

# COMMUNICATION TOOLS FOR BILINGUAL PROFESSIONALS



## ● Duration

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5 or 10 days

## ● Number of participants

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Minimum 6 – Maximum 10

## ● Dates

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TBC

## ● Trainers

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Training is provided by a range of experienced professional linguists, from higher education trainers to specialist interpreters, all highly qualified communication experts in their respective fields of practice and scholarship.

## ● Price

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£1150 for one week  
£2000 for two weeks

## ● Course outline

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Designed for professionals who work with English as a foreign language and wish to advance their communication skills, this course focuses on the use of the interpreting skills and subskills required to facilitate advanced communication between any language and English. Our groups never exceed ten participants and our experienced trainers, will support you for one or two half-day sessions. In other words, you will benefit from a range of high calibre inputs as well as individualised feedback in a dedicated interpreting studio equipped with state-of-the-art interpreting booths.

***Each week can be taken independently, or the course can be taken as a two-week course.***

## ● Course content

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### Active listening & memory exercises

At the initial stage of training, it is useful to break down the interpreting activity into discrete subskills. In this session you will focus on practising the type of listening required for interpreting as well as training your memory, both essential subskills not only for interpreting but also for all professional communication.

### Contemporary English language and culture

This session is aimed at advancing participants' English language competence and general cultural knowledge of the UK. It will help you to perceive and successfully transfer common cultural references relevant to the English-speaking world.

### Presentation skills and Public speaking

Bearing in mind that interpreters are required to express themselves with ease for the benefit of their audience, expert trainers will provide participants with tricks of the trade in this area. In this session, you will focus on your ability to express ideas fluently in English as well as quality of delivery in the appropriate register(s).

### Introduction to note-taking / Note taking for interpreting

Interpreters use a specific system to take notes. In this session, participants will learn the basics of interpreting note taking skills and practise them. You will develop a note-taking system that will come handy for professional activities such as minute taking or ad hoc interpreting.

### Consecutive Interpreting

During this session, participants will familiarise themselves with the basic techniques of consecutive interpreting. You will work with input that will gradually increase in length and difficulty. In addition, you will be able to record yourself in order to analyse your performance into English, as well as get feedback from your peers and trainer.

### Liaison Interpreting

Participants will be introduced to the role of and the skills required by the interpreter who works *live* between two interlocutors, for example during a negotiation meeting, a foreign delegation encounter or a site visit.

### Introduction to Simultaneous Interpreting

Mastering simultaneous interpreting takes time but this course will introduce you to the skills required to carry out this activity. Some of these will be transferable to a whole range of professional circumstances that you may encounter.

### Cultural activity

Cultural immersion in situ is essential in order to attain the level of competence required in English as a working language. This half-day will therefore be dedicated to discovering some aspects of Scottish culture.

All courses will be taught in a dedicated venue just outside Edinburgh, Scotland.

## Week 1

	Monday	Tuesday	Wednesday	Thursday	Friday
9.00 – 9.30	<b>Introduction &amp; welcome</b>				
9.30 – 12.30	Active listening & memory exercises	Presentation skills and public speaking	Consecutive interpreting	Liaison Interpreting	Introduction to Simultaneous Interpreting
12.30 – 13.30	Lunch	Lunch	Lunch	Lunch	Lunch
13.30 – 16.30	Contemporary English Language and Culture	Introduction to note-taking	Free afternoon <i>Possibility to use the training facilities</i>	Cultural activity:  Private guided tour of Edinburgh with visit of the Scottish Parliament	Consecutive and liaison interpreting

## Week 2

	Monday	Tuesday	Wednesday	Thursday	Friday
9.00 – 9.30	<b>Introduction &amp; welcome</b>				
9.30 – 12.30	Rephrasing/ Active listening/ Memory exercises	Dealing with conflict in cross-cultural interaction	Consecutive interpreting	Liaison Interpreting	Introduction to Simultaneous Interpreting
12.30 – 13.30	Lunch	Lunch	Lunch	Lunch	Lunch
13.30 – 16.30	Contemporary English Language and Culture	Note-taking for interpreting	Free afternoon <i>Possibility to use the training facilities</i>	Cultural activity:  Guided tour of Glenkinchie Distillery (Interpreting with infoport optional)	Consecutive and liaison interpreting