On Demand Interpreting Checklist

October 2026

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Our On Demand Interpreting Service will ensure that language is not a barrier and will enable you to understand what's being said, clearly express yourself through an interpreter, and negotiate confidently in a global market. This service is available 24 hours a day, 7 days a week, and provides immediate telephone access to professional interpreters in over 340 languages.

We refer you to our terms and conditions of business; please ask us if you need a copy.

How Does It Work?

1) Contact us to set up your FREE account.

2) Dial the dedicated access telephone number we provide you upon account setup.

3) Enter your personalised code (also provided during account setup), choose the language needed, and you'll be connected to a qualified interpreter in less than 60 seconds.

4) Once connected, introduce yourself to the interpreter and briefly tell them what the conversation is about. Proceed with your conversation by speaking directly to the other person(s). The interpreter will continue the conversation through direct interpretation.

When you call to request a telephone interpreter, you will be put through within approximately 60 seconds, so we recommend that you plan the call and have as much information to provide as possible.

We advise that you consider the following points in preparation for your call:

- If it is an international call, is there a time difference? Ideally, make sure they are expecting your call.
- Which language(s) are required?
- Do you want to brief the interpreter first and then add the third person? Or have a three-way call from the start?
- Allow plenty of time for the interpreter to translate your questions and the person's responses.
- Make sure you have a clear idea of what you need to achieve from the call (sometimes, it helps to have a written reminder).
- Avoid humour or jokes, as these can be hard to convey in translation, particularly by telephone.
- Plan your time carefully. Conversing through an interpreter makes conversations twice as long.
  - Try cutting down your presentation
  - Speak in shorter, sharper sentences
- Do not rush. Interpreting is a taxing job and is mentally exhausting. To alleviate the pressure as much as possible, speak slowly and clearly.

Talk To The World Today!

Set up your free account by calling us at +44 (0)1727 812 725 or emailing us at team@atlas-translations.co.uk. You can also chat with us here in our office using the chatbox option on our website.