

Working face-to-face with an interpreter

- Fiona McDaid

■ Face-to-face interpreting

- Plan your interview
- Explain the purpose of the interview to the interpreter

■ Face-to-face interpreting

- Provide a private area for the conversation
- Arrange the seating in a triangle or circle

■ Face-to-face interpreting

- Introduce the client & yourself to the interpreter

■ Face-to-face interpreting

- Allow plenty of time
- Brief the interpreter
- Which type of translation is required?
 - Simultaneous
 - Consecutive
- Arrange signal breaks

■ Face-to-face interpreting

- Maintain your role in managing the interview
- You conduct the interview not the interpreter
- The interpreters role is to translate

■ Face-to-face interpreting

- Confidentiality
 - everything discussed is confidential to both the interpreter & yourself

■ Face-to-face interpreting

- Speak directly to the client not the interpreter

■ Face-to-face interpreting

- Summarise when necessary, during & at the end of the interview
- Ask the client if they have any questions

■ Face-to-face interpreting

- Debrief the interpreter (if required) after the client has left

■ Face-to-face interpreting

- If the interpreter needs to clarify a message with the client in their own language, ensure that the interpreter informs you about what has been said

■ Face-to-face interpreting

- Ensure that the client is informed about what you discuss with the interpreter (if required)

■ Face-to-face interpreting

- Evaluation form
 - quality of service
 - effectiveness

- Completing quality circle