Using Microsoft Translator

A hands-on workshop for supporting multilingual learners

Evergreen Goodwill® OF NORTHWEST WASHINGTON

Why use Microsoft Translator?

- **Intake:** Ask a learner which class or service they're looking for.
- **Orientation:** Explain where to go, when class starts, and what to bring.
- **Classroom support:** Help a learner ask a question or understand an activity's directions.

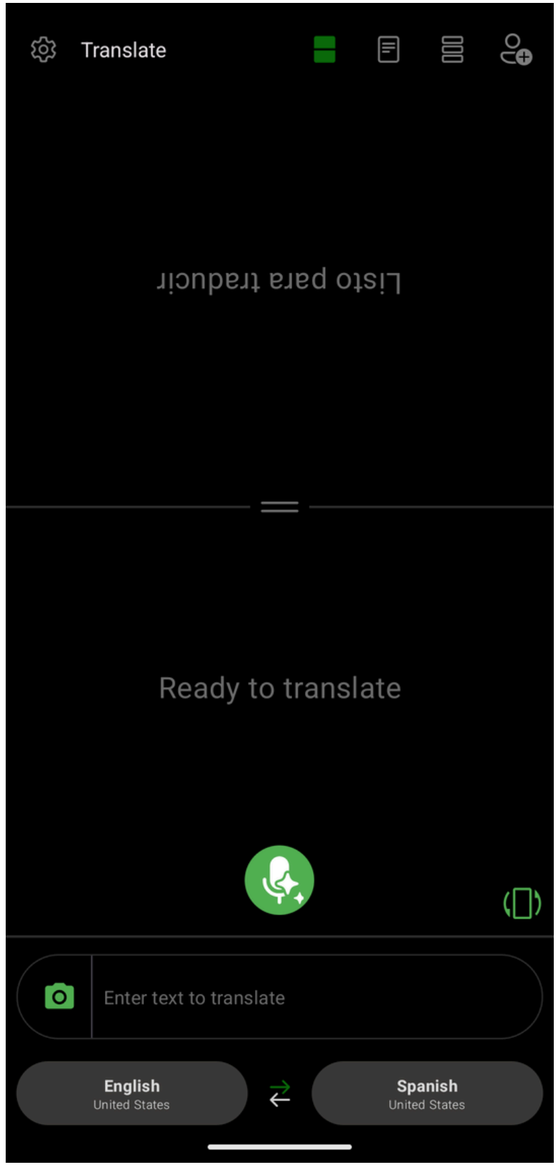
Today's goal

Start a translated conversation, invite a partner, and exchange a short message.

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Key Features at a Glance

- **Text translation:** Type a message to translate a written question or direction.
- **Voice translation:** Speak a short message and hear the translation.
- **Conversation mode:** Connect devices so each person can participate in their preferred language.



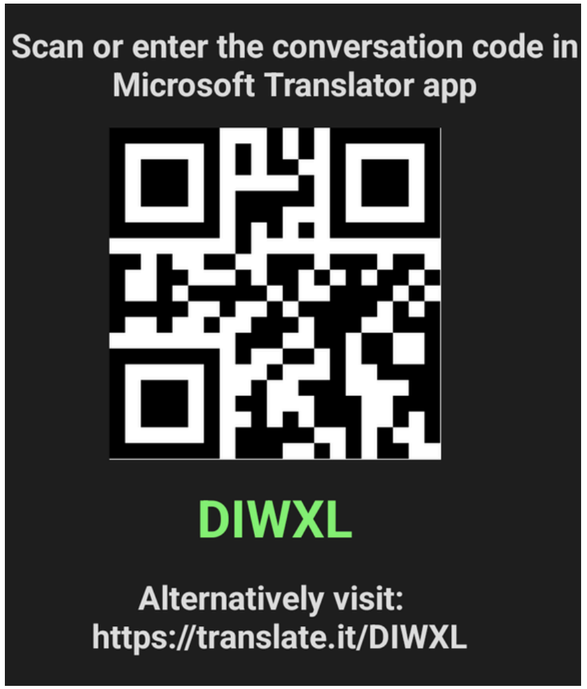
Start and Join a Conversation

Start a conversation

1. Open Translator and select the conversation feature.
2. Enter your name and choose your language.
3. Start the conversation.
4. Share the invitation link, QR code, or conversation code.

Join a conversation

1. Open the invitation link or scan the QR code.
2. Enter your name and choose your language.
3. Join the conversation.
4. Send a greeting to confirm you’re connected.



Try it Out: Welcome a Learner

The situation

A learner arrives for orientation and prefers to communicate in another language.

Partner A: Staff member

Start a conversation and invite your partner. Use these details to welcome them and answer their questions:

- Orientation begins at 10 a.m. in Room 102.
- The session lasts one hour.
- Bring a notebook. No laptop is needed.

Partner B: Learner

Join the conversation and select a different language. Ask:

- **“How long is orientation?”**
- **“Should I bring my laptop?”**

Confirm the time and room with your partner.

Switch roles and repeat so both people practice starting a conversation.

Check Your Conversation

Were you able to...

- Start a conversation and help your partner join?
- Send and receive messages in different languages?
- Confirm the correct time, room, and materials?

Discuss with your partner

Was anything unclear, and how did you clarify it?

Use Translation Thoughtfully

- Use short sentences and familiar words.
- Avoid slang, idioms, and abbreviations.
- Confirm important details, such as names, times, and locations.
- Rephrase when a translation seems confusing.
- Follow organizational guidance for sensitive information and situations requiring an interpreter.

A translated message still needs a check for understanding.

Put it into Practice

- **Orientation:** Explain the schedule and help learners find their classroom.
- **Technology support:** Help a learner connect to Wi-Fi or locate a sign-in page.
- **Classroom activities:** Clarify directions and invite questions.

Your next step

Name one task where you could use Translator this week.

What would you need to check before using it?

Thank You

Download Microsoft Translator

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Questions? Let’s chat!