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**USING GOOGLE
TRANSLATE
TO COMMUNICATE
WITH FAMILIES OF
ENGLISH LEARNERS**

Google translate is a tool that can be helpful in communicating with parents of English Learners. This tool is undergoing constant improvement by the developers, but computer translation is still not perfect. In this slideshow you will find strategies for more effective communication.



DO



- Ask the parents if they would like you to use Google Translate
- Simplify your message when using the tool
- Use shorter sentences
- Use bulleted lists to chunk the message
- Ask the parents to respond to the message with a numerical value; some are not comfortable with a text response
For example: “press 1 to let me know you received the message”
“press 1 for yes, 2 for no”
“press 1 if you agree, 2 if you disagree”

AVOID

- Assumptions that the parents or students need everything translated for them.
- Using slang and figurative language in your messages
- Writing lengthy explanations
- Using education related terms that may not be familiar to the parents and may be poorly translated

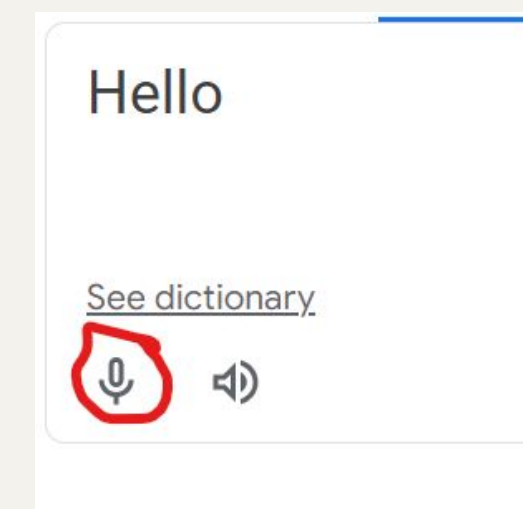




GOOGLE TRANSLATE VOICE FEATURE

Google Translate has a feature that can capture your voice. Some students use this feature during the lecture portions of class. Moving this student's seat closer to you and slowing down your speech, will help the program capture more accurately.

Google translate is able to pronounce the words that we need translated as well as their translations. Some English Learners are not literate in their home language, so this feature will help them use the program and understand.





GOOGLE DOCS TRANSLATE FEATURE

Did you know that you can use Google Docs to translate the whole document with a click of a button without copying and pasting?

Here is how:

1. Open a Google Doc.
2. Click on Tools at the top of the page.
3. Select “Translate Document” from the dropdown menu.
4. Choose the language you want your document to be translated to. You have lots of options.
5. The program will create a “Translated Copy of “your original document. It will do its best to keep formatting the same as the original document.

TEACH OTHER STUDENTS TO USE GOOGLE TRANSLATE

A girl uses Google Translate to ask new classmate to sit with her at lunch. What a great way to welcome the new student and build positive classroom climate!

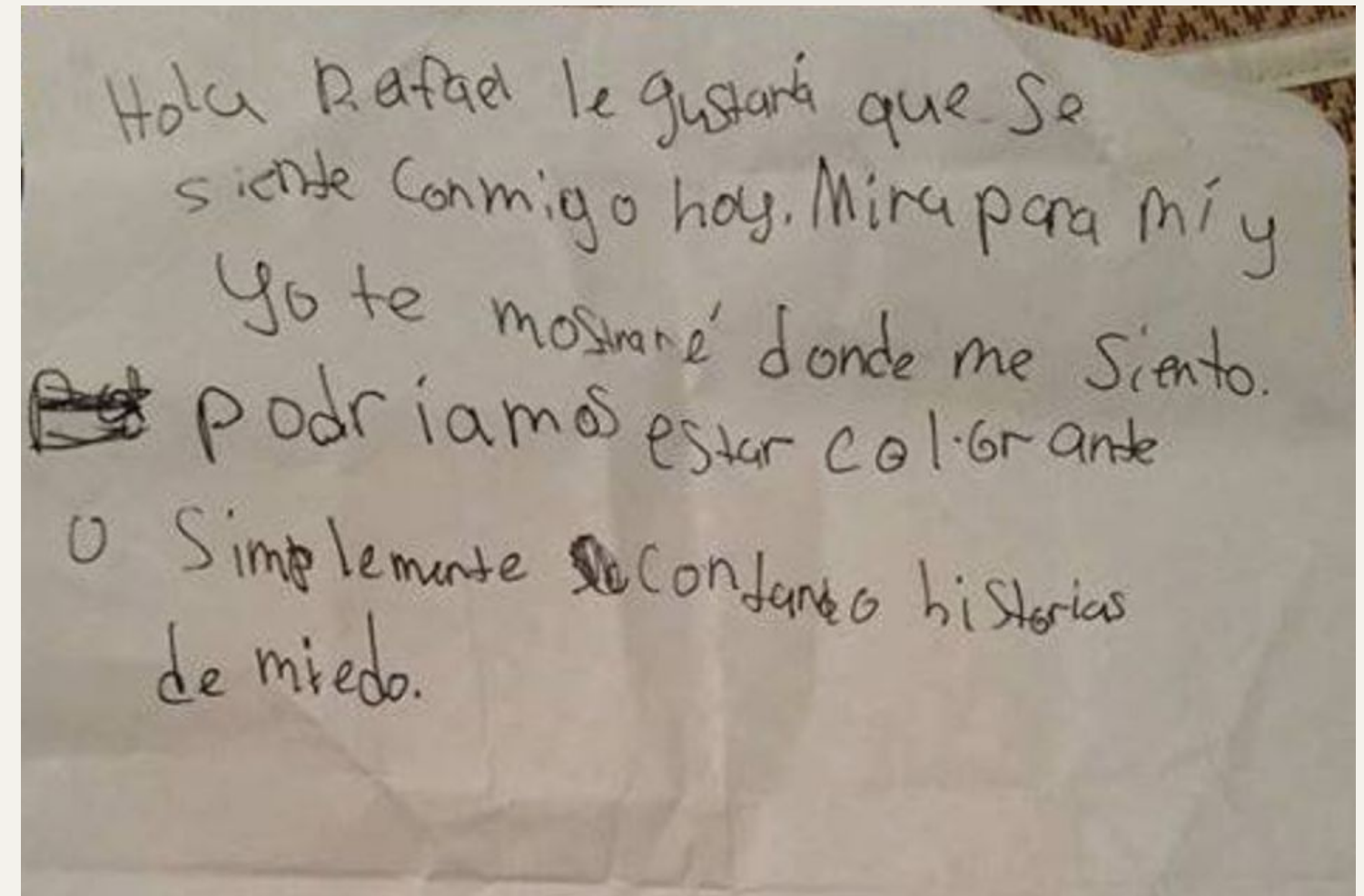


Image from Global Citizen

Image Caption: "Would you like to sit with me today? Look for me and I will show you where I sit. We can color or simply tell scary stories. Thank you for your time, signed Amanda"

CREDITS

- Template: Black and White Barriers in Communication Educational Presentation, Canva.
- Slide 7, image of school note
<https://www.globalcitizen.org/es/content/this-girl-used-google-translate-to-befriend/>

