

WORKING WITH INTERPRETERS TIP SHEET

Instructions to Give to Interpreters

- 1) Interpret everything that is said
 - Use the first and second person
 - Use same grammatical construction as the speaker
 - Do not omit, edit, or polish what was said
- 2) Interpret the meaning as accurately as possible
- 3) Do not have side conversations with the LEP person
- 4) Never answer for the LEP person
- 5) You may ask speakers to do any of the following:
 - Pause
 - Repeat
 - Slow down
- 6) If needed, ask for clarification or a time out

Instructions to Give to LEP Individuals (Clients)

- 1) Explain the role of the interpreter: to be a conduit ONLY
- 2) Speak slowly and speak only one or two sentences at a time
- 3) Be patient- the interpreter may ask you to slow down or repeat what you just said
- 4) Explain words or concepts upon interpreter's request
- 5) Allow the interpreter to finish interpreting before speaking
- 6) Do not ask the interpreters any questions or have any side conversations with the interpreter—please address all questions and concerns with me

When You Work with Interpreters

- 1) Schedule additional time for any meeting
- 2) Walk through the instructions above with the interpreter
- 3) Pay attention to positioning
- 4) During the interpretation:
 - Maintain eye contact with the LEP person
 - Use first person
 - Use plain English
 - Speak slowly and clearly and pause
 - Speak one sentence at a time
 - Ask one question at a time
 - Allow the interpreter to finish interpreting before speaking
 - Explain words or concepts upon interpreter's request
 - Be aware of cultural differences
- 4) Always maintain control
 - Ask for full interpretation of side conversations
 - Do not allow the interpreter to answer for the LEP person
 - Inquire about interpretation that is longer or shorter than expected
- 5) Debrief with the interpreter at the end to address issues or concerns
 - Discuss any questions or concerns that emerged during the session
 - Invite suggestions from the interpreter on how you can work better with interpreters
 - Brainstorm solutions to employ the next time