1. LET’S SPEAK TO EACH OTHER DIRECTLY AS IF THE INTERPRETER WEREN’T HERE

Mr./Ms. ______ will be acting as our voices and will interpret everything we say.

2. PLEASE ANSWER IN YOUR OWN LANGUAGE EVEN IF YOU SPEAK SOME ENGLISH

3. WAIT TO ANSWER UNTIL THE QUESTION HAS BEEN INTERPRETED COMPLETELY

—even if you understood what was said in English. This helps the process go more smoothly.

4. ANSWER QUESTIONS OUT LOUD USING WORDS

Always speak in a loud and clear voice. Do not answer with “uh-huh”, “uh-uh”, or nodding or shaking your head.

5. THE INTERPRETER MAY NEED TO INTERRUPT YOU ON A LONG ANSWER

If that happens, try to remember what you were going to say next so your response can be interpreted completely.

Remember: The interpreter is not allowed to have a private conversation with you or offer any opinion or advice.