



## Pre-Session Definition and Samples (Face-to-Face, Video Remote and Phone Interpretation)

### What is a Pre-Session?

A pre-session is a short introduction to the role of the interpreter. The pre-session serves many purposes, but one of its most important functions is to establish trust between all parties present and to assure them that the qualified and trained interpreter will manage the communication flow ethically and professionally. The pre-session will allow the interpreter to briefly explain how the interpretation process works. It is important that all parties obtain the same information from the interpreter regarding the flow of the interpreted session. Families and school personnel must understand that all the information they provide to the interpreter will remain confidential and that the interpreter is present to be the parent's voice and not their advocate.

As the foundation of an effective interpretation encounter, the pre-session clarifies the rules and expectations for everyone as far as the interpreter's role is concerned. A trained and qualified interpreter will start the meeting with a pre-session in English and in the family's home language.

English Sample	Spanish Sample
<ul style="list-style-type: none"> <li>• My name is _____, and I will be your interpreter in this meeting. I will be interpreting what you say when you pause and after expressing each idea.</li> <li>• Everything that is said in this meeting will be interpreted and kept confidential.</li> <li>• My job is to convey your messages from your language into the other language accurately, impartially, completely, without additions and to request clarifications if necessary. If you need any clarification, please, let me know as well.</li> <li>• I might need to take some notes but they will be kept confidential and only be shared if necessary, with the authorized personnel.</li> <li>• Please take turns to speak and refrain from side conversations.</li> <li>• Speak to each other directly. I will repeat what you said in the other language. For example, if you say "I do not understand" I would interpret: "I do not understand" in the other language instead of "she says she does not understand."</li> <li>• After a complete idea, please, make a pause to allow me to interpret what you said. Now I will give the parent the same information.</li> </ul>	<ul style="list-style-type: none"> <li>• Mi nombre es _____ y seré su intérprete en esta reunión. Interpretaré en cuanto usted haga una pausa después de expresar cada idea.</li> <li>• Voy a interpretar todo lo que se diga en esta reunión y no compartiré esta información con nadie.</li> <li>• Mi trabajo como intérprete es expresar sus mensajes de manera precisa, imparcial, completa, sin adiciones y pedir clarificación si es necesario. Si necesita alguna clarificación, por favor, hágamelos saber.</li> <li>• Es posible que yo necesite tomar notas. Voy a proteger su privacidad en mis notas y solo las compartiré con el personal autorizado si es necesario.</li> <li>• Por favor, sólo hable cuando sea su turno y no tenga conversaciones paralelas ya que debo interpretar todo lo que escucho.</li> <li>• Hable directamente con el personal escolar. Yo repetiré lo que usted diga en español. Por ejemplo, si usted dice "No entiendo" yo interpretaré: "No entiendo" en el otro idioma en vez de "Ella dice que no entiende"</li> <li>• Después de expresar una idea completa, por favor, haga una pausa para yo poder interpretar lo que dijo.</li> </ul>



## Pre-Session Definition and Samples (Face-to-Face, Video Remote and Phone Interpretation)

### Pre-Session Sample for Video Remote Interpretation (VRI) or Over-the-Phone Interpretation (OPI)

All Professional Interpreters in Education communicating with schools and parents through VRI and OPI, must abide by the same [professional standards and ethics](#) as onsite interpreters:

To the school personnel	To the parent
<ul style="list-style-type: none"> <li>• My name is _____ and I will be interpreting for all the parties present.</li> <li>• Please let me know if you can hear me well or if I need to adjust my volume.</li> <li>• Since this meeting is conducted over video/phone, I want to emphasize that I will keep all information confidential and that no one else is in the room with me as I interpret.</li> <li>• I am here to convey all of the information I hear from all parties, exactly as it is said.</li> <li>• Please remember to take turns speaking to allow me to interpret and pause after expressing an idea.</li> <li>• I may raise my hand, like this (if doing VRI) if I need a pause or need clarification. I may also display this sign (if doing VRI you may want to create a “Pause” sign to show).</li> <li>• Please speak directly to the parent as if you were in the room.</li> <li>• If you need clarification on anything that was said or if you have any questions, please let me know and I will relay those to the parent.</li> <li>• Now I will repeat this same information to the parent and we’ll be ready to go.</li> </ul>	<ul style="list-style-type: none"> <li>• My name is _____ and I will be interpreting for all the parties present.</li> <li>• Have you used video/phone interpreting before? If you have questions about the video/phone features, please let me know and I will ask the school personnel to help you.</li> <li>• Can you hear me well or do I need to adjust my volume?</li> <li>• Since this meeting is conducted over video/phone, I want to emphasize that I will keep all information confidential and that no one else is in the room with me as I interpret.</li> <li>• I am here to convey all of the information I hear from all parties, exactly as it is said. Please remember to take turns speaking to allow me to interpret and pause after expressing an idea.</li> <li>• I may raise my hand, like this (if doing VRI) if I need a pause or need clarification. I may also display this sign (if doing VRI you may want to create a “Pause” sign to show).</li> <li>• Please speak directly to the school personnel as if you were in the room. If you need clarification on anything that was said or if you have any questions, please let me know and I will relay those to the school personnel.</li> <li>• Are you ready to get started?</li> </ul>

