



Accredited Africa Training Institute for Capacity Development

Unit FO409, Hatfield Plaza · 1122 Burnett St, Hatfield 0028 · Pretoria, Gauteng · South Africa

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COURSE BROCHURE

Simultaneous Interpreting With Written Text Training

Communication Studies and Language / Communication Studies

Unit Standard 116800 · NQF Level 7 · 15 Credits · 12 Days

COURSE OVERVIEW

This course equips learners with the skills needed to perform simultaneous interpreting while relying on a written text. It covers the cognitive processes, strategies, and ethical considerations required to deliver accurate and fluent interpretation in real-time settings such as conferences, meetings, or live broadcasts.

Category	Communication Studies and Language
Subfield	Communication Studies
Unit Standard	116800
Accreditation	SAQA Accredited · NQF Level 7 · 15 Credits
Duration	12 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply cognitive strategies to manage real-time listening, reading, and speaking simultaneously.
- Analyze source texts quickly to extract key information for accurate interpretation.
- Demonstrate fluency and coherence while interpreting with the aid of a written text.
- Evaluate the effectiveness of interpreting performance using self-assessment and feedback.
- Implement ethical standards and professional conduct in interpreting assignments.
- Design personalized preparation techniques for various interpreting scenarios.

WHO SHOULD ATTEND

- Professional interpreters, language practitioners, and individuals seeking to enhance their interpreting skills in multilingual environments, particularly those working in corporate, legal, or diplomatic contexts.

COURSE OUTLINE

Day 1: Introduction to Simultaneous Interpreting

- Overview of interpreting modes: consecutive, simultaneous, whispered
- The interpreter's code of ethics and professional conduct
- Introduction to cognitive load management
- Basic equipment familiarisation (headsets, booths)
- The communication triad: speaker, interpreter, audience

Day 2: Fundamentals of Written Text Analysis

- Text typology: narrative, descriptive, expository, argumentative
- Recognising discourse markers and logical connectors
- Identifying thematic progression and coherence
- Practice with short texts: news articles, reports
- Introduction to terminology management

Day 3: Memory and Note-Taking Techniques

- Cognitive psychology of memory in interpreting
- Structured note-taking methods (vertical, diagonal)
- Symbol creation for common concepts and verbs
- Memory exercises with increasing complexity
- Linking notes to text structure

Day 4: Sight Translation Foundations

- Principles of sight translation vs. written translation
- Chunking text for oral delivery
- Dealing with complex syntax and long sentences
- Practice with controlled texts (certificates, forms)
- Self-monitoring and correction techniques

Day 5: Integrating Written and Spoken Sources

- Working with speeches and their written transcripts
- Techniques for text marking and highlighting
- Managing discrepancies between spoken and written versions
- Practice with prepared speeches and documents
- Developing split attention skills

Day 6: Technical and Specialised Terminology

- Terminology research methods and resources
- Domain-specific language: legal, medical, technical
- Glossary development and organisation
- Practice with specialised texts and speeches
- Strategies for dealing with unknown terminology

Day 7: Advanced Sight Translation

- Legal and technical document sight translation
- Cultural adaptation in translation
- Dealing with metaphors, proverbs and humour
- Practice with authentic documents (contracts, manuals)

- Quality assessment and peer feedback

Day 8: Simultaneous Interpreting Techniques

- The EVS (écoute, analyse, restitution) process
- Décalage (ear-voice span) management
- Reformulation and simplification strategies
- Booth etiquette and teamwork
- Practice with recorded speeches of increasing difficulty

Day 9: Interpreting with Written Support Materials

- Working with PowerPoint presentations and slides
- Using prepared speeches, reports and briefing documents
- Techniques for quick reference during interpretation
- Practice with supported interpreting scenarios
- Managing information overload

Day 10: Complex Text and Speech Integration

- Financial and statistical interpretation
- Technical presentations with diagrams and charts
- Long consecutive segments with written notes
- Practice with conference-style materials
- Stress management and fatigue prevention

Day 11: Practical Application and Scenario Training

- Mock conferences with prepared documents
- Role-play scenarios: meetings, presentations, Q&A; sessions
- Dealing with fast speakers and accented speech
- Team interpreting and relay techniques
- Professional self-assessment and development planning

Day 12: Assessment and Professional Development

- Final practical assessment with written text component
- Portfolio compilation and reflection
- CPD opportunities and professional associations
- SAQA unit standard requirements and assessment criteria
- Career pathways and specialisation options in South Africa

ASSESSMENT & CERTIFICATION

Delegates are assessed through exercises and a final test. A mark of **50% or above** earns an **AATICD Certificate of Completion**, issued digitally with a unique verification code. This course carries **15 NQF credits** at **NQF Level 7**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 47,100.00	R 47,100.00
1	In-House	R 61,300.00	R 61,300.00
1	On-Campus (Pretoria)	R 70,700.00	R 70,700.00

UPCOMING SESSIONS

Start	End	Method	Venue
03 Aug 2026	18 Aug 2026	On-Campus	Johannesburg, South Africa
04 Aug 2026	19 Aug 2026	On-Campus	Mauritius
05 Aug 2026	20 Aug 2026	On-Campus	Cape Town, South Africa
06 Aug 2026	21 Aug 2026	On-Campus	Dubai, UAE
07 Aug 2026	24 Aug 2026	On-Campus	Pretoria, South Africa
07 Aug 2026	24 Aug 2026	On-Campus	Lagos, Nigeria
10 Aug 2026	25 Aug 2026	On-Campus	Durban, South Africa
10 Aug 2026	25 Aug 2026	On-Campus	Mauritius

Contact us if no suitable date is listed – on-demand sessions can be arranged for groups.

HOW TO GET A QUOTE OR APPLY

- 1. Get an instant quotation online:** visit www.aaticd.co.za, open the page for this course (Unit Standard 116800) and click **Get A Quote / Apply**. Select your training method and number of delegates – your quotation is generated immediately and emailed to you with the course brochure attached.
- 2. Apply by email:** send the course title, your preferred training method (Online, In-House or On-Campus Pretoria), the number of delegates and your preferred dates to apply@aaticd.co.za – our team will reply with a formal quotation.
- 3. Apply by phone or WhatsApp:** call +27 12 004 8389 or WhatsApp +27 65 077 6310 and we will prepare your quotation and reserve your seats.
- 4. Confirm your booking:** accept the quotation and settle the invoice. As soon as payment is confirmed your delegates are enrolled and receive their AATICD LMS login details by email, along with joining instructions for their chosen training method.

Group discounts apply automatically – the more delegates you enrol, the lower the price per delegate. No payment is required to request a quotation.

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