

### **Interpreting assignment brief**

*Please complete this brief in as much detail as possible and then send the completed brief to [projects@thewordhub.com](mailto:projects@thewordhub.com). It will help us to assign a suitable interpreter.*

**Name:**

**Company/Organisation:**

**Phone number:**

**Email:**

**Language required:**

**Type of interpreting required (see explanation overleaf):**

**Date of assignment:**

**Start time of assignment:**

**Duration of assignment:**

**Purpose of assignment:**

**Number and details of attendees:**



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Will the assignment be held (please tick):

On location

Remotely

Please provide the address:

Please provide details of the method (MS Teams, telephone, etc.), along with access details/number:

*Thank you for your cooperation.*

**Consecutive Interpreting**

The speaker talks in short sections, then pauses while the interpreter relays the message in the target language. For example, a medical consultation or a lawyer meeting with a client.

**Liaison Interpreting (also called Community or Ad-Hoc)**

The interpreter acts as a go-between, translating brief exchanges back and forth during a conversation between two parties. For example, a factory visit guiding overseas partners around the site and discussing processes.

**Simultaneous Interpreting**

The interpreter translates in real time, speaking at the same time as the speaker, often using headsets and booths. For example, an international conference where attendees listen through headsets.