# How can I be a good translator?

1. Try to be as **accurate** as possible, keep the meaning of what is said

2. Try to **concentrate** and stay focused.

3. Stand next to the speaker.

4. Make **eye contact** with the speaker and listen carefully.

5. Remember **important facts** and make notes of important points.

6. **Break up sentences** into bite size pieces.

7. **Speak clearly a**nd slowly.

8. **Be neutral**, do not get emotionally involved.

9. **Be sensitive** to the student's personality and needs.

10. If you don't know a word then try to find out a **different way of saying it** or explain the meaning.

11. **Don't be afraid to say if you don't understand** something, it is better than saying the wrong thing!

12. **Ask them to repeat** if you are not sure of something.

13. **Prepare ahead** if you are going to interpret something special, if it's a new topic in class you may need the vocabulary sheet from the teacher to prepare any new or difficult words and expressions.

14. Always **do your best**.

15. **Keep up your language skills** by watching films, reading and having conversations…. remember to make a note of new and challenging words!