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AND PRACTICE SERIES

钟述孔 著

实用口译手册

中国对外翻译出版公司

实用口译手册

(增订版)

钟述孔 著

A Practical Handbook of Interpretation
(Enlarged and Revised Edition)

By Zhong Shukong

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周总理、陈毅副总理同来访的阿富汗首相会谈(1959年)。自右至左：陈毅副总理、本人(任会谈翻译)、阿富汗首相、周总理、阿富汗外交部副大臣。

为中国第四次翻译高潮贡献精品

翻译理论与实务丛书 总序

中国历史上第四次翻译高潮正在神州大地蓬勃推进，方兴未艾，景况壮观。

中国历史上出现过三次翻译高潮：东汉至唐宋的佛经翻译、明末清初的科技翻译和鸦片战争至“五四”的西学翻译。而这一次的翻译高潮，无论在规模上、范围上，还是在质量水平和对中国社会发展的贡献上，都是前三次翻译高潮无法比拟的。

这一次翻译高潮的出现，首先是全球信息时代降临的结果。信息爆炸、知识爆炸，同时也就是翻译爆炸。在今日“地球村”，离开翻译谈论知识信息，是不可思议的。

同时，这次翻译高潮的出现又是以中国推行改革开放新政，走上社会主义市场经济的现代化强国之路为契机的。

世界在前进，中国在前进。在人类高奏和平发展的大乐章里，翻译无疑是其中不可或缺的旋律。在中华民族复兴的大进军里，翻译必然是一支活跃的先头部队。

翻译，无论是作为文化现象、思想运动，还是作为一项职业、一

种知识技能,总与所处的时代背景密不可分。翻译的观念、方法、样式、标准、风格,无不与时俱进。观察一下世界范围和中国国内的翻译实践活动和理论研究,不难得出结论:翻译确实是人类精神文明中最富活力、最敏锐的领域之一。信息时代和市场经济,决定了这次翻译高潮最突出的特点。较之前三次翻译高潮,这一次的翻译高潮信息量更庞大,涵盖面更广泛,题材体裁更丰富多样,操作方式更灵活便捷,技术装备更先进,从业人员更众多,受益者更普遍,理论研究更活跃,人才培养更具规模。从经济学观点看,翻译作为信息产业之一支,现在所产生的经济效益也是历史上空前的。如果说前三次翻译高潮,都是从外文译入中文为主,那么这一次翻译高潮则正在改变中国在翻译上的“入超”地位,介绍中国 and 了解中国的迫切需要,对中译外提出了更高的要求。

认识到翻译对于丰富人类文化、促进文化交流、建设富强民主文明国家中的重要作用,认识到翻译对于提高自身文化修养和专业素质、保证职业生涯顺利成功方面的宝贵价值,现在越来越多的青年人甚至少年人成了翻译的爱好者,他们要求学习翻译、研究翻译,有的立志投身翻译,他们需要高水平的、切合实用的翻译研究及学习读物,使学习和运用外语的水平更上一层楼。

中国对外翻译出版公司,作为国内唯一以翻译为特色的国家级出版机构,二十多年来陆续编辑出版数十种翻译理论与技巧类图书,其中若干种已经成为翻译研究或教学领域脍炙人口的必读书,在国内外翻译界赢得了声誉,也使我们深深感受到我们肩负着翻译界老中青三代专家学者、教师、从业人员、学生和广大翻译爱好者多么殷切的期望。

面对着我国又一次兴起的翻译高潮,铭记着翻译事业的崇高使命和我们对翻译界朋友的责任,我们在总结经验、发扬成绩的基础上,郑重推出这套“翻译理论与实务丛书”。我们的想法是:加强

自主策划,体现信息时代和市场经济环境下翻译的新任务和新特点,继续及时反映译学研究、文学翻译和翻译教学最新发展趋势,同时更多地关注科技翻译、法律翻译、商务翻译、新闻翻译等领域的实务,加强针对性,提高实用性,外译中与中译外并重。我们寄诚挚的期望于广大读者和作者的大力支持与合作,希望朋友们帮助我们实现初衷,继续有所奉献于我国新时期的翻译事业。

编者谨识

PREFACE

To the Enlarged and Revised Edition

Great changes have taken place in China since 1979, when China began implementing her policies of Reform and Opening-up, when, incidentally, this Handbook was being drafted. (The Handbook, however, was not sent to type-setting until August 1981, and has been well-received by young readers since its publication.)

A few words on the great changes in China. Indeed, the successful convening of the 3rd Plenum of the 11th Party Central Committee (November 1978) has ushered in a new period of development in China's socialist revolution and construction. In this new historical period, as the Party proclaims, the general task of the Party and Government is to unite the people of all our nationalities in working hard and self-reliantly to achieve, step by step, the modernization of our industry, agriculture, science and technology, and national defence, and to make China a culturally advanced and highly democratic socialist country. Thus, guided by Deng Xiaoping's theory on building socialism with Chinese characteristics, China has, since 1979, adhered to a set of policies of Reform and Opening-up—policies suited to the country-specific conditions of China. And the nation has scored great achievements in her modernization drive, with the concerted efforts of the Government and the people of all walks of life.

Looking back, one can see that the Chinese people have achieved two historic accomplishments under the leadership of the Chinese Communist Party. First, in the first half of the 20th century, they achieved the epoch-making victory in their struggle for national liberation and in the People's Democratic Revolution—chang-

ing China from a semi-colonial and semi-feudal country into an independent and invigorated developing country. Second, in the second half of the century, the Chinese people have made decisive strides in social and economic reform and in making China strong and prosperous, with the people's livelihood markedly improved. These feats are unprecedented in the 5000-year history of the Chinese nation.

Looking ahead, we in China believe that through the next 50 years of efforts in building socialism with Chinese characteristics, our great motherland will emerge in the world as a modernized country with a new look. Meanwhile, we the Chinese people are firmly committed to this basic position as proclaimed by Deng Xiaoping: "Even when she becomes stronger and more prosperous, China will still belong to the Third World and forever side with the other peoples of the world." And "China will, as always, strive for world peace and friendly intercourse among nations, abide by faithfully the five Principles of Peaceful Coexistence and continue to promote more economic, cultural, scientific and technological exchanges and cooperation with other nations." In carrying out the aforementioned important tasks, interpreters and translators will undoubtedly continue to have a very important role to play.

Indeed, in the context of our nation's historic mission of the Four Modernizations, one of our crucial policies is to learn from the strong points of all nations and countries. In the world context, increased international exchanges in science, politics, trade, management, culture, environmental and developmental matters, etc. have become both a vital element and a professional requisite of our contemporary world. Hence, the ever-increasing need for skilled professionals in the field of translation and interpretation.

With this scenario in view, and at the kind request of the Publisher, this author has produced the Enlarged and Revised Edition of

the Handbook—for the ready reference of the great numbers of young interpreters across the land, and for practising interpretation by the large numbers of English-learning college students.

September 1998

作者的话

口译,是人类交流思想所借助的重要手段之一。在甲乙双方互不通晓对方语言的情况下,若要进行会谈、交涉、说理、谈判,以及进行科技、工农业生产、文艺、贸易、防务、企业管理等方面的友好合作与经验交流,口译是不可缺少的一个桥梁;在许多国家代表出席的国际会议上,口译更属必不可少的一项工作。在了解情况、洋为中用以促进祖国的四化大业方面,在反对霸权主义,维护世界和平的事业中,口译也是一项重要的工作。

同笔头翻译相比较,口译的一个突出的难处在于,译员在进行口译时,没有反复推敲的时间,更没有时间去查阅词典或工具书等;如若担任同声传译,译员必须边听边说,甚至没有思考的时间。因此,职业性的口译工作要求是很严格的。不仅要求译员具有高度的责任心,熟练地掌握所涉及的两种语言,具有广博的知识面(不少外国专家称之为“百科全书般的知识”),还要求译员熟练地掌握口译的基本规律和技巧。所以,国际上(包括联合国)主张,凡欲参加口译专业训练者,必须具有大学毕业以上的学历、语言水平和知识水平。

本书作者从事过多年的口译实践(包括多次会谈及国际会议的口译以及多年的口译培训工作),最突出的体会有两点:(一)周总理生前关于要在实践中打好三个基本功(即政治基本功、语言基本功、知识基本功)的谆谆教诲,是对口译人员基本要求的高度概括,是不断提高口译工作水平的牢固基础。(二)口译从听到说的过程是很短的,但却充满着矛盾。当口译所涉及的是汉语与英语两种差异很大的语言时,有些矛盾尤为突出。解决这些矛盾,最根本的是要靠刻苦的实践、大量的实践——在实践中不断打好三个基本功,在实践中有目的地进行大量的听、说、读、写,在实践中领

会和辩证地掌握口译中的“听”→“译”→“说”诸环节的基本规律和基本技巧。

不少年轻同志曾建议作者编写一本较系统的有关口译训练和进修的书。打倒“四人帮”以后不久,作者便利用业余时间着手编写,既根据作者从实践中所获得的体会以及陆续积累的一些典型材料,也吸收了一些有经验的中外口译专业人员的心得之谈。因为工作较忙,拖到1981年8月才编写完成。

基于“实践出真知”的根本观点,本书力求把作者所知的一些与口译有关的理论和规律与实践结合起来,重点在于实践。为此,设计和编写了一百篇“口译练习”,涉及多方面的常见、常用题材,并且准备了全套的参考译法。本书的服务对象,是各种涉外部门的广大年轻在职口译员,包括旅游业的广大在职译员,大学英语专业的广大年轻教师,具有相当于大学毕业水平的年轻口译爱好者,以及大专院校高年级的学生。因此,本书是用英语编写的。

口译的训练,尤需注意“从严、从难、从实战出发”。听,又是一个十分重要的环节。因此建议利用本书进行训练或进修的读者朋友们,如有可能,最好使用一台录音机(任何型号均可),先将有关的练习录在磁带上(凡有二人以上共同练习,可采取互助的方式,而不必非找标准伦敦音不可,因为在实际工作中所遇到的讲英语的外国人,大多数并非操伦敦音者),然后按照书中对于各个部分所建议的程序,一步步地进行认真而严格的训练。如果利用此书进行训练的读者手边没有录音机,可采取二人结合的办法,由一人读出原文,另一人当即口译为另一种语言。总之,一定要肯下功夫,利用本书反复操练“听”→“译”→“说”。通过反复练,来提高口译的准确性和流利程度。多一分劳动,多一分收获;通过自己的大量反复实践,最后可以收到熟能生巧和触类旁通的效果。

作者工作经历和水平都有局限性,敬希读者指正。

钟述孔

1981年8月于北京

修订版序言

本书于1981年8月写成。中国对外翻译出版公司于1984年2月出版发行此书之后,作者曾收到国内不少年轻在职译员的来信,表示此书对他们的工作颇有帮助。有的来信表示已利用工作之余做完书中的大部分练习,感到有收获;有的来信还同时表示,希望此书再版,因他们的亲友扫兴地获悉此书已售完。另据友人告,国外的一些大学,包括美国和英国的培训口译人员的研究生院,也采用此书作为一种教材或指定读物。

根据中国对外翻译出版公司的要求,作者利用业余时间对此书作了修订。删去了一些时间性过强的段落或练习,代之以更典型的或对年轻口译人员更有参考价值的篇章或实例,以飨读者。

作者的工作经历和水平都有局限性,敬希读者指正。

钟述孔

1991年5月于北京

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