Note-Taking for Interpreters

This one-day workshop offers fast-paced, dynamic practice in a vital skill: note-taking for interpreters. Developed by Katharine Allen, Co-President and Founder of InterpretAmerica, and 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 Leslie Bilchick, a Maryland Court Certified Interpreter.

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
Trainer Bio

Leslie Bilchick

A Maryland Court Certified Interpreter in Spanish since 2012, Leslie Bilchick has been an interpreter for more than 20 years and a translator for over a decade. She provides court, educational and social services interpreting and translation, in addition to being a long-time community interpreter trainer and licensed trainer for The Community Interpreter® International.

Before launching her freelance interpreting and translation career, Leslie co-directed BAJA, a community-based organization for Latin American peace and justice based in Baltimore, then served as a coordinator for the Foreign-born Information and Referral Network (FIRN), a nonprofit serving immigrants and refugees in Howard County, Maryland.

Upon completing medical interpreter training, Leslie worked to promote international solidarity in El Salvador as a Grassroots Program Officer with the SHARE Foundation. Leslie holds a BA in International Relations and Spanish, and makes her home in Takoma Park, Maryland.

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

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