



Translators without Borders (TWB) is a non-profit organization offering language and translation support for humanitarian and development agencies, and other non-profit organizations globally.

INTERPRETATION TIP SERIES FOR INTERPRETERS

TIP 2

DOCUMENTATION AND TERMINOLOGY

Remember to write notes when you are interpreting. Pay attention to every detail, so you can interpret everything the speaker says. Write a quick summary of important information to help you:

- Keep track of background details such as name, location, date, and time
- Remember technical terms
- Establish a pattern between what is said and what will be said
- Ask the speaker to pause if you need to interpret before you forget something
- Dress and behave professionally and be aware of culture sensitivities
- Keep accurate records

Dos and Don'ts

Do	Don't
Speak in the first person.	Do not say "S/he said".
Be respectful of the choice of words, and tone of the speakers.	Do not give your opinion.
Ask for explanations (clarification) if needed.	Avoid making assumptions.
Provide the meaning of any word, expression and sentence.	Do not add, leave out or change anything the speaker says.

Understanding documentation and terminology are important when interpreting.

Before you interpret, know that terms and words may differ in meaning, for example:

- Land rights campaigners will talk about “access” meaning a path to a plot of land, while access to a GBV service could mean solutions to cultural barriers.
 - “Protection” in sensitizing people to report crimes in a camp is talking about safeguarding lives and properties, while for the protection officer advocating for protection for children, it means protection against neglect, exploitation and abuse.
- Not clarifying acronyms can be misleading, as using the shorter version of terms may mean something else to some people e.g “SEA” could be understood as a body of water, ocean instead of Sexual Exploitation and Abuse

Language can vary according to:

- Dialect
- Region
- Age and gender of the speaker

GO-TO RESOURCES TO EASE UNDERSTANDING WORDS AND TERMINOLOGY DIFFICULTIES

- TWB multilingual glossaries for the CCCM, MHPSS, Protection, and Housing, Land and Property sectors and COVID-19 <https://glossaries.translatorswb.org/nigeria/>
- Sector-specific officers with language expertise
- Local language dictionaries
- Local school teachers
- Traditional and cultural stakeholders with language expertise

Tools for Terminology Management

You can find tools for terminology management at:

<https://unterm.un.org/UNTERM/portal/welcome>

<https://www.proz.com/search/>

<http://termcoord.eu/>

<http://www.2lingual.com/>

<https://www.linguee.com/>

<http://context.reverso.net/translation/>

For more information about this tip sheet or to find out how Translators without Borders is supporting humanitarian action in northeast Nigeria, visit our website or contact: nigeria@translatorswithoutborders.org



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