

10 commandments for using an interpreter

- I. Brief the interpreter
- II. Sit opposite the client
- III. Introduce the roles
- IV. Speak directly to the client
- V. Use your normal tone of voice
- VI. Maintain control
- VII. Use simple language
- VIII. Avoid slang/jargon
- IX. Pause after a few sentences
- X. Avoid length asides with interpreter

Please remember

YOU are the professional – exercise your authority

Conduct an interview NOT a debate!