# Types of Interpretation and How to Utilize Tech Within These Styles

There are 2 main types of interpretation styles that are most often used. The first is simultaneous interpretation and the second is consecutive Interpretation. In this resource we will be explaining the pros and cons of these styles as well as how to integrate them into a virtual and hybrid proceeding effectively.
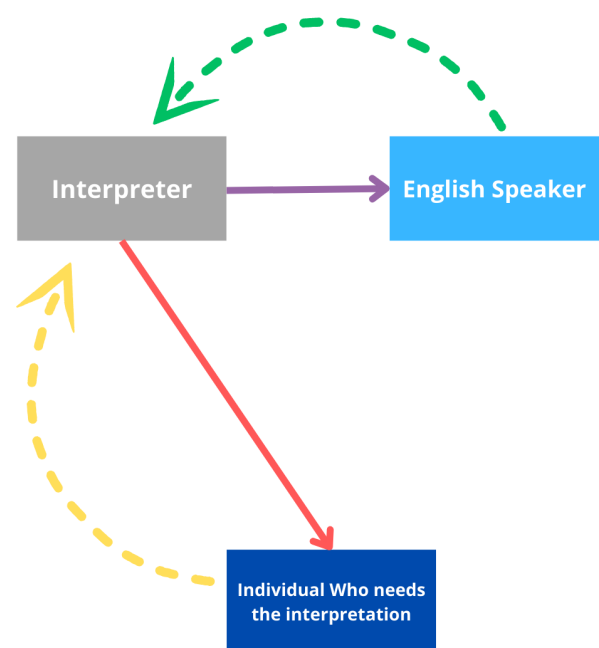
Simultaneous interpretation is when the interpreters provide real-time interpretation as individuals speak, delivering the interpretation in the desired language via a separate audio channel simultaneously with the speakers. This option includes being much more fluid than the consecutive interpretation, If there is a lot of content to cover or if more than 1 language is being interpreted this is a good option to go with. This option is also more efficient as you are not waiting for someone to finish speaking before it gets interpreted. Instead, as an individual speaks it is getting interpreted in real time on a separate audio channel. Unfortunately this option is more expensive compared to the consecutive interpreters as simultaneous interpreters require more skill and expertise. Depending on how long you require interpretation for you may also need more than one interpreter for simultaneous interpretation. This is because simultaneous interpretation is extremely tiring so they alternate between a different interpreter every 20-30 minutes. The last negative to this option is that it does require more set up prior to the proceeding. In a fully virtual setting you need to enable the interpretation feature in your video conferencing platform. In a hybrid session you will need interpretation equipment such as wireless headsets, transmitters, and receivers, unless you are doing whisper-simultaneous interpreting.

In this example photo you can see the green arrows happen at the same time and the red arrows happen at the same time. Just like how a regular legal proceeding would carry out an individual would ask a question to an individual and they would answer. In simultaneous interpretation the same thing would happen.
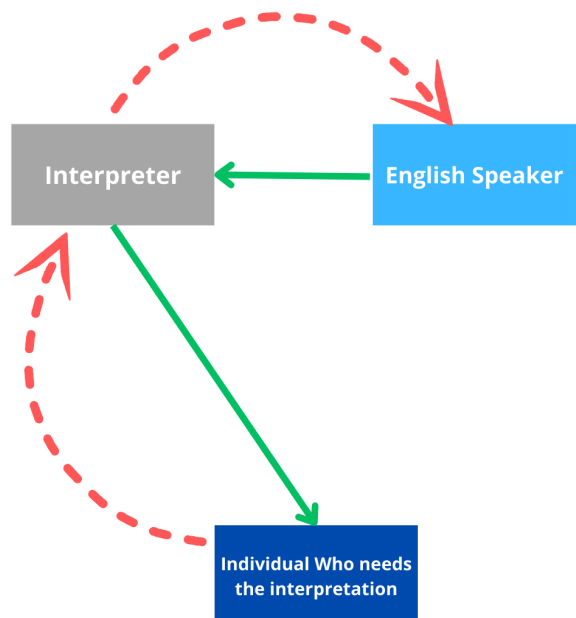
Consecutive Interpretation is an interpretation method where an individual speaks, once they are finished speaking the interpreters realy what the individual said to everyone. Then the individual who requires the interpretation answers and once they are done speaking the interpreter relays what they said to everyone again. This style is usually less expensive as consecutive interpreters do not cost as much as simultaneous interpreters; it also usually only requires 1 interpreter. It is more cost effective in a hybrid setting as it does not require wireless headsets, transmitters, and receivers. In addition it is easier to set up as you do not need to enable any interpretation features beforehand. However, this style does take more time as once one individual is finished speaking the interpreter needs to relay what the individual just said to the individual who needs the interpretation. Once the individual who needs the interpretation is done speaking the interpreter relays it to everyone. This process becomes more complicated and takes even more time if more than one language is required for interpretation.

In this example photo you will see all arrows are happening separately. Now instead of having an individual ask a question to an individual and having them answer. There are 2 more lines of communication.


Virtual - Set up

If your proceeding requires simultaneous interpretation and is fully virtual you will need to enable the interpretation feature in your video conferencing platform prior to the proceeding. Below are details on how to enable interpretation on Zoom, MS Teams, and Cicso Webex.

Zoom

Firstly, in the Zoom browser settings of your account, enable "Language Interpetation" . Then click the + sign and add the languages you require.
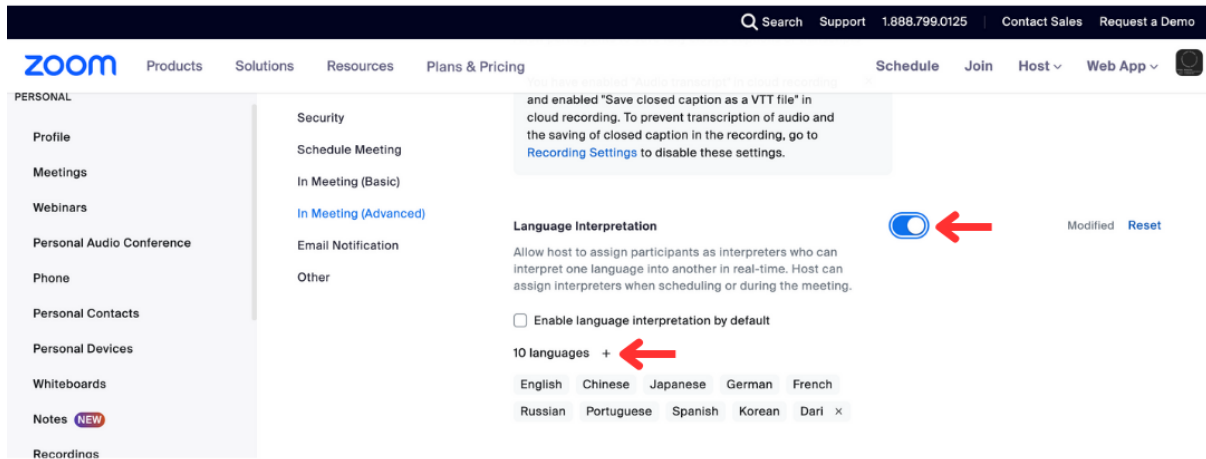
Then, still in Zoom browser, go to your Zoom meetings and click on your meeting that requires the interpretation. Click to edit the meeting and scroll all the way to the bottom of the page. Then add your interpeters emails and the language they are interpreting. Once you are done, save your settings. Please note to tell your interpreters to use the interpreter's link that Zoom sends to them. Otherwise, you will have to add them in-meeting.
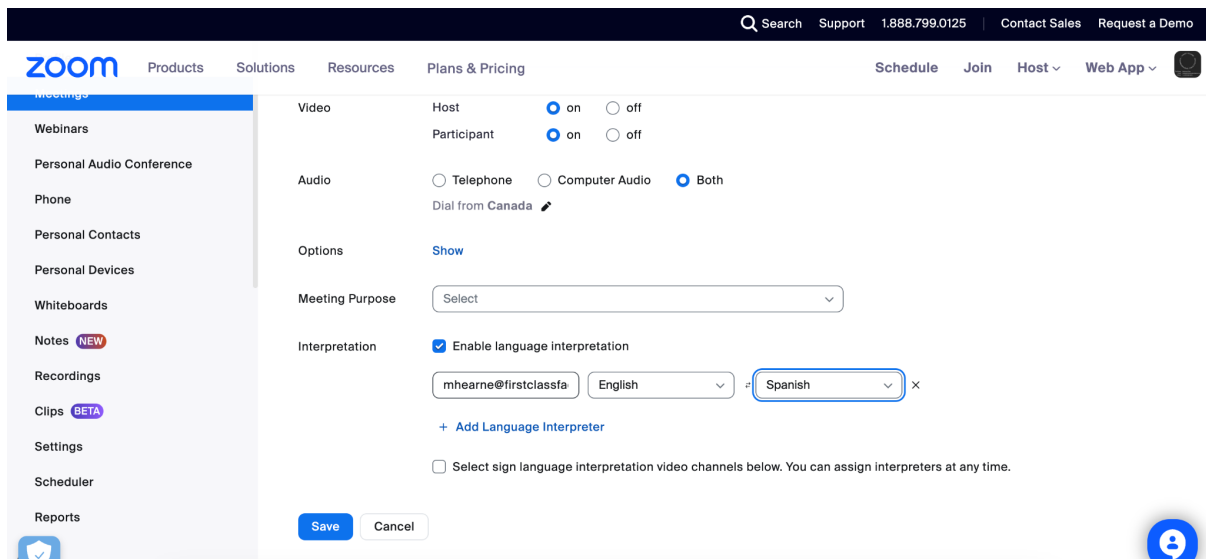
MS Teams

In order to enable interpreters to a meeting, during the scheduling process the host must invite at least one member of their organization to the meeting and send it either via Outlook or directly from the Teams calendar. After this has been completed, the host can edit the meeting and then open the Meeting Options to see the option to enable interpretation. Once enabled, the host can add an interpreter and assign the appropriate languages. There is one exception: Teams doesn't allow for external users to be added as interpreters, therefore, one of those members of the organization invited earlier needs to be assigned the interpreter role.
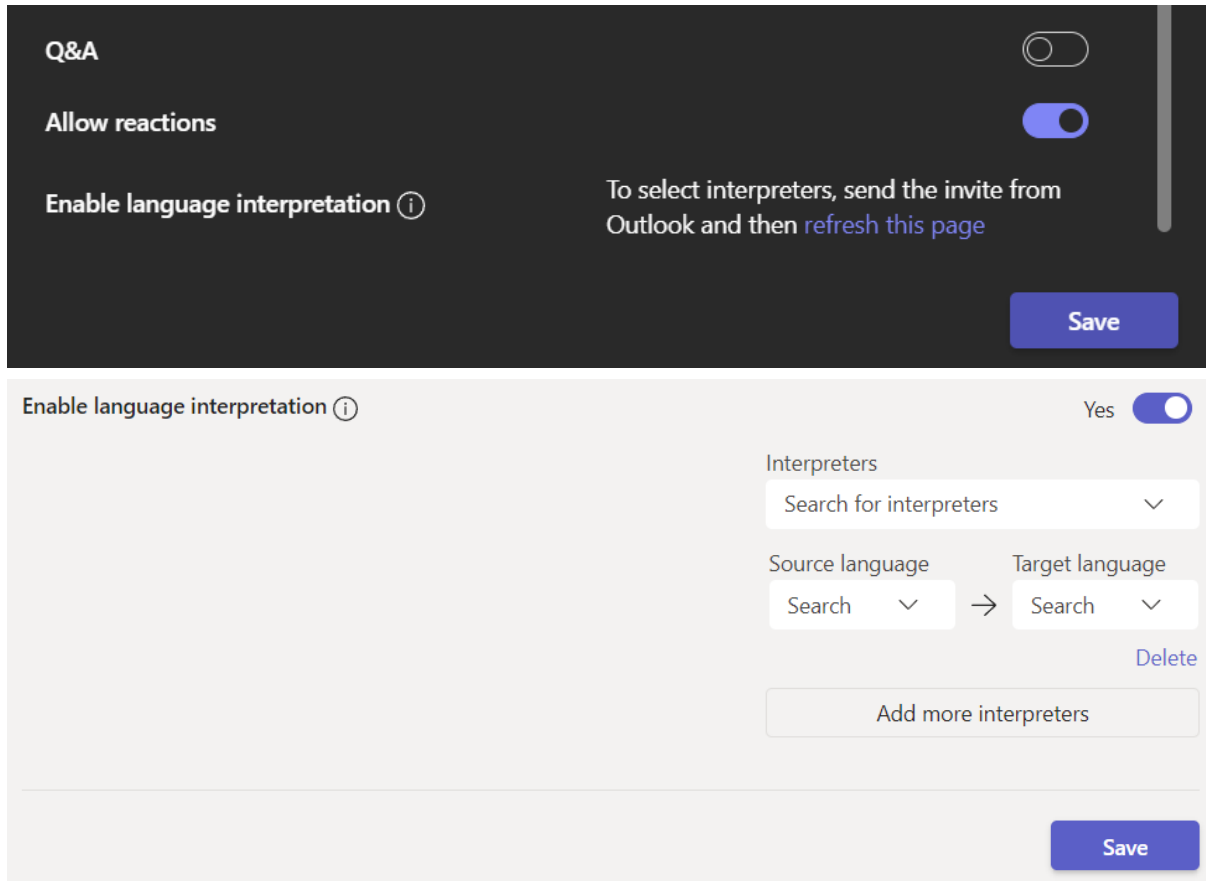
Cicso Webex

From the Webex administration site, the admin must enablem the setting to allow simultaneous interpretation. From here, additional languages can be added to the default 111 available languages.
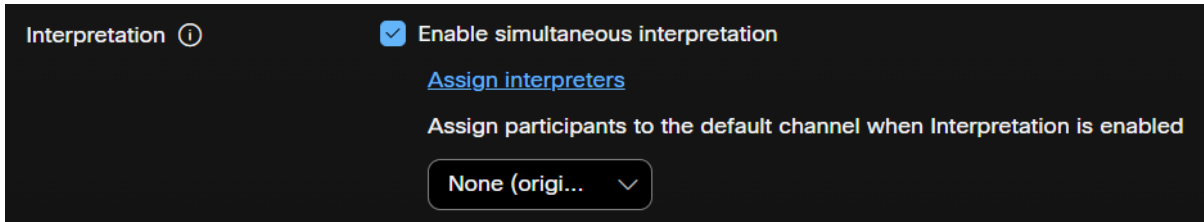
With the setting now enabled for all users, in the meeting scheduler, under the Advanced Options tab, there will be a new option to enable simultaneous interpretation in the meeting. By clicking Assign Interpreters, a new modal window will appear with the option to add interpreters by email. Note that the host cannot add themselves as an interpreter as it is not supported for hosts, co-hosts, or panellists to be interpreters in Webex right now.

After clicking Save, the interpreters will all receive an individual email with a unique link to join the meeting with. Note that multiple interpreters can be assigned the same source and spoken languages, which will enable the handoff feature in-meeting.
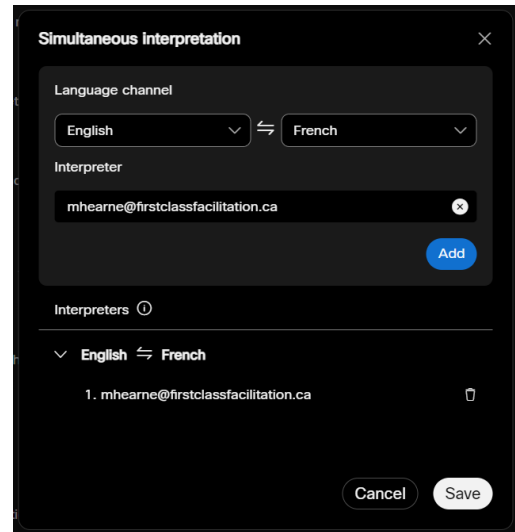

Video conferencing platforms work slightly different on how simultaneous interpretation works between Zoom, MS Teams and Cisco Webex. Below are details on how all 3 platform's interpretation settings work.

Virtual - In Meeting Usage

Zoom

Once you are in the Zoom meeting with your interpreters ensure Zoom recognizes your interpreter in the interpretation panel. Then you need to click start in the bottom right corner of your window to start the interpretation.

Everyone who is English speaking needs to select the english channel once they sign in and the individual who needs the interpreted language needs to select the interpreted language channel. Then the interpreter will speak into the correct channel when required.
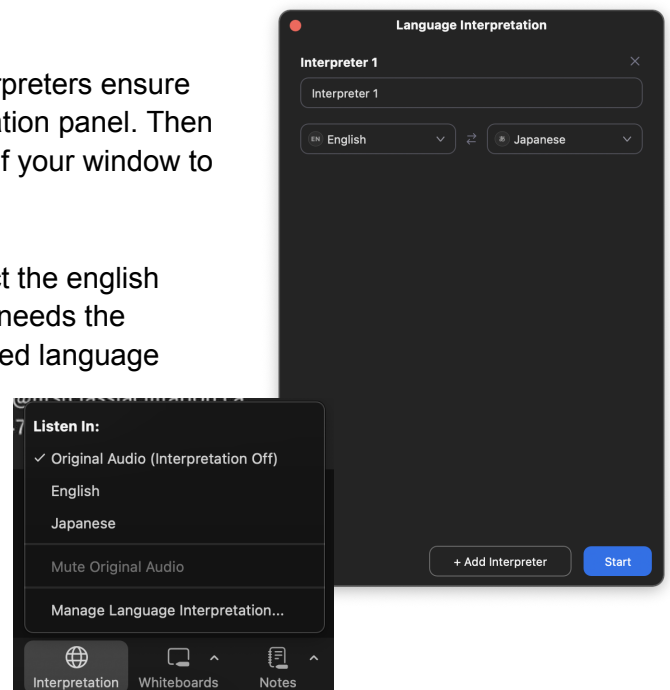
MS Teams

As the host, you must assign interpreting privileges to an attendee in order to make them an interpreter unless they were pre-assigned as an interpreter prior to the meeting.

Once in the meeting, attendees will see a prompt at the top of their screen requesting them to choose a language. This will set their audio channel to one of the available languages, or the main audio channel.
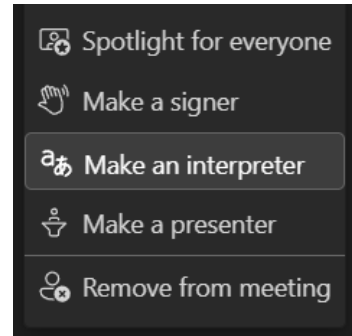
If users wish to change their audio channel, they'll be required to navigate to More > Language and Speech > Choose a language. This will open a dialogue box with the option to select the original audio channel or other available languages.
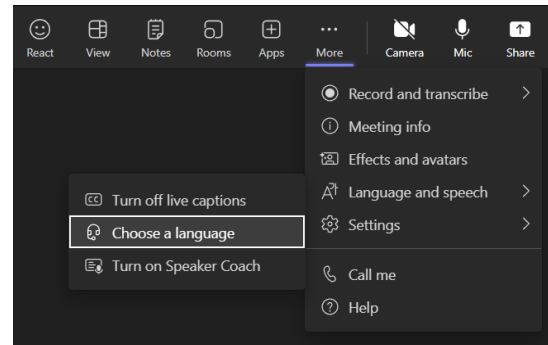

We don't recommend using Teams for simultaneous interpretation due to the inability to change the volume level or mute the original audio channel. The audio of the interpreter is overlaid on the original audio just slightly louder, making it difficult to focus on the interpreter. This, along with the rigidity of the configuration, make it difficult to configure and use effectively.

Cisco webex

As the host, enabling the interpretation with Webex is simple. Open the panel and assign attendees to be interpreters with the specific languages needed. From there, the interpreters will be given access to their respective channels and can begin speaking on them.

Ssimilar interface to that of Zoom, attendees will see a globe icon (but in the bottom left), which will open a pop-up panel that allows them to select which audio channel they want to listen to. Webex has an additional slider to balance the audio between the original audio and the interpreted audio channels, whereas Zoom only allows you to mute/unmute the main audio channel.
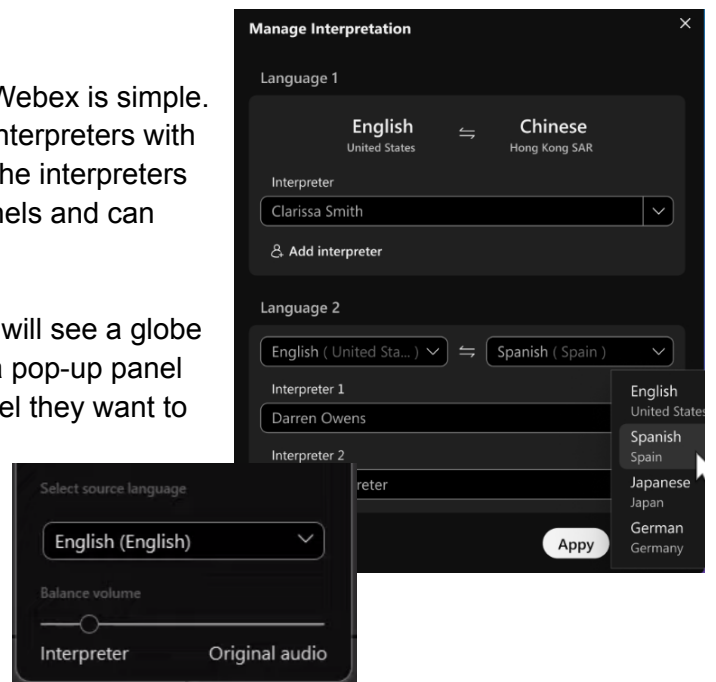
If your proceeding requires consecutive interpretation and is fully virtual there are no settings that you need to enable prior to the meeting just ensure your interpreter has the meeting link prior to the proceeding.

For either simultaneous and consecutive interpretation in a virtual format a breakout room with the interpreter and the individual who requires the interpretation can also be made incase any clarifications need to be made during breaks.

Hybrid

If your proceeding requires simultaneous interpretation and is in a hybrid format follow the instructions on how to enable interpretation in the "Virtual - Set up" section above. Then you will need to follow the "Virtual - In Meeting Usage" steps to set up the simultaneous interpretation. If the individual who needs the interpretation is attending in person you will need to set up a headset, transmitter, and receiver. The transmitter gets connected to a device that is playing the interpretation channel and the individual who needs the interpretation channel will listen to the interpreter with the receiver and headset. When the individual who is listening to the interpretation needs to speak they will speak into a microphone that goes directly to the interpreter the interpreter will then simultaneously speak on the speakers in the hybrid room that the proceeding is taking place in.

If your proceeding requires consecutive interpretation and it is in a hybrid format if your interpreter or individual who needs the interpretation is signing in virtually ensure they have the link to join the proceeding. You will need the necessary AV equipment such as projector and projector screen (where the in person participants will be able to view the interpreter, individual who needs the interpretation, or other virtual attendees), speakers (so that everyone in person can hear the interpreter, individual who needs the interpretation, or other virtual attendees and others who may be joining in a virtual format), microphones (so that all the virtual attendees can hear the inperson attendees who are speaking), audio mixer (to control everyone's audio both in person and virtual), and cameras (to capture the in person attendees for the virtual attendees). With this equipment everyone in person will be able to hear and see the virtual attendees including the interpreter or individual who needs the interpretation and all the virtual attendees will be able to hear and see the in person participants.

If your interpreter or individual who needs the interpretation are attending in a virtual fashion you can set up a breakout room for them to meet if the individual who needs the interpretation requires clarification during breaks. For the individual who is in person they will need to go to a separate room where there is already a device that is in the web conferencing meeting. This device will be in the virtual breakout room. The virtual attendee such as the interpreter or individual who needs the interpretation will also be put into the breakout room. The inperson individual will be able to talk to the virtual attendee from this device in the breakout room.