

## CONSECUTIVE INTERPRETING RULES.

1. Do not interrupt the speaker - the entire question or answer must be finished before you commence your interpretation. Do not attempt to mentally interpret until you have heard the entire message.
2. Do not add anything to the message - no additions of any kind are allowed
3. Do not omit from the message - do not leave anything that was said out of the interpretation.
4. Do not change the message - do not make changes to the message received
5. Use formal YOU - the tu form (for addressing individuals) is prohibited
6. Take brief notes all concrete information such as names, description, colors, numbers, years, etc.
7. No extraneous noises - do not make any sounds such as uh, uhm, well, ok, etc.
8. No double interpretations - provide a one word interpretation for one word heard.
9. Maintain the same register - raise or lower your level of sophistication of the language in accordance to what you have heard.
10. **Speak loudly, clearly and confidently - you must project professionalism at all times!**
11. If you do not know the interpretation for a word or expression, make your best educated guess
12. When an idiomatic expression is utilized, then you must provide the equivalent expression to convey the meaning and not explain the expression.
12. Interpret all fillers - all filler words utilized by the speaker, such as 'well' "you know" "ok", they must all be interpreted with equivalent filler word.
13. Remember in what language you heard the source information so that you may go into the correct target language when interpreting.
14. Remember the gender of all speakers - this a must when going in to Spanish
15. Follow the story - remember everything that has transpired in the story so that you may provide a better interpretation of up-coming events. ( this includes terms used).
16. Interpret all profanity - do not use more bland terms (euphemisms) for vulgarisms
17. Do not do any conversions - when answers are provided in pesos or kilos or the 24 hour clock is used, they will be interpreted in just the same fashion and not converted.
18. You must wait at least two complete seconds before commencing your interpretation. You must begin yr interpretation no more than seven seconds after the speaker has finished the question or the answer.
19. You may ask for repetitions - you will state: "May the interpreter have repetition, please".
20. No "Spanglish" (a hybrid language /combination of 2 languages) is allowed.
21. Concentrate 100%. Visualize the message. Sound self-assured and poised.