



Agenda

Court Interpreter Workshop 2014

Friday & Saturday - December 5 & 6, 2014 8:00 AM to 4:30 PM

Friday, December 5

- 8:00 Registration/sign-in
- 8:30 Welcome & Introduction
- 8:40 Overview
- 8:50 Code of Ethics
- Professional Interpreter Ethics in general
 - Review of Hawaii's Code of Ethics (PowerPoint)
 - Highlight most important tenets (accuracy, impartiality, confidentiality, scope of duties)
- 10:00 Break (10 minutes)
- Scenarios for role-play (if small groups are feasible, otherwise plenary discussion)
 - Wrap-up
- 12:30 Lunch
- 1:30 Consecutive Interpreting
- Definition, situations when used, general principles (PowerPoint)
 - Unique demands of courtroom testimony ("conceptual verbatim" interpretation)
 - Tips for improving memory and listening skills (demonstration exercises)
- 3:00 Break (10 minutes)
- Principles of note-taking (PowerPoint)
 - Tips for improving note-taking (demonstration exercises)
 - Controlling the flow of communication
- 3:45 Sight Translation
- Definition, types of documents, general principles (PowerPoint)
 - Strategies: chunking, reading ahead, restructuring (demonstration exercises)
 - Exams vs. real life
- 4:20 Wrap-up (review of main learning points)
- 4:30 Conclusion

Saturday, December 6

- 8:00 Registration/sign-in
- 8:30 Introduction, overview
- 8:40 Advanced Ethics Training
- Review of main principles
 - Working collaboratively with attorneys and judges
 - Ethical dilemmas: Scenarios for role-play (if small groups are feasible, otherwise plenary discussion)
- 10:00 Break (10 minutes)
- Continued discussion of ethical dilemmas
 - Wrap-up
- 11:00 Preparing for Certification Exams: self-study on a shoestring
- Review of exam components
 - Skill-building exercises
 - Simultaneous
 - Consecutive
 - Sight translation
 - Sources of materials for practice
 - Commercially available resources
 - Internet resources
 - How to develop your own materials
- 12:30 Lunch
- 1:30 Terminology Research and Maintenance
- What is a term: theory of terminology management
 - Pros and cons of dictionaries: context is everything
 - Resources for research
 - Glossary creation and maintenance
 - Tips for retaining terms
- 2:45 Break (10 minutes)
- 2:55 Translating Legal Documents
- Differences between translating and interpreting
 - Types of documents
 - Certification of translations
 - Resources for research
- 4:00 Open Q&A: ethics, resources, professional issues
- 4:30 Conclusion