



The First Day

eLearning Storyboard

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September 5, 2021

9:00 AM – 9:30 AM

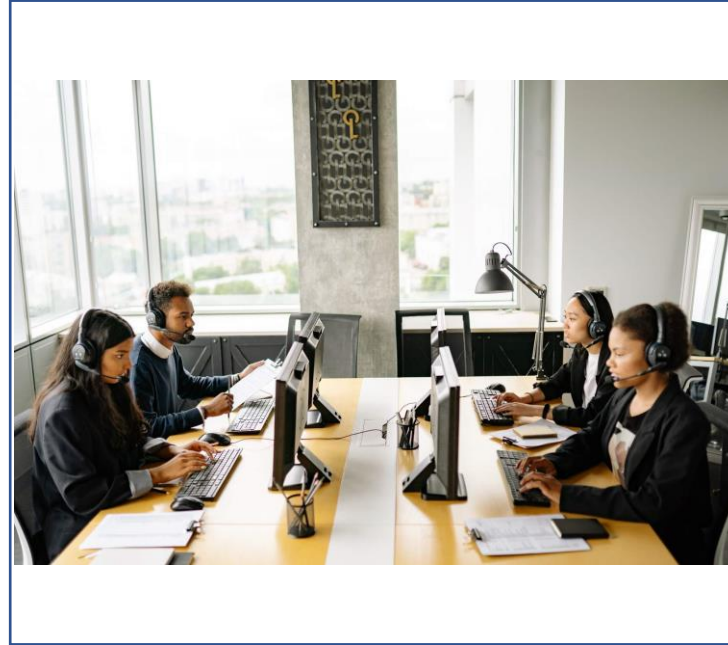
Photo by Polina Zimmerman from [Pexels](#)



You have arrived at work getting to settle in as a simultaneous interpreter at the Language Services Department. The Language Department consists of fifteen simultaneous interpreters, three translators, and two schedule coordinators.

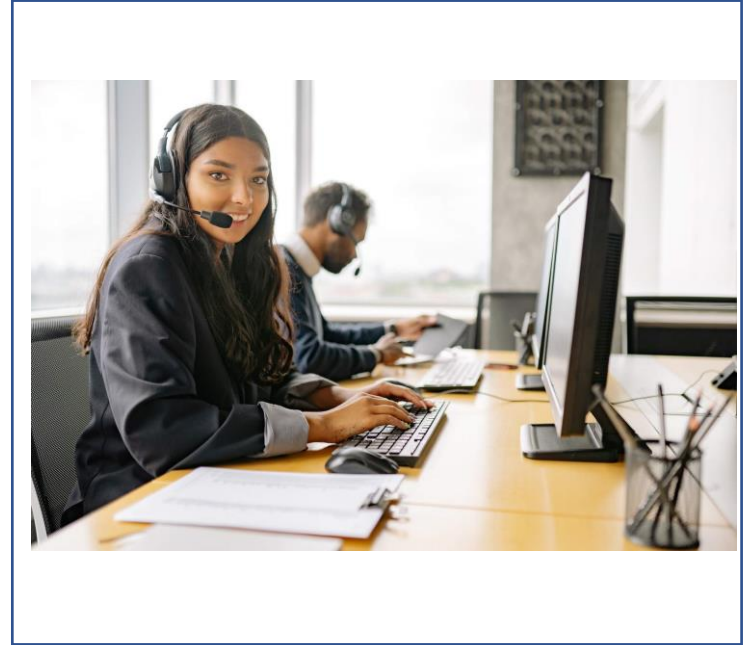
Since you already work in the Language Services Department as a translator for a year, you know where to meet the team.

Photo by Yan Krukov from [Pexels](#)



Like any other day, simultaneous interpreters are already busy at work. Some simultaneous interpreters started their day early, at 6:00 AM, to support the US and Japan meetings. It appears all of them are supporting the meetings virtually.

Photo by Yan Krukov from [Pexels](#)



Jess, one of the Simultaneous Interpreters, saw you and whispered, "Just give me a second. My meeting will be over in a sec. Your desk is right next to mine. If you don't mind settling in while I finish up my meeting."

You saw an empty spot next to Jess.

While you are getting ready to settle in, Sean, the team leader of the simultaneous interpreter group, noticed that you have arrived. "Hey! So glad you are here! Sit next to me. I have your schedule for today."

Photo by Yan Krukov from [Pexels](#)



"How was the Preparatory Course for Simultaneous Interpreter training? Are you excited for your first day?"

Sean handed you a sheet of paper filled with instructions.

"Follow this schedule. You are buddied up with Jess for today. I think you already know what to do from the training, but if you have any questions, don't hesitate to ask any of us questions. We are here for you."

Photo by Yan Krukov from [Pexels](#)



You got back to your desk and start preparing for today's schedule.

Instruction: Find the attached schedule below and figure out what you need to do first.

FILE

File Attachment Block

No file added

Attach a work schedule

Meeting with Lana Miller at 9:30 AM

Photo by Bali Demiri from [Pexels](#)



When you checked your email, you have noticed that your manager, Lana Miller, has sent you an email. She wanted you to stop by at her desk at 9:30 AM.

You let Sean and Jess know that Lana, the manager wants to see him at her desk and walked to find her.

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Lana saw you approaching and asked, "Hey, how are you? How is your first day? Did Sean give you the schedule for today? I am waiting for three more people, Nick, Sarah, and Yoko. Do you remember them from your Preparatory Course for Simultaneous Interpretation training?"

You remembered them only by name since everyone took the course online.

"Ok, it looks like everyone is here. Let's move into the conference room here," said Lana guiding everyone to the room next to Lana's desk.

Photo by Kampus Production from [Pexels](#)



"Welcome. I am Lana, the Manager of the Language Services Department. I think you all know me from the Preparatory Course for Simultaneous Interpretation training. I was your instructor. I hope you all had some time to chat with Sean, the simultaneous interpreter group team leader, about what we have assigned for you guys today. I wanted to sit down with you guys to see if I can answer any questions."

"Um, yes! I do have a question!" said Nick.

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"According to my schedule, I have a meeting in the afternoon. I have a morning open for the day. What do you want me to do?"

Lana smiled and asked, "Do you remember the first thing you do when you are assigned to support a meeting?"

What should you do when you are assigned to support a meeting?

- ☐ Check who is the meeting host.
- ☐ Check where the meeting is located.
- ☐ Check if the meeting is virtual or face-to-face.
- ☐ Check if you need to prepare the AV equipment.
- ☐ Find the presentation file(s).

SUBMIT

Transition to a mini
checklist

Photo by Kampus Production from [Pexels](#)

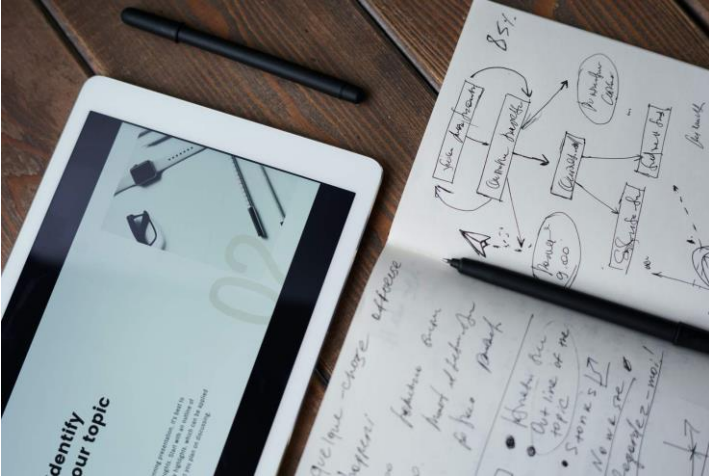


"Oh! I remember," everyone gathered and started naming things to do.

"Excellent! You guys figured it out! Ok, so yes, this morning, I want you guys individually to prepare for your meeting in the afternoon. Remember what you have learned in training. Ask questions if you need help. I will see you guys again at 4:30 PM for a brief check-in. Enjoy your day!"

10:00 AM - 12:00 PM

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You went back to your desk and started preparing for simultaneous interpretation sessions in the afternoon. You have two meetings today. One from 1:30 PM - 2:30 PM, and the other one from 3:00 PM - 4:00 PM.

No image, but use a bulleted list.

You have the following tasks to do by the 1:30 PM meeting.

1. Check the meeting if it is a virtual meeting or a face-to-face meeting.
2. Retrieve the presentation file from the schedule database.
3. Translate the presentation file(s).
4. Create the term sheet to test recalling speed.

Photo by Yan Krukov from [Pexels](#)



You have printed out a term sheet to practice memory jogger.

At 11:55 AM, your brain needs a break. How perfect, it's lunchtime!

Lunch Break

Photo by Mikhail Nilov from [Pexels](#)

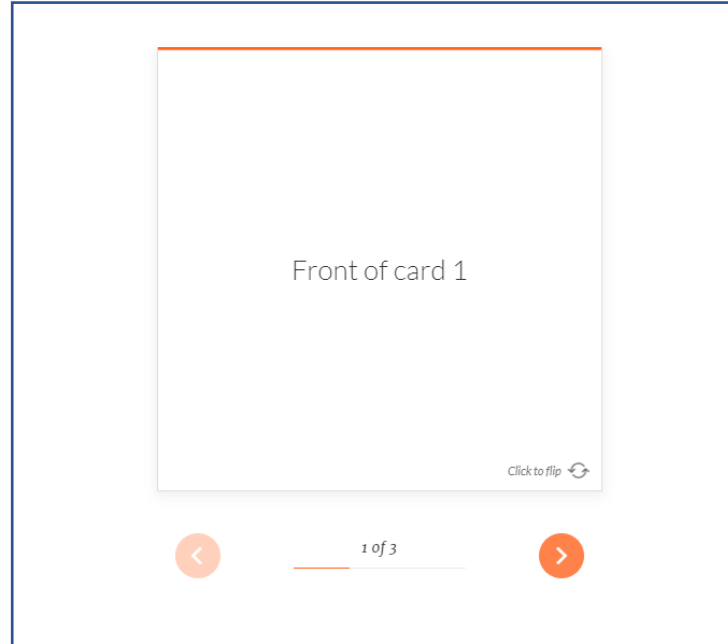


During the lunch break, you saw Sarah in the cafeteria preparing for the meeting.

"Hey! How's it going? Ready for the meeting in the afternoon?"

"Oh, I hope so. I just made a term sheet to go over the ones I am not familiar with. I think these are industry terms. Just about to do a memory jogger exercise to see if I can recall them quickly. You wanna help?"

"Sure thing!"



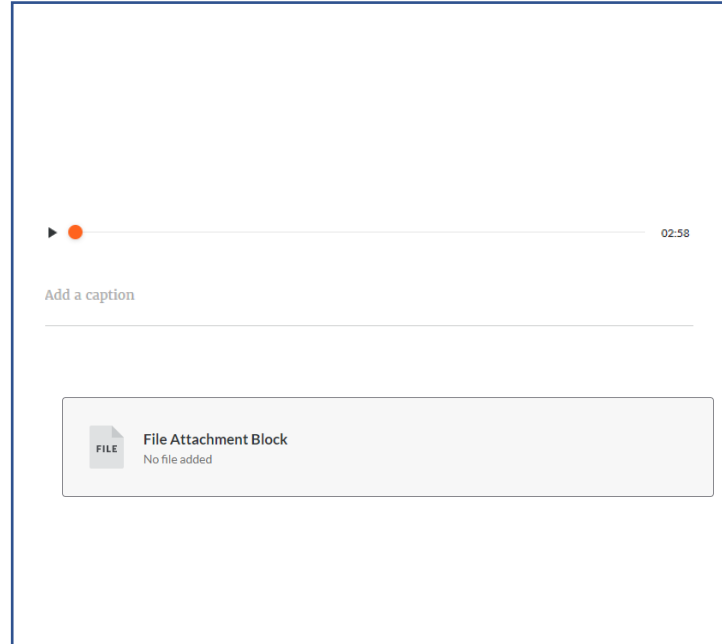
Use a flashcard stack.

First meeting at 1:30 PM - 2:30 PM

Photo by Yan Krukov from [Pexels](#)



Your first meeting is at 1:30 PM. It is a virtual meeting, so you did not need to prepare the AV equipment. You have spent all morning developing the fundamental knowledge required to support this meeting. Your lunch break with Sarah helped refresh your memory on the industry terms. You are ready to join the call.



You remembered to have the self-evaluation sheet ready to mark anything you felt you did not do well during the meeting.

Listen to the attached audio file and perform a simultaneous interpretation. Then, self-evaluate your performance in the attached evaluation sheet.

Use audio and a file attachment

2:30 PM - 3:00 PM

Photo by Francesco Paggiaro from [Pexels](#)



The meeting from 3:00 PM - 4:00 PM is a face-to-face meeting. You and your buddy for the day, Jess, will be supporting this live meeting. You have 30 minutes to prepare the AV equipment.

You packed the AV equipment in a suitcase and transferred it to the conference room so that attendees can listen to a live broadcast of your simultaneous interpretation.

How would you troubleshoot this situation?

- ☐ Go to the AV equipment cabinet to get the extra batteries.
- ☐ Do nothing
- ☐ Find a headphone jack splitter in the suitcase.
- ☐ Ask the audience to share the headset.

SUBMIT

You have 20 minutes to spare and suddenly realized that you forgot to check the batteries. One by one, you check the equipment and found out there are three receivers out of batteries. You checked the suitcase to see if there are any extra batteries. Unfortunately, there are none.

You have 15 minutes until the meeting starts. You need make a quick decision.

Photo by Max Vakhtbovych from [Pexels](#)



Since the storage cabinet for the AV equipment is around the corner, you decided to find extra batteries. You let Jess and the meeting host know what's happening, and you will be back in 5 minutes. You asked Jess if she can start if he is not back on time.

Second meeting at 3:00PM - 4:00 PM

Photo by Yan Krukov from [Pexels](#)



When you finally found the extra batteries and came back to the conference room, the meeting has already started. Luckily, Jess was there to perform simultaneous interpretation.

Photo by Yan Krukov from [Pexels](#)



You thanked Jess for the nice save and quickly took over where she left off. What a save!

You remembered to bring the self-evaluation sheet for the meeting. You commented to remind yourself always to pack extra batteries for next time.

Meeting with Lana Miller at 4:30 PM

Photo by Yan Krukov from [Pexels](#)



What a day it was. Now it is time to head to a meeting with the manager, Lana.

Photo by Kampus Production from [Pexels](#)



You picked up two of the self-evaluation sheets to share the reflection with Lena.

Reflection

Reflecting on your first day,
what did you think went
well?

Reflection question 1

Would you do anything
differently? If yes, how?

Reflection question 2

What do you think was
the most valuable lesson
on this module?

Reflection question 3