

SECTION 3

Presenter Information Guide: Facilitating a Bilingual Workshop through Simultaneous Interpretation

PREPARING FOR THE SESSION

Presenting a multilingual workshop is exciting and especially rewarding when the appropriate preparation has been completed. The following information is designed to be your guide.

Information Needs of the Interpreter

Send written materials to your interpreter. It is critical that you send workshop information to your conference interpreter. Every field has discipline specific vocabulary. Even if your interpreter is familiar with every one of those words, their interpretation will be smoother and it will be easier for them to keep up with you, if they are mentally ready for the direction your presentation will take.

- You can send your interpreter: an article you have used as a resource, handouts, overheads, brochures, workshop agenda, and/or a list of discipline specific vocabulary you will be using.

Handouts

- Do you have handouts in both languages?
- If you would like handouts in the second language, you must arrange for that prior to the conference. Your conference interpreter will not translate handouts.

Power Point

- If your power point presentation is written in the language you will be presenting in, you must read the slides during your presentation so that your interpreter can translate them as you speak.

- If your power point presentation is in both languages, it is best to create slides with both languages on each slide so that you do not have to switch back and forth while you are presenting.

Pre-workshop Contact with Interpreter

- It is important to have a phone conversation with your session interpreter after they have received your information and prior to the workshop. This conversation will allow each of you to ask questions concerning the process.

THE SESSION

The interpreter will translate everything that is said during the session, participant comments, intercom messages, side conversations, everything. A good analogy would be a human phone line.

Interpreter Introduction

At the beginning of the session the interpreter should be introduced and their role explained. Either you or your interpreter can do this. It is important that the interpreter's role in the workshop be clearly explained to participants. The interpreter might say:

Hello, my name is _____. I will be the interpreter today. When anyone talks, I will translate what he or she says into a microphone that will transmit my voice to the headsets of participants who do not speak _____ (language of the presentation). You can speak directly to any of these individuals and when they respond, I will translate their message out

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loud for the rest of the group. My one critical need is that one person speaks at a time during this session and speaks loudly enough for me to hear. This will allow for full participation of all present here today. My role is to strictly translate information. I am not a participant, and will not be involved in your session today.

They will then repeat their introduction in the second language.

Rate of Presentation

- Do not speak too fast. Give the interpreter time to learn your rhythm. Agreeing on cues prior to the session will assist the interpreter in giving you immediate feedback if your pace is too fast or too slow.
- If you notice the cues while you are presenting, the interpreter will not have to interrupt you.

Language

- Jokes do not translate well. Jokes contain culturally specific information that new immigrants to a country would not know. Rhymes do not translate either; they are no longer funny because the words no longer rhyme.
- Do not use acronyms; they require that individuals be familiar with the group,

association, or concept. It can feel cumbersome to use the entire name, but it keeps everyone on the same page.

Pairings and Small Group Discussions

- Your session interpreter will only be able to interpret for one pairing or one small group at a time.
- You will have to ask participants to pair based upon language abilities, specifically asking bilingual participants to pair with participants requiring interpretation services. You will need to create groups based upon language abilities as well. Finding out if bilingual participants have the capacity to, or feel comfortable with, interpreting for a small group is an option.

Questions from Participants Speaking the Second Language of the Workshop

- When participants who do not speak the language of the presentation have a comment or question, the interpreter will switch to consecutive interpretation and will translate out loud what they say for the entire group. They will translate any response into the microphone that transmits to the headsets of the participants who need interpretation.

By: Betty García Mathewson, New York State Migrant Education.

Resources: Views, Volume 12, Issue 11, December 1995, A Monthly Publication of RID.

Additional Resources: Kathy Miraglia, B.A., C.S.C., Coordinator of Interpreter Services, University of Rochester; Patricia Leadley, Spanish Language Interpreter, University of Rochester.

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