



NATIONAL ASSOCIATION OF
EDUCATIONAL TRANSLATORS AND
INTERPRETERS OF SPOKEN LANGUAGES



PRE-SESSION DEFINITION & SAMPLES

CHINESE



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会前沟通 是对口译员角色的简短介绍。会前沟通有许多目的，但其最重要的功能之一是在所有在场各方之间建立信任，并向他们保证合格和训练有素的口译员将以合乎道德和专业的方式管理沟通流程。会前沟通会允许口译员简要解释口译过程的工作原理。重要的是，各方从口译员那里获得有关口译会话流程的相同信息。家庭和学校工作人员必须明白，他们提供给口译员的所有信息都将保密，口译员在场是为了代表家长而不是家长的代言人。

作为有效口译会面的基础，会前沟通会就口译员的角色阐明每个人的规则和期望。训练有素的合格口译员将以英语和学生家庭的母语开始会议。



English Pre-Session Sample

- My name is _____, and I will be your interpreter in this meeting. I will be interpreting what you say when you pause and after expressing each idea.
- Everything that is said in this meeting will be interpreted and kept confidential.
- My job is to convey your messages from your language into the other language accurately, impartially, completely, without additions and to request clarifications if necessary. If you have any questions, please, let me know.
- I might need to take some notes but they will be kept confidential and only be shared if necessary, with the authorized personnel.
- Please take turns to speak and refrain from side conversations.
- Speak to each other directly. I will repeat what you said in the other language. For example, if you say: "I do not understand," I would interpret: "I do not understand," in the other language instead of: "She says she does not understand."
- After a complete idea, please, make a pause to allow me to interpret what you said.

CHINESE

以您的语言进行 行会前沟通

- 我的名字是_____，我将在本次会议中担任您的口译员。当您停顿和表达每个想法后，我将解释您所说的内容。
- 本次会议上所说的一切都将翻译并保密。
- 我的工作是将您的信息从您的语言准确、公正、完整地传达到另一种语言，无需添加任何内容，并在必要时要求澄清。如果您需要任何说明，也请告诉我。
- 我可能需要做一些笔记，但它们将被保密，并且仅在必要时与授权人员共享。
- 请轮流发言，避免旁听。
- 直接互相交谈。我会用另一种语言重复你所说的话。例如，如果你说“我不明白”，我会用另一种语言解释：“我不明白”，而不是“她说她不明白”。
- 在一个完整的想法之后，请暂停一下，让我来解释您所说的内容。现在我会给学生家长同样的信息。



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