

WORKING WITH INTERPRETERS TIP SHEET

FOR PRESENTERS AND LECTURERS

Are you giving a presentation or lecture? Will ASL-English interpreters be present? Then this tip sheet is for you, as you will work closely with the interpreting team.

TOP TIPS

1. Be prepared to provide your presentation materials to the interpreting team ahead of time so they can adequately prepare. Materials such as:
 - a. Presentation PowerPoint slides, outline, speaking notes,
 - b. Additional materials or handouts,
 - c. Visual and audio materials if using (videos, YouTube clips, voice-over recordings, etc.) *Please check if closed captions are available for visual materials and if not, inform the interpreters.*
2. The interpreting team will set-up near you and / or the projector screen. Due to the visual nature of ASL seating arrangements and sight lines are critical, and your assistance to ensure unobstructed views of the presentation and interpreter(s) is appreciated.
3. 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.
4. 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.
5. The interpreters will switch who is actively working approximately every 15-20 minutes. Try to ignore the interpreters when this occurs.
6. Interpreters do not participate in the conversation and are actively working during the entire event. Please do not ask the interpreter(s) to: hold the mic, write on whiteboard, set up room, etc.
7. If you have comments, questions, or feedback for the interpreter(s) please wait until the presentation 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:

ashley.n.campbell@smu.ca or 902-496-8761