

Syllabus

Title: Consecutive Interpretation for Court Interpreters.

Credits: 6 General Credits

Fee: \$119

Location: Students can complete the course online, anywhere they wish.

Description: This 6-hour course includes 4 online webinars. Each webinar contains a video and a quiz. Once the students finish each webinar (and its corresponding quiz), they participate in a live question-answer sessions with the instructor. This Q&A session will be carried out through a live conference call.

The following is the lesson plan for each 15-hour course:

1. **Live session with the instructor:** Introduction and instructions.
Duration: 15 minutes.
2. First webinar: **Consecutive Interpretation Webinar 1 Duration:** 1 hour and 15 minutes (including viewing the video and taking the quiz).

There are four Consecutive Interpretation Webinars. Each one presents part of a consecutive interpretation workshop that was filmed while taught to a live group professional of interpreters.

This first webinar covers the following subjects:

- A) Note-taking techniques developed by Jean François Rozan and Andrew Gillies.
 - B) A comparison between shorthand and note-taking for interpreters.
 - C) Tips to take more efficient notes.
3. **Live session with the instructor:** Q&A session. **Duration:** 15 minutes.
 4. Second webinar: **Consecutive Interpretation Webinar 2 Duration:** 1.5 hours (including viewing the video and taking the quiz). This video covers the following subjects:
 - A) Note-taking symbols for common words.
 - B) Indicating verb tenses.

- C) How interpreters can get the best out of their study sessions.
5. **Lunch break. Duration:** 30 minutes.
 6. **Live session with the instructor:** Q&A session. **Duration:** 15 minutes.
 7. Third webinar: **Consecutive Interpretation Webinar 3 Duration:** 1.5 hours (including viewing the video and taking the quiz). This video covers the following subjects:
 - A. Note-taking symbols for common words.
 - B. The basic rules of abbreviation by Rozan and Gillies.
 8. **Live session with the instructor:** Q&A session and instructions. **Duration:** 15 minutes.
 9. Fourth webinar: **Consecutive Interpretation Webinar 4 Duration:** 1.5 hours (including viewing the video and taking the quiz). **Time:** This video covers the following subjects:
 - A. How the tone of voice can change the meaning of a message.
 - B. How to handle mistakes made by the witness.
 - C. What to do regarding the witnesses' emotional tone.
 - D. How to handle hand and facial gestures made by the witness.
 - E. The interpreter as a neutral bridge of communication.
 - F. Active listening and memory exercises.
 - G. How to continue studying note-taking: 43 symbols and the method to memorize them.
 10. **Live session with the instructor:** Q&A session and closing. **Duration:** 15 minutes.

General Objective:

- Acquire note-taking and listening techniques to improve consecutive interpretation.

History:

To enhance their professional performance, court interpreters must develop their interpreting skills. This 6-hour package offers interactive educational videos to develop consecutive interpretation skills.

Instructor:

This training sessions are offered by Virginia Valencia, who:

- Is a professional psychologist (Universidad del Valle, Colombia, 2001)
- Has more than 14 years' teaching experience.
- Has worked in the fields of legal, medical, educational, and conference interpretation since 2003.
- Holds a Combined Certificate In Translation and Interpretation Studies (Hunter College, New York, NY, 2004)
- Is Certified/Approved by the:
 - * Administrative Office of the US Courts (Federal Certification, 2008)
 - * New York State Unified Court System (2006)
 - * New Jersey Administrative Office of the Courts (2005)
- * Judicial Council of California (2012)
- Has been teaching/training interpreters since 2007

Framework:

The webinars in this course focus on note-taking techniques developed by Jean François Rozan (*Note-Taking in Consecutive Interpreting*) and Andrew Gillies (*Note-Taking for Consecutive Interpreting*). The lesson plan is based on the "*Note-Taking Manual*" (written by Virginia Valencia), which offers note-taking symbols and practical tips acquired throughout her 10 years of experience as a professional interpreter.

Methodology:

Each webinar includes a pre-recorded video (with interactive questions and/or exercises) that can be watched repeatedly until passing the quiz.

Each quiz contains multiple-choice questions and has a minimum passing grade of 80%. Students get a certificate of completion only when passing all the quizzes.

The conference call will be left on from beginning to end for students to call in any time they have questions or need any help.

Bibliographical References:

- Berk-Seligson, Susan. *The Bilingual Courtroom. Court Interpreters in the Judicial Process*. The University of Chicago Press, 1990.
- Gillies, Andrew. *Note-Taking for Consecutive Interpreting*. Manchester: St. Jerome Publishing, 2005.
- González, Roseann Dueñas. Vásquez, Victoria F. Mickelson, Holly. *Fundamentals of Court Interpretation. Theory, Policy and Practice*. Carolina Academic Press, 1991.
- Herbert, Jean. *The Interpreter's Handbook. How to Become a Conference Interpreter*. Librairie de l'Université Georg Genève, 1952.
- Mathers, Carla M. *Sign Language Interpreters in Court: Understanding Best Practices*. Author House, 2007.
- Palma, Janis. *The ATA Chronicle*, "The Pitfalls of the Long Consecutive Mode in Court: Learning When to Use It", November/December 2009, Volume XXXVIII, Number 11.
- Rozan, Jean François. *Note-Taking in Consecutive Interpreting*. Poland: Tertium, 2004.
- Valencia, Virginia. *Note-Taking Manual*, Interprettrain, 2013.