

THE PROCEDURES OF CONSECUTIVE INTERPRETING

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Abstract

One of the types of interpreting is known as consecutive interpreting. Regarding the modes on how the message is rendered, the interpreter begins to interpret the utterances from the speaker only after the speaker has finished speaking. It is also believed that the procedures of consecutive interpreting involve certain stages. Thus, this small-scale research is intended to explore and discover the procedure of consecutive interpreting. Qualitative design was employed to gather and analyze the data by utilizing open-ended interview in which the interviewee was a professional interpreter. The evidence of this research revealed that there is no determined procedure to perform interpreting since every experts, researchers, and interpreters has their own set of approaches and practices for conducting interpretation consecutively. In general, the steps of consecutive interpreting consist of three stages namely pre interpreting, while interpreting and post interpreting. The procedures of consecutive interpreting are concerned with the interpreter's preparation such as preparing the material, briefing, and professional ethics, the agreement or contract between the organizer and the interpreter, strategy if interpret happened to make mistake, and, most importantly, note-taking techniques.

Keywords: Procedures of consecutive interpreting, note-taking, professional interpreter

INTRODUCTION

Having the ability to communicate in a foreign language has become a requirement in today's world, as the number of languages has increased and millions of people use them. For example, as a result of the modern era's communication needs, an increasing number of people are speaking English, which is one of the language varieties used as an international language. The requirement for people who are fluent in speaking English is primarily required as an effective method of conveying messages or information to those who do not speak the primary language. In short, it is believed that a language interpreter is currently required. A language interpreter interprets a message in order to share it – or, more precisely, to understand it. An interpreter, for example, assists visitors who come from different countries and definitely speak different languages in having other people understand their

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thoughts. Thus, interpreters play an important role in our educational system in some ways. It is supported by Resta (2013, p. 2) stated that interpretation plays a significant role in the context of global communication. Interpreters assist speakers from all over the world to have their message across and render their ideas with audience. Furthermore, people could enhance a greater cultural communication and share cultural features through interpretation in order to better understand our contrasts and, ultimately, figure out ways to use these variations to reach a common objective.

The activity in which an interpreter produces what is said out loud from a source language into a different or target language is called as interpreting. Interpreting is the process of translating communication from one language into another while speaking it out in real time (Vidyantari, 2021, p. 210). The status of interpreting as a modern profession has been established in international communities. Interpreters assist people in overcoming language barriers, dispelling mistrust, and serving as a bridge in intercultural communication. However, in order to complete all of these tasks, an interpreter must have special talents and skills, and thus interpreting skills have become one of the hot topics that have received widespread attention (Ma, 2013, p. 1). It is also necessary for legal interpreters to emphasize their own speaking stance in order for their listeners to understand whose material they were delivering (Downie, 2020, p. 7). Thus, the activity of interpreting can be defined as occurring whenever two people or groups of people do not share a common language but need or want to communicate with one another for a specific purpose.

Interpreting has its own set of procedures, steps, and/or phases for managing interpreting. Phelan (2001, p. 44) advocated hints prior to the conference before interpreters performed their interpretation and also hints for the speech itself. One of the suggestions proposed by Phelan (2001, p. 44) such as saying the speech slowly and repeat them if necessary. Interpreter is also possible to require a few extra seconds to think quickly. Excessive delivery speed is particularly troublesome in the case of highly technical material, where the interpreter may be struggling to grasp the process being described in order to provide an acceptable interpretation.

In terms of consecutive interpreting, Santiago in Ferryanti (2017, p. 2) argued that consecutive interpreting is one of interpreting forms in which the interpreters start their interpretation of the entire message after the speaker stop making the source language. Furthermore, in certain interpreting circumstances, consecutive interpreting has significant advantages since consecutive interpreting provides more exact, nearly equal, and comprehensive message. In reference to the procedure of consecutive interpreting, the interpreter had to proceed an overlapping series of cognitive operation activities such as attending to the message, focusing on the task at hand, recalling the message, understanding

the meaning of the message, examining the message for meaning, visioning the message nonverbally and constructing the message in target language at last (Ferryanti, 2017, p. 3)

Specifically, the process of performing interpreting consecutively is initiated by the interpreter sits or stands besides the speaker, listening and taking notes while the speaker proceeds through the utterances, then if the speaker pauses or stops speaking, the interpreter would deliver the complete message in target language (Ferryanti, 2017, p. 3). In this case, the interpreter has a few seconds to select equivalence words with similar meanings between SL and TL before transferring it (the message) to the hearer. However, if the speaker (SL) stops or pauses his/her utterance while waiting, the interpreter may take notes on the main points of the speaker's utterances so that he can easily transfer the messages into the hearer later on (TL). Additionally, Saehu (2018, p. 57) divided the procedures of interpreting into three steps namely Pre Interpreting (*Pra Penerjemahan Lisan*), Whilst Interpreting (*Pelaksanaan Penerjemahan Lisan*), and Post Interpreting (*Pasca Penerjemahan Lisan*). Pre Interpreting deals with briefing with the organizer, and/or the speaker, the preparation done by interpreters related with the topic that would be interpreted, and signing contract. Whilst Interpreting is the main activity while performing interpreting. It includes the attitude of the interpreter such as doing eye contact with audience, realizing the interpreter's life skills such as the ability to analyze discourse coming from the interpreters' knowledge and background and maintain the stability of sound production. In Whilst Interpreting, it also deals with note-taking technique. In short, the interpreter must perform as a trained public speaker. Regarding Post Interpreting activity, the interpreter is suggested to maintain professionalism, and confidentiality. The interpreter may also be advocated to do self-reflection and debriefing to develop the interpreter's skills, and review the effectiveness after performing interpreting (Saehu, 2018, p. 61)

Several researches have been conducted concerning with consecutive interpreting. the first was done by Kuswoyo and Yeza Audina in 2020 entitled "*Consecutive Interpreting Strategies on A Court Setting: A Study of English into Indonesia Interpretation*". the evidence of the research revealed that the interpreter who has been investigated or observed commonly decided to expand and explained in detail on the lexical meaning of words or phrases in the utterances. Due to a major cultural specificity, the interpreter implemented this strategy when confronted with difficult words in long utterances. As a result, she expanded on understanding of the message by incorporating more information in order to enhance the understanding of the utterance in the target language. the second study was conducted by Ni Putu Meri Dewi Pedit in 2019 who only covered the strength and weaknesses of consecutive interpreting. She did not investigate how the consecutive interpreting was conducted in her

class. The third study was done by Ferriyanti in 2017 who analyzed one of the processes in consecutive interpreting that is conveying the message to the audience. She found that note-taking technique is the way the interpreter renders the messages in target language. This present study is interested to do as it could fill in the problems not covered by them. The problems studied in this present research are what procedures were taken place by the interpreter in rendering the message consecutively.

Following a review of the literature from various sources, the researchers concluded that there are no fixed steps or phases in conducting interpreting since each expert, researchers, and interpreters has their own belief, principles, and ways in performing interpreting. However, they share common ideas or concepts in terms of interpreting process, they are cognitive process, linguistic and non-linguistic knowledge, visualizing the message non-verbally, and so forth. To fill in the gap with the previous studies that has been explained previously, the purpose of this study is to examine the procedures used by professional interpreter while performing interpreting. The term of “procedure” in this research refers to the steps, process, and/or stages that necessary and commonly carried out by consecutive interpreter prior to and after interpreting.

METHOD

This small-scale research employed qualitative approach as the majority of the analysis is done through the use of words. The words can be compiled, sub-clustered, or divided. It can be rearranged to allow the researchers to make comparisons, difference, analyze, and create patterns from them (Miles and Huberman, 2014, p. 27). In terms of the research’s method, open-ended interview was employed to collect data from the respondent.

Respondent

Considering the research’s constraints and accessible, the respondent in this study was an authorized professional interpreter who was specifically and purposefully chosen to participate in this study based on their experience and knowledge of the interpreting field, which represented the data. Regarding research’s ethic, the data and information of professional interpreter as the respondent of this research is protected. Thus, the professional interpreter is coded as Informant.

Instrument

The instrument of this research was open-ended interview item that has been validated internally by the researcher’s supervisor. The interview was constructed based on the

blueprint consisting of interpreting stages as the studied variables, indicators, and number of items. Take a look at the following table;

Table 1. list of items numbers related to the interview questions

No	Dimension	Indicators	The Number of Interview
1	Pre-interpreting activity	Availability	1
		Material accessibility	2
		Preparation	3
		Briefing session	4
		Codes of ethics	5
2	Whilst activity	Note-taking	6, 10, 11, 12
		Language preference	7
		Emotional expression	8
		Acting like a speaker	9
		Problem-solving	13
3	Post activity	Reflection	14
		Documentation	15

Specifically, the interview items were provided as follow:

Table 2. Interview items

Interpreting stages	Interview items
Pre interpreting activity	1. When you are contacted regarding your availability for an upcoming assignment, you may be presented with an inquiry, an option, or a firm offer. How do you deal with those things? 2. When would the material be submitted to the interpreter before the conference? 3. How do you prepare for the conference? 4. Is briefing session conducted by the organizer and speaker before the conference or event started? 5. How do you perform or maintain the professional ethics before and after the conference conducted?
While interpreting activity	6. Do you write all the utterances spoken by speaker? 7. Which language do you prefer to write the information, source or target language? 8. When the speaker is expressing emotional feeling, do you have to express the same emotion? 9. If the speaker sings a song, do you also have to sing in target language? 10. What are the techniques in note-taking? 11. What is the most important aspect of note-taking? 12. What should be avoided in writing note-taking? 13. When the interpreter makes mistakes in translating the source language to target language in terms of consecutive interpreting, what should he/ she do?
Post interpreting activity	14. In terms of self-reflection, what does usually the interpreter do with the material that has been translated? 15. Does the interpret request for documentation of the event that has taken place?

Data Analysis

Data analysis is a process to retrieve information that assists the researchers to answer the research question. In this process, the researchers employed data analysis stages advocated by Miles and Huberman (2014, p. 31) as below:

1. Data Condensation

The first step of data analysis is data condensation. This is the process where the interview results were transformed, sharpened, and/ or selected from a significant

number of papers into a one-page interview transcript. The initial interview were transcript and reviewed which then used to provide verbal instructions for discovering the procedures of consecutive interpreting.

2. Data Display

In this step, the researchers presented a visual presentation that providing the procedures of analyzing the research' finding in an organized way. It also assisted the researchers to reach final conclusions and make every reasonable effort.

3. Drawing and verifying conclusion

In this phase, the researchers restated the key arguments in order to remind readers about the most important points related to the research's focus.

FINDINGS AND DISCUSSION

In the current case, the procedures of consecutive interpreting is divided into three phases namely pre-interpreting, while-interpreting, and post-interpreting activity (Saehu, 2018, p. 57). The submission is based on the experts and research's finding.

Pre-interpreting activity

In relation with an inquiry, an option, or a firm offer, once the need for interpreting has been determined, it is necessary to provide competent interpreters, requiring clients to access or contact suitable interpreters who are bound by the same standards of conduct as qualified or accredited interpreters. Informant 1 stated that:

"If my client is a foreigner, I usually receive the offer to perform interpreting via email, but if they are still in Indonesia, they usually call me. Then I immediately check my schedule to see if I have another business or if there is still time for interpreting." Then I'll ask my client or the person who contacts me for information on how they (my clients) obtained my phone number. At that time, I'll also inquire about what kinds of the event and where it will be held. The reason why they require consecutive interpreting and not other types of interpreting will also be questioned."

This finding is aligned with Phelan (2001, p. 43) stated that whether an interpreter is working at a conference or in a court or in a hospital, preparation is essential. The first task is to find out as much information as possible about the context.

The interview item also highlighted about preparation done by the informant 1 as interpreter including preparation about document or material provided by the organizer. In terms of the activity prepared by interpreter, informant 1 said that:

"looking for appropriate terminology or specific terms because if the audience consists of people with disabilities, I will research the terms that they prefer to be mentioned. I'll read the UUD constitution about it. The term "disability" is still used in the constitution from time to time, but it is no longer used in public, so we cannot

rely on a single reference or source to define it. Another example is the term "Wanita Tunasusila," which has now been changed to "Wanita Pekerja Seksual," which is used to describe sex commercial workers. They (women working as sex commercial workers) dislike being referred to by such a term. If I do the interpreting activity among them in a row and say "sex workers" (pekerja seksual), all eyes will be on me. They'll be staring at me because I'm considered to be disrespectful of them."

The statement by informant 1 coincides with Phelan (2001, p. 39) argued that the first task of interpreter is to gather as much information about the situation as possible. The interpreter would then begin organizing a terminology glossary that corresponds to the assignment and would begin reading around the subject area. In terms of materials or document related to the event or conference, informant 1 stated that the document related to the topic that would be translated is given a week before or 10 minutes before started. Furthermore, informant 1 said:

"Consecutive interpreting also includes as court interpreting. Court interpreting is a difficult task. There are times when I am asked to interpret at 8 a.m. but the event begins at 10 a.m., which causes me to rely on my general knowledge".

Informant 1 thought it was challenging to rely on her general knowledge as the time was limited. However, the interpreter must be aware of the area of terminology for which he or she must prepare. The interpreter must, of course, be punctual and professional at all times. Breaks are required for all interpreters in all situations (Phelan, 2001, p. 39)

Since it is assumed that briefing as one of pre-interpreting activity, this study highlighted about this case, informant 1 stated that briefing includes as one of the event's schedule. It is aligned with Phelan (2001, p. 39) stated that the interpreter must be well prepared, background material should be provided ahead of time. Interpreters attending technical and scientific conferences may request a briefing session or an equivalent period of independent study. Additionally, managing professionalism and high standards is a fundamental part. Professional interpreter must be prepared for his or her professionalism and ethics. In terms of ethics, informant 1 said that "I will not publish anything related to the event in which I have been involved on my Facebook page, despite the fact that the event is fantastic, because I need to protect the privacy of my client. As a result, my clients are generally aware and understand that I will not do so as a professional interpreter. My client is aware of my prior experience, so they do not need to remind me not to do so" it is aligned with Phelan (2001, p. 40) argued that professional interpreter maintains confidentiality at all times and refrain from attempting to profit from any information disclosed during their work.

While-interpreting activity

The interview items in this section highlighted activities or steps taken by the interpreter while performing interpreting. It is related to note-taking, pausing, and other related techniques and hints that the interpreter has encountered. In terms of note-taking, informant 1 said that:

“not all speech spoken has to be written because there are some who has its own prompter. Note-taking is only used when I can’t rely on my memory. For instance, organization of ideas is clear, when the speaker states one statement followed by three supporting sentences, I only write one word as reminder then three words from supporting sentence for example the first is health, second is cost, and so on. three main ideas from supporting ideas and all the speech do not have to be written. Here is the point, every interpreter may be different. For instance, I do not like history then I will not write years so I know exactly where I should write my own prompter”

The above statement is aligned with Nolan (2005, p. 294) said that a successful note-taking technique for consecutive interpretation necessitates a method of reducing words to ideas and transforming the ideas into symbols that can then be expressed in another language. An interpreter should not try to write down everything the speaker says word for word since a hundred words may contain only one idea, whereas one word may imply several ideas. Thus, it is intended not to write down every word spoken by the speaker, but rather to write down the main ideas in various forms that will aid the interpreter in recalling the speech without omitting important information.

In addition, it also discussed about the language that the interpreter prefers to use when translating from the source language into the target language. Informant 1 said that:

"It is a mixed bag. For example, if the speaker mentioned "domestic violence in the home," it is easier to write KDRT in Indonesian. I occasionally write symbols and so on. I write in a number of languages”.

It coincides with Nolan (Nolan, 2005, p. 294) argued that when performing interpretation, there are numerous sources of symbols or abbreviations from dictionaries available to the interpreter. It makes no difference what symbols are borrowed as long as they are used consistently, quickly, and easily in the interpreter's own note-taking system. In terms of interpretation purpose, Ma (2013, p. 4) argued that interpretation is an oral communicative activity with specific goals that can be influenced by a variety of situations and discourses. Using this logic, it is possible to conclude that the language used to take notes consists of symbols, abbreviations, and other forms of written language that are easily understood by the interpreter.

Additionally, there are circumstances where the speaker is expressing certain emotion when delivering the utterances. In this case, informant 1 stated that:

“I work as an interpreter professionally. Everything I do in this field is dictated by the purpose of my interpreting. The goal of interpreting is to make the foreigner feel the same emotions as the speaker, such as sadness. For example, if a foreigner is a donor or contributor to a specific organization and is moved by the speaker's words, she or he will agree to make a donation to the speaker's organization. When I interpreted about devotion in Papua and the speaker was a preacher, I did not use the same intonation as the preacher because I had only informed the ambassador at the time. It differs from the preacher on TV in that the interpreter should have the same intonation as the preacher as the speaker because the purpose of interpreting is to greet people who do not speak the same language.”

It coincides with Ma (2013, p. 1) argued that the source, particularly the speaker, the interpreter's linguistic skill, and his background knowledge, which includes knowledge of the world and understanding of the issue under discussion, are all aspects that will influence the quality of the interpretation. The interpreter must be capable of interpreting in a wide range of situations.

Dealing with the problem of the speaker's unpredictable speech such as singing a song, Informant 1 argued that:

“No, I have never experienced it because there are some speeches that cannot be delivered anymore.” For example, if the audience needs to know about a song, I only add some information about the song because if I don't, the audience will be confused and wonder why the speaker suddenly sings a song. As a result, addition and omission are required for the purpose of interpretation. Whether the speaker sings to entertain the audience or because the song serves as a symbol for why the event is held. If I find the speaker singing a song, I have to do the same because I am usually only given a summary of the song.”

It is aligned with Phelan (Phelan, 2001, p. 44) argued that the interpreter is possible to leave out (omit) or include (add) information while performing interpretation. It is also supported by Kuswoyo and Audina (2020, p. 94) said that elaboration is one of consecutive interpreting strategy in which it is employed when the interpreter explains or adds information to help the target language utterance be better understood. In this case, Informant 1 as the professional interpreter did not sing the song as the speaker, but instead informed the audience about the song's concern that has been provided previously.

Considering the technique of writing note taking, informant 1 said that:

“only take notes if the speaker speaks for more than five minutes. Some interpreters take notes every three minutes, so each interpreter is unique. There is a system of note taking if it is more than 5 minutes. Skeleton structure of the speech is an important aspect in note taking, but it does not include all of the messages said by the speaker. The main idea, as well as the arrangement of subject, verb, and object, are critical, which necessitates a thorough understanding of linguistics. Additionally, I also need to know which is the primary and secondary message because I only have time to write the primary message. I immediately recall the secondary message when I see the primary message in my note. So I don't write what I heard, but I make a prompt out

of it, and when I see the prompter, I immediately remember the messages I just heard. As a result, it is a completely different system."

Regarding this reasoning, it has previously been stated that the interpreter must not write down every word spoken, but rather the primary message by creating a prompter that may lead to the secondary message. It is also necessary to have linguistic competence and language skills in order to provide accurate interpretation.

In addition, Informant 1 also advocated toward the most important aspect of note taking in which it is said that:

"I learnt note taking for six months. The most important aspect of taking notes is that I can see the structure of the speech that I just heard. I write the structure by using symbols that serve as a prompt or reminder when I look at the writing. In this case, I do not use long term memory, but rather short-term memory, which can be faded in 2 or 10 minutes. It means that if I see the writing of note-taking at the next day or tomorrow, it will be meaningless to me due to the use of so many symbols"

It is in agreement with Nolan (2005, p. 3) stated that consecutive interpreter places the greatest emphasis on note taking. Long-term memory is used for consecutive interpretation. Long-term memory fades quickly, according to psychological studies. They have also demonstrated that, while remembering a large number of words is difficult, remembering a series of ideas is not.

Furthermore, informant 1 also suggested several things to avoid when taking note in which it is stated that:

"do not write in small writing, and do not be concerned about running out of paper. That is, when I see the prompter as a building block of the speech, I immediately recall the message or utterances spoken by the speaker".

The size or proportion of writing note-taking in which an interpreter only writes the prompter that could recall the rest of the speech immediately must be concerned, according to informant 1. It is supported by Nolan (2005, p. 294) argued that a successful note-taking technique for consecutive interpretation necessitates a method of reducing words to ideas and transforming the ideas into symbols that can then be expressed in another language. An interpreter should not try to write down what the speaker says word for word since a hundred words may contain only one idea, whereas one word may imply several ideas.

If the interpreter happened to make a mistake while performing interpreting, Informant 1 said that:

"if the event is not formal, i better admit that i made mistake by saying "I am sorry, the meaning of the speech I just said is apparently ... not ..." In contradiction, if the event is formal for example international meeting which was attended by Ambassador of Rome and i have to accompany him to meet the ministers then I must not give incorrect interpretation. When I'm in doubt, i better leave out the part of speech

spoken or i do not interpret it. There is a principle in interpreting, when in doubt, do not make up. If the meeting is very formal such international meeting, i can't make a mistake while performing interpreting but if the meeting is not formal i could ask for repetition to the speaker."

It is accordance with Phelan (2001, p. 44) said that interpreter must accurately and faithfully interpret what is said, with nothing added, omitted, or changed, and may ask for clarification.

Post-interpreting activity

In terms of interpreting activity, there are several things that an interpreter can do after interpreting activity as an evaluation the process of interpreting activities that have been completed. It is in agreement with Saehu (2018, p. 61) argued that the other activity that could be followed after performing interpreting is self-reflection. Regarding to this, Informant 1 argued that:

"If the topic has been properly translated, I usually learn the terms written in the topic." Before that, I'll ask my client about the translator who translated the topic from source to target language, and if I already knew the translator, I would feel relieve because of the translator's credibility. If there is an error, such as the word "penyandang cacat," I usually change it by using a more relevant term so that some people (disability people) are not embarrassed."

It is in accordance with Nolan (Nolan, 2005, p. 3) said that the standard practice among conference interpreters is to obtain background materials from the conference organizer prior to the meeting and study them to gain a basic understanding of the subject and the specialized vocabulary. An interpreter who works on a regular basis for a specific organization or client would quickly become acquainted with the subject and its jargon. In this case, Informant 1 requests material that has previously been translated by another translator in order to learn new vocabularies and for self-reflection.

In terms of post-interpreting activity, informant 1 also stated that documentation is not required because an interpreter's role is only to facilitate the organizer or client. Documentation is only the organizer's responsibility, not the interpreter's. It coincides with Phelan (2001, p. 56) said that an interpreter is only required in a given situation if two or more people are having difficulty communicating with another language, and the interpreter's role is to facilitate communication. The interpreter must not become personally involved since if doing so, the interpreter would have the responsibility for the outcome that does not belong to the interpreter.

CONCLUSION

This small-scale research aimed to discover the procedure of consecutive interpreting. the procedures consists of three main activity, namely Pre- interpreting (*Pra Penerjemahan Lisan*), While Interpreting (*Pelaksanaan Penerjemahan Lisan*) and Post- interpreting (*Pasca Penerjemahan Lisan*). Pre interpreting related with the preparation done by the interpreter, and agreement between the interpreter and the organizer. Besides, while interpreting concerned with note-taking, and other techniques related with performing consecutive interpreting. Post interpreting dealt with self-reflection, and documentation. It is also suggested for future research to conduct procedures for other types of interpreting, such as simultaneous, wishpered, and so on, in order to distinguish and compare those types of interpreting. In addition, this research found some limitations such as the accessibility of professional interpreter to participate, the location that could not be approached by researcher, and so on. This part was challenging for the researcher as several professional interpreter refused to be interviewed due to some issues.

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