

# ARTS3454

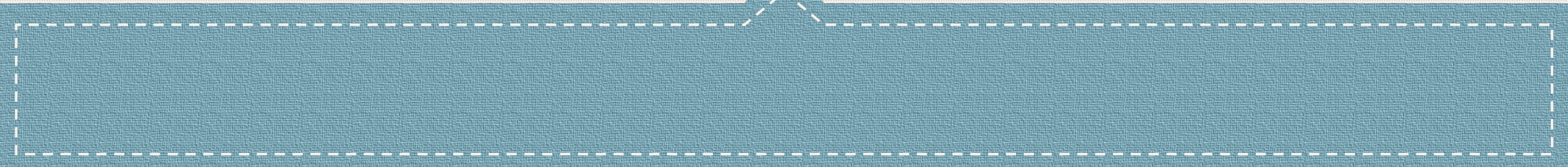
## Chinese English Interpreting



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### Week 4

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on this course are truly valued and  
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# 第一部分

## Interpreting Theories and Techniques 3

### — note-taking 口译笔记 (一)

# 1

## Note-taking and Interpreting

- **Note-taking is a SUPPLEMENT:** Note-taking is a natural extension of active listening and mental structuring, a visual representation of your analysis.
- Note-taking is a skill that **needs to be developed through practice. Note-taking is distracting, until** interpreters learn to coordinate their attention between listening & analysis and note-taking, and automatise some of the more routine operations with **PRACTICE**.
  - If you're thinking too much about how to note something, you will listen less well.
  - If your notes are unclear or illegible, your production will suffer because you'll put too much effort into reading them.



# 1

## Why Learn Note-taking?

- so that we're not interrupting speakers all the time for short consecutive interpretation;
- Note-taking improves concentration, facilitating the reception and analysis of speech;
- Note-taking helps interpreters maximise memory by releasing short term memory capacity from burden;
- Notes activate the memory of the interpreters with cues or signals that prompt recall of information in the speech.

# 1

## Note-taking-In Which Language?

- Interpreters can choose to take notes in the Source Language (SL), the Target Language (TL) or a combination of both.
- If notes are understood as *symbolic cues* for ideas that have *already been understood*, the language they are drawn from is irrelevant. Interpreters' ability to listen actively and effectively and *choose cue-words intelligently* to maximise the values of the notes as *recall cues* for meaning is more important than SL vs TL.



# Note-taking-What to Note?

## Problems of Ad-hoc Note-taking

- **Novice/untrained note-takers tend to:**
  - write down as much as possible
  - write mostly words or sentences
  
- **Problem— create a listening/memory barrier**
  - cannot read their notes effectively
  - too much information noted down
  - poorly organised
  - lots of scribbling

# 1

## Note-taking-What to Note?

### Note-taking Essentials

- **Listen actively:** Words  $\neq$  Message. Actively 'squeeze out' the **sense** from the words.
- **Deverbalise:** Make notes that capture the **ideas** clearly and simply, using **smart cue-words**, or clear abbreviations, symbols, arrows, etc.
- **Analyse** the structure and logic of each passage, and how it fits into the speech overall. **Deeper processing** = better grasp of the thread and better interpretation. Pay particular attention to **links and transitions**: note all links, explicit or implicit.
- **Note economically:** Try recording **each idea** in the speech with just **one or two cue-words or signs**. Your notes are simply **cues to trigger recall** from your memory, not a record of everything the speaker said.

# 1

## Note-taking-What to Note?

### Optimal Note-taking:

- **is not a verbatim record**, but a supplement to memory while the speech is still fresh in the interpreter's mind;
- **is a personal system** developed on the basis of general guidelines;
- relies crucially on **analysis of the incoming message**;
- **records ideas and discourse structure** rather than words;
- **must record links between ideas** at least as faithfully as the content of the ideas themselves
- **must be recognisable at a glance**, to cue fluent delivery.



# 1

## Note-taking-What to Note?

### Summary

- Record **main Ideas** and discourse structure [cue words]
- Record **links** between ideas

# 1

## Note-taking-How to note?

- **Layout:** how to structure your note on the page effectively, by means of verticalisation, indentation, stacking and boxing-the 'syntax' of the system, so to speak
- **Information capture:** how to capture content economically yet reliably, through intelligent cue-word selection and the recording devices of simplification, abbreviation and symbols-the system's 'lexicon'

# 1

## Note-taking-How to note?

### Layout: Main Principles

- **Boxes:** Note **vertically** down the page. Draw a **single horizontal line** after each complete idea, chunking the speech into 'bite-sized' idea units roughly corresponding to 'complete sentences'. At 'paragraph' or topic-shift breaks, **draw a double line**.
- **Links:** Note down links (Tho, but, coz, so, if, to, +, e.g., Re:) in the **top left corner** of each box.
- **Indentation:** As you move down within each box, indent progressively to the right in order to separate out the elements that make up that idea unit, each on a separate line. *[Typical patterns next page]*
- **Stacking:** Elements at the same hierarchical level-lists or short examples-should be stacked vertically without indenting.
- **Clarity:** The structure of the page should be clearly visible at a glance.



## 1

## Layout: Main Principles

- ✓ **Indentation: Typical patterns** - “Who did what to whom/(or to what)?”

Topic

Comment

---

Subject

Verb

Object (or:)

Verb

Object 1

Object 2...

---

Link/connector

Agent-Action

(qualification: though...; which...)

### Why SVO Vertically?

- **Easier to read back**
  - less writing on a page, so ideas stand out
- **Visible structure**
  - visible at a glance, not possible if we note horizontally as we write normally.
- **Eyes move from left to right**
  - New sentence/idea starting at the left, so we see it first
- **Space for additions**

## Note-taking-How to note?-Layout

### **For example:**

“Just a few years ago, people in the United States wouldn’t have believed you if you’d told them there was a middle class in China. Today, though, the Chinese middle class is already larger than the entire population of the United States. And in fifteen years, the Chinese middle class is expected to reach 800 million.”

### **Notes:**

- Must be BIG, CLEAR, and LEGIBLE
- Should flow VERTICALLY down the page and be sufficiently spaced out

Few years ago

US people believe

‘middle class’ in China

But

now

>

whole US pop

in 15 yrs

will reach

800 m

# 1 Note-taking-How to note?-Layout

## **For example:**

Because the French, German and British governments have cut customs duties, visa fees and administrative charges.

cos Fra

Ger

UK

cut

duties

visa fees

adm charges

## **Parallel Values**

- It's not uncommon for speakers to have the same subject doing many different things.
- By noting the verbs parallel to one another on the page, interpreters can clearly see they have the same subject



# 1 Note-taking-How to note?-Layout

## **For example:**

And today? The changes, even since 1973, when Britain entered the European Economic Community, are remarkable.

changes  
(since 73  
UK enter EEC)

are

remarkable

## **Brackets**

Positioning an element vertically below another in brackets clearly identify

- one belongs to the other
- is subordinate to it within the clause or SVO group
- We can adjust our intonation appropriately

# 1

## Note-taking-How to note?

### Information Capture

#### SEVEN principles of note-taking by Jean-François Rozan

- **Noting the idea, not the word:** *bigger picture, skeleton structure, framework*
- **Abbreviation:** Unless a word is short (4-5 letters), interpreters should use an unambiguous abbreviated form
- **Links:**
- **Negation:** agree = OK, then “disagree” = ~~OK~~
- **Emphasis:** interesting = intr, very interesting = intr, extremely interesting = intr
- Verticality
- Shift

# 1

## Note-taking-How to note?

### Information Capture-How to note Links?

➤ signal the way the speaker wants the listener to relate what is about to be said to what has been said before

➤ **Example:**

The economy is struggling. The Central Bank has left interest rates unchanged.

✓ The economy is struggling. **However**, the Central Bank has left interest rates unchanged.

✓ The economy is struggling. **Consequently**, the Central Bank has left interest rates unchanged.



# 1 Note-taking-How to note?

## How to note Links?

<b>as, cos, ∴</b>	=since, because, given that, considering that, due to...
<b>Thus, ∴</b>	=therefore, hence, consequently, as a result, for this reason
<b>tho</b>	=although, despite, notwithstanding, etc. (general function: opposition or concession)
<b>but, B</b>	=however, on the other hand, nonetheless, nevertheless...(general restriction)
<b>if</b>	=assuming that, suppose that, let's say that, were it the case that
<b>then...</b>	=consequence (what comes after IF clause)
<b>so</b>	=in conclusion, as a result, from the above it can be seen that (general conclusion)
<b>to</b>	=in order to, with a view to, with the intention/aim of
<b>wrt, re:</b>	=with respect to, as regards, as far as...is concerned, on the subject of...
<b>e.g.</b>	=for example, for instance, take...X..., say, as a case in point
<b>i.e.</b>	=that is to say, in other words
<b>+</b>	=additionally, moreover, a further/additional point, another thing

## 1

# Note-taking-How to note?

## Information Capture-Simplification

- Summarising a string of words in a simple but adequate cue.
- When the time comes to deliver, the interpreter will not actually speak any of the simplified expressions; rather, s/he will refer to them for memory support only, and choose an appropriate TL rendition in the correct register.
- For example

acceptable	ok
Amazing, impressive	wow
evidence	proof
commencement	start
replicate	copy
terminate	end
Protracted, extended	long
aspiration	hope, wish
At the present time	now
Have the ability to	can

Achieve visibility with respect to	show, see
Render assistance to	help
Cause injury to	hurt
There is a possibility that	might
In terms of the underlying reason	coz
With the objective of being able to	to
Despite the foregoing, there are nonetheless	but
With regard to the idea that	Re:
Let me give a couple of illustrations	e.g.

# 1

## Note-taking-How to note?

### Information Capture-Simplification

#### **For example:**

“The most elegant strategy for terminating the present contract would be to propose a more productive arrangement to replace it.”

Best way kill deal = swap better one

# Note-taking-How to note?

## Abbreviations

- Must be definitive and unambiguous
- Where to get the abbreviations?

- 1. Standard acronyms and initialisms:** UN, EU, PRC, VIP, BRIC, GDP, APEC, P5 for the five permanent members of the Security Council, Q4 for the fourth quarter, B2B for business-to-business....
- 2. Standard abbreviations:** e.g. from Latin: cf. (compare with), i.e., e.g....
- 3. Semi-standard and fixed personal abbreviations:** gov (government), dept (department), nec (necessary), mfg (manufacturing), bkg (banking), mkt (market)... w/ for with, w/o for without...
- 4. Informal abbreviations used in email, text-message, etc:** asap, btw, ko (knock-out=failure), FYI, FYR (for your review), IMHO (In my humble opinion)...

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# Note-taking-How to note?

## Abbreviations-Ad-hoc abbreviations

- The vast majority of long words have no standard or conventional short form, but **two approaches** are often used to abbreviate long words (>4-5 letters)
  - ✓ **Delete vowels:** report → rprrt; perfect → pfct
  - ✓ **Word stem + superscript:** note down the word stem and then tag on the word ending in superscript.

For example:

### Code-mixing

Production---prod <sup>n</sup>	Government---gov	Economist---ec <sup>人</sup>
Product---prod <sup>ct</sup>	Governor---gov <sup>r</sup>	Economics---ec <sup>学</sup>
Producer---prod <sup>er</sup>	Governance---gov <sup>ce</sup>	Employer—emp <sup>主</sup>
Productivity---prod <sup>ty</sup>	Governing---gov <sup>g</sup>	Empoyee---emp <sup>员</sup>



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## Note-taking-How to note?

### Abbreviations-Ad-hoc abbreviations

#### ➤ RISKS of ad-hoc abbreviations

- ✓ A major risk is **non-recognition**—when you can't remember what the abbreviation was supposed to stand for—or (potentially worse still) **false recognition**.  
For example, “Fed” (Federal Reserve setting interest rates), but you read it back as “federal government”.
- ✓ Less dramatically, any **effort** or delay needed to remember what abbreviations were supposed to stand for will slow down delivery, a serious drawback for consecutive interpreting.

#### ➤ Common traps:

**Cons**---consumer, consumption; (Opposite!) conserve, conservation; consider, pros & cons; consolidation; construct(ion); constitution (al)...

**Cont**—containing/contents; continue/continued/continuing; contribute/contribution; continent (al)

**Exp**---expert, expertise, experience, export, expect, expet...

**Stat**---statistics, statute (-ory), state, status, statement, station

**Eco**—economy vs. ecology

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## Note-taking-How to note?

### Symbols

- clear and unambiguous
- simple to draw-more than 3 strokes is probably too slow.
- prepared in advance- **DON'T IMPROVISE MID SPEECH**
- **Consistent**
  - If **E** is energy, make sure it stays energy always, find other symbols for 'environment' and 'economy'.
- **organic**- starting point for many other symbols
  - Y=Year, `Y =last year, Y `=next year
- **must mean something to you**, don't blindly copy symbols you see if they don't create associations for you
- If you don't have a consistent and meaningful note-taking system, no symbol is going to help you

# 1 Note-taking-How to note?

## Symbols

←	=return, come back, reverse, regress
↑	=rise, increase, grown, climb, etc
↓	=fall, decrease, decline, slide, slip, drop, shrink
↔	=exchange, relations
→	=lead to, consequence of, therefore

>	=greater than, more
<	=less than, less
~	=approximately
✓	=approval, agreement
©	copyright

=	=equals
!	=important
😊	=happy, pleased
\$	=dollars OR money (decide!)
Rx	Doctor's prescription (hence, 'solution', 'response' [to a problem])

□	country
→ □	imports
□ →	exports
□	Developing country
□	Developed country

# 1

## Note-taking-How to note?

### Symbols

For example:

“Over the course of 2007, prices rose, although not to the same extent as income, thus the population’s net income increased.”

07, prices



thou no = income

so peo net inc



# 1 Note-taking-How to note?

## Where to find symbols?

- Math = + > < % /
- Science E μ t
- Text messages R U OK? 2, 4
- Keyboard % & @ ¶
- Punctuation marks ? ! ( ) " :
- Short words in other languages: **deja** (French, already) /**ergo** (Latin, therefore)...
- Currencies \$ ¥ €
- Periodic table CO<sub>2</sub> H<sub>2</sub>O



# **1** Note-taking-How to note?

**Build your own repertoire of note-taking symbols and abbreviations, through exercises.**

- Prepare a list of 30 abbreviations or symbols you can use in note-taking
- Prepare another list of 10 abbreviations or symbols that you create yourself.

## 第二部分

# Hands-on Interpreting Exercises

## Note-taking Exercises

*Rewrite the following script in an abbreviated way using abbreviations and symbols.*

### No. 1.

I understand the diet I prescribed for you may not be very tasty. But it is tailored to limit your calorie intake while provide you with sufficient nutrition. You should realise that losing weight is an arduous task.



## Note-taking Exercises

*Rewrite the following script in an abbreviated way using abbreviations and symbols.*

### No. 2.

The slow stretches and meditations of yoga don't burn your fat like jogging. But a new study suggests it might help people keep away from the habit of excessive eating. So my suggestion is that you can combine yoga with jogging or swimming.

## Note-taking Exercises

*Rewrite the following script in an abbreviated way using abbreviations and symbols.*

### No. 3.

Yes. Yoga helps people more in tune with their bodies and eating habits and aware of bad habits, such as eating because of stress, boredom or depression. The study shows that those who practiced yoga tended to avoid junk food and overeating because they wanted to respect their bodies.



## Note-taking Exercises

*Rewrite the following script in an abbreviated way using abbreviations and symbols.*

### No. 4.

Just a few years ago, people in the United States wouldn't have believed you if you'd told them there was a middle class in China. Today, though, the Chinese middle class is already larger than the entire population of the United States. And in fifteen years, the Chinese middle class is expected to reach 800 million.

## 第三部分

# Interpreting Assessment 1

# 3

## Interpreting Assessment 1

- Sight Interpreting
- Dialogue Interpreting



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