

---

## UNITAR - United Nations interpreters' course on "Working in a multilingual environment"

Multilateral Diplomacy

Date limite: 22 Mar 2025

---

Type:	Course
Emplacement:	Web-based
Date:	24 Mar 2025 to 27 avr 2025
Durée:	5 Hours
Zone du programme:	Multilateral Diplomacy
Site internet:	<a href="http://www.unitar.org">http://www.unitar.org</a>
Prix:	0.00 \$US
Personne de référence de l'événement:	info.ilp@unitar.org
Partenariat:	UNOG

---

### ARRIÈRE PLAN

This course was designed by the interpreters of the United Nations to equip speakers with the key skills they need to make the best possible use of the powerful tool that is interpretation. Using plain language and video illustrations, we will cover all the necessary linguistic and technical steps to make your

interaction with the interpreters, and their ability to convey your message fully and faithfully to a multilingual audience, as fruitful, smooth, and productive as possible.

## OBJECTIFS D'APPRENTISSAGE

At the end of this course you will be able to:

- Make the best use of communication tools in a meeting;
- Select the best delivery to make sure that your message is fully heard and interpreted;
- Identify delivery and interpretation challenges and ways to avoid them.

## CONTENU ET STRUCTURE

### **How does interpretation work at the United Nations?**

This section will take a closer look at interpretation at the United Nations in general and focus on:

1. Why is conference interpretation a specialized exercise and how does it shape the delivery of your statements?
2. How do interpreters listen, process, translate, speak, and monitor simultaneously?
3. Why is it important to submit speeches beforehand for preparation purposes?

### **What does it take to be a good speaker in multilingual meetings?**

This section will cover why it is important to be aware of your audience – in particular the fact that you are often being listened to by non-native speakers of your languages, as well as through interpretation.

This section will cover the following:

1. How to speak: spontaneous speech versus reading.
2. How to draft: straightforward sentences; plain language.
3. What to prioritize: make key points first in case you run out of time.
4. How to adapt to the time allocated (length, time, speed – don't speed up, cut).
5. What are optimal practices in terms of delivery?

### **Participating in meetings**

This section contains a quick reminder about the process of simultaneous interpretation (speaking, listening, etc.) and covers:

1. How information is easily lost if sound is poor.
2. The key requirements: speak into mic, moderate pace, no rustling of papers, no tapping the mic, silence notifications, keep devices away from mic, send statements, etc.