

## Chapter- 2

# How to Train Effectively as an Interpreter

The success and efficiency of a good interpreter lies in how correctly and quickly he has interpreted the message, lecture or speech of a speaker from source language to target language, remaining as near as possible to the meaning and contents of originality without deviating from the original text of the speech. Here is how to train effectively.

### Steps

1. **Understand that interpreting consists of presenting in the target language, the exact meaning of what is uttered in the source language, either simultaneously or consecutively, and preserving the tone of the speaker.**
2. **Recognize what is expected of you as an interpreter.** All interpreters find this profession demanding and challenging. When an interpreter is working, he or she cannot afford to have a bad day. One bad interpreter can ruin a conference.
3. **Have the right skills.** Strong research and analytical skills, mental dexterity, and an exceptional memory are important for a good and efficient interpreter. A good interpreter needs a good short-term memory to retain what he or she has just heard and good long-term memory to put the information into context. Ability to concentrate is a factor as is the ability to analyse and process what is heard.
4. **Be persistent.** A strong base is required to be a good and efficient interpreter. So many aspirants join this race, but very few make it to the top. The main aspect that differentiates is Training, effort, intelligence, presence of mind and some of your own inner latent talents and initiatives.
5. **Train well.** Training is a very crucial stage in the career of any interpreter. An interpreter aspiring for a good career in this field has to reap the benefits of training through others' experience. The basics should be very solid and strong. This is a big side of the effort. The other side of the coin is type and level of training imparted to the trainee.
6. **Look for the following in good training programs:**
  - (1) Interpretation should always be in target language. A person feels very comfortable in his own mother tongue or that language where he has got good command over it. A trainee should understand what is being said in the training and he should also express his thoughts during discussions. Grasping the content is much easier in target language. Since his birth, a person speaks and writes and expresses in target language—be it in Hindi or Urdu or Spanish or French, all of a sudden, he lands up in training

conducted in English, as a source language. He will be totally uncomfortable and uneasy. The basic purpose of training is defeated.

- (2) Interpretation through target language helps in better understanding of the subject by the trainees in much less time. The participation of trainees as well as persons who are conducting the training is at the maximum. The result is much better and good.
- (3) Interpretation in target language helps trainees to understand difficult words, contexts, cultures etc. of other people and countries in a better and long lasting manner. They can add their own contents to the inputs of the training.
- (4) Certain professional subjects require in-depth knowledge. Thorough and sound knowledge helps the interpreters to build their own vocabulary and better understanding of the subject. This becomes solid base for the interpreter in the future days. This is only possible when training is imparted in target language.
- (5) The trainee is in a better position to contribute his inputs in his own language after hearing in his own language.
- (6) By imparting training in target language, a trainee is able to understand and achieves knowledge of higher levels of other countries of various subjects for which he will do interpreting at a future date.

## **How to Become an Interpreter for the Deaf and Hard of Hearing**

Interpreters for the deaf and hard-of-hearing are fully trained professionals. How to become certified or licensed to interpret in your city, town or area will depend on local certification laws. This is based on professional experience as an interpreter in Austin, TX. It is possible that the steps to become an interpreter here are similar to those in most places in North America.



## ***Steps***

1. **Find out exactly what your state, county/parish, or municipal area requires to certify or license interpreters.**
2. **Acquire proficiency in American Sign Language and begin learning about deaf culture.**
3. **Pass the examinations and assessments put in place by your local government agencies.**
4. **Seek employment as an interpreter.**

## ***Tips***

- The 4 steps above are simple for the sake of brevity.
- For #1 above, contact your state's agency that oversees Deaf services; for example, in Texas, it's the Dept. of Assistive and Rehabilitative Services. Your state probably has something similar. Write, email, or call them and ask for all their information about becoming certified to interpret.

- For #2 above, you can acquire proficiency by attending sign classes, making deaf friends and socializing with them (the best way to learn). Or, join a college ITP (Interpreter Training Program).
- Once you feel you've become fluent enough in the language to interpret, go to your state agency and ask to take whatever interpreter assessment instrument they have in place.
- There is a national registry for interpreters, the RID (Registry of Interpreters for the Deaf). While most all of the 50 states accept RID certification in lieu of state certification (which is called "reciprocity"). Some States do not. Again, check your local laws to find out. RID Certification can be accepted in most of the English speaking provinces of Canada as well.

## **Warnings**

- An important idea to keep in mind is that ASL (American Sign Language) is a bona fide language, exactly like English or French or Spanish. It is not just English put into motions. Mastering it is just as easy or as hard as becoming proficient in Russian or German. Some people pick up languages quickly. If you are one of these lucky ones, you'll probably pick up ASL quickly too. If you struggled in Spanish class in high school, you might struggle just as much with ASL. It has all the earmarks -- the grammar, the complexity, the interdependency on culture, etc. -- of any other language.
- Before you have actual certification to interpret, either from your home state or from RID, do NOT attempt to interpret, except for in church. Many interpreters I know began signing in front of large groups of people via their church, and as a rule, churches will not sue a signer for making mistakes while interpreting "How Great Thou Art." But if you memorize a sign dictionary, then go out and get a job interpreting for the public school system, you can (and probably will) be sued for malpractice when something goes wrong.
- Interpreters are certified professionals. Until you are certified, don't represent yourself as a professional, even if you have deaf parents and think your signing skills are excellent.
- Considering becoming an ASL/English Interpreter is not something that should be taken lightly. If possible, try to meet someone who has graduated from the field and is actively working in the field. Find out what it's really like. If you think you still have enough passion for such a field, then go ahead. It is challenging! You need to know ASL and English very well. Also, learning about Deaf culture and respecting Deaf individuals is very important. Learning ASL and learning about a new culture is very enriching.
- Please, please do not attempt to interpret without receiving training specifically about interpreting. Being fluent in the language does NOT mean that you can interpret.

## Chapter- 3

# How to Become a Translator

Becoming a translator takes practice, skill, and patience with yourself.

### **Steps**

1. **Learn the language!** If you can't already speak the language fluently, learn it. To get an idea of how fluent you want to be in this language, you want to stumble across a new word in the language not much more often than you do in your native tongue.
2. **Have the alphabet down.** Most languages have different letters. Alphabets range from 11 characters for the Solomon Islands, to 74 characters for Cambodian.
3. **Learn the new language's rules.** Learn where the verbs, adverbs, adjectives, etc. are placed.
4. **Be quick..** Most people want fast translation. To get a decent pay, and work your way up the limited opportunity chain, you must be fast. There aren't that many ways for a translator to get noticed except for being fast and accurate. Have a friend who speaks the language help you, or take a trip to a place where the language is spoken. Bringing a friend along who doesn't speak the language can be good if you help them communicate.

### **Tips**

- Speak the language as much as you can.
- There are many foreign channels for Spanish, Chinese, Japanese, Korean, Italian, etc on TV. Try and find them and translate the show as it goes. For even better practice, write down a few lines.

### **Warnings**

- The translation field needs fast, reliable people.

# How to Tell the Difference between Interpretation and Translation

Translation and interpretation are two terms which are commonly used but rarely differentiated. Both these concepts are very distinctive and require a different set of skills and abilities to master. This is despite the fact that both translation and interpretation work focus on the same concept of meaningful conversion of information and knowledge into the target language. Here is how to tell the difference.

## Steps

1. **Check for text or oral information.**
  - Any information that needs to be converted to a textual form falls into the category of translation.
  - Similarly, information that needs to be converted into a verbal or oral form of communication is classified as interpretation.
  - Both translation and interpretation are related to the art of conversion but one masters the skills of reading/writing and the other of listening and speaking.
2. **Understand the benefits of each skill.** A business idea can only be successful if it is properly documented in the native language of that country.
  - Translation chips in at this moment and proves very useful in fulfilling the linguistic requirement and overcoming communication challenges. What is properly documented needs to be properly communicated.
  - The role of the interpreter is to help in expressing the documented information and bridging the gap of language between the two countries.
3. **Expect particular skills.** A translator should have expertise over his analytical and writing abilities. This skill when sharpened by excellent linguistic and editing skills becomes a great facilitator in business communication.
4. **Note that another major difference lies in the fact that translation can be done alone since it is related to the conversion of written document, whereas interpretation is always a group task.**

## Tips

- Globalization has removed the boundaries and has brought the world closer. It has successfully managed to bring the two ends nearer and as a result business transactions now take place between countries from different parts of the globe. This interaction has thus enhanced the need of translation and interpretation which are essential in almost every cross cultural business deal.

## Chapter- 8

# How to Learn French



Bonjour! French is a language spoken fluently by approximately 175 million people worldwide. Although originating in France, today it is spoken in countries all over the world, and officially in a total of 29 countries. It is the second most frequently taught language in the world after English. This guide will help you on your journey of discovery when you learn to speak French.

### Steps

1. **Understand what a verb is and present tense.** If you want to say the infinitive "to have" you would say "*avoir*." Of course, you will need to learn to conjugate it. For example, "I have" is really "*j'ai*." You can start with the basic verbs *avoir*, *être*, and learn the conjugations for the major verb endings: **-er**, **-ir** and **-re**.

2. **Learn the other tenses.** There is also *passé composé* (past tense), the future, the imperfect etc.
3. **Buy a good French/English dictionary.** It is best to purchase a large, good quality one. A rule of thumb is that a good French/English dictionary places the French first. You can expect to spend a reasonable amount on this, but it is well worth it. Also useful is a *Petit Larousse*, a French-only dictionary which shows you how a French person would define the word you're looking for. This will help you think in French while speaking it.
4. **Read in French.** Reading in French will increase your vocabulary and you will be surprised how quickly you will learn by absorbing the words through the context of the reading. As you go along, look up words in the dictionary.
5. **Have conversations in French.** You will be amazed at how much you will learn just by talking to someone who speaks the language.
6. **Know French native speakers You can find them nowadays in many websites, such as Students Of The World.** It'll be easier to make friends and improve your French if you ask them to improve it and you'll teach them English as a start.
7. **Get into French immersion.** This is a great way to learn French properly. In some places, such as Canada, after 3 years in the Immersion program, you will be considered fluent in the language. Whether you are or not, of course, is up to you!
8. **Label your stuff in French.** Type/write on one side of the paper the French word for that item and the pronunciation on the other side. Tape it to the item. Now when you use it, you can see what that item is called in French, and if you have a hard time pronouncing, you can just look on the other side.
9. **Pay attention during lessons.** It will help you later whether you go into French Immersion or not.
10. **Learn popular French folk songs.** You can find the words and music to these online. They will help you to get a feel for both the language and the culture. As for the French, the two are really one and the same thing.
11. **Practice with someone.** You can find a pen pal online or you can visit your local chapter of the Alliance Française. Or, you can probably find someone at your local university or community college who would love to practice with you.
12. **Study every day.** This is essential if you want to be successful.
13. **Think in French.** Say to yourself "Oh, I see an apple!" Now say it in French - "*Ô. Je vois une pomme*". Practice this whenever you get a chance - in the car, at bed, in the bathroom, everywhere.
14. **If you're on the computer a lot, consider buying a learning program, such as Rosetta Stone or Berlitz.** A good program has native speakers and pictures. If you wish to learn at little expense, **google different free online podcast lessons** and listen to them from time to time (every day if possible). But don't spend all your time on it. To learn French efficiently, you need to get out and converse in French.
15. **Understand that learning a language is a full time commitment.** If you muck around with it and only learn bits and pieces, you will likely regret this later in life when you actually want to converse in French.

16. **Have a positive attitude.** Sometimes, you may be discouraged by remembering why you wanted to speak French in the first place. The reality that 175 million people worldwide speak French is a good motivation. Also, think how few people are monolingual these days - two or more languages is more and more the norm.
17. **Watch the "French in Action" program on your local public broadcasting station.**
18. **Subscribe to a French newsletter or magazine.** You'll learn pretty fast this way if you continue to read French.
19. **Go to France, Quebec, or somewhere that French is the most prominent language.** This is considered the most practical and fastest way to learn the language by many leading experts.
20. **Go to an online translator website and just type in random phrases that you can use daily.** Then try to work these daily into your schedule. However, beware these translators as they are often wrong. Double check with your dictionary and your teacher.
21. **Teach French.** As you learn new words, say it to non-speaking friends and then say what it means. This, in turn, helps you pronounce and understand French and encourages your friends to learn with you.

## ***Tips***

- Set aside a time to learn French everyday. 15-30 minutes is better than one big session once a week. You always learn more if you practice a bit every day rather than once a week for two hours.
- Invest in a good Bescherelle. This is a book with every verb for quick and easy conjugation. French speakers swear by these.
- Try out French crossword puzzles. You can find these online.
- Print or buy a French calendar and replace your regular calendar. So whenever you look at the date, you'd quickly learn French numbers, days, and months. And when you write in events, look it up in your dictionary and write in French.
- At the store, count how many fruits you're putting in the cart in French.
- Get your friends/family to learn French with you. It's way more fun than learning by yourself.
- Look online for other people who are learning or already speak French. You can learn a lot from each other.
- Make French the first thing you see on your computer. Get your homepage to be a french website.
- As you talk, try not to talk fast if you are still not fluent enough. If you are a perfectionist or someone who is easily nervous, talking fast only makes you more nervous, while talking slower gives you more comfort and confidence to express yourself.

## ***Warnings***

- Don't get discouraged.
- Watch for masculine and feminine as well as plural.

- You will learn that most words in French have more than one way to say it.

## ***Things You'll Need***

- Bescherelle
- French/English dictionary

## **How to Speak French**

Souhaitez-vous parler français? Speaking French, or any language for that matter, is a skill that needs to be practiced and developed on a regular basis. Putting yourself in a situation where you will need to utilize the spoken language will help you to improve your skills of speaking French. There are many other simple ways to aid your learning of this language which are listed below.



## ***Steps***

1. **Expose yourself to French media, such as movies, news and songs, so that you can listen to native speakers.** Satellite radio in the US now offers stations from Quebec. Some cable TV companies offer TV5 or other French stations.

2. **Find or make a friend who speaks French well, and make an effort to practice your French with this friend.** You can also find a pen pal or an online community that will let you ask questions and talk to others who are learning French.
3. **Try to find out if a French conversation group is already meeting in your area.** Online meeting sites are available which may help with this.
4. **Consider signing up for a language course at a local college or community college.** Some high schools offer adult education classes in languages.
5. **Subscribe to a kid's magazine written in French.** Bayard Presse Jeunesse and Express Milan have websites which will show you quite a few offerings. Kids magazines are helpful because they have pictures, from which you can sometimes glean the meaning of words you don't yet know. They offer short and very short articles, which is helpful when you are very new to a language.
6. **Consider a trip to Québec.** Museums there have bilingual exhibits and creative technologies which will offer you some good practice. While you are there, you can buy some books or other materials, and you will find yourself surrounded by French speakers, particularly outside of Montreal. But you need to know that the farther you go from the city, you will find more people using French which is not as easily recognizable as international French. For example, in the Gaspésie region, many heritages have influenced the development of language over the centuries, as many of the original settlers came from the Guernsey and the Jersey Islands, and not from France.
  - Learn the written form of common French words for daily use.
  - You can try watching a DVD, but change the language to French. If you are just starting out, you may want to add English subtitles. As you get better, change to French subtitles, and eventually no subtitles. Remember that the point of this exercise is to practice listening, so try not to just read the subtitles.
  - Practice using these words in a day-to-day situation.
  - Buy or borrow a computer game which can be listened to in French as well as English. Caillou has such a game, but this is offered only as an example. Others are probably occasionally available. Read the boxes and see what you can find.
7. **Words to use (more can be found here):**
  - Bonjour [bon-joor] (Good day)
  - Oui [wee] (Yes)
  - Non (Non) Say 'No' as if it were English, but for the last 'n', pronounce it but don't touch your tongue to the roof of your mouth again. It should sound like an abrupt 'No' in a French Accent.
  - Parlez-vous anglais? [parlay voo zon-glay?] (Do you speak English?)
  - Comment ça va? [Com-mon sa va?] (How are you?)
  - Au Revoir [auh revwar] (Goodbye)
  - Chaud [show] (Hot)
  - Froid [fwah] (Cold)
  - Comment t'appelles-tu? [commont ahpelle too?] / Comment vous appelez-vous? (What's your name?)

- Bonne Chance! [bonne chonce] (good luck!)
  - C'est La Loi [say la loe] (it's the law)
8. **Learn the numbers (more can be found here):**
    - Un [ehun] (one)
    - Deux [deur] (two)
    - Trois [twaah] (three)
    - Quatre [kahtre] (four)
    - Cinq [sank] (five)
    - Six [sise] (six)
    - Sept [set] (seven)
    - Huit [wheet] (eight)
    - Neuf [neuf] (nine)
    - Dix [deese] (ten)
  9. **Remember:** Tu is informal, vous is formal. Plus, Tu is always singular. If you talk to more than one person, use vous.
  10. **Address strangers and authority figures with formal expressions, and use informal expressions only when speaking with your friends and family.**
  11. **Even though "Je Suis" means "I am", do not use it in front of "chaud" or "froid" if you are hot or cold as this means something entirely different and is guaranteed to earn you a lot of glares in polite company and could possibly lead to very sticky situations.** Je suis chaud is quite rude in French. Use "J'ai" instead - I have, eg. J'ai froid -> I'm cold; and J'ai chaud -> I'm hot.
  12. **Use also the verb "avoir" to indicate your age:** I am twenty years old -> J'ai vingt ans.
  13. **This is much harder than it sounds.** Just get a recording and repeat the words on the tape, and memorize what they mean.

## Tips

- Buy a French textbook or some kind of learning program. Many products are available, so you may want to do a little research to find a book or a program which you think will work for you. Some recommend the *French In Action* series of videos, which has the bonus of helping to improve listening abilities. There are many to choose from, ask at a specialist language store.
- Make a plan as to how you are going to pursue the course you have chosen. Decide how much time you are going to spend and decide how often you will do it, and where you will study.
- Schedule your study times on your calendar.
- Stick to your plan and try not to miss your sessions.

## Warnings

- Watch out for the French vowels when speaking! For example, the 'o' in 'bonjour' is pronounced 'oh', not 'ah'.
- Open your mouth very little when speaking French. This is especially important in the "ah" and "oh" sounds.

- In French, words are either masculine or feminine, singular or plural. The word chair, in French, "chaise (shes-ze)", is feminine and singular; the word screen is "écran (ay-krah)" in French and is masculine and singular. The word "frites (freet)", meaning French Fries, is feminine and plural. Always add the appropriate articles in front of the noun. Masculine and singular: le (luh) or un(ahn); Feminine and singular: la (lah) or une (ewn); Plural(feminine or masculine): les (layh) or des (dayh)
- le, la, les is used for indicating expressions: the apple, the table, ..
- un, une, des is used for general expressions: an apple, a table, ..

### ***Things You'll Need***

- French-English Dictionary
- French Verb Book
- French Grammar book
- French teacher (optional)