



independent translation & interpreting service - scotland

The following has been drawn up as a guide when working/ dealing with a mixed audience of L1 / L2 People. What do L1 / L2 mean? This is where two different languages are involved, an example in this case would be British Sign Language [BSL for short] and spoken English. You may wish to consider the following points listed below to ensure full participation with all those involved. This will also ensure everything goes as smoothly as possible.

For the Co-ordinator / Team Leader etc.

At the opening of the session, please take time to explain to the audience / group

- The interpreting situation and whether there is to be one or more interpreter[s] involved.
- Check to see if there is an Interpreter Co-ordinator appointed [this would normally apply if you have booked a team of 3 or more Interpreters]
- Communication regarding Interpreters and interpreting should be carried out with the Co-ordinator
- Inform the group / audience who the Co-ordinator is
- If you find that only have one Interpreter available, [the other interpreter is running late, called off at the last minute etc] the group / audience should be informed that there will be rest breaks for the Interpreter
- These breaks should be agreed prior to the start of the assignment between all parties concerned
- During the course of interpreting, please ensure that the pace is steady enough to allow the interpreters to carry out their task efficiently without duress
- Where necessary please ask the Presenter to slow down/speed up if the pace has become too fast/slow
- Remind the group/audience to be mindful of speaking/signing one at a time as far as possible. This is particularly important if only one Interpreter is working

- If there is going to be a question / answer session please make sure there is time for BSL D/deaf User to see who is speaking / signing
- When a question is being asked, please wait until the question has been fully interpreted before a response is given
- When giving information, please direct them to whom you are speaking, i.e. individual, group or audience.



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GUIDELINES FOR BSL / ENGLISH INTERPRETERS WORKING IN SOCIAL / NETWORK SETTINGS

- It is worth checking with the BSL D/deaf User their own expectations
- No alcohol to be consumed during any assignment.
- Consideration needs to be given to meal times. Check if you will be required to work through meals. If this is required, then arrangements should be made to eat beforehand or liaise with your co-interpreter on this [if more than one Interpreter has been booked]
- Personal questions [s] addressed to the BSL / ENG Interpreter [from a English spoken person] should be interpreted, this will allow the BSL D/deaf person the option of explaining the boundaries etc involved when working with a BSL / ENG Interpreter.
- If you are co-working the 2nd Interpreter should remain active as a support in case of difficulty arising particularly when working from BSL to ENG.
- Being non-active does not allow for the excuse to leave for a smoke break or to make telephone calls [except in valid case of emergency]. This should be agreed beforehand with the User [please note this would apply in a situation where only 2 BSL / ENG Interpreters are present]
- Any environmental information should be interpreted where possible and in an appropriate manner.
- The BSL / ENG Interpreter[s] must work the hours stated or agreed, unless the User decide otherwise [in cases where the assigned finished earlier than expected / agreed]
- It is also worth noting out the possibility that you may be held back a bit later, especially if you have already made another booking for elsewhere after this booking.
- The BSL / ENG Interpreter should always make time to ready any preparatory material provided before their assignment.

- When working with / in a team [this consists of 3 or more BSL / ENG Interpreters] Interpreters should provide a channel of communication, to do this a Co-ordinator should be appointed] this person need not always be a BSL / ENG Interpreter, but could be someone who could act as one. The Co-ordinator would then be responsible to inform everyone in the team of any changes/ requirements etc.
- If two BSL / ENG Interpreters are booked, it would be advisable to give some thoughts to arranging a timetable of duties to make sure things run smoothly [i.e. half an hour each may not always be the best way depending on the situation and dynamic of the assignment.



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GUIDELINES FOR BOOKING BSL / ENGLISH INTERPRETERS

When you are making your booking for a BSL / ENG Interpreter[s], it is worth considering the following **which acts as a guide**.

Example of Table 1

Duration	Number of BSL/ENG Interpreters	Setting / Situation
30 – 60 minutes	2	Large Dinner / Social / Networking 1 st Interpreter to work 2 nd Interpreter to eat / 'rest' but remain active
1 – 4 hours	Minimum 2	Same as above
4 or more hours	Minimum 3	Conference type situation 1 st Interpreter to work 2 nd Interpreter – Feeder / 'rest ' but remain active 3 rd Interpreter – eat / rest

- Feeder would involve feeding the 1st Interpreter information / support / or taking over if and when necessary.
- 'Rest' – does not mean that the Interpreter is off or away, but more that they are observing and making sure the Active Interpreter is
- In a situation where a 3rd interpreter is involved, 'Rest' would mean rest and not 'observing'.

You should make sure that the Social /Networking sessions [i.e. lunch, coffee breaks, socialising, networking etc] are covered as well as plenary and workshop sessions.

It is worth booking your Interpreter[s] who are registered with the various registration bodies. *[see table below for more information]*

Some Interpreting agencies may charge you extra for their services, It is worth checking this out before confirming any booking.

Table 1

MCIL	Member of the Chartered Institute of Linguistics	UK wide
MITI	Member of the Institute of Translators and Interpreters	UK wide
MASLI	Member of Association of Sign Language Interpreters	Professional Body for England / Wales / N. Ireland. – There is a network for Scottish based Interpreters, see SASLI.
MRSLI / TI	Member of the Register of Sign Language Interpreters	Register of Interpreters in England / Wales / N. Ireland –(there is a small group of these interpreters working in Scotland)
RMSASLI / AMSASLI	Member of Scottish Association of Sign Language Interpreters	Scotland only – SASLI is the Professional Body for Scotland only, and also holds the Register of Interpreters.

Provide as much information as possible and well in advance of the event.

Negotiate with the BSL / ENG Interpreters and User[s] an appropriate plan or timetable with start / finish times and duties of each BSL / ENG Interpreter [i.e. which interpreter will do the BSL to ENG and ENG to BSL etc]

The BSL / ENG Interpreter should be positioned in a well lit, clutter free background.

In a platform type setting it would be appropriate to have some seats reserved for the BSL / ENG Interpreters if more than one is working and perhaps some for the D/deaf BSL Users. However it should not be assumed that all BSL D/deaf User would like to sit at the front of the room.

You should also expect some negotiation from the Interpreters regarding lighting and positioning as they are normally best advised for this. This should be done well in advance.

It is in your own interest not to leave this to the last minute time should be allocated for this.

It would be advisable to negotiate with the BSL / ENG Interpreters in dealing with simultaneous request from multiple User[s]