

Ontario Ministry of the Attorney General
Court Interpretation Unit

English Court Interpreter Test (ECIT)

Preparation Manual



ECIT Prep. Module Manual

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You will need two recording devices for the practice sections: one to listen to the pre-recorded exercises and the other to record your performance.

SECTION 1: Understanding the CIT

Introduction

Welcome! The Ontario Ministry of the Attorney General (MAG) is pleased to make this manual available to qualified candidates, like yourself, to prepare for the Court Interpreting Test. This manual is meant to serve as reference for key sections covered in the ECIT Prep. Module. The e-learning material provides detailed explanations so you are encouraged to review the online content first and then revisit it here to reinforce the information.

The ECIT Prep. Module brings you one step closer to becoming a ministry-accredited freelance Court Interpreter or to elevating your current accreditation status. Congratulations and thank you for being here! Whether or not you have experience interpreting in court, the material in this module will help set you up for success on the test.



The role of a Court Interpreter is fundamental in ensuring that justice is administered fairly and comprehensively.

Section 14 of the Canadian Charter of Rights and Freedoms states that:

“A party or witness in any proceedings who does not understand or speak the language in which the proceedings are conducted or who is deaf has the right to the assistance of an interpreter.”

This right applies to all languages. Having access to quality interpretation supports Section 14 of the Charter and promotes access to justice for participants who do not understand the language of the court.

Court Interpreters are expected to bring a high level of skill and professionalism to their work to be effective in a court setting where a person’s liberty could be at stake. The ministry’s accreditation process reflects the high standards for interpreting in a court setting.



The Court Interpreting Test is available in three varieties. Which test you take depends on the language pair you are pursuing for accreditation. All languages are paired with English.

The Bilingual Court Interpreter Test (BCIT) is available in these 26 languages: Albanian, Amharic, Arabic, Bengali, Serbian, Cambodian/Khmer, Cantonese, Somali, Spanish, Farsi/Persian, Filipino-Tagalog, French, Greek, Hungarian, Italian, Tamil, Tigrigna, Turkish, Korean, Mandarin, Polish, Portuguese, Punjabi, Russian, Urdu, and Vietnamese.

Cree, Ojibway and Oji-Cree speakers take the First Nations Court Interpreting Test and all other language speakers take the English Court Interpreting Test. Each of the three tests are structured differently and, therefore, have dedicated test preparation modules.

The ECIT, BCIT and FNCIT all assess interpretation skills for the modes of interpretation that the candidate may be asked to deliver in a court setting if they achieve accreditation.

The ECIT Prep. Module will provide an overview of each component of the ECIT, as well as practice materials and exercises for you to become familiar with legal terms and interpretation skills that will prepare you for the test. This manual is divided into four sections focusing on the following main areas:

- Section 1
 - General information about the test.
 - Definitions related to the interpretation tasks required during the test.
- Section 2
 - Legal terminology development.
- Section 3
 - ECIT components in detail.
 - How the ECIT is marked.
 - Tips for the day of your ECIT.
- Section 4
 - Tips to get the most out of your practice.

Whether you already interpret in court, or are interested in becoming a Court Interpreter for the first time, this material can help you develop and maintain court interpretation skills. Thank you for your interest and commitment to providing high quality court interpretation services in Ontario courts. Best of luck as you get started!



Common Terms related to Interpretation

Before you get started with the module contents, it is important to go over some of the most common terms in the field of court interpretation. If this is a new area of study for you, these terms will be key for you to understand most concepts.



Download the list of Common Terms related to Interpretation provided in the e-learning module.

SECTION 2: Preparing for the CIT (Terminology)

Legal Terminology Development

As you are preparing for your Court Interpreter Test, one of the key tasks you will need to focus on is developing your legal terminology. The terminology presented in the test preparation session is an introduction. Candidates who reach accreditation scores on the test will have plenty of opportunities to further improve their legal terminology.

By consistently engaging in the development of legal terminology, you can enhance your language proficiency in both English and your other language, deepen your understanding of legal concepts, enhance your performance during the court interpreter test, and ultimately improve your professional practice. You are encouraged to get started right away!



Download/Check out the resources provided in the e-learning module, including:

- Two glossaries provided. The first one is short and highlights key legal terms you should become familiar with. The second glossary is longer and provides you with a more comprehensive list of legal concepts.
- External resources, particularly as you are researching equivalents for terms in your other language.
- Deck of digital flashcards with the terms and definitions in the 2 glossaries, to support your memorization of terms in your test language. You can access the digital flashcards [here](#). You will need to create a FREE account to add the equivalent terms in your test language.
- Sign up to receive regular e-mails with exercises including videos and texts highlighting commonly used terms. This will help you stay on track with your legal terminology development and will help you to develop your skills in simultaneous, consecutive and sight translation.



SECTION 3: The ECIT

ECIT General Overview

The ECIT is an oral test for freelance court interpreters. The purpose of the test is to evaluate a candidate’s interpretation skills and the ability to convey a message accurately and completely between English and another language.

In addition to a high level of fluency in both languages, a Court Interpreter needs well-developed interpretation skills and the ability to interpret court-specific terminology both languages. Three such interpretation skills are a good memory, taking quick notes, and switching from one language to another without hesitation. These three skills are indispensable to perform any one of the interpreting modes that may be used in a court setting: Sight translation, Consecutive interpreting, Simultaneous interpreting.

The ECIT assesses your ability to perform these modes of interpretation through the following five exercises:

- **Sight translation of an English text,**
- **Oral recall,**
- **Consecutive dialogue of witness testimony,**
- **Shadowing of an English monologue, and**
- **Consecutive interpretation of your sight translation from part one.**

Please also note that the language used in the test includes basic legal, forensic, medical, and firearms-related terminology that most court interpreters routinely handle.

Understanding the ECIT Components

Sight Consecutive (Part 1) – Sight Translation



Sight translation is when you render a written message into a spoken message. It involves reading a text silently in the source language, and then conveying it verbally to the target language.

In court, it will likely involve a witness statement or other document written in a language not spoken in court proceedings. The court interpreter is asked to read it in English “for the record,” and the translation will be recorded.



When the document is in English, it is usually a court document to be read to the accused. It could be a sentencing order, bail conditions, conditions of probation, etc. It is vital that the court interpreter provide a complete and accurate sight translation of the document so the accused can understand the conditions imposed by the judge.

When do you sight translate in court?

You may be required to sight translate documents such as informations, indictments, peace bonds, bail and probation conditions, conditional and suspended sentences, etc. either in court or after court.

What will be evaluated on the court interpreter test?

<p>Sight Consecutive (Part 1) – Sight Translation of English Text</p>	<p>The English text for the sight translation exercise is about 250 words long. It is reflective of what is typically used by the court, such as an indictment, a pre-sentence report or a court form.</p> <p>You will be allowed 3 minutes to familiarize yourself with the text. When the three minutes are up, you will be advised that you have 4 minutes to complete the sight translation of the text. There will be prompts for you to record in segments of about 50-60 words each.</p> <p>Total time to complete this first exercise: 7 minutes.</p>
<p>Sight Consecutive (Part 2) – Consecutive Interpreting of your sight translation from part 1</p>	<p>Your oral translation will be recorded and saved for the final section of the test. Section 5 of the test depends on section 1 of the test.</p> <p>During the final section of the test, you will listen to the recording of your own voice speaking in your other language. You will then provide consecutive interpretation into English.</p> <p>Total time to complete this second exercise: 7 minutes.</p>



Oral Recall (OR)



The oral recall exercise simulates consecutive interpreting, which is one of the three interpreting modes used in court on an everyday basis.

In the consecutive interpreting mode, the interpreter listens to the message in the source language and interprets it into the target language so that both speakers, who do not speak a common language, can communicate effectively. Each speaker pauses for the interpreter to deliver the interpretation.

The oral recall exercise requires you to listen to a recording in English from a victim impact statement or a pre-sentence report. The recording will be broken up into several short segments. After each segment, you will be given time to repeat or retell in English as much as possible of the passage you have just heard. The passages are 5 to 6 sentences long.

The oral recall exercise is an effective way of testing your ability to listen, retain and repeat information accurately. With the oral recall exercise you will demonstrate your interpreting aptitude and your memory retention, both of which are essential skills for Court Interpreters. Your response must be accurate.

What will be evaluated on the court interpreter test?

<p>Oral recall</p>	<p>The oral recall section of the test will evaluate your ability to remember and repeat short utterances. To help you concentrate on your listening and memory skills, you will be allowed to take notes during this activity. The goal is to remember as much of the original passage as you can.</p> <p>Memory is an important skill that all interpreters must develop, and active listening is essential to developing a good memory.</p> <p>Note-taking is an essential skill for interpreters as well. Your notes are not submitted for evaluation and are securely shredded after your test. However, please ensure you practice your note taking skills</p>
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Consecutive Dialogue (CD)

Consecutive interpreting is also known as dialogue interpreting. In this mode, the interpreter listens to the message in one language and interprets it into another language so that both speakers can effectively communicate. Each speaker pauses while the interpreter interprets.

Consecutive interpreting is normally done in court to interpret a non-English speaker's witness testimony. Consecutive interpreting gives the interpreter more time to analyze and convert the message before delivery. However, court proceedings interpreted in the consecutive mode take up to three times longer than proceedings in English or French alone.

When do you interpret consecutively in court?

You will interpret in the consecutive mode when interpreting for a witness at the witness stand. You may also have to interpret in this mode in every court proceeding when the judge or other party poses a question directly to an accused or when the accused addresses the court, as in a sentencing hearing.

What will be tested in Consecutive Dialogue?

Testimony of a non-English speaker who is questioned in English by counsel.	About 1,000 words. In the consecutive dialogue exercise, you will hear an examination of an expert witness in court. The examination is broken up into segments. After each segment, there will be a pause during which you will be given time to reproduce the message in English. You may take notes if you need to, but you should limit them to dates, numbers, names and unfamiliar terms. Note-taking is an important tool in interpretation but it could interfere with your ability to listen if you take too many notes, so focus on understanding and recalling what has been said.
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Shadowing



The shadowing exercise simulates simultaneous interpreting. Simultaneous interpreting requires communicating the message in the target language almost at the same time as the speaker is delivering the message in the source language. The speaker does not pause for the interpreter.

Simultaneous interpreting is used in the courtroom primarily to help an accused or other parties understand what other participants in the trial (witnesses, lawyers, judge) are saying in real time. Simultaneous interpreting in the courtroom is almost always from English into the language of the interpretation client.

Simultaneous interpretation used to be delivered by whispering to the client and thus it is often called “whispered interpreting.” It is also called “chuchotage” (French for whispering).

In Ontario courts, simultaneous interpretation is increasingly delivered with technology such as headsets and Zoom, using multiple channels so that the court can record in English and simultaneous interpretation in the other language can be heard separately.

The main advantage of simultaneous interpreting is its speed, as court proceedings may go ahead in English or French with virtually no interruptions. To be proficient in this mode, interpreters need fundamental interpretation skills and substantial practice interpreting simultaneously.

When do you interpret simultaneously in court?

Simultaneous interpreting is generally provided to the client when they are remote, sitting at counsel table or in the prisoner's dock while observing the hearing. Simultaneous is provided in one direction, from the language of the court to the language of the client. When the client interacts with any of the parties in the courtroom, the interpreter switches back to consecutive interpretation for the benefit of everyone in the courtroom.

What will be evaluated in the court interpreting test?

<p>Shadowing - This section of the test will evaluate the skills required for simultaneous interpretation and English fluency and aptitude.</p>	<p>There is one shadowing exercise in English. Your task is to repeat everything you hear in English, shortly after you have heard it. Wait until you have heard enough to understand the speaker before you begin to shadow. You will begin repeating everything you hear in English shortly after the recording starts to play. There will be no pauses. The shadowing exercise will take about 10 minutes.</p>
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Sight Consecutive (Part 2) – Consecutive Interpreting



Consecutive interpreting is also known as dialogue interpreting. In this mode, the interpreter listens to the message in one language and interprets it into another language so that both speakers can effectively communicate. Each speaker pauses while the interpreter interprets.

Consecutive interpreting is normally done in court to interpret a non-English speaker’s witness testimony. Consecutive interpreting gives the interpreter more time to analyze and convert the message before delivery.

However, court proceedings interpreted in the consecutive mode take up to three times longer than proceedings in English or French alone.

What will be evaluated in the court interpreting test?

<p>Your oral rendition of the sight translation will be used for the consecutive interpreting part.</p>	<p>Your oral rendition from Sight Consecutive (Part 1) of the sight translation exercise recorded at the beginning of the test will be used for the consecutive interpreting portion.</p> <p>You will hear short segments of your recorded sight translation and will be asked to interpret your other language into English.</p> <p>Total time to complete this last exercise: 7 minutes.</p>
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Grading of the ECIT

Test performance will be graded in two ways:

1. Global or “holistic” scoring looks at the candidate’s overall skills and meaning delivered during the test.

Your performance will be assessed as a whole based on:

- understanding and communication of meaning,
- correctness of expression in English (grammar and structure),
- mastery of general vocabulary and basic legal terminology,
- ability to recognize and reproduce register (i.e. formal speech, neutral and informal speech),



- fluency of delivery,
- ability to speak clearly and understandably, and
- use of appropriate stress and intonation when speaking.

2. “Scoring units” focus on details, such as specific terminology or ways of communicating the message for accuracy.

The test will measure how you dealt with specific, pre-selected words, phrases or sentences in the texts or discourse. These keywords and phrases, called “scoring units” have been chosen to evaluate the following:

- grammar,
- structure,
- general vocabulary,
- specialized terminology,
- idiomatic language,
- register (level of language: formal, informal and neutral),
- numbers and names,
- words or phrases adding precision or emphasis, and
- words or phrases likely to be omitted due to their position.

There are two accreditation levels based on your scores:

Fully Accredited 70% minimum in each task.	Conditionally Accredited between 50%-69% in each section of the test
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These thresholds are based on best practices internationally and are the scores required historically by MAG.



Tips for the Day of your ECIT

Sight Consecutive (Part 1) - Sight Translation:

Use time wisely. Do not try to translate the entire text. Use this time to get a general idea of the type and content of the text, identify the main points, pinpoint potential problems, and write down any equivalents that come to mind.

- Try to maintain an even pace as you sight translate.
- Avoid long pauses between sentences. You can do this by reading ahead while you are sight translating the previous sentence.

Oral Recall:

To do well in this exercise, you need to be able to listen attentively and remember what you hear in order to reproduce the message.

Practice with the oral recall exercises provided and similar materials can help you develop your attention span, memory, and note-taking skills.

Consecutive Dialogue:

- You should take note of names, dates and numbers as you listen, as you may not be able to remember them when it is your turn to repeat. However, do not let note-taking interfere with careful listening.
- Your repetition should reflect the tone and style of the speaker. If the speaker uses familiar language, you should do the same. If the speaker is hesitant, you should also sound hesitant.

Shadowing:

- While you are expected to shadow at virtually the same time as the speaker is speaking, you have to wait to hear a few words from the speaker before you can start shadowing. You will therefore constantly be a few words behind the speaker.
- You may take note of names, dates and numbers during this exercise. However, please remember that you will have very little time to do so, as you will be shadowing at the same time as the speaker is speaking. You may be better off relying on your memory.



Your interpretation should reflect the tone, style and register of the speaker.

Sight Consecutive (Part 2) – Consecutive Interpreting:

- You should take note of names, dates and numbers as you listen, as you may not be able to remember them when it is your turn to interpret. However, do not let note-taking interfere with careful listening.
- Your interpretation should reflect the tone and style of the speaker. If the speaker uses familiar language, you should do the same. If the speaker is hesitant, you should also sound hesitant.

It is also very important for you to be at your best mentally, physically, and emotionally the day of your test. Get enough sleep the night before. And have adequate nutrition and hydration before sitting for your test. This will help you be at your best to focus on the tasks at hand.

SECTION 4: Preparing for the ECIT (Practice)

Practicing Sight Consecutive (Part 1) – Sight Translation

This module contains three practice texts for sight translation, along with a list of scoring units for one of the texts.

The first three texts are typical texts that may be sight translated from English into the test language in court. For specific practice in sight translation from the test language into English, you can review short articles or stories in your language. They can be on legal issues or short stories of general interest.

To make the most of your practice sessions, please use a recording device to record your sight translations (your phone or a handheld digital recorder can work).

When you practice sight translating, we recommend that you follow seven stages. At first, it may seem daunting to go through so many steps, but the idea is to get you to analyze your work from a certain perspective and to get used to working under test conditions, so please follow the steps. With time, you will take all the steps almost automatically.

For additional practice in sight translation from English into the test language, look for short English documents (about 250 words), preferably having to do with a court case. The List of Additional Resources will provide you with many options.





Stage 1: Preparation for sight translation

Take a maximum of three minutes to read the text. You will not have the time to write down or translate the whole text at this point.

What you should do at this stage is:

- get a general idea of the type and content of the text,
- identify the main points,
- pinpoint potential problem words,
- write down any equivalents that come to mind for key words, and
- try to segment the text into chunks that are large enough for analysis and comprehension, but short enough for oral translation.

The segments can be

- sentences - if they are short and simple,
- clauses - if the sentence contains more than one clause, or
- phrases - if the sentence contains a number of specific details.

Stage 2: Initial sight translation

- Start the voice recorder at the end of three minutes.
- Start translating segment 1 and read ahead to identify segment 2.
- Repeat this step with the following segments, until you come to the last segment.
- Stop the voice recorder and check the time to ensure that you have taken no more than 4 minutes to sight translate 250 words.

Stage 3: Comparison of initial sight translation with source text

- With the source text in hand, listen to your recorded sight translation segment by segment.



- Pause the recording after each segment and underline in the source text the words, expressions or entire segments that appear to be wrong. You may repeat these steps as often as you like.

Stage 4: Analysis and resolution of problems

- Analyse the words, expressions and segments that you have marked as wrong after Stage 3. Try to determine why they caused you problems. Was it because:
 - you did not understand the word or expression?
 - you did not know the equivalent in the target language?
 - you lost track of the beginning of a long sentence?
- Think of ways you can resolve these problems. Conduct basic research if required.

Stage 5: Checking scoring units

- If you are working on a sight translation text with scoring provided, review the scoring units at this stage. Listen again to your recorded sight translation, paying particular attention to the scoring units. Note the units you got correct. Determine how to correct those you got wrong.
- If you are working on a sight translation text where scoring units are not provided, examine the text and underline words and phrases that could be considered scoring units. Then listen again to your recorded sight translation, paying particular attention to those words and phrases. Note the units you got correct. Determine how to correct those you got wrong.

Stage 6: Final sight translation

- Redo the sight translation - following the steps of Stage 2 - and try to perform a more accurate and smoother sight translation than you did before.

Stage 7: Repeat the steps in Stage 3

- Comparison of final sight translation with source text
- Note improvements in comparison with the initial sight translation.
Tip: you can use the self- assessment tool provided in the materials tab of the E-learning module in all of these stages!



Remember to download the three practice texts for sight translation from the e-learning module.



Practicing Oral Recall

This module contains three practice texts for oral recall, and a list of scoring units for one of the texts.

You will need two devices during the practice sessions: one to listen to the pre-recorded exercises and the other to record your performance.

If you do not have access to two recording devices, another person can read the passages aloud and your recording device can record your performance.

To practice oral recall, follow the eight stages:



Stage 1: Preparation for oral recall

Play the audio file of the source text. You should listen to the recording using headphones to minimize distraction and increase focus. This will also mimic the test environment where you will be using a headset

Stage 2: Initial oral recall

- Start the voice recorder. You will record your English repetition using this device.
- Listen attentively to the first segment.
- When there is a pause in the dialogue, repeat what you have heard, in English, to the best of your ability.
- Repeat these steps for each segment, until you complete the last segment.
- Stop the audio file and the voice recorder.

For additional oral recall practice, make sure to check out the 'Legal Terminology External Resources' and the list of 'Additional Resources' in this Module. You may need to find other information as well. Look for short English newspaper articles (about 250 words), preferably relating to a court case.

Stage 3: Comparison of initial oral recall repetition with audio source text

- Replay the first segment of the audio file. You may listen to the segment as often as necessary to grasp all its meaning. To track your progress, you may take notes at this stage. Stop the audio file before moving on to the following step.
- Start the voice recorder from the beginning of your recording. Listen carefully to your repetition of segment 1 and compare it with the source text. Note all the things you have missed. Also note any poor expression in English. Pay particular attention to:
 1. Content
 2. Grammar
 3. Pronunciation and Fluency
- Repeat these steps for each segment, until you complete the last segment.

Stage 4: Comparison of initial oral recall with written text

- Start the voice recorder at the beginning of your repetition.
- Read the first segment in the written text and compare it with your repetition. Underline the words, expressions and segments that you have missed.
- Repeat this step for each segment, until you complete the last segment.

This stage helps if there are parts of the recorded source text dialogue that you have not heard well.

Stage 5: Analysis and resolution of problems

- Examine the notes you have taken during Stages 3 and 4 and analyze any words, expressions and segments that you missed, or believe to be wrong. Try to determine why they caused you problems.

Was it because:

- you did not understand the word or expression?
- you did not know the equivalent in the target language?
- you did not remember something that was said earlier?

Think of ways you can correct these mistakes – conduct some research



Stage 6: Checking scoring units

- If you are working on an oral recall exercise with scoring units provided, review the scoring units at this stage. Listen again to your recorded oral recall, paying particular attention to the scoring units indicated. Note the units you got correct. Determine how to correct those you got wrong.
- If you are working on an oral recall exercise which does not have scoring units provided, review the written text and underline words and phrases that could be considered scoring units. Then listen again to your recorded simultaneous interpretation, paying particular attention to those words and phrases. Note the units you got correct. Determine how to correct those you got wrong.

Stage 7: Final oral recall

Redo the oral recall (following all of the steps in Stage 2). Try to perform a more accurate and smoother rendition.

Stage 8: Comparison of final oral recall with written text

- Repeat all the steps of Stage 4.
- Note improvements in comparison with the initial oral recall.

Tip: you can use the self- assessment tool 2 provided in the practice section for all of these stages!



Remember to download the three practice texts for oral recall from the e-learning module.

Practicing Consecutive Dialogue

This module contains three practice texts for the consecutive dialogue, along with a list of scoring units for one of the texts. These dialogues are entirely in English.

These practice exercises have dialogues that are entirely in English. In court, the witness would of course, be speaking in the test language.



To practice you will need:

Two devices during the practice sessions: one to listen to the pre-recorded exercises and the other to record your performance.

If you do not have access to two devices, another person can read the passages aloud and your recording device can record your performance.

To practice consecutive interpreting, follow these seven stages:



For additional consecutive interpreting practice, make sure to check out the 'Legal Terminology External Resources' and the list of 'Additional Resources' in the online module. But you may need to find more dialogues, preferably court related.

Stage 1: Preparation for consecutive dialogue

- Have a notepad and a pen ready.
- Start the audio file of the source text dialogue. You should listen to the audio file using headphones. If you do not have two recording devices, another person may read the source text aloud.
- Start the voice recorder. You will record your interpretation using this device.

Stage 2: Initial consecutive dialogue

- Listen attentively to the first segment. Take any notes you think are necessary for recall - names, dates, numbers - but do not let note-taking distract you from careful listening.
- When there is a pause in the dialogue, repeat what you have heard in English to the best of your ability. You may use your notes, if necessary.
- Repeat these steps for each segment, until you complete the last segment.
- Stop the audio file and the voice recorder.

Stage 3: Comparison of initial consecutive dialogue with repetition of pre-recorded dialogue

- Replay the source text dialogue from the beginning. Listen carefully again to the first segment. You may listen to the segment as often as necessary to grasp its meaning and take notes. Stop the audio file before moving on to the following step.
- Play your own voice recording at the beginning. Listen carefully to your repetition of segment 1 and compare it to the first segment of the source text dialogue. Note all the elements of meaning that you have missed. Also note any poor expression in English. Pay particular attention to:
 1. Content,
 2. Grammar,
 3. Pronunciation and fluency
- Repeat these steps for each segment, until you reach the last segment.

Stage 4: Comparison of initial consecutive dialogue with written text of dialogue

- Play the voice recorder at the beginning of your repetition.
- Read the first segment in the written text and compare your repetition against it. Underline in the written text the words, expressions and segments that appear to be wrong.
- Repeat this step until you complete the last segment.

This stage helps if there are parts of the recorded source text dialogue that you have not heard well.

Stage 5: Analysis and resolution of problems

- Examine the notes you have taken during Stages 3 and 4 and analyze any words, expressions and segments that you missed, or think are wrong. Try to determine why they caused you problems.

Was it because:

- you did not understand the word or expression?
 - you did not remember something that was said earlier?
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- Think of ways you can correct these mistakes. Do any basic research required.
 - Try to understand source language words and expressions using the context (for example, the surrounding text). If a precise word does not spring to mind, try to explain the thoughts using a phrase in the target language.



- While some dictionary research may be required, try to avoid it. You may not have the opportunity to use one in court so do not rely on a dictionary during your practice.

Stage 6: Checking scoring units

- If you are working on a consecutive dialogue with scoring units provided, review them at this stage. Listen again to your recorded consecutive dialogue, paying particular attention to the scoring units indicated. Note the units you got correct. Determine how to correct those you got wrong.
- If you are working on a consecutive dialogue which does not have scoring units provided, examine the written dialogue and underline words and phrases that could be considered scoring units. Then listen again to your recorded consecutive dialogue, paying particular attention to those words and phrases. Note the units you got correct. Determine how to correct those you got wrong.

Stage 7: Final consecutive interpreting

Redo the consecutive dialogue following all the steps and try to deliver a more accurate and smoother rendition of the dialogue.

Tip: you can use the self- assessment tool provided in the materials tab of the e-learning module in all of these stages!



Remember to download the three pre-recorded practice dialogues for consecutive interpreting from the e-learning module.

Practicing Shadowing

You have been provided with three pre-recorded English monologues, plus written texts of the each, to help you practice shadowing. You are also provided with a list of scoring units for the first text.

You will need two recording devices during the practice sessions: one to listen to the pre-recorded exercises and the other to record your performance.



If you do not have access to two recording devices, another person can read the passages aloud and your recording device can record your performance.

To practice shadowing, follow the seven stages below.



For additional shadowing practice, you can use English monologues, preferably from court-related documents, and record them, without any pauses, prior to practice. Also, make sure to check out the 'Legal Terminology External Resources' and the list of 'Additional Resources' in this Module.

Stage 1: Preparation for shadowing

- Have a notepad and pen ready.
- Start playing the recorded source text. You should listen to the recording using headphones.
- Start the other recorder. You will record your repetition using this device.

Stage 2: Initial shadowing

- Listen attentively to the start of the passage.
- Once you have heard a segment - a phrase, a clause, or a short sentence - start shadowing. You will continue listening to the speaker's next segment while you shadow the previous segment. While you are allowed to take notes, it is difficult to listen, speak and take notes at the same time; so limit your note-taking to important names, dates and numbers.
- Repeat this step for each segment.
- Stop the audio file and the voice recorder.

Stage 3: Comparison of initial shadowing with recorded source text of monologue

- Replay the first segment of the source text monologue. You may listen to the sentence as often as necessary to grasp its meaning and take notes at this stage. Stop the audio file before moving to the next step.



- Start the interpretation recording from the beginning. Listen carefully to your shadowing of each segment and compare it with the source text monologue. Note all the things that you have missed. Also note any poor expression in the target language.
- Repeat these steps for each segment, until you complete the last one.

Stage 4: Comparison of initial shadowing with written text of monologue

- Play the voice recorder at the beginning of your shadowing
- Read the first segment in the written text and compare your shadowing of that segment against it. Underline in the written text the words, expressions and segments that appear wrong.
- Repeat this step for each segment until finished. This stage helps if there are parts of the recorded source text that you have not heard well.

Stage 5: Analysis and resolution of problems

- Examine the notes you have taken during Stages 3 and 4 and analyze any words, expressions and segments that you missed, or believe to be wrong. Try to determine why they caused you problems.

Was it because:

- you did not understand the word or expression?
 - you did not remember something that was said earlier?
-
- Think of ways you can correct these mistakes – conduct some research
 - Try to understand source language words and expressions using the context (for example, the surrounding text). If a precise word does not spring to mind, try to explain the thoughts using a phrase in the target language.
 - While some dictionary research may be required, try to avoid it. You may not have the opportunity to use one in court so do not rely on a dictionary during your practice.

Stage 6: Checking scoring units

- If you are working on a shadowing exercise with scoring units provided, review the scoring units at this stage. Listen again to your recorded shadowing, paying particular attention to the scoring units indicated. Note the units you got correct. Determine how to correct those you got wrong.



- If you are working on a shadowing exercise which does not have scoring units provided, review the written monologue and underline words and phrases that could be considered scoring units. Then listen again to your recorded shadowing, paying particular attention to those words and phrases. Note the units you got correct. Determine how to correct those you got wrong.

Stage 7: Final simultaneous interpreting

Redo the shadowing (following all of the steps in 1 through 5). Try to perform a more accurate and smoother rendition of the monologue.

For additional shadowing practice, you can use English monologues, preferably from court related documents and record them (without any pauses) prior to practice and follow the seven stages. Make sure to check the External Resources in this Module.

Tip: you can use the self- assessment tool provided in the materials tab of the e-learning module in all of these stages!



Remember to download the three pre-recorded practice exercises for shadowing from the e-learning module.

Sight Consecutive (Part 2) – Consecutive Interpreting

To practice you will need two devices during the practice sessions: one to listen to the pre-recorded exercises and the other to record your performance.

If you do not have access to two devices, another person can read the passages aloud and your recording device can record your performance.

To practice consecutive interpreting, follow these eight stages:



Stage 1: Preparation for consecutive interpreting

- Have a notepad and a pen ready.
- Start the audio file of the source text. You should listen to the audio file using headphones. If you do not have two recording devices, another person may read the source text aloud.
- Start the voice recorder. You will record your interpretation using this device.

Stage 2: Initial consecutive interpreting

- Listen attentively to the first segment. Take any notes you think are necessary for recall - names, dates, numbers - but do not let note-taking distract you from careful listening.
- When there is a pause, interpret segment 1 into the target language. You may use your notes, if necessary.
- Repeat these steps for each segment, until you complete the last segment.
- Stop the audio file and the voice recorder.

Stage 3: Comparison of initial consecutive interpreting with recorded source text

- Replay the source information from the beginning. Listen carefully again to the first segment. You may listen to the segment as often as necessary to grasp its meaning and take notes. Stop the audio file before moving on to the following step.
- Play your own voice recording at the beginning. Listen carefully to your interpretation of segment 1 and compare it to the first segment of the source text. Note all the elements of meaning that you have missed. Also note any poor expression in the target language.
- Repeat these steps for each segment, until you reach the last segment.

Stage 4: Comparison of initial consecutive interpreting with written text

- Play the voice recorder at the beginning of your interpretation.
- Read the first segment in the written text and compare your interpretation against it. Underline in the written text the words, expressions and segments that appear to be wrong.
- Repeat this step until you complete the last segment.

This stage helps if there are parts of the recorded source text that you have not heard well.



Stage 5: Analysis and resolution of problems

- Examine the notes you have taken during Stages 3 and 4 and analyze any words, expressions and segments that you missed, or think are wrong. Try to determine why they caused you problems.
Was it because:
 - you did not understand the word or expression?
 - you did not know the equivalent?
 - you did not remember something that was said earlier?
- Think of ways you can correct these mistakes. Do any basic research required.
- Try to understand source language words and expressions using the context (for example, the surrounding text). If a precise word does not spring to mind, try to explain the thoughts using a phrase in the target language.
- While some dictionary research may be required, try to avoid it. You may not have the opportunity to use one in court so do not rely on a dictionary during your practice.

Stage 6: Checking scoring units

- If you are working on a consecutive dialogue with scoring units provided, review them at this stage. Listen again to your recorded consecutive interpretation, paying particular attention to the scoring units indicated. Note the units you got correct. Determine how to correct those you got wrong.
- If you are working on a consecutive text which does not have scoring units provided, examine the written information and underline words and phrases that could be considered scoring units. Then listen again to your recorded consecutive interpretation, paying particular attention to those words and phrases. Note the units you got correct. Determine how to correct those you got wrong.

Stage 7: Final consecutive interpreting

Redo the consecutive interpreting following all the steps of stage 2 and try to deliver a more accurate and smoother interpretation of the information.

Stage 8: Comparison of final consecutive interpreting with written text

- Repeat all the steps of Stage 4.
- Note improvements in comparison with the initial consecutive interpreting.

At the end of the exercise, you should use a dictionary or term bank to find equivalents for key words that you did not know, and you should memorize them for future use.



Tip: you can use the self- assessment tool 1 provided in the materials section in all these stages!



Remember to download the three pre-recorded practice exercises for shadowing from the e-learning module.

