

SIMULTANEOUS WITH TEXT

'DO'S AND DON'TS'

DO

If you have received the text(s) of speeches/presentations sufficiently ahead of time:

- 1) Research the subject matter for background information, context, etc.;
- 2) Read the text carefully;
- 3) Underline or highlight proper nouns, acronyms, numbers, etc.;
- 4) Research terminology and acronyms for meaning and translation;
- 5) Annotate the text to overcome terminological and syntactical difficulties.

If you have **not** received the text(s) ahead of time:

- 1) Glance quickly at the title and the name and office/function of the speaker;
- 2) If possible, skim through the text quickly, highlighting names, acronyms, etc.;
- 3) If you have time, prepare the first and last couple of paragraphs;
- 4) If not, take a deep breath and get ready to concentrate.

When you are in the booth:

- 1) Decide beforehand, together with your colleague(s), who will interpret which speech or part of speech;
- 2) Keep your speeches in order of delivery (so as not to lose them).

When the speeches are being delivered:

- 1) Remember the '3 Golden Rules' of interpreting: **Listen, Listen and Listen!**
- 2) Keep your eyes on the text and glance ahead;
- 3) Keep up with the speaker, whatever happens!
- 4) Summarize and paraphrase if and when necessary and possible (if too fast);
- 5) Strive for a smooth delivery and breathe;
- 6) Be **clear, intelligible and linguistically accurate!**

DON'T

- 1) Translate the text beforehand and read your translation;
- 2) Overload the text with annotations;
- 3) Stop listening to the speaker or stray from the text;
- 4) PANIC!