



Legal Interpreting Services

26 Court Street Suite 2003, Brooklyn, NY 11242
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FOREIGN LANGUAGE SERVICES

LIS is the Official On-Site Interpreting Vendor for the NYCDOE.

Vendor #: 113245448

Contract #: 9601732

LIS provides professional and experienced consecutive and simultaneous interpreters to assist with communication amongst non-English speaking parents and faculty.

Some of the school events that our interpreters assisted with in the past include:

- Parent Teacher Conferences
- PTA Meetings
- Testing
- IEP Meetings
- Workshops
- Any other meetings between faculty and non-English speaking parents

To schedule interpreting services please complete the following steps:

- Complete our **School Request Form**
- Email or Fax the School Request Form
- Create a **Purchase Order** using our Vendor and Contract Number
Please provide as much advance notice as possible

****Cancellations must be made within 12 hours of assignment****

LIS also provides simultaneous equipment rental and sales for all your school interpreting needs.

****Consecutive** interpreting involves a pause in language conversion: the client speaks in the source language, pausing at the end of each sentence. The interpreter converts the speech into the target language and delivers it to the audience. This process is repeated until the project is complete. This mode is used for Q & A of non-English speakers, and requires more waiting time. It is ideal for PTC, Testing and IEP Meetings.

****Simultaneous** interpreting is real-time interpreting: clients speak naturally, without pause in the source language. The interpreter converts the speech into the target language and delivers it to the audience using audio equipment in real-time, voices overlapping. Simultaneous interpreting is the only way to provide a running rendition of everything said by a speaker without requiring the speaker to stop after every sentence. It is designed for a large audience and public speakers. **Requires 2 interpreters per requested language.**

To order interpreters for your events or if you require document translations call
Vijay Yeeda @ (718) 237-8919
or email doerequest@lis-translations.com