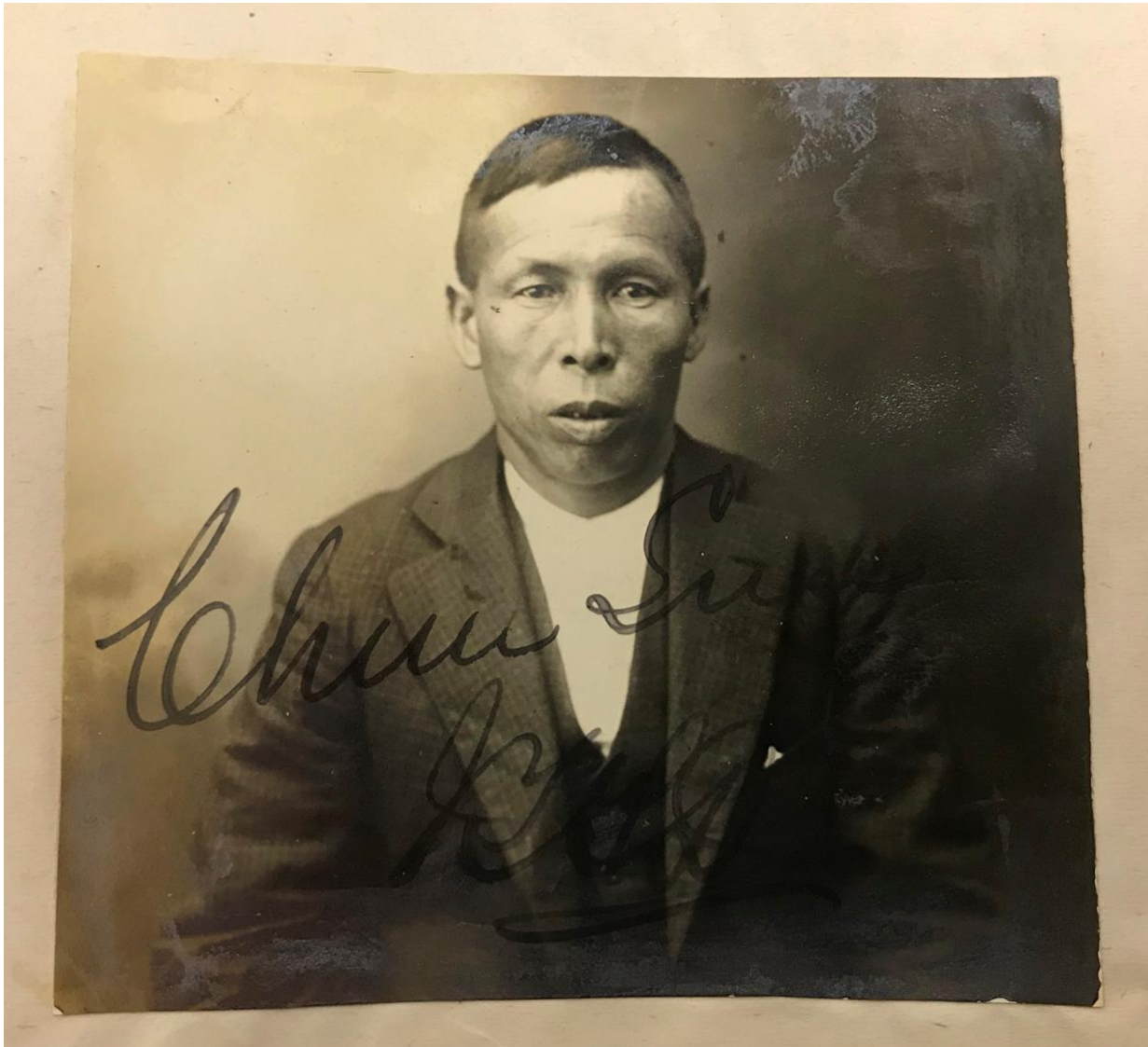


Preparing & presenting
a bilingual talk on
Chinese market gardens:
colleagues,
collaboration &
community

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- **WHAT:** Bi-lingual (English and Mandarin) talk about Chinese market gardens and gardeners of the Ryde and Eastwood municipalities
- **WHEN:** Part of Lunar New Year festivities
- **WHERE:** At the Eastwood branch which has a high percentage of Mandarin speakers in the resident population

Who?

Myself and colleague Ling Huang

- Great translation skills
- Wanted to be involved
- Happy to present, though she didn't have experience presenting to adults

Preparation I

- I prepared a full script and the Powerpoint, one month in advance of the presentation
- I spent several hours with Ling going through the script and the Powerpoint. We agreed how we would break it up for the translation so we weren't interrupting each other or not talking for 'too long' in either language
- Then I left her to it ...

Preparation II

- Ling prepared the translation
- She sent her translation to a colleague to check (this is not a Google Translate job)
- She followed up with me on several occasions to clarify certain points

Result

- 23 attendees: some English only speakers; some Mandarin only speakers, some bi-lingual
- SBS Chinese was there!
- Presentation about 50 minutes; 40 minutes of questions and discussion

Learnings

- Importance of having support from the branch, especially for promotion and set-up
- Importance of preparing verbatim script and the accompanying Powerpoint and giving your co-presenter enough time to do a good translation and practice
- Works with a 'dot point' kind of talk; won't work with every type of talk
- Have a pen and paper to write down questions that get asked because it's easy to forget some of the details



**CHOOSE
WISELY**

- Choose a staff member who wants to be involved; just because someone has the requisite language skills doesn't mean they have the interest to do the work that is required
- But, if someone is lacking confidence, you take the lead, and treat it as a professional development opportunity

- Your English presentation has to be a lot shorter than what you would usually present
- Program for a longer than usual question time