

**Title: Preparation 1 – everything you know**

**CMS summary:**

AV not required.

Can own.

Short.

1 occasion.

**Keywords:**

Preparation. Mind map. Concept map. Spider diagram.

**Summary and Purpose:**

A deceptively simple but powerful way of preparing before an assignment. Particularly useful where you haven't had preparation materials, or are new to a particular work domain.

**Duration:**

Short

**Resources Required (if any):**

Pen & paper.

**The task:**

1. Identify a real or possible interpreting assignment.
2. Using pen and paper identify everything that may come up as part of the interpreting assignment. Every single piece of knowledge relating to the domain / situation should be written down and thought about. Everything you think of, no matter how way out, should be noted. This way of generating ideas is called brainstorming.
3. Option - If you type this into a search engine you will find lots of resources that can help develop your knowledge of brainstorming. One example is contained in the following URL: <http://www.mindtools.com/brainstm.html>
4. When you are writing things down it can help to structure it. You can use a mind map (also known as a concept map or spider diagram). To do this you decide as you write down each thing whether it is a major heading (circle it), sub heading (link it with a line to a heading), individual fact or idea (link with a line to a sub heading).

5. Option – for a more detailed explanation with diagrams go to the following URL: [http://www.mindtools.com/pages/article/newISS\\_01.htm](http://www.mindtools.com/pages/article/newISS_01.htm) (typing mind or concept map, or spider diagram into a search engine will give you other information).
6. By taking the time to sit down and write about possible occurrences, related jargon, any background knowledge, etc. you can be and feel much more prepared and increase your confidence – even without preparation materials!  
Brainstorming and mind mapping will allow you to make connections and think about things you didn't even know you knew.
7. Lastly if you have identified gaps in your knowledge, take action to fill them.

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