

INTRODUCTION

- Distinguished delegates
- Thank you very much for giving the interpreters the opportunity to make this presentation.
- My name is Mohamed ASSI, Chief of Arabic Interpretation and Multilingual Focal Point at UNON.
- Ladies and gentlemen
- As a follow up to our last year's presentation I will try in the 10 minutes that have allocated to us to highlight a couple of recommendations in a bid to try to make your experience with interpretation as smooth as possible.
- I will use audio/videos illustrations on how to enable interpreters to convey your message fully and faithfully. This material is extracted from a course that the interpreters of the United Nations have developed in cooperation with UNITAR, entitled "Working in a Multilingual Environment".
- I am not going to read out a script but will play the videos from the course instead. This will give an idea about the course in question.
- At the end of this presentation, I will play the trailer to this course which will be rolled out later this month.

SPEAKING IN A MULTILINGUAL MEETING

- In multilingual meetings you will be addressing a diverse audience, who may be listening to you directly or through simultaneous interpretation. Sometimes there may be a small delay in the transmission of your message due to interpretation, particularly if there are many languages and relay interpretation is required to cover all combinations.

READING OUT A WRITTEN TEXT

- Sometimes it may be necessary for you to read a written statement. In such cases try to read slower than you would normally, being aware that your reading speed is probably much faster than you think. If possible, make sure that the statement is drafted to be read aloud, avoiding, for example long sentences so that listeners don't lose focus, Also, speakers are recommended to make brief pauses in their statement so they can check that their audience is still following.

SHORT TIME ALLOTTED TO SPEAKER

- If time allotted the speaker is short, it is advisable to try to summarize the text and concentrate on a few main ideas that the speaker wants the audience to take away. It is recommended to start with the most important points so that the speakers have the flexibility to summarize their speech at the end if they are short of time. This will also mean they don't have to look down at their script the whole time and can instead make eye contact with their audience.

SIMULTANEOUS INTERPRETATION

- **Simultaneous interpretation** involves speaking and listening at the same time and it also entails performing multiple tasks concurrently. The interpreter must listen to the speaker, process what the speaker is saying, internally interpret the speaker's message from the original language into the language of interpretation, render the interpretation of the speaker's message out loud, and monitor that interpretation as they are delivering it to ensure it is coherent.
- **It's easier to demonstrate than explain**, so at this stage we're going to invite you to watch the following clip that highlights the difficulties faced by interpreters when exercising their profession. Excellencies you are kindly invited to plug a put on your headphones to experience what interpreters go through while interpreting this clip. {play clip}

HIGH SPEED SPEECH DELIVERY

- There is one final, and all too common, pitfall to avoid when taking the floor in a meeting with interpretation, and that is speaking too fast. Speaking timeslots in meetings are often very short but speeding up does not increase your chances of getting your full message across – quite the contrary, it makes it much more difficult for interpreters to interpret what you are saying, and for listeners to follow it. The result is that key parts of your message may not reach your audience .
- To demonstrate the point, here is one more clip. This time with a speaker who is speaking too fast – although at a word-per-minute rate that is not uncommon in UN meetings. See if you can keep up...
- ISO interpretable word count per minute is 120-130.
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CONCLUSION

- If you intend to deliver a written statement, propose text or deliver a presentation, please send a copy in advance to the Secretariat or provide a copy to the Meeting Services Assistant when you get to the Conference Room for distribution to the interpreters. The interpreters will always check against delivery, should you make any changes to the text as you are delivering it, and it goes without saying that any texts will be treated as confidential.

The background is a blue gradient with white circuit-like lines in the corners. The lines consist of straight segments and small circles, resembling a printed circuit board or a network diagram. They are located in the top-left, top-right, bottom-left, and bottom-right corners.

THANK YOU