JIAMCATT 2018, Geneva

8 May, 2018
14.30-17.00

Workshop: Interpreter tools
Dr. Anja Rütten
An hour in the shoes of a conference interpreter

Prepare a conference:

Scenario 0
You haven’t received any documents and hardly any information about the conference
EP Special Committee on the Union’s authorisation procedure for pesticides on April 12, 2018

0.A work alone 0.B team work

Scenario 1
You have received all the documents in advance


1.A work alone 1.B team work
Useful tools to support an interpreter‘s workflow

**InterpretBank** (Claudio Fantinuoli, Germersheim http://www.interpretbank.de/)
**Interpreters‘ Help** (B. Werner/Y. Plancqueel, Berlin/Paris http://www.interpretershelp.com/)
**TERMINUS** (Nils Wintringham, Zürich, http://www.wintringham.ch/cgi/ayawp.pl?T=terminus)
**Interplex** (Sand/Hartner, Genf, http://fourwillows.com/interplex.html/)
**Glossary Assistant** (Reg Martin, Switzerland http://www.swiss32.com)
**Flashterm.eu** (Eisenrieth Dokumentations GmbH http://www.flashterm.eu/)
**Intragloss** (Mac-only, Dan Kenig and Daniel Pohoryles, Paris https://intragloss.com)

**Generic software**
- MS-Access (or LibreOffice Base, Filemaker, airtable.com)
- MS-Excel (or LibreOffice Calc, Google Sheets)

[www.termtools.dolmetscher-wissen-alles.de](http://www.termtools.dolmetscher-wissen-alles.de)

**Extraction**
InterpretersHelp, InterpretBank, OneClickTerm https://terms.sketchengine.co.uk/

**Multi-source search**
[http://www.sb.qtrans.de/](http://www.sb.qtrans.de/)
[GT4T](https://gt4t.net/en/downloads)
Job-specific information and knowledge work

on air  in-process  
off air  pre-process  peri-process  post-process

Levels of processing
I. research of information („raw content“)  data-oriented
II. processing: compare with own knowledge  information-oriented
III. Using: queries, memorisation, activate passive knowledge  knowledge-oriented

management approach
IV. fit for purpose? optimisation
Watch/interpret the conference - 14.16-14.30 hrs


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Diskussion

How well did you feel prepared?

Describe your workflow

Which software functions did you find helpful/
what could be improved?
Interpreters‘ information management – some important factors

scarce: time/attention (priorites)
abundant: information (what is relevant?)
crucial: knowledge (how much can I learn/what do I need in writing)

simple and intuitive in input and output needed (cognitive load!)
selection (it‘s all there): sorting/filtering
workflow support: extraction, looking-up (multiple sources)
cloud work (load-sharing, same language)
mobile access
follow-up mechanism
## Workflow 1/3

<table>
<thead>
<tr>
<th>Sources</th>
<th><strong>Pre-process</strong></th>
<th><strong>Peri-process</strong></th>
<th><strong>In-process</strong></th>
<th><strong>Post-process</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>EXTERNAL DATA: from customers and colleagues (manuscripts, ppt, translations, agenda, list of participants, background material) other sources (client website, dictionaries, youtube, literature, newsletters etc.)</td>
<td>longterm knowledge cultivation (expand, update, maintain), language and content, context-independent</td>
<td>longterm knowledge cultivation (expand, update, maintain), language and content, based on in-conference notes</td>
<td>Longterm knowledge cultivation (expand, update, maintain), language and content, context-independent</td>
<td></td>
</tr>
<tr>
<td><strong>Search&amp;Find</strong></td>
<td>job-based or longterm (improve range of expressions): association of concepts related to a subject, representation of knowledge using symbols and connections</td>
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<tr>
<td><strong>Obtain specific, job-relevant information</strong></td>
<td>interaction with client: briefing with organiser, experts, colleagues; documents (background information, info. about participants, names, numbers, insider language, standard questions who-what-where-when-why)</td>
<td>interaction with colleagues, exchange of documents and glossaries, briefings, online collaboration</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Research to fill gaps</strong> (in interaction with processing)</td>
<td>own research of documents using keywords (headings, words from agenda)</td>
<td>in-depth research of terms/equivalents in respective languages</td>
<td>in-depth research of terms/equivalents in respective languages</td>
<td></td>
</tr>
<tr>
<td><strong>Research of pragmatic, situation-related information</strong> (technicality/purpose of meeting; status, culture, composition of participants; knowledge and interests of speaker vs. listener)</td>
<td>quick search of terms (computer, paper notes, colleagues)</td>
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<tr>
<td><strong>Research of concepts</strong> (definitions etc.) and other semantic information (ontologies, thesauri)</td>
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</tr>
<tr>
<td>OWN DATA:</td>
<td>SOURCES</td>
<td>Pre-process</td>
<td>Peri-process</td>
<td>In-process</td>
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<tr>
<td>FORMAT:</td>
<td>analog/digital</td>
<td>filing and categorisation of docs (subject, status, job)</td>
<td>working with manuscripts (editing/highlighting/structural markers; equivalents; cross-reading, summarising)</td>
<td>working with manuskript (highlighting, following speech, notes) - cooperation with boothmate</td>
</tr>
<tr>
<td>analog/digital (text/terminology/graphics)</td>
<td></td>
<td>extraction and recording of terms from documents</td>
<td>obtaining and recording of pragmatic (situation-related) info. from docs; relations between participants, technicality; what do participants know/want</td>
<td>extracting and recording content from docs and terminology, general and specific, deep or shallow (skimming, scan for key concepts, extract facts, make concept maps); summarising</td>
</tr>
<tr>
<td>Processing (evaluate, sort, use)</td>
<td>Check against personal knowledge, decide what to learning/shortlist</td>
<td>integration of new or updated info into own data; cleanup (double entries, consolidated knowledge)</td>
<td>tagging of terminology: to learn, learned or not learned, difficult, degree of equivalence/reliability, need for follow-up</td>
<td>tagging of terminology: to learn, learned or not learned, difficult, degree of equivalence/reliability</td>
</tr>
<tr>
<td>OWN DATA:</td>
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<td>classification</td>
<td>exploitation</td>
<td>classification</td>
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<td>OWN DATA:</td>
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<td></td>
<td></td>
<td>categorisation of terminology (subject/hierarchy, type of event, event, client)</td>
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<tr>
<td>OWN DATA:</td>
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<td></td>
<td></td>
<td>creation of conceptual relations in terminology</td>
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</tbody>
</table>
## Workflow 3/3

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</thead>
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<tr>
<td>OWN DATA:</td>
<td>filtering/sorting of terminology: different criteria (see classification/tagging), create shortlist for learning/display in booth, list for longterm learning</td>
<td></td>
<td></td>
<td>filtering/sorting of terminology: different criteria (see classification/tagging), create shortlist for future jobs (terms often used), list for longterm learning</td>
</tr>
<tr>
<td>FORMAT: analog/digital, visual/audio (text/terminology/graphics)</td>
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<td></td>
<td></td>
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</tr>
<tr>
<td>Use (lookup, knowledge integration)</td>
<td>retrieval of information: terminology with all data fields, background and meeting docs, terminology from docs into database and vice versa</td>
<td></td>
<td>retrieval of information (from predefined data fields/categories), quick and easy to grasp, meeting docs, terminology in docs</td>
<td>retrieval of information: terminology with all data fields, background and meeting docs, terminology from docs into database and vice versa</td>
</tr>
<tr>
<td>Memorisation</td>
<td>job-specific learning of terminology: activate passive knowledge, memorise info incidentally or intentionally, automatisation</td>
<td></td>
<td></td>
<td>general learning of terminology, longterm, incidental rather than intentional</td>
</tr>
<tr>
<td>Evaluation</td>
<td></td>
<td></td>
<td></td>
<td>Track preparation time, check actual usefulness</td>
</tr>
</tbody>
</table>

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Information and Knowledge management in conference interpreting

Selection
- cost/benefit
- extraction
- extension/narrowing

control centre

clarity

structure
- attributes/classification

sistematization – acceleration

Further reading (DE):
http://blog.sprachmanagement.net/wissensmanagement-im-konferenzdolmetschen-ein-bisschen-theorie/
terminology management for interpreters – rather context-oriented than concept-oriented

data categories

term-related
acronyms, pronunciation

concept-related
- subjects (several), definition, comment

context-related
- conference, speaker

administrative
- client, source

knowledge-related
- individual tagging, create post-it short lists

Which information do I need?
Which sorting/filtering criteria?
Translation Memories for Interpreters?

Missing:
booth-friendly (mouse-free) filtering/searching/display required
intuitive and very quick entering of new terms with pre-set categories
easy exchange with other very simple table formats
cloud-based team work

Useful:
Concordance search
Text alignment - Parallel text display
Term extraction
Use of translator’s work
Further reading about information and knowledge management as well as tools for conference interpreters

BLOG: www.dolmetscher-wissen-alles.de