

Info sheet for speakers

This info sheet compiles some useful information for speakers whose contributions will be interpreted. Taking the following aspects into consideration will help the interpreters process the speech / presentation more easily, ensuring a top-notch interpretation of the event.

Preparation

All professional interpreters make sure to extensively prepare each assignment. Forwarding event documents such as manuscripts, presentations or other useful information will aid the interpreters immensely in their preparation – particularly of highly technical events. Naturally, all documents will be treated confidentially.

Use of a microphone

Simultaneous interpreters usually work from soundproof booths. That's why it is of great importance that all speeches, presentations and other contributions such as questions or shorter interjections will be given using a microphone. So, a sufficient number of microphones (including lapel microphones and handhelds) should be provided to the participants. Since the interpreters usually wear headphones when interpreting, please make sure not to cough into or tap onto your microphone – for the sake of the interpreters' hearing

Delivery

It is usually most pleasant for both your listeners and interpreters if you speak freely, without reading your manuscript out aloud. This ensures a lively and natural delivery, emphasised by natural facial expressions and gestures. Should you, however, prefer to read from your manuscript, please make sure to speak slowly and naturally, to pause every now and then and to forward your manuscript to the interpreters as early as possible.

Humour

Jokes, puns and proverbs are a great way to lighten up the mood. However, they cannot always be translated into another language or culture. This often leaves the interpreters with no choice but to explain jokes and particularly puns briefly to their listeners. So, it might be wise to incorporate only few jokes, puns or proverbs when preparing a speech for a multilingual event.

Proper names and abbreviations

Proper names and numbers are often paramount to a speech or presentation, especially in highly technical settings. At the same time, they are the elements most often mentioned quickly or in passing – making it harder for both listeners and interpreters to hear and process. So, please make sure to enunciate names and numbers slowly and clearly.

The same goes for abbreviations, which are often unknown to outsiders. It's best to use them sparsely and to briefly explain them when used for the first time.