



SPEAKING TO SOMEONE IN ANOTHER LANGUAGE?

Live translation setup and safety checklist

CHECK THE
CONVERSATION

CONNECT
HEADPHONES

SELECT
LANGUAGES

TAKE TURNS
SPEAKING

CHECK THE
TRANSLATION

CONFIRM
IMPORTANT
DETAILS

STEP 1 — CHECK THE CONVERSATION

- ☐ Is this an informal or low-risk conversation?
- ☐ Is confidential information involved?
- ☐ Could misunderstanding cause legal, medical, financial or safety consequences?
- ☐ Is a qualified interpreter required instead?

STEP 2 — PREPARE THE DEVICE

- ☐ Update Google Translate
- ☐ Connect headphones where required
- ☐ Check battery
- ☐ Check internet access
- ☐ Allow microphone permission
- ☐ Select the correct source language
- ☐ Select the correct target language

STEP 3 — EXPLAIN AND AGREE

- ☐ Explain that translation technology is being used
- ☐ Ask whether the other person is comfortable
- ☐ Agree how the phone will be positioned
- ☐ Confirm whether audio or text will be used

STEP 4 — SPEAK CLEARLY

- ☐ Take turns — do not speak simultaneously
- ☐ Use short sentences and pause between ideas
- ☐ Avoid slang and idioms
- ☐ Reduce background noise
- ☐ Speak clearly, at a moderate pace

STEP 5 — CHECK THE RESULT

- ☐ Read the displayed translation
- ☐ Repeat names and spell if necessary
- ☐ Repeat numbers and confirm
- ☐ Confirm dates and times separately
- ☐ Ask the other person to confirm understanding

STEP 6 — FINISH SAFELY

- ☐ Summarise important points
- ☐ Provide written follow-up where necessary
- ☐ Stop the translation
- ☐ Remove microphone access if appropriate
- ☐ Do not treat transcript as official record

CHOOSE YOUR MODE

Listening	One person speaking — presentation, lecture, tour
Conversation	Two people taking turns — customer, travel, supplier
Face-to-Face	Both reading screen — noisy environment, accessibility
Text Only	Quiet setting, confidential context, checking accuracy

DO NOT RELY ON CONSUMER LIVE TRANSLATION FOR LEGAL, MEDICAL OR SAFETY-CRITICAL DECISIONS

CONFIRM
Names & Spellings

CONFIRM
Numbers & Prices

CONFIRM
Dates & Times

CONFIRM
Technical Terms

CONFIRM
Addresses

CONFIRM
Safety Instructions



Use live translation to improve understanding, then verify anything that matters.

