



5 KEY TIPS FOR WORKING WITH INTERPRETERS



Allow enough time

- Interpreted sessions take longer since everything has to be said twice. Plan for double the time.
- Make sure to allow time for an interpreter introduction, and any necessary clarification.

Interact directly

- Arrange seating so that you have direct eye contact with your client.
- Seat the interpreter beside and slightly behind the client, not at the center of the conversation
- Say  *"Show me your documents."*
 *Instead of "Tell her to show me her documents."*



Be supportive

- Interpreting is a complex task! Please be supportive when the interpreter needs to interrupt for clarification, asks for repetition or requests a change of pace to ensure accuracy.
- Avoid complex wording, acronyms, idioms, jargon, and slang.
- Pause appropriately.



Oral translation of documents

- Provide the document in advance so the interpreter can review the content, terminology, and context.
- Allow time for questions or clarification.
- Use verbal communication only.

Provide Feedback!

- Use the feedback form to improve future interpreted sessions.

