



Facilitator Guide

Part 2. Additional Best Practices for Translation in Education

What's the purpose of the training?

To present best practices related to using respectful and inclusive language in education-related translations.

Who is the audience?

Bilingual school staff responsible for translating documents and their supervisors. Since the content of the training is language neutral, the audience may include bilingual staff representing different languages.

How can this video training be used?

The training is designed to be used in a group setting by a facilitator who has previewed the video and is prepared to lead activities and discussions. If possible, the facilitator should be an individual who has at least some formal training and experience in translating.

How long will the training take?

Depending on the size of the group and the discussion questions raised, plan on approximately 60 minutes. The video is about 19 minutes long and contains five (4) opportunities to pause for discussion and activities.

What is the role of the facilitator?

The facilitator should...

- Preview the video to become familiar with the content.
- Be prepared to pause the video 4 times during the viewing to conduct embedded discussions or activities. Visual and oral cues are given for when pauses should be made.
 - **Discussion 1** – Group members discuss how the presented text can be changed to reflect respectful language.
 - **Discussion 2** – Group members discuss examples of inappropriate terms and respectful alternative language.
 - **Discussion 3** – Group members make suggestions for respectful language policies the school or district might adopt.





- **Discussion 4** – Group members practice applying respectful language principles.
- Be aware of time limitations and manage the group effectively.
- Check that video displays can be easily seen and heard.

Suggestions for continued professional development activities:

- Follow up with translators by continuing with Part 3 of this series.
- Schedule regular meetings with translators for practice and discussion.
- Share the NAETISL document: [Best Practices for Translating Documents](#)
- Support attendance at translation conferences and professional development sessions

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