Checklist

☐ **T**ell the interpreter the context.

☐ **E**xplain the interpreter's role.

☐ **L**imit the use of gestures and facial expressions.

☐ **E**nsure the participant/child speaker's understanding.

☐ **P**ace your speech appropriately.

☐ **H**ave sufficient time available.

☐ **O**ffer only one question at a time.

☐ **N**ote the interpreter's ID number.

☐ **E**nunciate words and speak audibly.

☐ **I**ncorporate first person or direct speech.

☐ **N**otice and work through additional communication problems.

☐ **T**ake turns speaking.

☐ **E**ncourage requests for clarification.

☐ **R**efrain from using figures of speech.

☐ **P**rotect and respect the role of the interpreter.

☐ **R**emain present for all communication.

☐ **E**xercise awareness of the words you say aloud.

☐ **T**alk in short utterances.

☐ **E**liminate vague expressions and words that have double meanings.

☐ **R**elieve or refresh your interpreter as needed.

Source: Nataly Kelly, *Telephone Interpreting: A Comprehensive Guide to the Profession* (2007).