

IMPORTANT TIPS TO REMEMBER

1. **DO** understand that the interpreter is neutral
2. **DO** make sure that you and the non-English speaker wait for full interpretation and understanding.
3. **DO** avoid double negatives. They result in ambiguity, even in English.
4. **DO** strive to keep all speakers' voice levels up and to minimize other noise around you.
5. **DO** speak slower when reading from documents or instructions.
6. **DO** be aware of cultural differences.
7. **DO** conduct the entire conversation in 1st and 2nd person as if there were no interpreter present.

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1. **DO NOT** interrupt the interpreter. Accuracy is compromised.
 2. **DO NOT** use long and involved questions.
 3. **DO NOT** permit any uninterrupted conversation to occur at all.
 4. **DO NOT** use "machine gun" style in questioning.
 5. **DO NOT** allow summarizing or paraphrasing by the interpreter.
 6. **DO NOT** allow more than one party to speak at any given time.
 7. **DO NOT** ask the interpreter's opinion about the non-English speaker unless it is to check the client's comprehension.