

Institute of Translation & Interpreting



ITI Associate membership (AITI) Reference Questionnaire for Clients

Note to referee: Referees must have worked with the applicant for at least 1 year. References cannot be supplied by spouses, partners or family members. PLEASE USE BLOCK CAPITALS.

Applicant's name: FABIENNE COUPE

Applicant's Email address: fcoupe67@gmail.com

Referee's information

Referee's name: MAGDALENA POLIUKA

Referee's company name: DCU LANGUAGE SERVICES

Referee's email address: interpreting@dcu.ie Telephone number: 353 1 700 8077

1. How long have you worked with the applicant? 1 Months/~~Years~~ (delete as appropriate)

2. The work completed for you by the applicant was (please tick one box)

- Translation (written) only (Please answer questions in section A below)
- Interpreting (spoken) only (Please answer questions in section B below)
- Both Translation and Interpreting (Please answer questions in section A and B below)

| Section A - Translation | Section B - Interpreting |
|---|---|
| On how many occasions have you used the applicant's translation services? _____ times | On how many occasions have you used the applicant's interpreting services? <u>1</u> times |
| The first occasion you used the applicant's translation services was: _____ | The first occasion you used the applicant's interpreting services was: <u>CONFERENCE ON 17/18TH OCT 2013</u> |
| The most recent occasion you used the applicant's translation services was: _____ | The most recent occasion you used the applicant's interpreting services was: _____ |
| Which language combination(s) has the work involved? From _____ Into _____ From _____ Into _____ From _____ Into _____ From _____ Into _____ From _____ Into _____ | Which language pair(s) has the work involved? From <u>English</u> Into <u>French</u> From _____ Into _____ From _____ Into _____ From _____ Into _____ From _____ Into _____ |
| In your opinion, does the applicant's level of language knowledge and skill allow them to produce work which is accurate, clear and meaningful? Comments: _____ _____ _____ | In your opinion, does the applicant's level of language knowledge and skill allow them to produce work which is accurate, clear and meaningful? Comments: <u>YES - WE HAVE RECEIVED POSITIVE OPINIONS FROM THE CONFERENCE'S DELEGATES</u> |

| | |
|---|--|
| In your opinion, does the applicant's level of subject knowledge and skill allow them to produce work which is accurate, clear and meaningful? Comments: _____ _____ _____ | In your opinion, does the applicant's level of subject knowledge and skill allow them to produce work which is accurate, clear and meaningful? Comments: <u>YES</u> _____ _____ |
| Does the applicant contact you with queries and/or make comments on points of doubt? Yes <input type="checkbox"/> No <input type="checkbox"/> Comments: _____ _____ _____ | Does the applicant contact you with queries? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Comments: <u>GENERAL QUERIES REGARDING CONFERENCE ARRANGEMENTS</u> _____ _____ |
| Does the applicant check translations before returning them to you? (e.g. spelling, punctuation, typing errors) Yes <input type="checkbox"/> No <input type="checkbox"/> Comments: _____ _____ _____ | Does the applicant ask for feedback on interpreting work they have completed for you? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Comments: _____ _____ _____ |
| How does the applicant react to any queries regarding translations they have completed for you? _____ _____ _____ | How does the applicant react to any queries / points of concern regarding interpreting work they have completed for you? <u>FRIENDLY & PROFESSIONAL MANNER; SPECIFIC QUESTIONS</u> _____ _____ |
| Please rate the applicant's translation service: (10=excellent, 1=poor) Accuracy of translation _____ Presentation of translation _____ Delivery of work by deadline _____ | Please rate the applicant's interpreting service: (10=excellent, 1=poor) Language skills <u>8</u> Professionalism while interpreting <u>8</u> Punctuality <u>10</u> |

3. Please rate the applicant on the following qualities: (10=excellent, 1=poor)

Customer service 8 Comments: _____
Reliability 8 Comments: _____
Professionalism 8 Comments: _____

4. In your opinion, is the applicant's conduct worthy of membership of this professional body? Yes / No

Please offer any other relevant information about the applicant (optional): _____
DCU • LS
language services
DUBLIN CITY UNIVERSITY

Signed: Megalea Diak Date: 12/11/2013