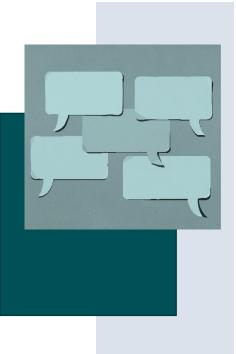
## Language Access Team Tips





## Working with a Spoken Language Interpreter

- 1. Brief the interpreter prior to a meeting. Providing the interpreter any remarks two days prior to the meeting is key.
- 2. Permit only one person at a time to speak.
- 3. Speak directly to the non-English speaker. The interpreter may look down when speaking to help avoid diverting attention from the witness.
- 4. Speak clearly and in a normal tone.
- 5. Allow more time for interpreted communication. As a courtesy, add two additional minutes for witnesses to testify.
- **6.** Be aware of cultural factors, e.g., avoiding eye contact is viewed as a sign of respect in some cultures.
- 7. Refrain from using metaphors, acronyms, idioms, or slang.

## Working with an ASL Interpreter

- 1. Look and speak directly to the person who is deaf.
- 2. Speak in the first person.
- 3. Be aware of interpreter positioning.
- 4. Speak in your normal volume and speed.
- 5. If you are using written notes, offer a copy to the person who is Deaf and to the interpreter.
- 6. Give the interpreter a copy of presentation and any other material ahead of time to aid in preparation.
- 1. If you lower the lights during part of a presentation, maintain enough light so the interpreter can still be seen.

