

Booking Interpreters

Interpreters are in short supply so it is best to book as early as possible.

When you contact us to request an interpreter we will need to know:

- 🕒 Date
- 🕒 Time
- 🕒 Duration of event
- 🕒 Venue
- 🕒 Type of event

We may ask you to send us some information about the event so the interpreter(s) can prepare in advance.

If you are having an open event and are not sure if deaf people will be attending it is always best to book an interpreter.

Contact details

Coventry & Warwickshire Sign Language Interpreting Service

Room S1.12
City College
50 Swanswell Street
Coventry CV1 5DG

Voice: 024 7652 0378
Text: 07771 631115
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Coventry & Warwickshire
SignLanguage
Interpreting Service

Sign Language Interpreting Service

How to work with a
Sign Language
Interpreter



Did You Know?

The Coventry & Warwickshire Sign Language Interpreting Service is an independent interpreting agency.

We provide a high quality service. We only use NRCPD registered interpreters. This means they:

- are professionally trained
- hold a current CRB check
- carry Professional Indemnity Insurance

Our professional Sign Language interpreters have to follow a code of practice which ensures confidentiality.

Sign Language interpreters will interpret to the best of their ability and will remain impartial.



Working with Interpreters - Easy Rules to Follow

- ✓ Speak directly to the deaf person, not to the interpreter.
- ✓ Allow the interpreter to sit opposite the deaf person.
- ✓ Make sure the deaf person can see the interpreter clearly.
- ✓ Try to make sure that there is no background noise, so that the interpreter can hear clearly.
- ✓ Send any useful information to the interpreter before the appointment to give them time to prepare.
- ✓ Remember that the interpreter will interpret everything that is said or signed (even audible asides).
- ✓ Book 2 interpreters for an event lasting 2 hours or more.
- ✗ Don't allow more than one person to speak at a time.
- ✗ Interpreters can't work continuously for more than 30 to 45 minutes; allow regular breaks.
- ✗ Don't feel uncomfortable if the deaf person looks at the interpreter, rather than you.
- ✗ The interpreter is not allowed to give advice or offer opinions during the interpreting assignment.
- ✗ Don't ask the interpreter for personal details during the interpreting assignment.
- ✗ The interpreter will not take sides, they will remain neutral.

