

## Signed Language Led Spaces

### Working with signed-spoken language interpreters

Are you collaborating with an American Sign Language (ASL) user who is leading a meeting, giving a presentation, or hosting a social event? Interpreting services is one way to provide accommodation and a level of accessibility for everyone attending. Here are some suggestions to start considering.

### Top Tips

- Be prepared to provide the interpreting team with preparation materials in advance of the event. These will be used to prepare for the linguistic features and content themes being discussed. Materials will depend on the type of event and could include a meeting documentation package, presentation slides, event run-down, etc.
- If video materials are being used be prepared to turn on professional captions/subtitles. Do not rely on auto-generated captions. If you plan to incorporate music, be sure to inform the interpreting team in advance. Audio and visual materials require specific preparation methods for the team.
- The signed-spoken language interpreter will be using the microphone instead of the sign language user. A lavalier or an over-ear microphone are preferred.
- In the presence of interpreters continue to speak to and interact with the person using sign language as you would with others. The interpreting team is working with everyone, not just the sign language users. While it is impossible to *ignore* the interpreters, the focus should be kept on the participants and the event. A goal of interpreted-mediated interactions is for people to share experiences equitably with each other.
- Practice turn-taking during discussions; ideally using a raised-hand system. No interpreter can simultaneously render accurate interpretations when multiple people are speaking. Votes tend to be conducted by a show of hands versus verbal cues.
- To acknowledge the interpreters a suggested statement is: "We are working with a team of American Sign Language-English interpreters to provide access in both languages for all of us." Record interpreters separately from participants in meeting minutes.

- Use terminology such as “Deaf” and “Hard of Hearing”. “Hearing impaired” is unacceptable.

### **Additional Notes about Interpreting**

- ASL is a 3D visual modality language and will require unobstructed sightlines throughout the spaces where being used. Lighting is also important, both natural and artificial, to reduce eye fatigue. Collaborate with the interpreters, and Deaf consumer(s) if possible before the event starts to determine optimal placing and lighting.
- If during the interpretations the English does not sound quite right, or something is “off” you can interrupt the interpretation process and ask for clarification. The ASL user can do the same. Additionally, if the interpreter needs clarification, they should ask for it during their work. Asking for clarification is not a reflection of the participants' comprehension. Keep in mind that the interpreters may not be subject matter experts in the topic being discussed.
- Interpreters primarily work simultaneously, i.e. taking the input of one language while outputting language two with a few seconds of processing time. You do not need to alter your style of speech; however, the interpreting team will collaborate with you to ensure that everyone has access to your information through the interpretation.
- While the interpreters are actively working, they are not participants in the conversation and event. However, please feel free to approach the team with questions and ideas for improvement beforehand or afterwards.

### **Unsure about something? Just ask!**

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