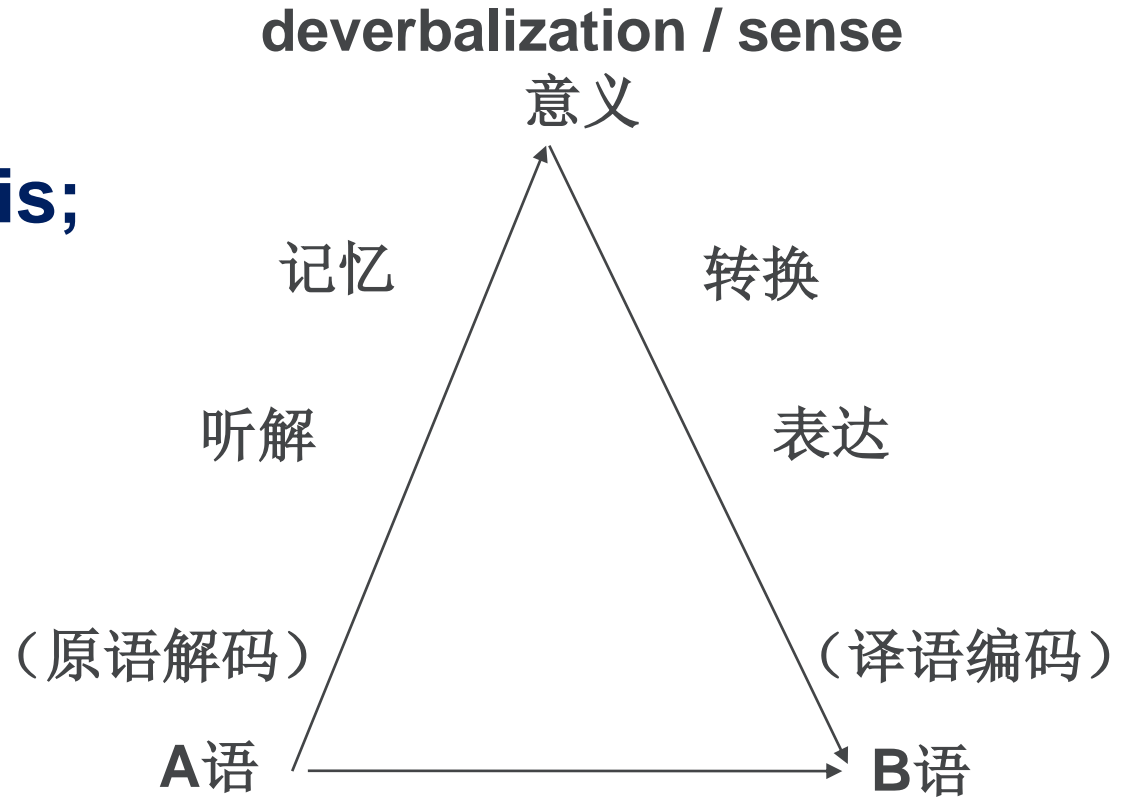# Consecutive Interpreting Note-taking Skills

Tang Fang

GDUFS

Four components of interpreting skills:

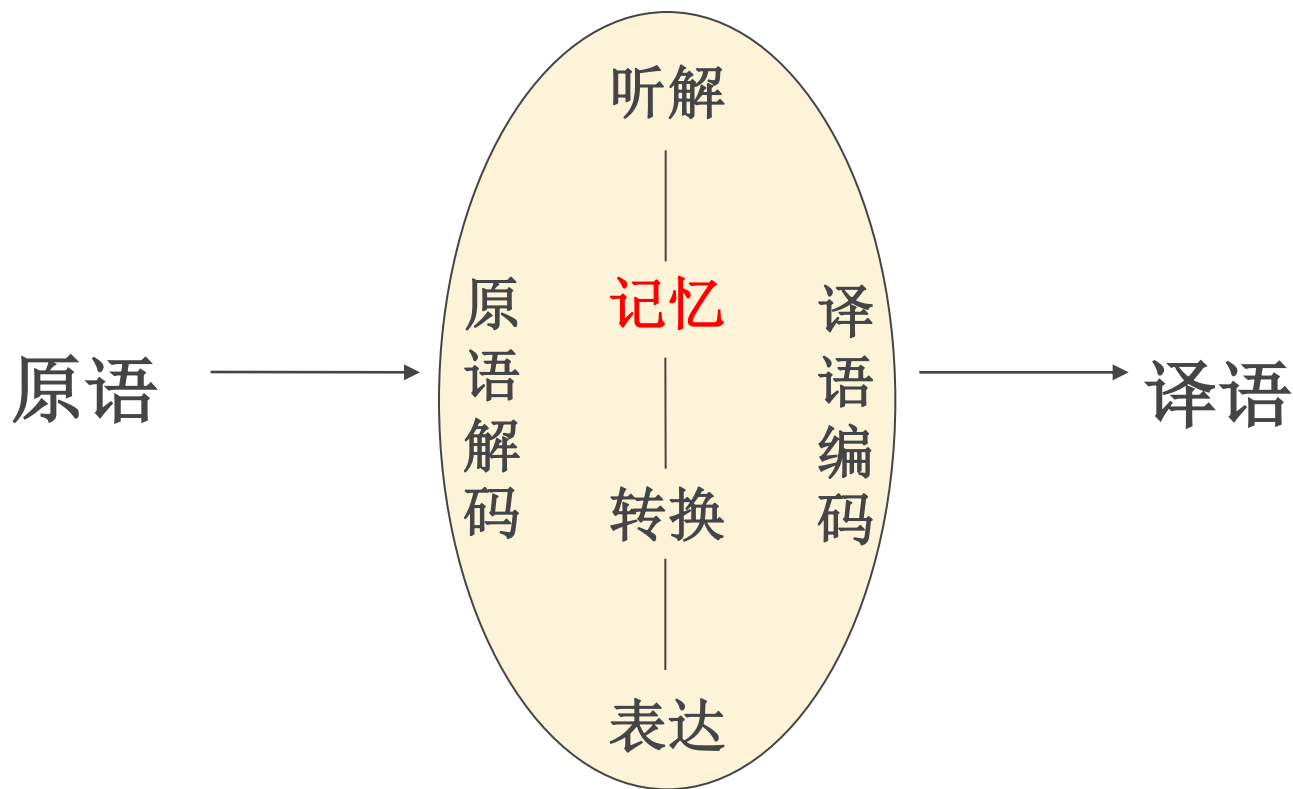**Listening & Analysis;**

Memorization;

Transference;

Expresssion

deverbalization / sense

意义

记忆   转换

听解   表达

（原语解码）   （译语编码）

A语   B语

The Process of Interpreting

working model of interpreting -- **Multitasking**

听解

记忆

原语 → 原语解码 记忆 译语编码 → 译语

转换

表达

The skill of coordination of efforts
(精力的协调)

Note-taking (NT)

- a crucial skill of consecutive interpreting

- Conceptual issues of NT

✓ **Why take notes?**

✓ **What should be taken as notes?**

✓ **How to take notes?**

Why take notes?

◆ The length of the source text usually lasting for 3-5 minutes

◆ Figures, proper names, listing need exact transcoding (代码转换)

◆ Problems with memory: short-term memory fades easily

Functions of note-taking

- ◆ an aid to suplement memory

- ◆ clues for recalling

- ◆ help to visualize the structure of SL speech

- ◆ help to organize TL reproduction

What should be taken as notes?

◆ Note ideas, not words! (Rozan, 1956)

frame of meaning

topical words; key words; logical links

◆ Note transcoding information!

◆ figures, proper names, listing

How do you take notes?

◆ **What**: <**selectively**> Note ideas, not words!
  topical words; key words; logical links

◆ **How**: <**briefly**> Abbreciation & Symbols
  frequently occurring notions & words

◆ **Layout**:
  verticality
  left-hand margin

Abbreviation & Symbols

◆ **The rule of thumb (Rozan)**

Unless a word is short enough (4-5 letters), the interpreter should note it in an abbreviated form.

◆ **e.g.: "member"   mem**

arrows ↑ ↓ → ←

Organic symbols

◆ One symbol should be used as the root for several related symbols. For example, there is a system for noting verbs along with their tenses:

verb terms   **go**   **g<u>o</u>**   **go↓**   **↑go**

                          going   **went**   **will go**

Using left-hand margins

◆ **logical link markers**

◆ **structural markers**

∵	
∴	
bt	
if	

//	**paragraphs**
1,2,3	**list numbering**
()	**digressions**
?	**question marks**

Note-taking Practice 1

Note-taking Practice 2

Guidelines for Note-taking:

- **Concentrate on meaning/ideas!**

- **Take notes selectively!**

- **Using organic symbols!**

- **Organize notes into some sort of logical form**

- **Note briefly: ideas → key words → abb. & symbols**

- **Write legibly. Notes are useless if you cannot read them later!**

- **If you are not understanding. STOP taking notes and LISTEN!**

Sum-up:

◆ **Conceptual issues of Note-taking**

- why take notes?

- What should be taken as notes?

- How to take notes?