



Working with Interpreters

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Key Concepts

Interpretation

Rendering of written information from one language to another language.

Interpreter

Performs an interpretation.

Limited English Proficient (LEP)

An individual who does not speak English as his/her primary language and has limited ability to read, speak, write, and understand English.



- Inform guest speakers that the session will be interpreted and suggest that they speak a little slower and minimize colloquialism.

During the Event

- If equipment will be used, make sure that it is working properly.
- Arrange space in a way that interpretation does not distract anyone.
- Introduce speaker to interpreter. (If possible, try to arrange this prior to the event).
- Make event participants' aware that interpretation will be taking place.

The success of accurately conveying the program's message depends on adequate interpretation. This occurs when the interpreter is able to understand and analyze a spoken word and render the message with accuracy.

Title VI of the Civil Rights Act of 1964 indicates that "No person in the United States shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

Selecting the Interpreter

- Consider the interpreter's credentials and experience.
- What is the interpreter's area of specialization?
- Interpreters should remain unbiased in conveying the message.
- Interpreters should abide by a code of confidentiality.
- Do a thorough research of fees to ensure adequate allocation of funds.

Before the Event

- Meet with interpreter and describe event, room size, and number of people attending, equipment, and setting.
- Provide him/her with handouts, schedules, parking, building information, and payment information.
- Discuss type of interpretation to be used and special equipment and/or setting needed.
- Discuss/review protocol to be used during the interpretation.

For more information contact:

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References

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