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

Multilateral Diplomacy

Deadline: 7 Sep 2025

Type:	Course
Location:	Web-based
Date:	1 Sep 2025 to 28 Sep 2025
Duration:	5 Hours
Programme Area:	Multilateral Diplomacy
Website:	http://www.unitar.org
Price:	$0.00
Event Focal Point Email:	info.ilp@unitar.org
Partnership:	UNOG

BACKGROUND

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.

LEARNING OBJECTIVES

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.

CONTENT AND 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.