to codes of ethics that include information on professional standards. These include tenets like accuracy, impartiality, and confidentiality.

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Translation vs. Interpreting



**TRANSLATORS
WRITE**



**INTERPRETERS
SPEAK**

