# Template for List of Terms- Standard Print

**\*\*Please use this template to prepare your presentation’s list of terms, remove all sections you do not use, and delete this note prior to sharing with HOST by DATE at EMAIL@email.edu**

**Event/Session/Webinar Title:**

**Event/Session/Webinar Date & Time:**

**Event/Session/Webinar Type:**

Presentation Title:

Presenter:

Takeaway Message: Please write a 3-4 sentence summary of the take-home points. (Note: This should not be your abstract.)

**Instruction:** Indicate if the list is in alphabetical order or in order of appearance in the presentation.   
**List of Acronyms**

1. ACRONYM – Meaning of Acronym

# **List of Names**

Sort alphabetically by first or last name

1. Person’s name (pronouns), person’s title, person’s organization

# **List of Proper Nouns**

1. Proper Noun

# **List of Keywords/Important Terms/Technical Words**

1. Word: definition/explanation (include citation if necessary)

# **Presentation Outline**

Use the below space to provide a brief outline of your talk for your audience, ASL interpreters, and CART captioners. You may use this as an outline slide if you plan to use slides as well.

1.

# **Tables from Charts Included in Slides**

Include any data that is presented as charts in simple tables below. Make sure each table is **titled** and **labeled** accurately in such a way that allows the data to be easily understood.

Knowing what information will be presented in a chart helps the ASL/English Interpreter better describe the schema as the presenter is speaking in ASL to align with the visual aid.

The alt text is there for the screen readers accessing the materials, so a different way for those folks to understand the schema and context of your presentation.

# **Language(s) Used in Addition to English**

Please use this section to list any languages you may use during your presentation in addition to English.

After listing those languages, please explain in what way you will use those languages. Examples of explanations include:

1. Using words and phrases from the language sporadically through the presentation.

a. Instruction: List those below.

2. Introducing or closing out your presentation in the language.

3. Switching between languages.

a. Instruction: If possible, please share when you will be switching to an additional language by identifying specific slides, titles, or other keywords that can help prepare the captioner accordingly.

## **Keywords & Phrases in (Language 1)**

1. Word/phrase (pronunciation): translation and if necessary, definition

## **Keywords & Phrases in (Language 2)**

1. Word/phrase (pronunciation): translation and if necessary, definition

## **(If using words and phrases from multiple languages) Keywords & Phrases**

1. Word/phrase (pronunciation – language: here): translation and if necessary, definition