

Introduction to Interpreting

Interpreter QuickStart™

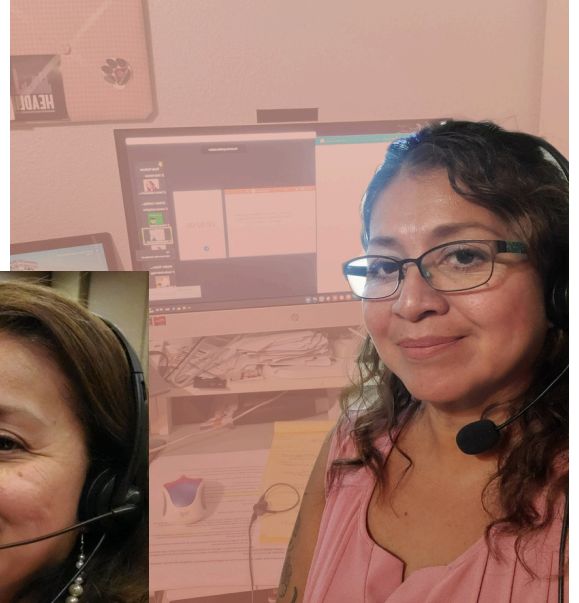
TURN YOUR
BILINGUAL SKILLS
INTO A PROFESSIONAL
CAREER OR BUSINESS.

FAVIOLA VALENCIA

Interpreter & Business Strategist

- ✓ Learn about the industry
- ✓ The opportunities
- ✓ Build confidence
- ✓ What it takes & how to get started, the right way!

FAVIOLA VALENCIA



I started interpreting out of necessity as an immigrant helping my parents navigate systems in a new country. Over the past 25+ years, I've worked in courts, government offices, prisons, hospitals, and many other sectors.

Interpreting is more than just speaking two languages. It is a profession that bridges communication between people who otherwise could not understand each other.

This guide will introduce you to the world of interpreting and help you determine if this career path is right for you, but also provide you with the tools and resources you need to start a career as a professional interpreter.

WHAT IS INTERPRETING

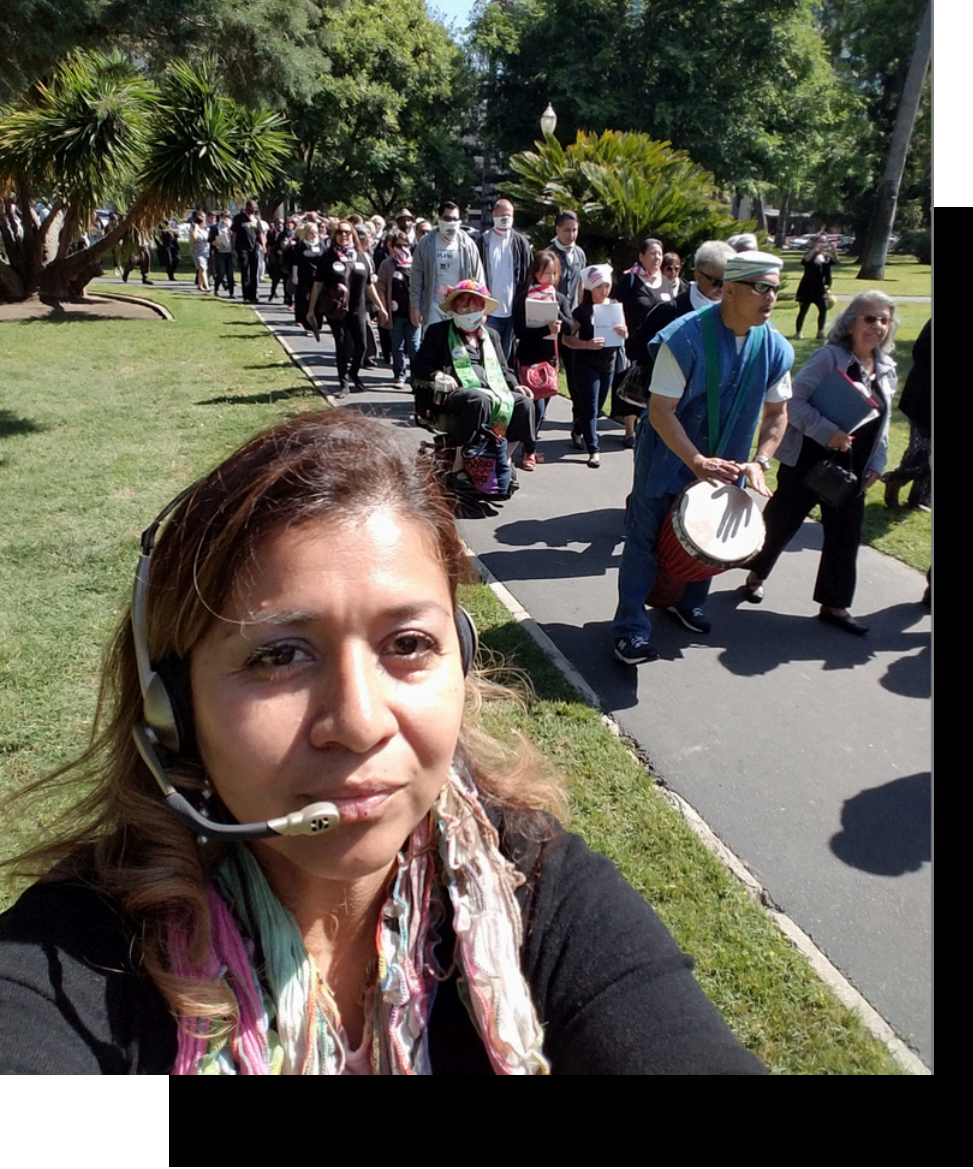
AND IS IT A GOOD CAREER CHOICE

What is an Interpreter and translator, and what do they do? Interpreters and translators convert information from one language into another. Interpreters work in spoken or sign language; translators work in written language.



Where are Interpreters needed, or where do they work? Interpreters work in settings such as schools, hospitals, courts, meeting rooms, conference centers, hotels, organizations, and more... Some work for translation and interpretation companies/agencies, individual organizations, or private clients. Many translators also work remotely. Self-employed interpreters and translators frequently have variable work schedules. Most interpreters and translators work full-time during regular business hours; it all depends on how much you work and make.

INTERPRETER VS. TRANSLATOR



LANGUAGE FLUENCY IS KEY BUT...

Being fluent in several languages is NOT ONLY a remarkable ability, but it also presents an exceptional appreciation of another culture, which has become a more and more valuable advantage in today's multicultural society.

As a "bilingual or multilingual" individual, do you know the difference between an interpreter and a translator?

Did you know that Interpreters and Translators work with languages, but in very different ways?

Well, the truth is that interpreters work with oral communication, whereas translators work with written words.

Another difference is that interpreters and translators can only work in one "direction" or with only one "target language," so, for example, from English to Spanish or Spanish to English.

That is to say, if a client wants a document translated from English into Spanish, you need to find a translator who specializes in that "Target Language – Spanish." Another critical factor to consider is the business sector. Some interpreters and translators are ONLY knowledgeable in one business sector; Medical, Legal, etc...

So you must find your niche.



PURPOSE OF INTERPRETERS

Interpreters facilitate clear communication between people who speak different languages by accurately conveying spoken messages from one language to another in real-time. Their role is to ensure that meaning, tone, and intent are preserved so that all parties can fully understand one another. Interpreters help break language barriers in settings such as healthcare, legal proceedings, business meetings, education, and community services, allowing individuals to access information, rights, and opportunities regardless of the language they speak.

Beyond simply translating words, interpreters serve as a vital bridge between cultures, perspectives, and communities. They help ensure that communication flows smoothly and accurately so that individuals can make informed decisions, ask questions, express concerns, and fully participate in conversations that affect their lives. In many situations—such as medical appointments, legal consultations, educational meetings, and government services—interpreters play a critical role in helping individuals understand complex information and communicate their needs clearly.

The purpose of interpretation is ultimately to promote fairness, inclusion, and equal access to communication. When language barriers exist, misunderstandings can lead to serious consequences, including incorrect medical treatment, legal confusion, or missed opportunities. Professional interpreters help prevent these risks by conveying messages faithfully and neutrally, allowing each speaker's voice to be heard and understood. By facilitating accurate communication, interpreters support meaningful dialogue, build trust between parties, and ensure that language differences do not become obstacles to essential services and human connection.

ACTION

BRAINSTORMING

WHAT DID YOU LEARN

ACTION BRAINSTORMING CAN HELP IDENTIFY WHAT THINGS ARE HELPING OR STOPPING YOU FROM ACHIEVING YOUR GOALS.

MY GOAL FOR MY BUSINESS:

STOP
DOING

DO
LESS OF

KEEP
DOING

DO
MORE OF

START
DOING





WWW.FAVIOLAVALENCIA.COM

Why interpreting is a Powerful Career

FaviolatheCEOHustler



Benefits of Interpreting

The benefits of interpreting is that you can use your bilingual skills to Start Your Own Interpreting Career and business. Furthermore, there's so much growth potential in this industry.

The Bureau of Labor Statistics states in its Occupational Outlook Handbook: "Employment of interpreters and translators is projected to grow 18 percent from 2016 to 2026, much faster than the average for all occupations." Globalization and substantial growth in the population of the United States who do not speak English will drive an increase in interpreting and translation jobs. Employment potential should be best for those who have professional certification, experience, and qualifications.

As diversity in the U.S. increases and globalization persists at a rapid speed, so will the necessity for spoken-language interpreters. Job prospects are exceptionally good for those fluent and able to articulate in Chinese, German, Russian, Portuguese, and Spanish. Sign-language interpreters ought to also anticipate an employment increase, thanks to the prominence of video relay, a Skype-like service that allows individuals who are unable to hear to converse with interpreters online. Increased communication and trade amongst people all over the world, and the continuous need for military interpreters and translators would also set the stage for expanded work in this occupation for years to come.

IMPACTS & FULFILLMENT

Starting your own business using your bilingual skills in language services, interpreting, and translation goes far beyond financial rewards—it's about creating meaningful connections and making a lasting impact. Your services and products, whether they're expertly translated documents, life-changing interpreting sessions, or educational resources like eBooks and courses, have the power to bridge communication gaps, empower individuals, and transform lives.

You become a trusted source of solutions, a guide for those navigating language barriers, and a creator of opportunities for understanding and collaboration. The knowledge that your work has helped someone achieve their goals, communicate effectively, or gain critical insights is profoundly rewarding.

This sense of fulfillment transforms your entrepreneurial journey into more than just a business venture—it becomes a mission to leave a positive and lasting impact on the world, one connection at a time.

INDEPENDENCE

The average yearly wage for interpreters and translators was \$46,120 as of May 2016, according to the BLS. The best-paid interpreters earned more than \$83,000, while the lowest-paid earned less than \$25,370.

Many would say the best "paying" interpreting jobs are in the federal executive branches, computer systems, colleges, universities, and professional schools; however, I strongly believe that being an Entrepreneur and working for yourself is still the best route, but it requires much more work and dedication.

In my years in business, based on some "inside knowledge," I know that working as a "Freelancer/Entrepreneur," you have the **potential to make as much as you want**, as long as you are willing to do the work.

Meaning, if you know what you're doing and you're good at it, you can make over \$85,000/year even working part-time! Of course, you have to work hard at first (just like any business) to show your worth, and capabilities, gain experience, and work on growing your clientele, as well as to prove to others that you know what you're doing and you're worth every penny!

Pro Tip

Example of an **untrained business interpreter:**

Many interpreters earn \$25-\$50 per hour, depending on specialization and location.

vs...a **trained business interpreter**

Business-trained interpreters can earn \$80+ per hour, depending on specialization and location, and that's where my services come in...

“

AT THE END OF THE DAY,
YOUR BUSINESS COMES
DOWN TO THIS:

**MORE SERVICES = MORE
INCOME**

✓ THE BENEFITS OF
FREELANCE INTERPRETING:

- FLEXIBLE WORK
- HIGH HOURLY PAY
POTENTIAL
- WORK WITH DIVERSE
INDUSTRIES
- MAKE A REAL IMPACT IN
PEOPLE'S LIVES



ACTION

BRAINSTORMING

WHAT SERVICES WILL YOU PROVIDE

ACTION BRAINSTORMING CAN HELP IDENTIFY WHAT THINGS ARE HELPING OR STOPPING YOU FROM ACHIEVING YOUR GOALS.

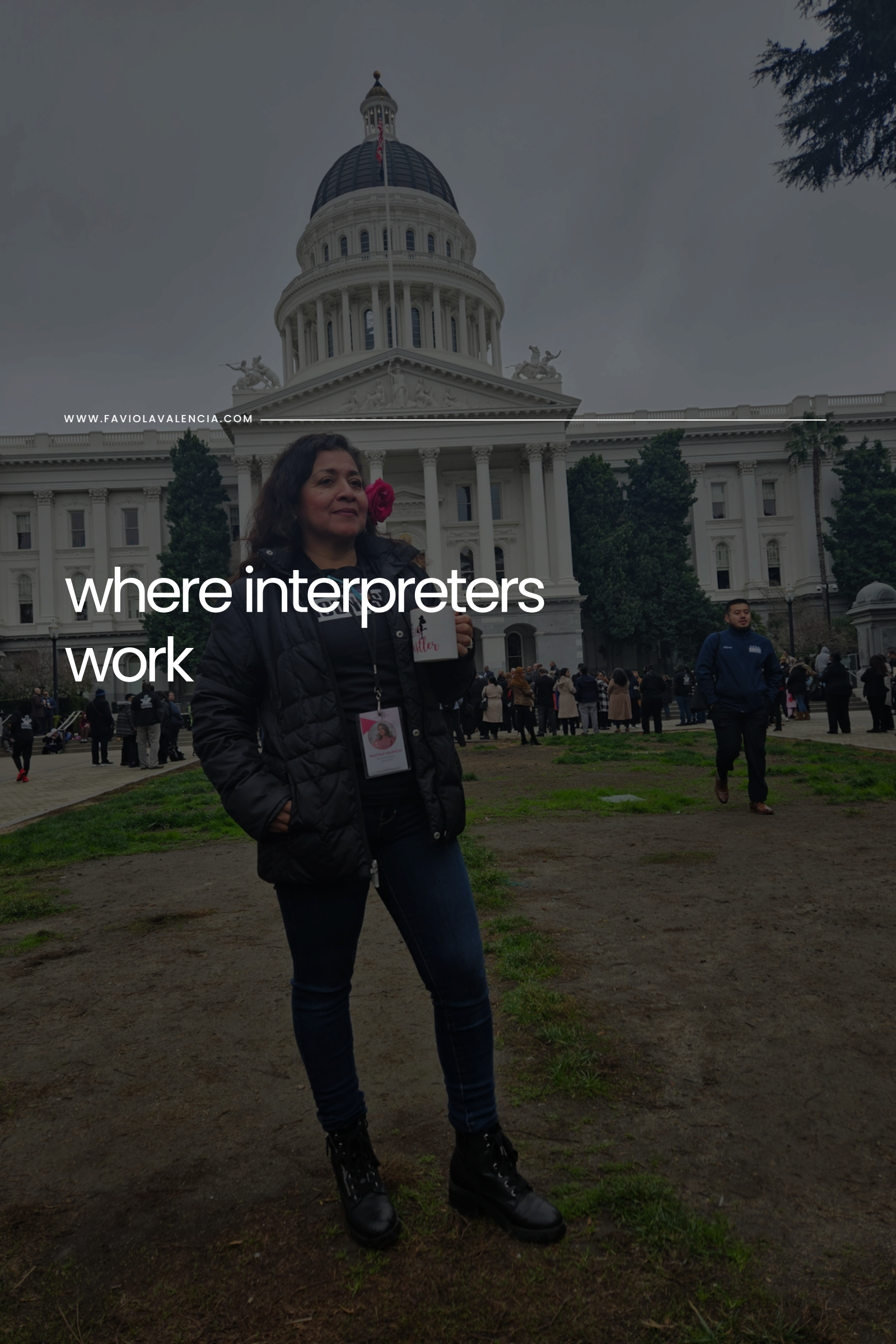
SERVICES TO BE PROVIDED:

SERVICES	
TO IMPLEMENT	
KEEP DOING	
DO MORE OF	
START DOING	



WWW.FAVIOLAVALENCIA.COM

where interpreters work



THERE ARE MANY NICHE OPPORTUNITIES TO WORK IN:

Imagine having the chance to turn your passions and expertise into a thriving business. With your bilingual skills, the possibilities are endless.

You can dive into a vast array of niche markets and subjects, from medical, legal, hospitality, and so much more. This means you can create and market your services that truly resonate with you, your interests, and your audience.

Whether you're an interpreter, a translator, or a business aficionado, there's a niche waiting for you to explore and turn into a profitable venture.

The language world lets you align your business with your passions, making it a fulfilling and exciting journey where you get to share what you love with the world while generating income.

HEALTHCARE INDUSTRY

LEGAL

EDUCATION

MEDICAL

BUSINESS

GOVERNMENT

INSURANCE

NON-PROFIT

CONFERENCES

MANY INDUSTRIES TO GROW YOUR BUSINESS!!!

Get ready to embark on an exciting journey towards building your own successful online business, armed with the knowledge and strategies that will empower you to thrive in the digital marketplace.

Interpreting = spoken language
Translation = written language

INTERPRETING

Interpretation is the facilitation of oral communication from one language into another. Interpreters may provide services in:

Simultaneous CONSECUTIVE

Conference Interpretation



Interpreters convert spoken messages between two languages in real time.

Common settings:

- Courts
- Hospitals
- Schools
- Government offices
- Conferences
- Businesses

TRANSLATION

Translation is the facilitation of written communication between one language and another, which also includes translating documents and having them:

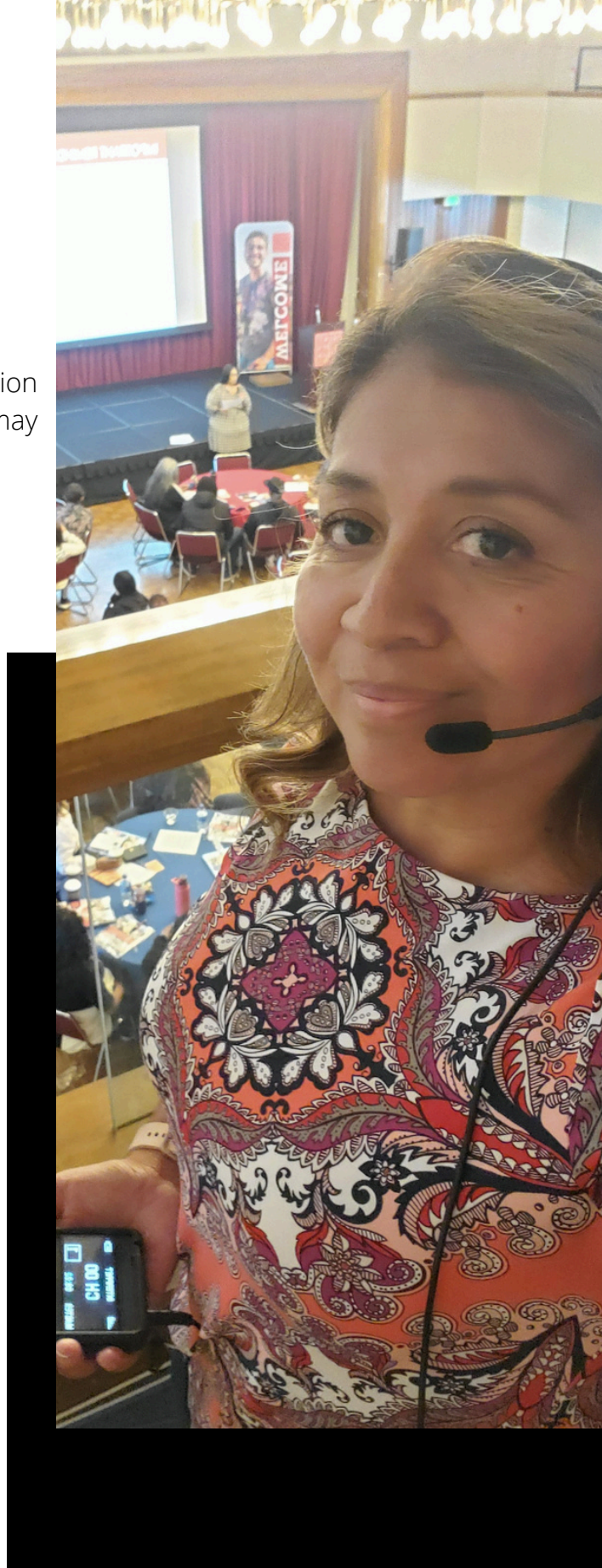


Standard CERTIFIED

Notarized Translations

Translation of documents between two languages for Common documents includes:

- Birth Certificates, decrees
- Medical records
- IEPs
- Business documents, and more...



ACTION

BRAINSTORMING

WHAT AREAS ARE YOU EXPERIENCED IN

ACTION BRAINSTORMING CAN HELP IDENTIFY WHAT THINGS ARE HELPING OR STOPPING YOU FROM ACHIEVING YOUR GOALS.

WHAT INDUSTRY WILL YOU FOCUS IN?

SERVICES

WHAT TO
DO

NEED TO
WORK
ON

START
DOING

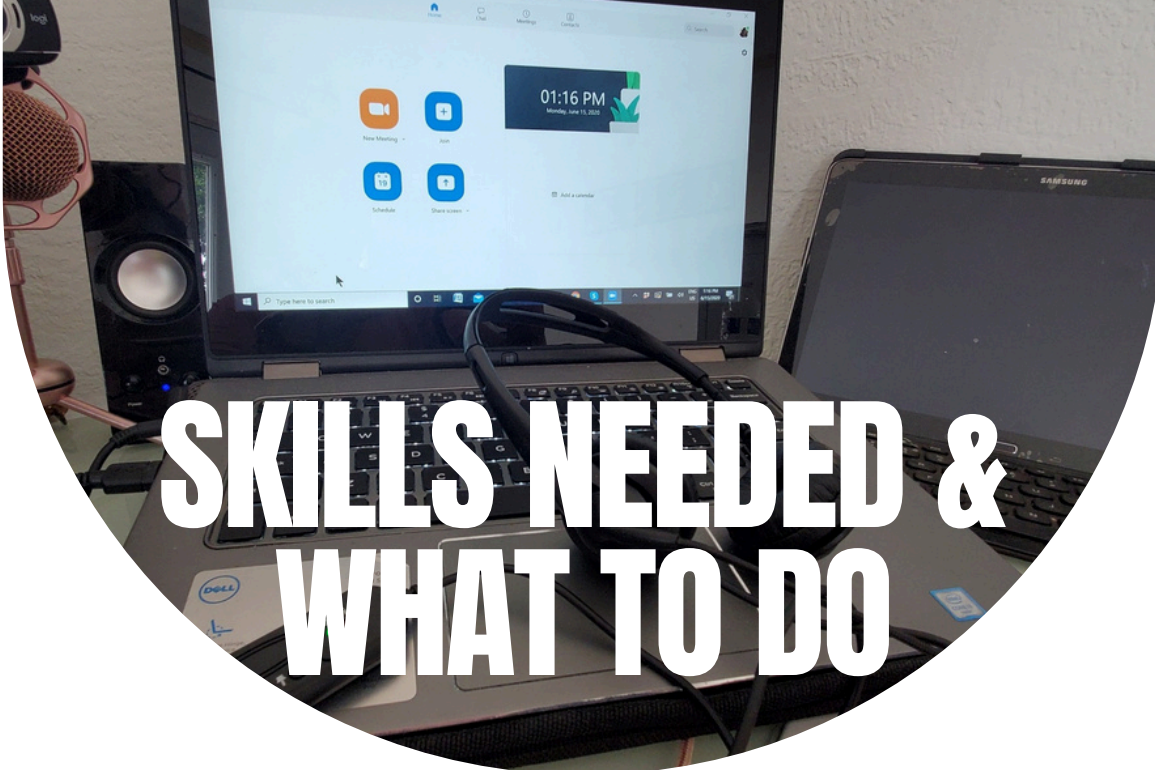
NOTES



WWW.FAVIOLAVALENCIA.COM

Skills needed to become an Interpreter





SKILLS NEEDED & WHAT TO DO

- Be Fluent in two or more languages (source and target)
- Interpreter/Terminology training; medical, legal, business, hospitality, day-to-day, etc
- Able to convey complete and accurate information
- English<->Target language
- Ability to listen and understand English<->Target language
- Work well with others and independently and be aware of your "Interpreter Role"
- Understand your Roles as an Interpreter
- Be able to work well with others even though under pressure
- Must be able to be a conduit between all parties
- Learn to do your pre-session before each assignment
- Be a reliable Cultural Broker, one who can help Bridge the cultural gap
- Be prepared to understand your position as an Interpreter vs. Advocate and so much more!!!
- VERY IMPORTANT: Business Skills

BE PREPARED TO DO THE WORK!

- Get Business Skills
- Set a work environment
- Resume (Clear, concise and one page)
- Sales and Marketing (market your services)
- Website (Many free sites)
- Payments and Pricing (set your market rates for direct clients and agencies)
- You DON'T NEED to be CERTIFIED, but it will help your overall career to get your certification

Once you have your "foot in the door" and understand the "Role of an Interpreter."

SECONDLY, BE PREPARED!

Make sure to have your necessary materials handy:

- Notepads
- Cell phone (be on silent during the session)
- Dictionaries
- Calendar (keep track of your appointments)...

(I have an interpreter's guide with all the "Bells and Whistles", with everything you need; calendars, tips, schedule, things to do, information and more)...

Important note:

You don't have to be perfect.
But you must be accurate and responsible.

IS INTERPRETING A GOOD CAREER



Yes, it's an AMAZING CAREER AND OR BUSINESS!

FAQS

What are Interpreters & Translators and what do they do?

Interpreters and translators change information from one language into another language. Interpreters work in verbal or sign language; translators work in written communication.

Where are interpreters needed, or where do they work?

Interpreters may work in such places as schools, hospitals, courts, and more. Some work for interpreting and translation companies/agencies, organizations, or private clients, and many also work remotely.

Self-employed interpreters and translators frequently have variable work schedules. Most interpreters and translators work full-time during regular business hours; it all depends on how much each person wants to work and earn.

Do you need a degree or certification?

Although, many will tell you that interpreters and translators "typically" need at least a bachelor's degree or certification...I'm here to tell you that is NOT TRUE!

In fact, you can get your career and business started as long as you have the essential skills and requirements; for example: a native-level of proficiency in English and at least one other language. At least a High School diploma.

****Although certification or degree is NOT REQUIRED or NECESSARY, it will open up more opportunities by becoming certified (down the line)...once you get the proper training in place.*

Example:

Organizations are legally required to provide language access in many industries.

That means interpreters are constantly needed.

Common Beginner Misconceptions

People often think:

✗ If I speak two languages, I'm automatically an interpreter.

Reality:

Professional interpreters must learn:

1

The right interpreting techniques

2

Ethics

3

Terminology & industry standards just to name a few...

“

Once you get your steps, and systems in place, you can start promoting your business, and get your own CLIENTS coming to you, so you can make the income you need, which means more time to be with your family, travel, try new things, and really just get the most out of life!

STEP BY STEP TO GETTING STARTED AS AN INTERPRETER

01

Assess Your Language Skills

The first step is to evaluate your fluency in your language pairs. Interpreters must be able to understand and communicate clearly in both the source and target languages. This includes vocabulary, grammar, cultural expressions, and the ability to listen carefully and respond accurately.

- Ask yourself: Can I understand different accents and speaking styles?
- Am I comfortable explaining ideas clearly in both languages?
- Do I understand cultural nuances in both communities?

Strong bilingual ability is the foundation of becoming a professional interpreter.

02

Learn the Basics of Interpreting

Interpreting requires more than simply knowing two languages. Professional interpreters use specific techniques to ensure messages are communicated accurately. **BEGIN LEARNING ABOUT:** Consecutive, Simultaneous Interpreting, Sight Translation, Interpreter ethics, confidentiality, professional standards of practice. The more you learn the vocabulary, the more confident you'll become.

03

Build Your Knowledge and Vocabulary

Interpreters often work in specialized environments such as healthcare, legal settings, education, or government services. Each field has its own terminology and procedures. **START BUILDING YOUR KNOWLEDGE:** Terminology, glossaries, practicing modes of interpretation, listening, understanding, and strengthening your bilingual comprehension...

04

Gain Experience and Practice

Practice is essential for improving interpreting skills. Many aspiring interpreters begin by practicing with community conversations, educational videos, or volunteer opportunities. **PRACTICE INCLUDES:** Interpreting short speeches, memory & note-taking techniques, role-playing, observing others professional interpreters, consistency is key to help develop speed, accuracy, and confidence.

05

Begin Exploring Opportunities

Once you have developed basic knowledge and practice, start exploring opportunities to work or gain experience as an interpreter. **POTENTIAL OPPORTUNITIES:** organizations, local businesses, interpreting agencies, etc...Many interpreters begin with small assignments and continue to build experience as they develop their skills and professional network.

Becoming an interpreter is a journey that requires practice, dedication, and continuous learning. With strong language skills and the right training, bilingual individuals can turn their abilities into a meaningful and rewarding profession.

INTERPRETING TIPS DO'S & DON'TS



- Arrive no less than 15 minutes before your appointment
- Always do a pre-session
- If you are unable to attend your appointment, cancel 24hrs to avoid cancellation fees
- Jot down the time you start and the time you finish
- Always be professional & dress professionally
- Practice listening carefully
- Ask for clarification when needed
- Remain neutral
- Don't have side conversations, "you are there to do a job, not to be buddies-buddies with patients."
- Keep all information confidential
- Don't give or add your opinion
- Don't change meaning
- Don't guess terminology or make-up words
- Don't provide your PERSONAL INFORMATION, unless it's your own customer(s)
- Don't misrepresent yourself or the agency, companies you are working for (it makes you look unprofessional) - remember they're your CLIENTS, so treat them as such.



- The companies that you will work for will require you to complete a "1099 tax form" so that their wages are reported to the government - NO EXCEPTIONS!
- Now depending on the City or County that you reside in, you will be required to purchase a "Business License."
- I also recommend that you purchase "Errors and Omissions" insurance and a Home-Based Business insurance policy if you are working out of your home.



Can You Start Without Certification?

CAN YOU START WITHOUT CERTIFICATION?

Yes, in many sectors you can start and work as a professional interpreter.

Examples:

Community interpreting
Business interpreting
Freelance work

However, some fields require certification:

Courts
Medical

IS THERE REAL OPPORTUNITIES FOR BILINGUAL PROFESSIONALS

Yes, many bilingual individuals never realize their language skills can become a career - including myself! I didn't know I could use my bilingual skills until 2000, when life happened, and I had no choice but to find a career to help provide for my family.

Interpreting allows you to:

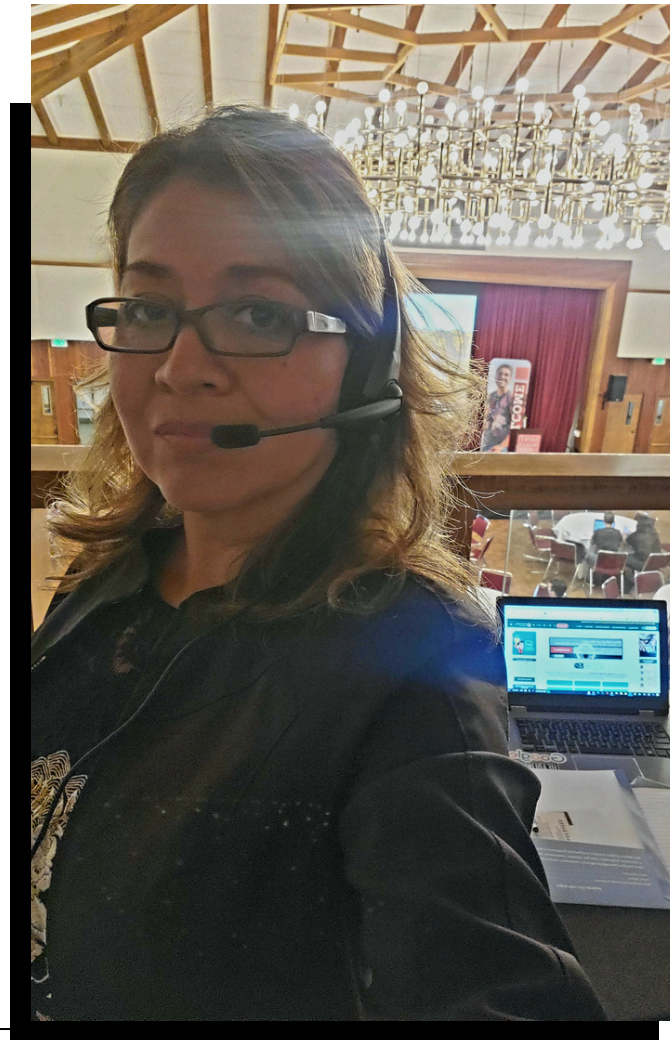
- help communities
- earn professional income
- build a flexible career
- start your own business

NEXT STEP, IF YOU WANT TO BECOME A PROFESSIONAL INTERPRETER OR ARE SERIOUS ABOUT STARTING A CAREER OR BUSINESS, THIS IS FOR YOU.

If you're serious about turning your bilingual skills into a real interpreting career, the next step is learning how to start and position yourself in the industry.

Inside **THE INTERPRETER BUSINESS BLUEPRINT™**, I walk you through:

- How interpreters find work
- How to start getting assignments
- How to build experience
- How to grow professionally



MARKETING STRATEGIC PLANNER

Get your business online

Month: _____ Year: _____

Social Media Strategy

Platform	Content Plan
Engagement Tactics	Posting Schedule

Advertising Plan

Platform

Professional Bio

Advertising Online

Target Audience

Send professional Bio to 1-5 agencies / week

Performance Metrics and Analysis

Metric	Measurement Period
<input type="text"/>	<input type="text"/>
Target Benchmark	Analysis and Action Items
<input type="text"/>	<input type="text"/>

Budget and ROI

Expense Category

Budget Allocation

ROI Measurement

TO-DO LIST

- Go through the guide
- Implement the items that
you don't have
- Self evaluate yourself &
business
- Make a list of services you
can provide
- Create your professional
bio
- Look 1-5 local agencies &
submit your profile
- Start working on your
business plan

FAVIOLA VALENCIA



Faviola Valencia is a professional interpreter, entrepreneur, and mentor with more than 25 years of experience in the language industry. As an immigrant, wife, and mother, she began her journey into interpreting during one of the most uncertain times of her life. While navigating the challenges of the immigration process—something many immigrants know can be long and difficult—she temporarily lost her work permit and was forced to find another way to support herself and her family.

One day, while visiting a hospital, she noticed three people communicating through an interpreter. Curious and intrigued by what she witnessed, she asked questions and later went home to research the profession. What started as curiosity quickly turned into purpose. With determination and faith that she had been placed in the right place at the right time, she began training, learning the industry, and building her own interpreting services from her bedroom. In less than 90 days, that small idea evolved into a fully operating corporate language agency.

Over the past two decades, Faviola has gained extensive experience working across multiple sectors including courts, government agencies, prisons, and community interpreting. Today she shares her knowledge to help bilingual professionals discover the opportunities within the language industry and build careers of their own. Through her training, mentorship, and resources, she continues to guide aspiring interpreters toward creating meaningful, flexible, and financially rewarding paths using their language skills.

WWW.FAVIOLAVALENCIA.COM

BOOK A 30 - MIN STRATEGY CALL, IF
YOU'RE UNSURE WHAT TRAINING
PATH IS RIGHT FOR YOU