

Note-Taking for Interpreters



This one-day workshop offers fast-paced, dynamic practice in a vital skill: note-taking for interpreters. Developed by a leading national expert, the program adapts Rozan's method for conference interpreter note-taking to meet the needs of medical, community and general interpreters. The program's unique approach is easy, fun and *effective*.

This ground-breaking curriculum is offered by Cross-Cultural Communications and delivered by Katharine Allen, Co-President and Founder of InterpretAmerica.

This skills-based session will provide an overview of note-taking and detailed practice. Participants will:

- Explore and practice Rozan's 7 steps to consecutive note-taking
- Explore note-taking requirements for medical and community interpreting versus legal interpreting settings
- Develop note-taking symbols and abbreviations



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Agenda

Objective 1: Explore Rozan's 7 steps to consecutive note-taking

- Getting a baseline.
- Adapting Rozan for medical and community interpreting
- Reflective learning process for note-taking

Objective 2: Practice Rozan's 7 steps to consecutive note-taking

- Note-taking demonstration
- Integrating Rozan's steps via repetitive stories practice

Objective 3: Explore note-taking requirements for medical/community interpreting versus legal interpreting

- Differences in note-taking requirements for medical/legal settings

Objective 4: Develop note-taking symbols and abbreviations

- Introduction to symbols
- Symbols development
- Abbreviations development

Objective 5: Practice using symbols/abbreviations during note-taking

- Note-taking practice with a focus on symbols/abbreviations
- Peer and trainer feedback

Objective 6: Practice consecutive interpreting using note-taking skills through role play dialogs.

- Consecutive note-taking during role play practice
- Group debriefing on "putting it all together" in role play practice
- Evaluation of participants' note-taking skills throughout entire workshop



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Trainer Bio



Katharine Allen

Katharine Allen provides language access consulting services to hospitals and clinics in California and is the owner of Sierra Sky Interpreting and Translations. A master trainer, she remains an active interpreter and translator for state and local governments, courts, environmental groups and language services. She is co-author of the California Healthcare Interpreting Association (CHIA) Organizational Assessment Tool for Linguistic Access and a certified facilitator for the Connecting Worlds 40-hour Healthcare Interpreter Training and CHIA Standards. Katharine is also an instructor for the Glendon College Masters of Conference Interpreting Program at York University.

Katharine provides training across the country and has also taught medical interpreting Train the Facilitator workshops for the Monterey Institute of International Studies, Cyracom and Cross-Cultural Communications. She has co-trained with the renowned Holly Mikkelson and for professional interpreting associations and is a co-developer of a Kaiser Permanente curriculum for training bilingual employees to interpret.

Katharine holds a Bachelor's Degree in Community Development from Brown University and a Master's Degree in Translation and Interpretation (MATI) from the Monterey Institute of International Studies.

For more information, or to register for the next session,
go to www.cultureandlanguage.net and click on **Training** or contact the CCC office:

Cross-Cultural Communications

10015 Old Columbia Road, Suite B-215
Columbia, MD 21046
410.312.5599 (voice) 410.750.0332 (fax)
ccc2@cultureandlanguage.net