

TRANSLIT **PRO**

TRAINING PROGRAMME IN

COMMUNITY INTERPRETING

(3 x 2-hour modules)



TRANSLIT **PRO**

Copyright Notice

- This presentation, its content, as well as any other document and content produced by TRANSLIT for training purposes, is copyright of TRANSLIT © 2020. All rights reserved.
- Any redistribution or reproduction of part or all of the contents in any form is prohibited other than for your personal and non-commercial use only.
- You may not, except with our express written permission, distribute or commercially exploit the content.

Community Interpreting Training Programme - Overview

- Module 1: Community interpreting and core interpreting skills
- Module 2: Community interpreting settings, specific challenges and terminology
- Module 3: Developing your community interpreting skills and business



Module 1: Learning Objectives

1. Obtain a clear understanding of the role, responsibilities and rules of professional conduct of a community interpreter
2. Learn the core interpreting principles and skills required for community interpreting
3. Learn and practice visual trigger and note-taking techniques
4. Acquire a clear understanding of how to prepare for an interpreting assignment

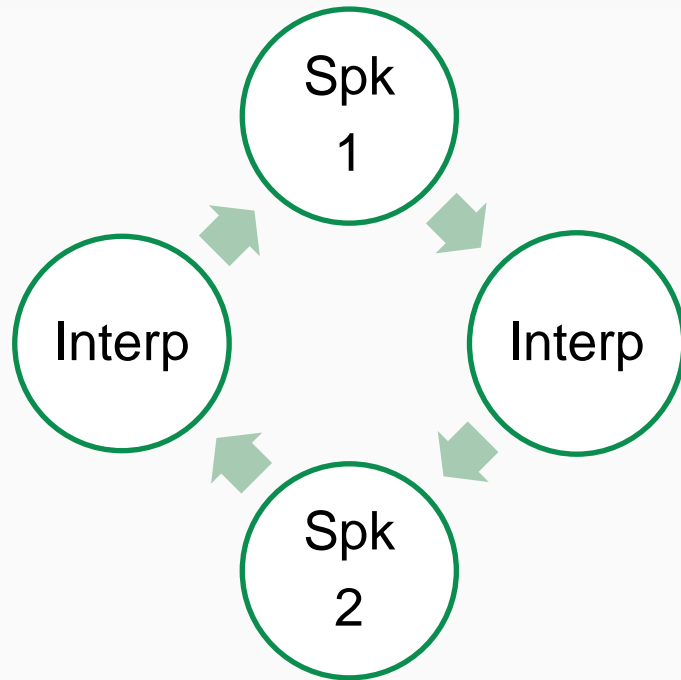
Session 1:

(1) Modes and styles of interpreting; interpreting vs translation

Interpreting vs Translating



Consecutive Interpreting

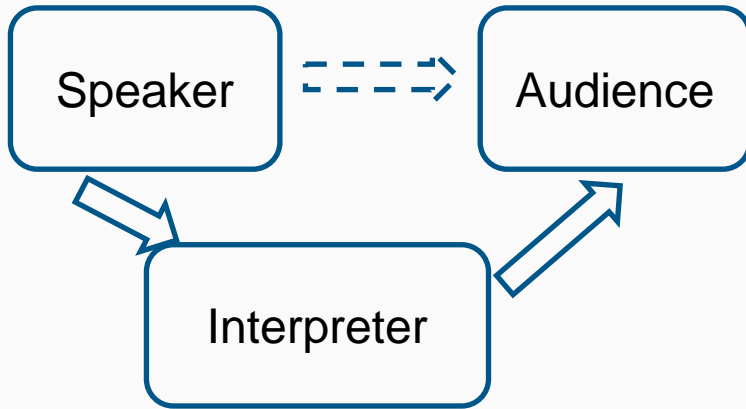


Consecutive Interpreting



- Business Meeting
- Factory Visit
- Doctor's Appointment
- Court
- Immigration Services
- Welfare Office

Simultaneous Interpreting



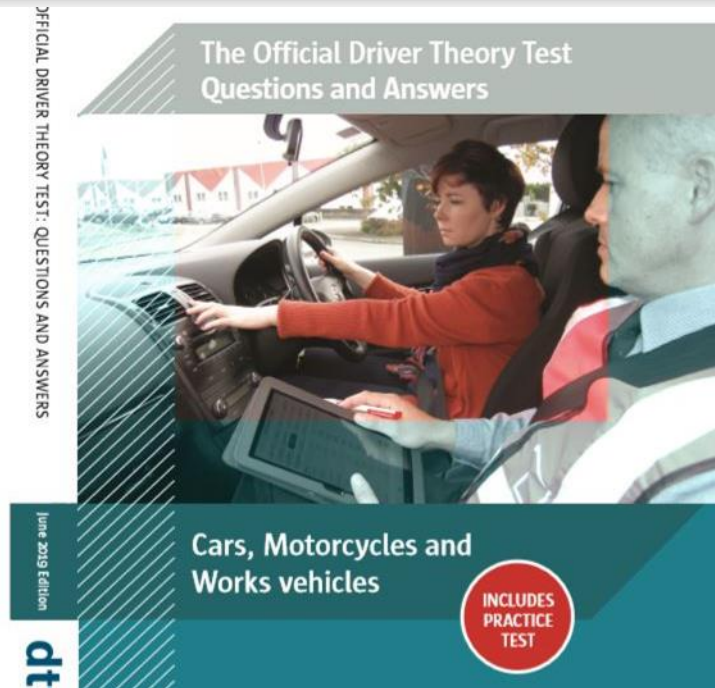
<https://ec.europa.eu/>

Simultaneous Interpreting



- Conferences
- Official meetings
- Seminars
- Conventions

Sight Interpreting



- Driving Theory Test
- Doctor's Appointment
- Court Interpreting
- Immigration Services

Whisper Interpreting (chuchotage)

- Mix of consecutive and simultaneous
- Mind your voice!



Remote Interpreting



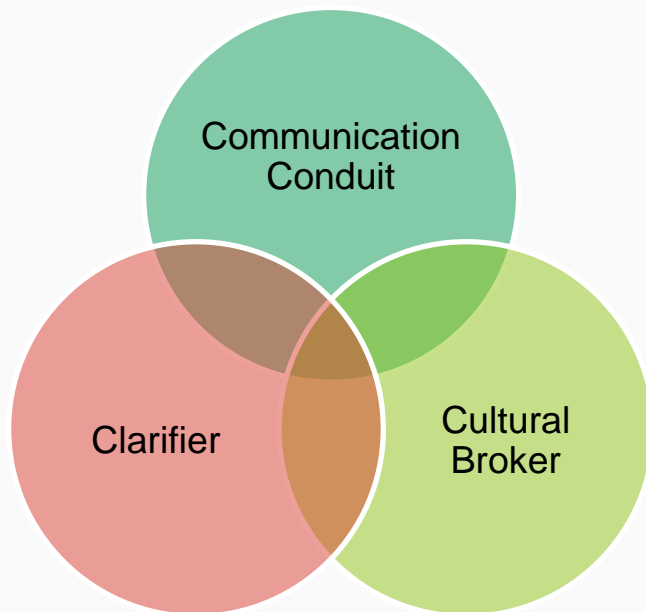
- OPI - Over-the-Phone Interpreting
- VRI - Video Remote Interpreting
- RSI - Remote Simultaneous Interpreting
- Module 3

Session 1:

(2) Interpreter's role and responsibilities



The Role of an Interpreter



Communication Conduit

Primary role: interpret from one language to another

- without omissions, additions, or changes
- taking into account non-verbal aspects of the communication



Clarifier

Monitor and promote understanding

- Establish the speed and rhythm of communication
- Adjust the complexity of communication
- Request to clarify if necessary



Cultural Broker

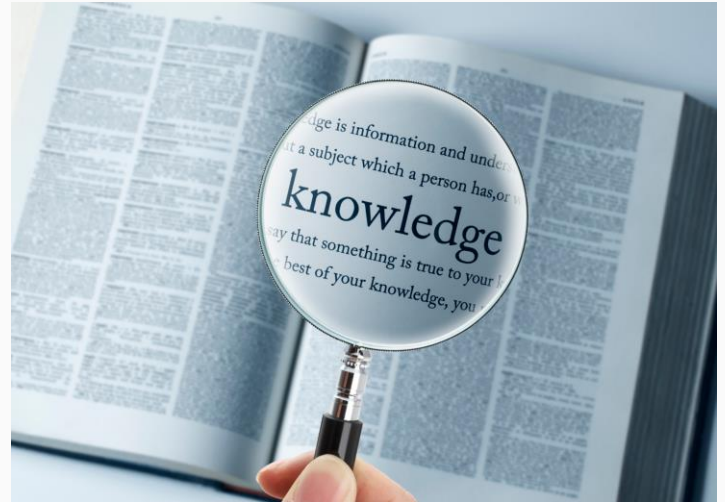
Bridge between two parties

- Objective, non-biased, non-judgemental
- Be aware of culture-specific issues and attitudes
- Appropriate use of body language, eye contact, gestures



Interpreter's Responsibilities

- Provide adequate level of interpreting
- Be impartial
- Know your stuff



Interpreter's Responsibilities

- Keep all information private and confidential (no discussion, destroy notes)
- Disclose all necessary information
- Be punctual and reliable



Session 1:

(3) Ethical and professional principles of community interpreting



Main Principles

- Confidentiality
- Impartiality
- Full, faithful and accurate interpreting (loyalty to the message)
- Do not take assignments that violate your religious or moral beliefs



Main Principles

- Do not give medical, legal or any other advice
- Interpret only what you understand;
ask for clarification if needed
- Do not take on assignments that are totally outside of
your competence



Session 2:

(1) General interpreting skills and processes



Interpreting Process

- Always prepare
- Introduce yourself and establish who is who
- Position yourself correctly
- Discuss the interpreting protocol
- Ask to slow down or to speak in shorter sentences if necessary



Interpreting Process

- Handle side conversations professionally
- Take notes when appropriate
- Be discreet and professional
- Ask for breaks
- After the assignment get your documents signed (attendance sheet, etc)



Interpreting Skills: Active Listening

- Concentrate / focus on speaker & topic
- Avoid your own detours
- Wait to hear the full idea



Interpreting Skills

- Use your voice and diction correctly
- Always speak in the 1st person
- Use the same tone of your voice (sarcasm)
- Interpret the meaning not words
- Do not offer advice, opinions or explanations



Clarifications

- Only clarify what you do not understand for interpreting purposes
- Always alert both parties that you need to clarify
- Use the 3d person (he, she, they) in clarification
- Return to the 1st person after clarification



Important:

- If something is outside your agreed brief, take time to consider, discuss, accept or decline
- Do not accept assignments you are not up to
- Do not forget: you are there to facilitate communication



Session 2:

(3) How to prepare for an interpreting assignment



Preparation for an Assignment

- What, Where, When
- Request backup materials:
terminology, special knowledge
- Do your homework: research, learn,
practice



Preparation for an Assignment

- Request a briefing
- Health and Safety Considerations
- Cultural Considerations (dress, time-keeping, greetings)



Session 2:

(2) Memory techniques and note-taking



Memory Triggers: Visual



- 'Images go directly to long term memory where they are indelibly etched' /Dr. Lynell Burmark, Educational Consultant/
- 3 - 20% - 60%

Visual Triggers – Exercise



Memory Triggers: Narrative



Structural



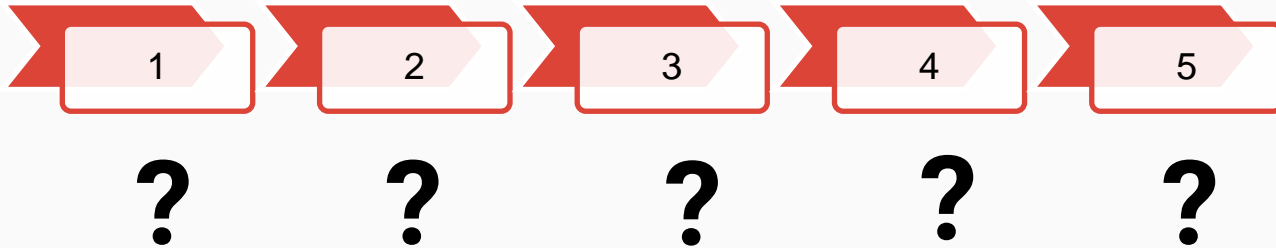
Structural: Numbering



"Life is Beautiful" *La vita è bella*, Roberto Benigni

TRANSLIT PRO

Logical Triggers: Red Thread



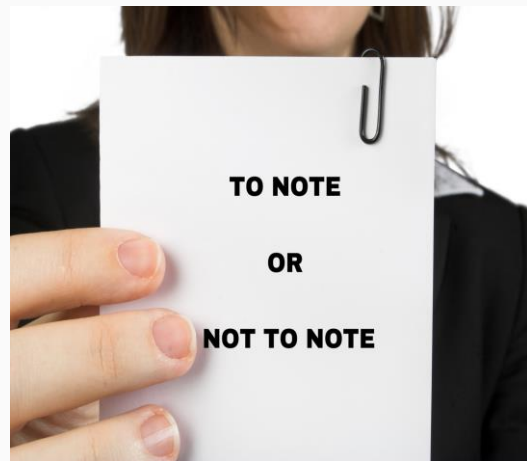
Note Taking for Interpreters

- Have to be taken down quickly
- Only essential detail needed (fresh in your mind)
- Must be easy to read



To note or not to note?

- Listen → Convey
- Listen → Take Notes → Decode Notes → Convey
- Extra cognitive power required
- Note-taking must help, not hinder



When take notes?

- When you need to help your memory by providing logical structure of the idea (brain's crutches)
- When your need to substitute your memory where there is no logic (names, numbers, terminology, etc)
- Remote Interpreting



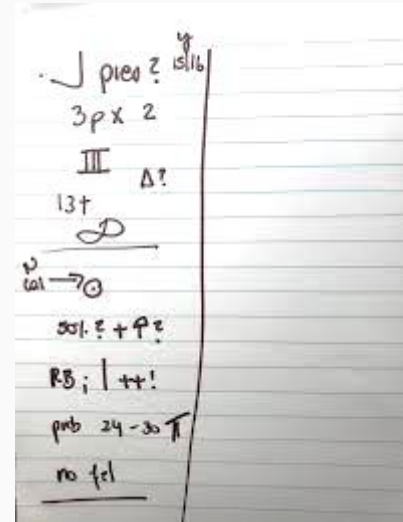
Main function of the Notes

- Trigger the recall
- Helps you to convey someone else's ideas
- Need to be Clear and Distinct (otherwise a bad trigger)
- Great notes but I don't know what they mean! - useless



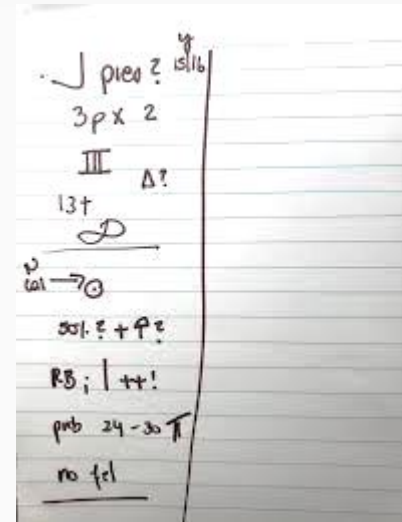
Note Taking Principles

- Is it appropriate for a particular assignment?
- Remember: it's your tool, not your role
- Don't write everything down; not retelling but reminding



Note Taking Principles

- Ideas, not words
- Divide ideas
- Look at the audience



Abbreviations: Consonants

- Nation ntn
- National ntnl
- Nationality ntnty

- notional? = context or notnl

Abbreviations: suffixes

-ive v

prodctctv

constrctv

defnsv

-ity y

cntnuiy

sesntvy

creatvty

- ion n

divsn

creatn

revltn

revulsn

complsn



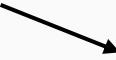


-ise (ize)

captlz

realz

centrlz

Symbols – easy to read and write

-  love $\rightarrow\rightarrow$ ongoing  rise  fall
-  start, commence, begin
-  end, finish, cease, stop, conclude

Abbreviations / Symbols

- Wk
- ○ | wk | ○ wk
- Mth ○ ○ | mth | ○ ○ mth | 2 mth
- Yr

Social Media Abbreviations

- AB/ABT – About
- B4 – Before
- BGD – Background
- BTW - By the way
- IIRC - If I remember correctly

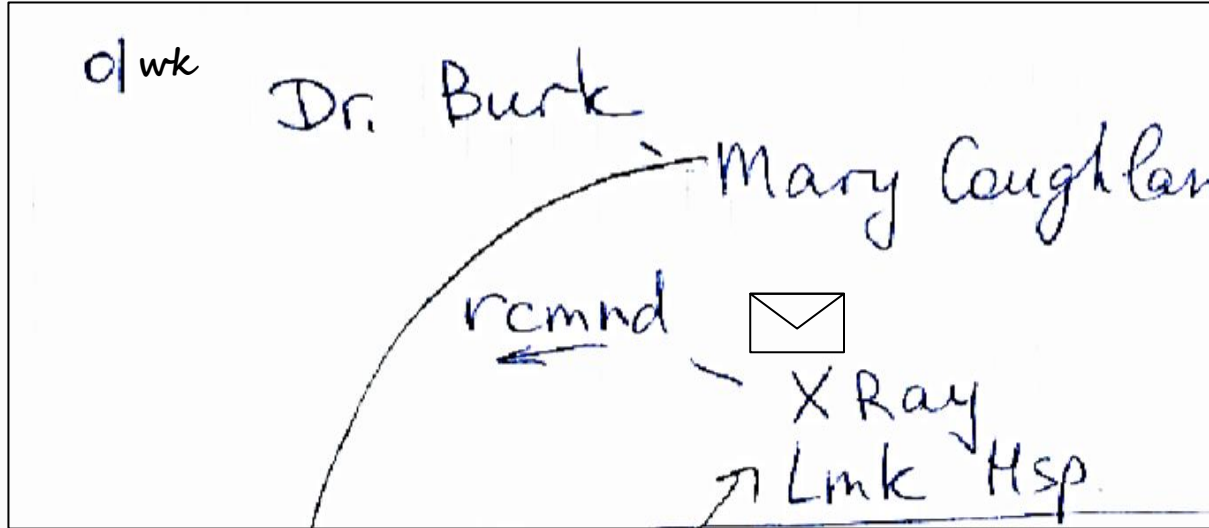


Are my notes correct?

- Do they work for you?
- Than it is good enough



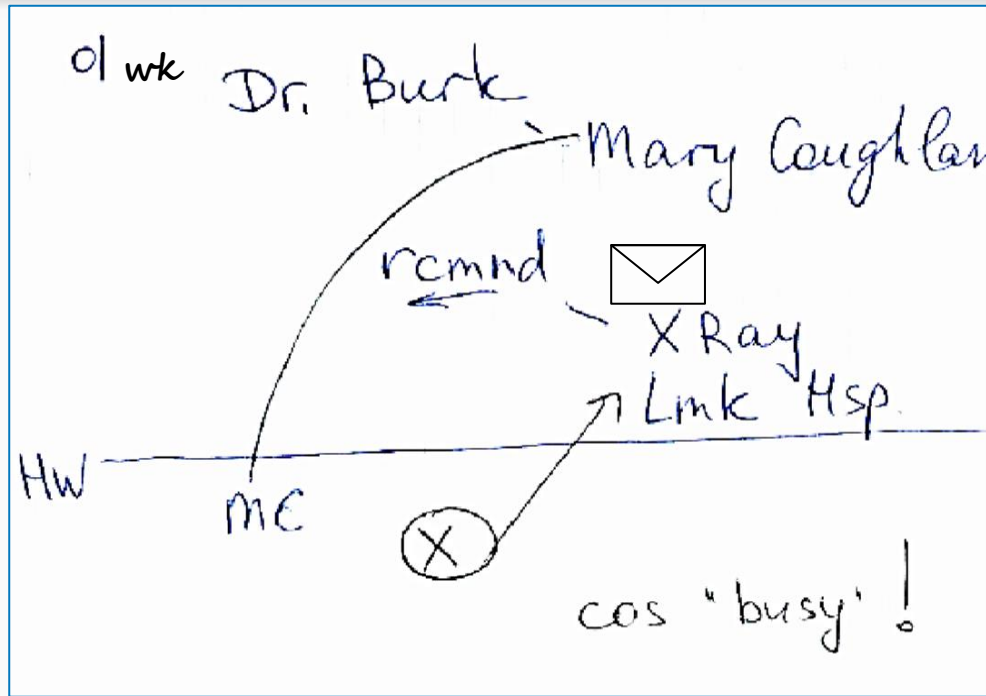
Exercise



Last week, Dr. Burk saw this patient - Mary Coughlan.

He recommended that the patient should have an X-ray and gave the patient a letter to the A&E department of Limerick Hospital

Exercise



However, Mary Coughlan did not visit the hospital because, she said, "she was too busy".

Practice Makes Perfect

The Best Speeches of the 21st Century

by Jack | Apr 8, 2020 | Public Speaking Skills |



BEST SPEECHES OF THE 21ST CENTURY

THANK YOU

