

SIMULTANEOUS INTERPRETATION

—GUIDELINES FOR SPEAKERS—

1. Speak at a natural pace but avoid speaking too quickly. Remember that Romance languages often require many more words to express the same thought.
2. Avoid any references to events or situations that are so typical to your culture that they cannot be understood by members of other cultures or be easily interpreted. The alternative would be to give as much cultural background to your foreign audience as possible. Avoid jokes that could be culturally sensitive.
3. If you are planning to read a script, do so at a speed which is similar to natural spoken speech. Most people read much more quickly than they normally speak, which makes interpreting a major challenge. Also be sure to get the interpreters a copy of anything that will be read.
4. Provide copies for the interpreters of as much support documentation for your presentation as possible. A brief glossary of specialized terms, acronyms and a list of explanations of abbreviations would be especially helpful.
5. Explain abbreviations that are not commonly known by your audience. Avoid rapid enumeration of names, facts, or figures.
6. During Q&A, comments and questions that are not asked directly into the microphone cannot be interpreted. In such instances, please rephrase or repeat the question for the benefit of the interpreters as well as the audience in the back of the room.
7. Remember that the interpreter's job is to get your message across to the foreign speakers as eloquently as you did in your native language. The listeners will be focusing on your voice tone and mannerisms but listening to the content via another voice.