



Tips For Working With A Translator

As a Tour Guide, you may occasionally be required to conduct a tour for a group who does not speak your language, and sometimes a Translator will be provided to translate your commentary into the language of the group. Working with a Translator to conduct a tour can be challenging for a Tour Guide, but nonetheless, it is still your responsibility to ensure that the tour is an excellent experience for your guests. With that in mind, here are some helpful tips for working with a Translator:

- Introduce yourself to the Translator before the beginning of the tour. Review the itinerary and plan for the tour, as well as the type of content you will be covering.
- Prior to the tour, ask the Translator how you can be most helpful to him/her in delivering the tour information to your guests.
- Understand that you will not be able to cover everything. Decide in advance what information is most important for you to share with your guests. Typically, communicating through a Translator takes twice as long, so generally speaking, you'll be able to cover approximately half of your usual tour content when working with a Translator.
- Give the Translator command of the microphone and provide your information to the Translator to communicate to the group over the microphone.
- Maintain eye contact with your group and engage your group directly. Even though you may not understand what is being said, this will help show your interest in the group and monitor how they are enjoying the tour.
- Be cautious of how your words will translate. Try to use basic language, and avoid long and complex sentences. Avoid jokes and local sayings, as they tend not to translate well.
- Speak clearly and slowly, to allow your Translator the opportunity to accurately communicate what it is you are saying and not lose any of the information. If you speak too quickly, it can make their job harder.
- Pause about every 60 seconds for the Translator to translate. Try to pause when a thought is complete or after major points have been made (if not too long). Watch your Translator to make sure he or she is keeping up with you.
- Ask for feedback as to whether your Translator would like you to give them more or less information before pausing.
- Try not to interrupt the Translator unless it is absolutely necessary.
- Allow time for questions from your guests through the Translator. This will help you engage the guests in your tour and connect with you.