



SIGHT TRANSLATION PREPARATION SERVICE

What is Sight Preparation Translation Service?

Sight Translation Preparation Service is a process designed to **support interpreters in preparation for sight translation of a document ahead of an interpretation assignment.**

Under this service, interpreters receive a document for sight translation in advance, and they take time to review the document and prepare to sight translate it for the client during the subsequent appointment for which the same interpreter will be booked. This assignment can be a Face-to-Face (F2F), Video, or Phone interpretation session.



This service is paid on an hourly basis at the interpreter's regular hourly rate. One hour covers preparation for sight translation of a document up to 4 pages. There will be 15-minute increments per each additional page.

What is sight translation?

Sight translation is when an interpreter orally translates a written document from one language into another one in real-time.

What will you be provided with?

Once you accept the job, you will get **two confirmation emails**, one for ST Preparation Service and the other for the actual assignment when you are to sight translate the document to the service provider (SP)/a non-English speaking client.

Confirmation email # ①

- Job #
- Language
- The SP's name and/or the organization requesting this service
- The document for sight translation

Confirmation email # ②

- Job #
- Language
- The SP's name and/or the organization requesting this service
- The client's name
- Date and time of the assignment
- Location/link to join, phone number to call (if remote)

What are the steps for an interpreter in Sight Translation Preparation Service?

✓ Review assignment details.

- Carefully read the confirmation email and understand the scope of the ST Preparation service, including the provided document, the client's background, and the context in which the sight translation will take place (legal, medical, etc.).

✓ Review the document for sight translation.

- Print out the document, or save it to your computer and open it on the screen.
- Read through the document thoroughly to understand its structure, tone, and key points.
- Identify any unfamiliar terms, abbreviations, acronyms.
- Research those terms and take notes of your findings.
- If any part of the document is unclear, seek clarification from the service provider or IS team before the subsequent interpretation assignment.
- Decide how you segment the text into chunks that are large enough for analysis and comprehension, but short enough for oral translation. The segments can be **sentences** - if they are short and simple, or **phrases** - if the sentence contains a number of specific details.

✓ Practice and rehearse sight translation.

- Perform sight translation of the entire document or its challenging parts to improve fluency for delivery to the SP/client during the subsequent appointment.
- Go sentence by sentence, focusing on one unit of meaning at a time.
- While uttering the translation of one unit, your eyes should be scanning the next unit, and you should be analyzing its meaning in preparation to translate it.
- Pay attention to clarity and intonation.
- Avoid fillers and unnecessary repetitions.
- A good practice is to record yourself and then listen to the recording and evaluate your performance against the text, paying attention to your voice, tone, hesitations and accuracy.

What are the expectations of an interpreter for the delivery of the sight translation during the interpretation assignment?

✓ Introduce yourself professionally.

- Briefly introduce yourself by mentioning your name, language and your role as an interpreter.
- Inform the SP/client that you will be sight translating the provided document from English into other language or vice versa.



✓ **Begin sight translation.**

- Maintain a steady pace, translating as smoothly as possible.
- As you are sight translating, glide your finger along the text to guide yourself and the client and to indicate which part of the document you are translating. This allows the client to visually follow the sight translated utterances by the interpreter with the written text.
- If you encounter a difficult passage, pause briefly to restructure before speaking.
- Avoid summarizing, paraphrasing or altering the content.
- If the client asks for a clarification or has a question, interpret the client's utterance to the service provider who will then provide the appropriate explanation which you will interpret for the client.

After the ST Assignment

✓ **Review your performance.**

- Reflect on areas of strength and improvement.
- Note any terms or phrases that were challenging and research them for future use.
- Add new terms or phrases to your glossary if you have one.

✓ **Close the job (on II).**

- Follow the appropriate process for closing this job.

POINTS TO KEEP IN MIND

- Sight translation can be requested from English into other language and vice versa.
- Occasionally, the documents for sight translation may also need to be filled in or signed by the client. Ensure you interpret the content of the document faithfully and accurately.
- Avoid being left alone with the client. Inform the SP that you can only sight translate in their presence in case the client has any questions regarding the content of the document.



What kind of documents am I expected to sight translate?

You may be asked to sight translate any kind of document, such as consent forms, questionnaires, information brochures, affidavits, statements, contracts and agreements, government forms, etc.

What should I do if the SP asks me to explain or summarize the document instead of performing a full sight translation?

Ask the SP to provide the explanation or the summary of the document and inform them that you will interpret the explanation/summary they provide.

What should I do if the SP asks me to only sight translate a portion of the document?

You should only sight translate the portion the SP asks you to sight translate, but make sure to always interpret everything that is being said. This includes the SP's instruction to only translate a portion of the document. This way, the client will also know that only a section and not the entire document is being sight translated for them.

What should I do if the SP asks me to sign the document to verify that I have sight translated it?

If asked to sign the document to verify you have interpreted it, do so in the space indicated for the interpreter – or create one if one does not exist. An interpreter should never “witness” a consent form or other legal document that they have sight translated.

What should I do if I am asked to sight translate a form and also fill it out on behalf of the client?

As the interpreter, you should refrain from writing down information on behalf of anyone, as this can become a source of liability for you. Sight translation is the oral translation of a written document. If a service provider insists you write down information or fill in any part of a form, you may ask them to sign [the disclaimer form](#) in order to protect yourself from any liabilities. Make sure you always have a copy of this form with you when on assignments.

