

# WORKING WITH INTERPRETERS TIP SHEET

## GENERAL INFORMATION

Will you be having a meeting in person, through video chat, or over the phone with an ASL user? If so, then ASL-English interpreters will then be present and this tip sheet is for you.

### TOP TIPS

1. Please be prepared to provide relevant information so the interpreting team can adequately prepare. This information could include:
  - a. Meeting goals or desired outcomes,
  - b. Any visual materials that may be used (handouts, maps, data, etc.).
2. If meeting in person, the interpreter(s) will sit beside you for sight line purposes.
3. If there are two interpreters working, they will switch who's actively working approximately every 15-20 minutes. If you are meeting via video chat or phone this means you will hear a change in voice. Try to ignore the interpreters when this occurs.
4. Please look and speak directly to Deaf person in the first person and do not ask the interpreter to "tell him/her, ask him/her, etc." Similarly the interpretation into English you hear will also be in the first person.
5. You do not need to slow down your speech or break it into chunks; just speak normally. The interpreters are trained to interpret between two different languages distinct in their grammar and modality. This process does however take a brief processing time in order to simultaneously interpret the conversation. This means there will be short pauses during the conversation and in between speakers' comments.
6. Interpreters will not participate in the conversation taking place. Please do not directly engage the interpreter(s) while they are working. If you have comments, questions, or feedback for the interpreter(s) please wait until the meeting is finished and then bring it to their attention. Interpreters are open to having debriefing discussions.

For more detailed information, please check out the SMU [Deaf Academics & Interpreters](#) webpages, specifically the [Work with an Interpreter](#) section.

*If you have any questions or concerns, please do not hesitate to contact the SMU Faculty of Science staff interpreter, Ashley Campbell at:*

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or

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