REFERENCE A - USING A LANGUAGE ASSISTANT CHECKLIST

- ☑ Brief your language assistant in advance, ensuring they understand the goal of the engagement.
- ☑ Ensure they understand how to answer questions about UN activities.
- ☑ Ask about their understanding of the local situation and if there is anything you should know about.
- ☑ Instruct your language assistant on the physical position you want them to take.
- ☑ Keep looking at the person to whom you are speaking, not the language assistant.
- ☑ Instruct the language assistant to repeat what is being said, not give you a summary or evaluation. If you are going to begin the conversation in the local language ensure you explain this and they understand when to begin translation.
- ☑ Brief the language assistant not to analyze, edit, purge or "value-judge" any of the statements.
- ☑ Conduct rehearsals before the engagement, including any signals you may use.
- ☑ Use short sentences and encourage others to do the same.
- ☑ Avoid technical terms and abbreviations.
- ☑ Avoid idioms and jokes.
- ☑ Afterward debrief the engagement with your language assistant to learn and improve.