

# 通用口笔译

汪莉萍 马晓云 主编



苏州大学出版社  
Soochow University Press

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# 前言

QIANYAN

本教材依据《大学英语课程教学要求》设计和编写。此课程要求学生具备一定的听、说、读、写能力,通过更高要求的口笔译学习,培养其较强的实际应用能力,以顺应大学英语教学改革发展趋势,满足新时期国家和社会对人才培养的需要。编者从大量的语言素材中精选文本,进行编排。本教材主题多样,贴近生活,内容丰富,由浅入深,可作为基础口笔译课程的教材,适用于翻译初学者。

全书包括 15 个单元,书中不附参考译文和练习答案,为的是培养学生的自主能动性,使其在教师的引导下发现难点,分析难点,解决难点,从而为教师组织形式多样的教学活动打开空间。每个单元围绕同一个主题分别展开笔译和口译两大部分的学习。

笔译部分的教学思路是:以真实有趣的文化知识小测验和简单实用的图片词汇认知活动切入单元主题,激发学生的学习兴趣。随之展开的笔译技巧学习是为接下来的篇章中译英和英译中做好铺垫,教师可结合课文中的语言点,强化学生对所学翻译技巧的认知和应用。每篇课文均配有翻译难点的讲解,间或介绍相关内容的背景知识。课后练习部分则可以要求学生自主完成,由教师进行课堂检查。练习分别有课文句子精练、单词翻译填空、笔译技巧专项训练、句子英汉翻译、段落英汉翻译等。这些练习紧扣主题,由易到难,所选语料具有时代性、实用性,让学生在基于内容的语言输入中感受语言输出的真实性。

口译部分的教学思路是:学生可先预习口译技巧介绍,课堂上教师讲解技巧后可以以朗读或录音播放的形式为学生提供口译专项训练题,帮助学生为接下来的主题翻译进行热身。然后进入篇章英汉口译和对话口译环节,从中有选择地进行视阅翻译,部分文本可要求学生课后进行口译训练。之后同样围绕单元主题,引导学生分别进行听写填空、句子听译、段落听译、对话文本口译、情景口译、主题演讲、扩充词汇学习等活动。就情景口译环节而言,教师可根据书中所设的口译现场,通过任务分配和角色扮演,组织生动活泼的小组口译活动,这也是学生利用单元所学进行实际应用的一种形式。

另外,每个单元都在最后设置了拓展知识的自主学习活动,文本体裁多种多样,形式新颖有趣,有网络热词翻译、名家译本比较、网页翻译,还有影视翻译欣赏等。这些素材旨在进一步提高学生对翻译课程的学习兴趣和对英汉翻译的鉴赏能力。教师和学生使用本书时,可根据实际情况对本教材的内容灵活掌握,有所侧重,变通处理。

本书由汪莉萍、马晓云编写。参与审稿的另有林懿、马花荣,对于她们所做的大量工作,编者在此深表感谢。也特别感谢苏州大学出版社为本教材的出版所给予的大力支持。对于本教材所选用的文献和网络资源,编者在此一并致谢。

本书的编写在内容和形式上皆有新的尝试。由于编者水平有限,书中难免出现疏漏或错误,敬请读者批评指正。

编者

2016 年 5 月

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# UNIT 1

## Reception

### 外事接待

#### Learning Objectives

1. To understand the differences between Chinese and western reception etiquettes;
2. To learn to translate and interpret job titles;
3. To have some general knowledge about how to identify information in interpretation;
4. To learn how to translate / interpret passages or dialogues in the situation of reception;
5. To learn useful words and expressions related to business reception.

#### Lead-in

##### ● Quiz (True or False)

- \_\_\_\_\_ 1. If people don't know one another in the meeting room, you need to make introductions. You should do this by starting with the person of the lowest rank.
- \_\_\_\_\_ 2. Westerners generally exchange gifts among good friends.
- \_\_\_\_\_ 3. In China, people use left hand to give or receive presents to show their mutual respect.
- \_\_\_\_\_ 4. In the U. S. , you are not supposed to arrive early if you're invited to someone's home.
- \_\_\_\_\_ 5. For a business reception, the safest option for a woman is a skirted suit with stockings and closed-toed high-heeled shoes.
- \_\_\_\_\_ 6. You don't need to provide your last name when introducing yourself in a business setting.



● What are they? Fill in the blanks with English words.

baggage      passenger push cart      passport      flight ticket      information desk  
paging board      taxi stand      airport terminal      security check      parking lot



1. \_\_\_\_\_



2. \_\_\_\_\_



3. \_\_\_\_\_



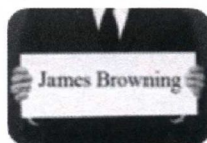
4. \_\_\_\_\_



5. \_\_\_\_\_



6. \_\_\_\_\_



7. \_\_\_\_\_



8. \_\_\_\_\_



9. \_\_\_\_\_



10. \_\_\_\_\_

## Section A Translation

### Translation Technique

#### 称谓翻译

1. 以“总……”表示的首席长官,可选择“general”、“chief”、“head”这类词表示

总书记 general secretary

总会计师 chief accountant

总经理 general manager

总教练 head coach

总代理 general agent

2. 一些行业的职称头衔,如“高级”或“资深”,可用“senior”来表示

高级记者 senior reporter

高级讲师 senior lecturer

3. “首席”英语常用 chief 来表达

首席顾问 chief advisor

首席检察官 chief inspector

4. 一些高级职务带“长”字,可用“chief”、“head”、“general”等表达

参谋长 chief of staff

护士长 head nurse

秘书长 secretary-general

### 5. 以“副”字的表示副职的行政职务头衔,可用“vice”、“deputy”表达

副总统 vice president	副书记 deputy secretary
副部长 vice minister	副秘书长 deputy secretary-general
副主席 vice chairman	副市长 deputy mayor

### 6. 学术头衔的“副”职称,常用“associate”表示

副教授 associate professor	副研究员 research associate
副审判长 associate judge	副主任医师 associate doctor

### 7. 学术头衔中的初级职称如“助理”,我们可以用“assistant”来称呼

助理教授 assistant professor	助理工程师 assistant engineer
--------------------------	--------------------------

### 8. 一般说来,“代理”可译作“acting”

代理市长 acting mayor	代理总理 acting premier
代理主任 acting director	

### 9. “常务”可以用“managing”表示

常务理事 managing director	常务副校长 managing vice president
------------------------	-------------------------------

### 10. “执行”可译作“executive”

执行秘书 executive secretary	执行主席 executive chairman
--------------------------	-------------------------

### 11. 很多称谓的英语表达方式难以归类,这就需要我们日积月累,逐步总结

办公室主任 office manager	车间主任 workshop manager
客座教授 visiting professor	村长 village head
税务员 tax collector	股票交易员 stock dealer

### 12. 我们国家特有的一些荣誉称号的口译,需要平时积累

劳动模范 model worker	
优秀员工 outstanding employee	
标兵 pacemaker	
三好学生 “triple-A” outstanding student, outstanding student	

### 13. 尊称的译法

英译中时将“you”、“your company”、“your university”译成“您”、“贵公司”、“贵校”;中译英时将“尊敬的来宾”译成“distinguished guests”、“honorable guests”或“respected guests”。但英文中不同身份的人有不同的尊称。

(1) “陛下”(Majesty)是对“king”和“queen”的尊称。直接称谓“Your Majesty”,间接称谓“His / Her Majesty”。

(2) “殿下”(Highness)是对“Prince”, “Princess”, “Royal Duke”(王族公爵)及“Royal Duchess”的尊称。“Highness”后还可加人名和头衔,如“Your Royal Highness Princess Diana”。

(3) “阁下”(Excellency)是对“Prime Minister”, “Secretary, Minister”, “Governor”, “Ambassador”等高官和教士的尊称。

(4) “先生”(Honor)是对法官和某些高官的尊称。后面还可以加上具体职务称谓,如“Your Honor the Judge”, “His Honor the Mayor”。

以上多为英国籍英联邦体制下的尊称系列,但美国一般用“Mr. Ambassador”,“Mr. Governor”等。

## Passage Translation 1

### Vocabulary

1. 主任
2. 名片
3. 不辞辛苦
4. 拨冗
5. 远道而来
6. 会议议程表
7. 主要发言人
8. 研讨会
9. 舒适如归
10. 为……设宴洗尘

欢迎 John Davis 教授来访我校。请允许我做自我介绍。我叫李琳,是国际学术交流中心的主任。这是我的名片。

我很高兴能在我的家乡接待您。感谢您不辞辛苦,拨冗从美国远道而来参加我们的学术研讨会。自收到您来访日期的邮件后,我们一直期待您的到来。希望您在中国一切愉快。

我们为您预订了学术交流中心宾馆的一套客房。宾馆位于校园的中心,在湖边,去明天的会场只要走几分钟就到。宾馆设计风格独特,设施齐全,我相信您一定会喜欢。

Davis 教授,这是您的会议议程表。我们的研讨会将如期在我中心举行,我很高兴地告诉您,您将作为第一轮报告会的主要发言人。

会场准备了笔记本电脑和投影仪,如果您还需要什么,请一定告诉我。我们会尽力为您服务,使您有一种舒适如归的感觉。

长途旅行之后,您应该好好休息一下。我告辞了,今晚我们将为您设宴洗尘。我6点来接您,晚上见!

### Notes

1. “欢迎 John Davis 教授来访我校。”翻译此句时,切勿受汉语影响,不能翻成“Welcome Professor John Davis to our university”,可译为“Welcome to our university, Professor John Davis.”

2. “我叫李琳,是国际学术交流中心的主任。”在接待翻译中,自我介绍是必需的。在



翻译此类介绍时,要注意调整词序,即按照所指单位的级别从小到大的顺序,译成“Director of the Center for International Academic Exchange”。此外,称谓翻译要准确,不能望文生义,例如,此处的“主任”不能译成“dean”。“dean”在英文中一般指大学的系主任。

3. “感谢您不辞辛苦,拨冗从美国远道而来参加我们的学术研讨会。”这是接待翻译中常用的套话,用来感谢他人的到来。这句套话中,需要重点掌握三个常用短语的翻译,“不辞辛苦”(in spite of the tiring journey)、“拨冗”(take time off one's busy schedule)、“远道而来”(come all the way from ... )。

4. “今晚我们将为您设宴洗尘。”在接待场合为表示对来访者的尊重,一般把“为您设宴洗尘”译成“host a banquet in your honor”。

## Passage Translation 2

### Vocabulary

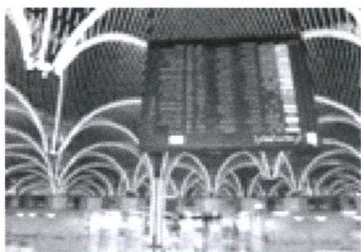
1. Your Excellency
2. Secretary General
3. Speaker of Parliament
4. Representative of Royal Families
5. distinguished guest
6. Expo 2010 Shanghai China
7. extend a warm welcome
8. heartfelt thanks
9. showcase
10. annal

Your Excellency Jean-Pierre Lafon, President of the International Exhibitions Bureau, Your Excellency Vicente Loscertales, Secretary General of the International Exhibitions Bureau, Distinguished Heads of State and Government, Speakers of Parliament and Representatives of Royal Families, Distinguished Representatives of International Organizations, Distinguished Guests, Ladies and Gentlemen, Dear Friends,

The grand opening of Expo 2010 Shanghai China will be held this evening. On behalf of the Chinese government and people, I wish to extend a warm welcome to all the distinguished guests who have come to Shanghai for this event. I would like to express heartfelt thanks to the



governments and people of all countries for the sincere help and strong support they have given to the Shanghai Expo. My thanks also go to the International Exhibitions Bureau and other international organizations and to all the friends who have contributed to Expo 2010 Shanghai.



The World Expo is a grand event to showcase the best achievements of human civilization. It is also a great occasion for people from around the world to share joy and friendship. I believe that the Expo will add a new chapter to the annals of interactions and mutual learning between the Chinese people and people of other countries and between different civilizations.

Now, I wish to propose a toast,  
To a successful, splendid, and unforgettable World Expo,  
To the solidarity and friendship of people of all countries,  
To the development and progress of human civilization, and  
To the health of all the distinguished guests and your families.  
Cheers!

## Notes

1. 在第一段中,出现了许多称呼,如“President”,“Secretary General”,“Speakers of Parliament and Representatives of Royal Families”;许多尊称,如“Your Excellency”,“Distinguished Guests”等。在翻译时要特别注意,依次分别译为:“主席”、“秘书长”、“议长和王室代表们”、“阁下”、“贵宾”。

2. “On behalf of the Chinese government and people, I wish to extend a warm welcome to all the distinguished guests who have come to Shanghai for this event.” 在正式的接待场合,“extend a warm welcome”是表达欢迎的套话。

3. “I would like to express heartfelt thanks to the governments and people of all countries for the sincere help and strong support they have given to the Shanghai Expo.” 此句的翻译主要在于表达感谢的套话,即“express heartfelt thanks to ... for ...”。其中,“heartfelt thanks”译成“衷心的感谢”。

4. “Now, I wish to propose a toast to a successful, splendid, and unforgettable World Expo. Cheers!” 祝酒句型也是接待场合常用句型。根据不同的场合,可以使用不同的句型,如较为随意的“Let’s drink to ...”,也有较为正式的“May I invite you to join me in a toast to ...”等。

## Sentences in Focus

1. 请允许我做自我介绍。我叫李琳,是国际学术交流中心的主任。
2. 我很高兴能在我的家乡接待您。

3. 感谢您不辞辛苦,拨冗从美国远道而来参加我们的学术研讨会。
4. 自收到您来访日期的邮件后我们一直期待你的到来。
5. 如果您还需要什么,请一定告诉我。我们会尽力为您服务,使您有一种舒适如归的感觉。
6. 今晚我们将为您设宴洗尘。
7. On behalf of the Chinese government and people, I wish to extend a warm welcome to all the distinguished guests who have come to Shanghai for this event.
8. I would like to express heartfelt thanks to the governments and people of all countries for the sincere help and strong support they have given to the Shanghai Expo.
9. My thanks also go to the International Exhibitions Bureau and other international organizations, and to all the friends who have contributed to Expo 2010 Shanghai.
10. Now, I wish to propose a toast to a successful, splendid, and unforgettable World Expo. Cheers!

## Exercises

### I. Fill in the blanks with English words according to the given Chinese.

1. My colleague will \_\_\_\_\_ (接您) at the Baiyun International Airport and send you directly to the hotel.
2. Pazhou International Conference Center, the home of Canton Fair, is \_\_\_\_\_ (坐落于) Yuejiang Road, Guangzhou.
3. All meeting rooms \_\_\_\_\_ (配备) the latest audio-video facilities.
4. Asia Finance Symposium will be held \_\_\_\_\_ (如期) with at least 450 participants from home and abroad.
5. Wireless Internet access and teleconference room are \_\_\_\_\_ (可提供的) free of charge during the convention.
6. It is our honor to have the attendance of \_\_\_\_\_ (嘉宾们) on the occasion of the Mid-autumn Festival.
7. The five-star hotel lies in the downtown with walking distance to the \_\_\_\_\_ (会场).



8. We have \_\_\_\_\_ (预订) a table at Beijing Roast Duck Restaurant as prepared in honor of you and your wife.
9. I'd like to inform you that you will be the \_\_\_\_\_ (主要发言人) at this international forum.
10. I'd like to \_\_\_\_\_ (祝酒) to the health and happy life of all guests at present.

## II. Translate the following job titles.

1. sales representative \_\_\_\_\_
2. marketing manager \_\_\_\_\_
3. vice president \_\_\_\_\_
4. deputy general manager \_\_\_\_\_
5. senior accountant \_\_\_\_\_
6. 副教授 \_\_\_\_\_
7. 总工程师 \_\_\_\_\_
8. 首席执行官 \_\_\_\_\_
9. 导演 \_\_\_\_\_
10. 代理主任 \_\_\_\_\_

## III. Translate the following sentences.

1. The hotel supplies the airport pick-up service from 5 a. m. to 11: 30 p. m. \_\_\_\_\_  
\_\_\_\_\_
2. You are going to check in Sheraton Wuxi, a luxurious five-star hotel next to the Wanda Plaza.  
\_\_\_\_\_
3. We look forward to more cultural exchange when you visit Jiangnan University for a second time.  
\_\_\_\_\_
4. The hotel is only a short taxi ride away and there're also free shuttle buses.  
\_\_\_\_\_
5. Chengdu is one of the largest metropolises in southwest China and an ancient city dating back to over 2, 000 years.  
\_\_\_\_\_
6. 我们为您预订了一间单人房, 包括早餐。(reserve)  
\_\_\_\_\_  
\_\_\_\_\_

7. 如果您有任何问题或特殊要求,请一定告诉我。(hesitate)

---

8. 我会尽力使您的上海之行成为一段愉快且有意义的经历。(rewarding)

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9. 今晚,在无锡烤鸭馆,我们为总裁和所有的贵宾们设宴洗尘。(banquet)

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10. 您在无锡期间,我会做您的导游,带您游遍这座美丽而又现代的城市。(show ... around)

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#### IV. Translate the following paragraphs.

1. Three days ago, we met as strangers. Then we have visited the major scenic spots in Wuxi and enjoyed the well-known Wuxi food. Today, we bid farewell to each other as friends. As a Chinese saying goes, "It is such a delight to have friends coming from afar." I hope you'll take back happy memories of your visit to Wuxi. And I'd like to take this opportunity to extend invitation to you again and welcome you back to Wuxi next year. Ladies and gentlemen, let's drink to our friendship and health.

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2. 我谨代表所有参加2014无锡国际马拉松赛(Wuxi International Marathon 2014)的运动员,向举办此次活动的组委会表达衷心感谢。我荣幸地在此欢迎从世界各地远道而来的朋友们,并祝愿大家在无锡生活愉快。谢谢!

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## Section B Interpretation

## Interpretation Technique

## 口译技能：如何听辨

顾名思义,听辨不仅要“听”,还要“辨”,即思考、分析。“听辨”是口译过程中的第一个阶段。在这个过程中我们接收听到的信息,并通过种种分析手段把接收到的信息纳入我们的理解范畴,以便储存和输出。

口译中的听辨过程和平时在英语学习中所接受的听力训练是不同的,但二者又有一定的联系。

首先,英语的听力训练中比较注重语言层面,十分强调语音、语调和语言的表达及用法等。而听辨过程所注重的是意思,或是讲话者的意图,而不是具体的词句表达。所以我们在听到一段话之后在头脑中形成的是一个有逻辑关系的语意整体,而不仅仅是词句的简单集合。

其次,听力练习中主要启动听觉系统,理解只是一个被动而附带的过程。而在听辨过程中我们不仅要启动听觉系统,还要启动大脑中的分析理解机制和记忆机制。也就是说我们要边听、边分析、边理解、边记忆。所以,与一般的外语学习相比较而言,口译学习要学会“一心多用”。

再次,在听力练习过程中,信息接收是被动和跟随性的。而听辨过程中伴有很大程度的预测和判断行为,常常需要对所听内容进行分析、整理、补充和联想等。

因此,听辨训练过程较一般外语听力训练过程要复杂得多,它是一个通过听辨将信息接收和理解,再用译入语将理解了的信息加以表达的过程。

练习建议:

1. 可以选择一些英文有声资料,听完一段话后,用英文进行复述。注意在听的过程中要把注意力从词句表达上移开,而专注于整段话的逻辑意思。在复述时不要拘泥于原文的词句,更不要试图背原话。意思和逻辑关系要尽量复述得准确完整。

2. 在听辨训练的初级阶段,如果还不能完全掌握边听、边分析、边记忆的技能,可采取就所听内容进行提问的方式建立逻辑关系。比如可以将注意力放在 what、who、when and where、how and why 等几个要素上。通过这种方式增强逻辑分析意识,努力跟上讲话人的思路,从而对所听语篇内容有一个正确的理解。

## Passage Interpretation 1

尊敬的各位来宾!女士们、先生们,大家晚上好!

在亚太经合组织第二十二次经济领导人会议召开之际,大家不远万里来到北京。首先,我代表中国政府和人民,代表我的夫人,也我个人的名义对各位贵宾的到来表示热烈的欢迎!

我要感谢这次会议,让我们下了更大的决心,来保护生态环境,有利于我们今后把生态环境保护工作做得更好。也有人说,现在北京的蓝天是 APEC 蓝,美好而短暂,过了这一阵就没了。我希望并相信通过不懈的努力,APEC 蓝能够保持下去。