

# TIPS FOR COMMUNICATING EFFECTIVELY THROUGH INTERPRETERS

## Parent Teacher Conferences and Meetings

- ✔ Introduce everyone in the room or the phone call to the parent(s).
- ✔ For in person meetings, seat the interpreter next to the parent(s).
- ✔ Address and look directly at the parent(s) when speaking to them. Refrain from saying “tell the parent that...” or similar phrases.
- ✔ Speak slowly and clearly, pause after two or three sentences and avoid using idioms.
- ✔ Avoid using abbreviations (i.e., QRI, DRA, PSSA).
- ✔ Please avoid side conversations with the team while the interpreter is translating to the parent(s). Interpreters share all discussed information with the parent(s).



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