

# How to

## work with interpreters



How to series / WWI2007

*Interpreters will help you get your message across. You can help them by following some simple advice:*

### DO:

- ✓ Brief your interpreter in full before a meeting and make them part of your team.
- ✓ Be sure your interpreter understands the goals and objectives of the meeting or presentation.
- ✓ Make sure your interpreter has copy of the text in advance, if you are making a speech or presentation. They can research terminology and generally prepare.
- ✓ Explain important and/or difficult concepts and points.
- ✓ Speak slowly and clearly.
- ✓ Make sure your microphone is switched on.

- ✓ Make sure you can be heard.
- ✓ Repeat questions from the audience aloud so the interpreters can hear them.
- ✓ Allow extra time and pauses for interpreters to catch up.
- ✓ Use a lapel microphone if you are going to move around.
- ✓ Use a receiver set if you want to hear questions that are coming back to you.
- ✓ Establish lines of sight to your interpreters and see if he/she is keeping up with you.
- ✓ Avoid long, complex sentences, and do not use slang, jargon, or colloquial expressions.
- ✓ Avoid jokes and humorous stories. Humour does not travel well.

- ✓ Advise your group that only one person should speak at a time.
- ✓ Allow breaks

### DON'T

- ✗ Tap the microphone or blow into it to test it's working. It hurts.
- ✗ Stand too close to the microphone – it causes interference.
- ✗ Leave your receiver headset near the microphone if you take it off – it causes feedback.

**GEO**  
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