

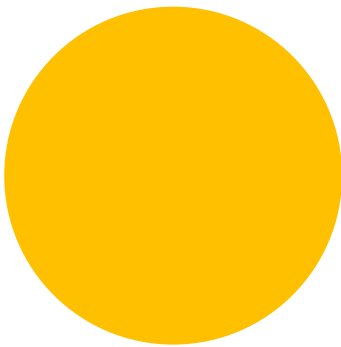


# 英语口语入门

# Introduction to Interpreting



Week 6 笔记



# What is the role of notes?

- Notes are to trigger the memory, NOT replace it
- Notes remind of the ORDER of information or argument
- Notes are used to jot down hard facts, e.g. numbers, dates, etc.

# Difference btw consec notes and lecture notes

- Consec notes are for “immediate use” , not for “later use”
- Consec notes record the highlights and topic words, NOT the whole text (incomplete)
- Consec notes are for personal use, not for others
- Consec notes use page space differently to express meaning
- Consec notes use abbreviations, symbols, arrows for “now” , maybe unrecognizable later

# Principles of note-taking

- **Use of page differently: spacing (indentation), layout (verticalization)**
- **What to note: hard facts, key words, main ideas, link words**
- **Use of abbrev., symbols, arrows, etc.**
- **C-E: mixture of E words and C characters, and symbols, etc., so notes are NOT in any one language**
- **Whatever comes easiest and fastest**

# Conclusion

Always:

listen

understand

REMEMBER and

note minimum

recall

render



2,378 4,216 9,824 7,521

3,982 1,029 5,034 8,004

9,032 1,506 28,342 36,528

19,732 67,534 10,253 43,208

50,601 728,924 516,918 401,296

198,072 319,057 395,004 918,207

- a.北京市有 16个区，2个县，总面积16,807.8平方公里.
- a. The city of Beijing consists of sixteen districts and two counties, with an area of 16,807.8 sq km.
- b.城区在解放时是190平方公里，今天已扩大到1,041平方公里，
- b. The city proper in 1949 (OR when the People's Republic of China was founded) was 190 sq km, but today it has expanded to 1,041 sq km.
- c.号称有一万间宫室的故宫，占地72 万平方米。
- c. The 10,000-room palace, primarily of one-story construction covers an area of 720,000 sq m.
- 说明:1.占地.....” 应译成 to cover/ have an area of... .而不是 to occupy an area of...;2. room: the Chinese traditionally measure size of pillared building by number of spaces("jian" 间) between pillars. Thus a large single hall may be seven jian.

- d.解放时，北京城区街道加起来不过215公里，到1992年年底，街道总长已超过2,700 公里，是过去的10倍多。
- d. In 1949 the total length of roads and streets in the city proper added up to (OR the length of roads and streets...totaled) only 215 km. By the end of 1992, it totaled more than 2,700 km, over ten times the length of roads and streets before the founding of the People's Republic of China.
- e.截至2008年4月，北京已经拥有853家星级酒店，客房数量达到17万余间。
- e. As of April, 2008, hotels in Beijing numbered 853, and the total number of hotel rooms reached 170,000.
- 说明，国际通行用五个星级标明饭店由低到高的等级，一星级为经济型，二星级为一定程度的舒适型，三星级为平均水平的舒适型，四星级为高水平的舒适型，五星级为豪华型，句中的“星级”可以不译，因为“星级饭店”实际上包括一至五星级的所有饭店



# Common Ways to Abbreviate

## 1. Use only the first few letters of a word:

- Information → **info.**
- Subject → **subj.**
- Education → **edu.**
- Population → **pop.**
- Maximum → **max.**
- Minimum → **min.**

# Common Ways to Abbreviate

## 2. Remove the vowels or letters between beginning and end of word:

- People → ppl.
- Government → gov't.
- Versus → vs.
- Individual → indiv.
- Large → lrg.

# Common Ways to Abbreviate

## 3. Use the first letters of words in a phrase:

- As soon as possible → **ASAP**
- To be announced → **TBA**
- For your information → **FYI**
- Frequently asked question → **FAQ**



# Common Ways to Abbreviate

## 4. Use numbers or letters when they sound like words or parts of words:

- To, too → 2
- Late → L8
- Before → B4
- Easy → EZ
- Tomorrow → 2mro





*Laugh out loud, was great to see you, too, but oh my God, got to go. Talk to you later!*



*Tomorrow great sale at Tightfit Clothes, come see our latest range before it's too late.*

# 练习

- 开学典礼讲话
- [http://www.scio.gov.cn/xwfb/gwyxwbgsxwfbh/wqfbh\\_2284/49421/50117/](http://www.scio.gov.cn/xwfb/gwyxwbgsxwfbh/wqfbh_2284/49421/50117/)
- [http://english.scio.gov.cn/pressroom/node\\_9003560.htm](http://english.scio.gov.cn/pressroom/node_9003560.htm)

# 听辨练习

世行行长的发言