



Canadian  
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● Information sheet:

## Translation and interpretation

Translation and interpretation are two different activities: a translator translates the text of a document from one language to another, while an interpreter translates the words of a speaker in real time.

### Using the services of a translator

If the volume of documents in your organization does not warrant hiring an in-house translator, you can use the services of a free-lance translator. A certified translator has an in-depth knowledge of language and has completed extensive training. You will find that translators work in a wide variety of domains: science, technology, law, health, economics, etc. They work to ensure that the translation is grammatically correct and is written in a manner suited for its intended use.

Once you have located a translator, be prepared to answer their questions and have a few questions ready that you may want to ask. For a few tips and cost considerations you may wish to consult our "**Translation checklist**" **practical tool**.

### Using the services of an interpreter

Interpretation allows the speaker and other participants to use the language of their choice. The interpreter must prepare for the conference according to the subject field. There are two types of interpretation:

- Simultaneous – which means the interpretation is made available to all participants at the same time as the speaker (will often make use of electronic equipment)
- Consecutive – which is intended for an individual or a small group, the interpreter speaks after the speaker

Once you have located an interpreter there are a few questions you may wish to ask regarding their services. There are a few tips and cost considerations you may wish to consult our "**Interpretation checklist**" **practical tool** that will help guide you through the process.

### Locating a translator or interpreter

Visit the Canadian Translators, Terminologists and Interpreters Council website at [www.cttic.org](http://www.cttic.org). Here you may consult your provincial association's membership listings to locate a certified translator or interpreter that will meet your specific needs.

## **Funding for translation and interpretation**

When applying to potential sources of funding, make sure to incorporate in your submission all costs associated with delivering your project in both English and French.

At Canadian Heritage, the *Support for Interpretation and Translation* program aims to assist organizations that encourage the participation of Canadians in both official languages at public events and to increase the number of documents available in both official languages. To find out more visit:

Support for Interpretation and Translation – Canadian Heritage  
[www.pch.gc.ca/progs/lo-ol/progs/mev-pdl-ait\\_e.cfm](http://www.pch.gc.ca/progs/lo-ol/progs/mev-pdl-ait_e.cfm)

For a similar program available to organizations in New Brunswick, please visit:

Translation Program, Culture and Sport Secretariat - New Brunswick  
[www.gnb.ca/0131/languages-e.asp](http://www.gnb.ca/0131/languages-e.asp)