

## Engaging an Interpreter, Checklist

### 1. Identify the need:

- Identify the exact language your client needs
- Check the Interpreter's gender appropriateness with your client
- Be aware of any cultural difference that could jeopardise the success of your meeting ( time and venue for your meeting)

### 2. Briefing time:

Allow 5 - 10 minutes to brief the interpreter on the assignment and for the interpreter to meet the client and confirm language match

### 3. Cultural Differences:

Check with the interpreter if there is any cultural difference/ sensitivity that you should be aware of prior to the meeting

### 4. Seating Arrangement

Ask the Interpreter for the best seating arrangements for them to achieve the best of their work

### 5. Communication

Always address the client directly  
Speak clearly and at a convenient pace and volume  
Avoid the use of jargon as much as possible

### 6. Interpreter's rights

Allow the interpreter to interrupt at any time during the meeting in order to:

- ✓ Ask for clarification if needed
- ✓ Object on the communication's length and speed
- ✓ Clarify misunderstanding

Allow for breaks if the meeting is too long

### 7. Your rights

Take control of the meeting and use the interpreter as an intelligent mean for passing on the information only

### 8. Don'ts

- ✓ Do not ask the interpreter for an opinion during the meeting
- ✓ Do not rely on the interpreter to explain details of your work.
- ✓ Do not forget: Interpreters are only there to interpret what is said between you and your client.