

## **Greater Cincinnati World Affairs Council Hints on Speaking Through an Interpreter**

- Speak clearly and logically so that the interpreter can convey your ideas
- Provide an oral map for your interpreter by using "marker" words like "first," "second," "third," or other cues to define your position, like "in contrast to..." or "I agree and would like to add" or, "in conclusion..."
- Use complete sentences and phrases to give your audience a full picture of what you want to say.
- Speak in a normal tempo and volume speech, and articulate clearly.
- Do not interrupt the interpreter or correct him/her during interpretation, even if you notice an interpreter has misconveyed, left out, or underemphasized an important point, or you sense from facial expressions or body language that a point has not been fully understood. In such cases it is best to repeat the information at the start of your next offering, perhaps using different words.
- Avoid jargon, slang, plays on words, less-known terminology, or narrow professional language as this creates difficulties for the interpreter and misunderstanding can result.
- Remember that most jokes, irony, or cultural references almost always have no meaning to people from a country other than yours and may require extensive explanation.
- Prepare speeches beforehand and give written copies or an outline to the interpreter.
- If brochures or materials about organizations or businesses to be discussed or visited are available, give them to the interpreter in advance.
- Leave out the proper names of people, job titles or organization/company names that are not essential to the conversation. This information is often poorly apprehended in any language, and is better conveyed by a business card or brochure.