



## A QUICK INTRO TO ORAL INTERPRETATION<sup>1</sup>

*The following quick orientation to interpreting should take less than 2 minutes to do with the group and should be done right at the very beginning. It is only sample text and can be changed to fit the needs of the group.*

We want to let y'all know that we are interpreting between **Spanish and English** today. This is because we have speakers of these two languages with us and we want to encourage everyone to feel confident and at ease to participate using the words that are most meaningful to them.

We believe that the language we use is intimately connected with who we are, our thoughts, our emotions, our dreams, our cultures, our passions, our politics... everything. We are interpreting these sessions in **English and Spanish** to help create an inclusive space where each of us may feel free to bring our whole selves into the room. To make the interpreting as inclusive as possible, we want to ask folks to please keep the following in mind:

1. **Speak at a moderate pace**, not too fast or too slow.
2. **Speak in a loud voice** so you can be heard clear across the room.
3. **Speak directly to your fellow participants**; no need to look at the interpreters.
4. **One person talks at a time**; interpreters can't choose which one to interpret for.
5. **For bilingual folks**, please feel free to switch languages as much as you like, but please not within the same sentence.
6. **For those using equipment**: if there is any trouble with the equipment or its batteries, please come over and get a different set as soon as you notice the problem (**please don't suffer in silence!**).
7. **When you yourself are talking**, it is often helpful to pull your earphones off or turn down the volume so the interpreter's voice in your ear won't distract you.
8. The language in which the conversation is occurring **can switch at any moment**, and we want folks to feel at ease to speak in whichever language they want. If the discussion flows into a language that you don't need interpreted, it is fine to turn the volume down, but please **keep the earphones close by and ready** should the language suddenly switch again. This is so we don't make anyone feel "on the spot" if they switch languages and cause us to go scrambling for our headphones and lose momentum because we weren't ready for it.
9. At the end of the day and during breaks, please turn off the equipment to **save the batteries**.
10. If folks start talking too fast or too quietly, we like to use **some hand signals** to let folks know to slow down or speak up. If the interpreter starts making these hand signals and the speaker doesn't notice, but other folks in the group see it, can we agree as a group to help out by doing the hand signal, too?



### 11. Are there any questions?

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<sup>1</sup>The language Access toolkit by the CCHE