<u>Using Telephonic Interpreters: Mindfulness & Mastery – HANDOUT #4</u>

Training for UCP and LOP Networks

Checklist

${f T}$ ell the interpreter the context.
E xplain the interpreter's role.
Limit the use of gestures and facial expressions.
E nsure the participant/child speaker's understanding.
Pace your speech appropriately.
H ave sufficient time available.
Offer only one question at a time.
Note the interpreter's ID number.
Enunciate words and speak audibly.
Incorporate first person or direct speech.
Notice and work through additional communication problems.
${f T}$ ake turns speaking.
Encourage requests for clarification.
R efrain from using figures of speech.
P rotect and respect the role of the interpreter.
Remain present for all communication.
${f E}$ xercise awareness of the words you say aloud.
Talk in short utterances.
${f E}$ liminate vague expressions and words that have double meanings.
Relieve or refresh your interpreter as needed.

Source: Nataly Kelly, Telephone Interpreting: A Comprehensive Guide to the Profession (2007).