

翻译资格考试必备

• 英语翻译核心课程系列 •

LIAISON INTERPRETING

联络口译

■ 王斌华 伍志伟 编著



口译·精品

INTERPRETATION BOUTIQUE

◆ 本书为专门训练联络口译技能的教材

◆ 以真实的工作案例为主要内容

◆ 以任务教学，实现“技能、实训、表达”综合教学

◆ 让学生在模拟现场的教学环境中真正掌握联络口译技巧



WUHAN UNIVERSITY PRESS

武汉大学出版社



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前 言

按照国际惯例，口译可分为“会议口译”（包括交替传译和同声传译）和“联络口译”两大类。联络口译是一种由同一译员在同一场合中担任两种语言方向（如英译汉和汉译英）口译的工作模式，又称“对话口译”、“社区口译”、“公共服务口译”。联络口译是一种最常用的口译形式，广泛应用于外交会晤、商务会谈、外宾陪同、旅游导览、参观访问、法律服务、医疗服务等各种场合。

本书是国内最早专门训练联络口译技能的教材。本书缘起于2008年6月武汉大学出版社外语事业部编审谢群英女士的约稿。当时她问我，现在口译学生最缺的是什么教材？我当即告诉她，口译学生最缺的是一本“联络口译”的教材。作为一名口译教学一线的教师和口译实践一线的译员，我注意到，一方面联络口译是一种应用范围最广泛的口译形式，另一方面联络口译也是外语专业学生初入职场时最容易找到的工作机会，但目前国内外均无专门训练联络口译的教材。听完我的回答和解释，谢编辑当即决定，约请我编写出版这样一本专门面向联络口译的教材。

虽然我们的想法很好，但要实践起来谈何容易！由于没有先例可循，本书从编写理念的形到编写大纲的设计以及编写内容的组织都颇费思量。经过仔细调研和认真探索，我们决定把本书设计成一本专门训练联络口译技能的教材。

本书的编写理念为：以联络口译的基本技能和典型场景为设计主线，以真实的工作案例为主要内容，以任务教学法的方式进行口译教学。每一章均设计成联络口译现场工作的一个方面的任务，围绕任务来进行联络口译技能、口译练习、口译表达等方面的教学设计，让学生在模拟现场的教学环境中掌握联络口译的技巧，并熟悉联络口译各类典型的工作场合。

本书的整体设计如下：

全书内容共有15章，按“联络口译技能”和“联络口译场景”两条主线同时展开，各章之间按照由易到难的顺序编排。



联络口译技能主线为：联络口译导论、接待礼仪、导游口译、宴请口译、展会口译、谈判口译、商务礼仪、购物口译、送客礼仪、国际合作、文化差异处理、体育口译、政治外交口译、医疗服务口译、法律服务口译等。

联络口译场景主线为：外宾接待、旅游导览、宴请饮食、参展参会、商务洽谈、参观访问、在中国购物、送客道别、教育合作、文化交流、体育活动、政治访问、中医中药、法律事务等。

各章内容设计如下：

1. 联络口译技巧 (Liaison Interpreting Tips)：结合本单元的联络口译任务，扼要讲解联络口译技巧，介绍该工作场合的相关知识，如语言、文化和交际知识等。这部分内容可在课前由学生预习或在课堂由教师扼要讲解。

2. 口译任务准备 (Task-based Preparation)：准备本单元口译主题相关的常用词汇表达 (Useful Expressions) 和口译套句 (Interpreting Formulas)。本部分内容可在课前预习。

3. 联络口译练习 (Liaison Interpreting Practice)：围绕口译主题展开的若干场联络口译。本部分练习书后附有参考答案，供学生参考使用。这部分内容宜在课堂进行仿真训练。

IV. 口译难点讲解 (Notes for Interpreting)：分点讲解本单元口译中的难点。可根据学生的具体情况进行讲解或留待学生课后复习。

本书适合作为翻译专业的口译课入门教材和英语专业的口译课核心教材，对于有志于从事联络口译工作的英语学习者以及参加“人事部翻译资格(水平)考试”和上海市“外事联络陪同口译水平认证考试”的考生，本书也适合用作进行系统自学的教材。

本书编写者是两位口译教学和实践一线的教师。王斌华设计编写理念和各章内容，编写其中九章，伍志伟编写其中六章，最后由王斌华统稿修订。

在编写本书的过程中，我们广泛参考了各种与联络口译和外事外交有关的文献资料，主要有：外交部、广东省人民政府外事办公室、北京市人民政府外事办公室的官方网站，中国2010年上海世博会官方网站，广州开发区网站，国内各大旅游景点网站等，在此谨向有关方面致谢！

联络口译教材的编写在国内外都是一种探索，笔者经验有限。如有不足之处，敬请方家不吝指正。

编著者

2010年1月



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Chapter 1 Introduction to Liaison Interpreting

联络口译导论

1. Liaison Interpreting Tips

Do you want a career as an interpreter? Are you fluent in two languages? Perhaps you are already working or volunteering as an interpreter and want to improve your professional skills. This course provides you with fundamental professional skills in the field of liaison interpreting.

To gain the professional knowledge and skills in Liaison Interpreting, to learn to perform interpreting tasks using accurate language and register, to develop your vocabulary for various interpreting situations, to gain an understanding of how to manage the ethical dilemmas interpreters may face, and learn to employ effective and appropriate cross-cultural skills for your work as a liaison interpreter in China, you must learn this course, which gives you an understanding of the nature and practice of liaison interpreting.

After this course, business, community and government agencies can be sure that you have the necessary knowledge and skills to work effectively and professionally as a liaison interpreter in a wide range of settings.

1. Interpreting vs. Translation

In order to define interpreting in general, it is useful to relate it to another activity with which it is often confused, i. e. translation. The two activities are similar in that they both involve the understanding of the source language and of the underlying meaning, but they are different in terms of the process used to transfer and deliver the message in the target language. In most cases, translation involves written texts and therefore the translator has the opportunity of revising and improving the previous version of the translation. Unlike translators, interpreters have to deal with fleeting messages which



they have to convey orally under time constraints, with very little room for error repair or stylistic improvement.

2. Liaison Interpreting as a Type of Interpreting

As far as types of interpreting are concerned, the main distinction is made between **conference interpreting** and **liaison interpreting**.

Conference Interpreting

Most people would have some understanding of what is meant by conference interpreting. There are two sub-types within this category, based on the interpreting mode used by the interpreter: **simultaneous interpreting**, which occurs virtually at the same time as the original discourse, and **consecutive interpreting**, which, as its name suggests, follows a segment of speech varying in length from one short statement to an entire speech:

- **Simultaneous Interpreting** is the most common form used for multilingual meetings and a major mode of interpreting for international conferences, in which interpreters work in sound-proof booths in teams of two per language combination, listening to the speaker via headsets and taking turns in simultaneously delivering the translation via microphones straight into the headsets of their audience.

Benefits: no time lapse, most professional interpreting mode. Smoothest choice for listeners.

Requirements: professional simultaneous interpreting skills, simultaneous interpreting equipment including booths, central units, headsets, sound system.

- **Consecutive Interpreting**, on the other hand, is most often used for single speeches and requires the interpreter to take notes before giving the interpreting at appropriate intervals or at the end of the speech.

Advantage: It does not require any technical equipment except for microphones.

Disadvantage: It requires almost as much time as the source-language presentation, i. e. the time involved almost doubles.

Liaison Interpreting

Liaison Interpreting is a generic name for the type of interpreting performed in two



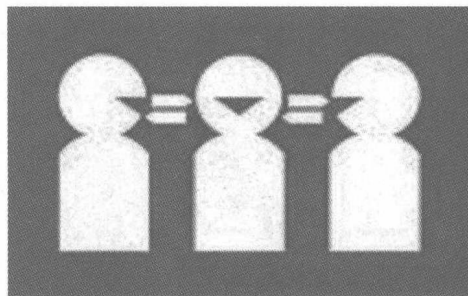
language directions by the same interpreter.

Unlike conference interpreting, liaison is more personalized interpreting service where the provider mediates a conversation by interpreting messages in multiple (usually two) language directions, i. e. both from English to Chinese and from Chinese to English. Liaison interpreting is best suited for more informal meetings between a smaller number of people, or perhaps as an escort for someone visiting a country whose language they do not speak. When using the services of a liaison interpreter, speakers usually pause after every one to two sentences so that the interpreter (who usually listens attentively without taking notes) can deliver the interpreting.

It may also be called Dialogue Interpreting or Three-cornered Interpreting (e. g. in Australia), Community Interpreting (e. g. in Scandinavian countries), Public Service Interpreting (e. g. in the UK), Bilateral Interpreting, Ad Hoc Interpreting and Cultural Interpreting.

Liaison interpreting tends to be used in less formal situations where there are many natural breaks in conversation for the interpreter to speak. Consecutive interpreting is used in more formal situations where the speaker deliberately pauses after slightly longer sections (e. g. paragraphs) of a speech for the interpreter to speak.

It is probably the most common form of interpreting activity today, given that it takes place in varied settings in which the interpreter—working between two languages—is usually physically present, mediates between two or more individuals who do not speak each other's language and usually uses the consecutive mode of interpreting.

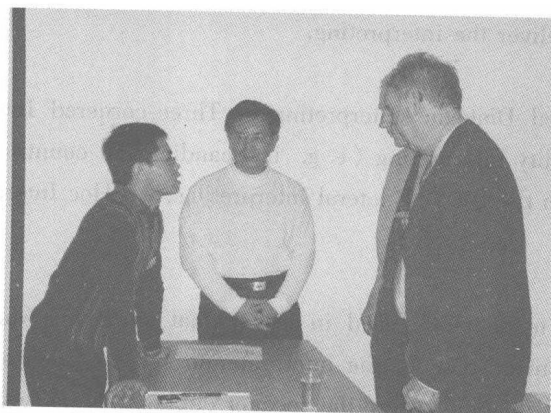


Liaison Interpreting



3. Working Mode of Liaison Interpreting

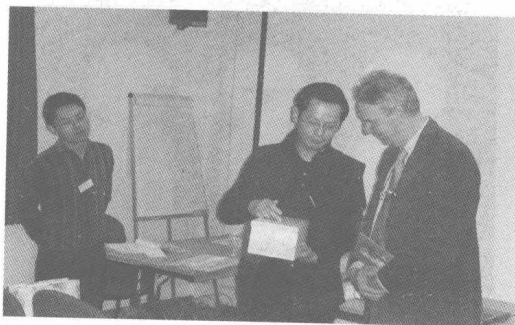
In some occasions of liaison interpreting, the interpreter escorts the interlocutors or the small delegation; in some other occasions, the interpreter and the interlocutors sit together at a table or a working lunch. The typical working mode is that the interpreter translates a few sentences at a time. When the speaker has finished, the interlocutor responds and again the interpreter translates. Therefore the liaison interpreter interprets in both language directions.



Working Mode of Liaison Interpreting

4. Liaison Interpreter

The liaison interpreter provides—usually short consecutive—interpreting between two languages in both directions. The liaison interpreter is often required in job assignments



Liaison Interpreter (the man on the left)



to accompany an individual or delegation around. Liaison interpreters usually intervene to facilitate legal consultation, guest relations, and business or diplomatic meetings. They are always affiliated to the host company and act as facilitator in negotiations or undertake some public relation activities.

5. Settings and Fields of Use of Liaison Interpreting

The settings in which liaison interpreting is used include various general professional environments such as business and diplomatic negotiations and meetings, sight-seeing tours and education or cultural contacts, as well as many public services situations in which people who are not fluent speakers of the official language(s) of the country where they reside have to communicate with the providers of public services, i. e. in legal, health, education, government and social services settings.

6. Group Liaison Interpreting

Group Liaison Interpreting is a type of consecutive face-to-face interpreting used where a small group of people requires an interpreter. Although called “group liaison” this type of interpreting can also include situations where individual group members need an interpreter.

Group Liaison Interpreting is commonly used for groups for which conference interpreting would not be appropriate because the group is too small, or needs to move around (meaning interpreting booths are impractical) or simply because the group does not want the formal approach that conference interpreting gives.

This kind of interpreting works well in situations such as:

- a guided tour of business premises
- tourist groups
- groups visiting tourist attractions
- a small group attending a presentation or being addressed by a speaker
- corporate hospitality events

Group Liaison Interpreting is also a very flexible interpreting arrangement. We realize that many visits or events have a number of different components to them. A typical day might involve many different elements:

- a group presentation
- a question and answer session
- lunch



- a tour of premises
- one-to-one conversations
- dinner or a social event

With Group Liaison Interpreting, the interpreter moves with the group from one part of the day to another and is on hand throughout to interpret and help group members.

7. Qualities Required of a Liaison Interpreter

Three “Pillars” of Interpreting Competence

- **Bilingual competence:** Bilingual competence is one of the foundations building up an interpreter. A liaison interpreter must be proficient in both of the working languages, esp. in listening comprehension and oral expression.
- **Extra-linguistic knowledge:** Extra-linguistic knowledge is the other foundation building up an interpreter. As a liaison interpreter working in various settings and in different fields, one must “know something about everything”, i. e. to have a wide encyclopedic knowledge and subject knowledge.
- **Interpreting skills:** Interpreting skills, including skills in listening comprehension short-term memory, transference and reformulation and expression, are the core of interpreting competence. Professional training or systematic learning is required in order to master interpreting skills.

Other Qualities Required of a Liaison Interpreter

- Psycho-physiological qualities (e. g. ability to concentrate, outstanding memory, pleasant voice, quick-wittedness, calm nerves, insatiable curiosity in new things & ideas)
- Cross-cultural awareness
- Strong sense of responsibility and good professional ethics

II. Liaison Interpreting Practice

Role Play 1

Please work in groups of two, playing the roles of a foreign guest visiting your university and an escort liaison interpreter.

Role Play 2

Please work in groups of three, playing the roles of a liaison interpreter and a small delegation visiting your city.



Chapter 2 Etiquette of Receiving Guests

接待礼仪

口译主题：外宾接待

I. Liaison Interpreting Tips

Making introductions is always the first thing that a liaison interpreter needs to do while receiving foreign guests. **Mastering the art of introductions is a must for a liaison interpreter.** Every day we encounter people in a variety of business and social situations. The way we meet and greet them creates lasting impressions and paves the way for a productive encounter. Introductions project information. Besides the obvious elements of name, title and professional affiliation, an introduction conveys a level of respect and reflects how the person making the introduction views the other persons' status.

The most important point about introductions is to make them. Failing to do so causes embarrassment and discomfort. If given a choice, most people would prefer you to make the introduction incorrectly, even if you forgot their name, rather than stand there unacknowledged and disregarded.

A second important point in any introduction is the order of names. The name of the person being introduced is mentioned last, and the person to whom the introduction is made is mentioned first. The rules for who is introduced to whom depends on whether it's a business or a social introduction.

Business Introductions: In business, introductions are based on power and hierarchy. Simply, persons of lesser authority are introduced to persons of greater authority. Gender plays no role in business etiquette; nor does it affect the order of introductions.

For example, you would say, "Mr./Ms. Greater Authority, I would like to introduce



Mr./Ms. Lesser Authority.” However, the person holding the highest rank may not be Mr./Ms. Greater Authority. A client, for instance, always takes precedence over anyone in your organization, as does an elected official.

Social Introductions: According to rules of international diplomatic protocol, people are presented to royalty, chiefs of state, ministers in charge of legations, ambassadors and dignitaries of the church regardless of age or gender. The woman’s or the man’s name would be mentioned last and the distinguished person is mentioned first.

But, there are the exceptions to the rule. Social etiquette is based on chivalry, so both formal and informal introductions are made according to age, then gender, and then social status. The man would be introduced to the woman in a social situation unless the man is obviously a great deal older, in which case one would defer to age over gender. For example, if both persons are of the same generation, you would say, “Mrs. Jameson, I’d like to introduce Mr. Horton.” But, if the woman is considerably younger, you would say, “Mr. Horton, this is my daughter Hilary.”

As you make the introduction, include a brief but meaningful piece of information about each of the people to explain their uniqueness or importance. “Sally is the PR consultant who helped me get all that coverage in the national press. Bob is the photographer whose work you admired in my office, Sally.”

Responding to Introductions: The way you respond to someone else’s introduction is just as important as making the introduction. In response to informal introductions, simply say “hello”. Add a phrase like, “I’ve heard so much about you, Barry,” only if it is true and if it is complimentary.

“How do you do?” followed by the person’s name is the customary response to a formal introduction. Refrain from the use of first names until the person to whom you’ve been introduced has indicated that the familiarity is preferred.

II. Task-based Preparation

1. Useful Expressions

airliner 班机

airsick 晕机



international flight 国际航班
 domestic flight 国内航班
 boarding gate 登机口
 boarding pass 登机牌
 check in 登机(手续)
 departure time 起飞时间
 arrival lobby 入境旅客休息室
 information 问讯处

main lobby 大厅
 declare (行李) 申报
 luggage; baggage 行李
 hand-luggage 手提行李
 luggage check 行李票
 fellow traveler 旅伴
 off season 旅游淡季
 on season 旅游旺季

2. Interpreting Formulas

- [1] 请问,您是从……来的……吗? Excuse me, are you... from...?
- [2] 欢迎来到广州! Welcome to Guangzhou!
- [3] 这是您的第一次中国之旅吗? Is this your first trip to China?
- [4] 我敢肯定您在这里会有一个美好的旅行。I'm sure you will have a nice trip here.
- [5] 好久不见了! Haven't seen you for ages!
- [6] 最近还好吧? How have you been doing?
- [7] 祝您在这儿旅行愉快! Hope you enjoy your stay here!
- [8] 旅途愉快吗? Did you have a nice trip?
- [9] 坐飞机感觉如何? How was your flight?
- [10] 这么长时间的旅行,您是否觉得有点累了? Do you feel tired after the long trip?
- [11] 你习惯时差了吗? Are you adjusted to the time difference?
- [12] 我们城市的变化很大。Great changes have taken place in our city.
- [13] 正在变得越来越繁荣。It's becoming more and more prosperous.
- [14] 我在……宾馆为您预定好了房间。I have made a reservation for you at...
- [15] 我们将在……时间内到达宾馆。We will arrive at the hotel in...
- [16] 请填写好这张入住登记表。Please fill in the registration form.
- [17] 请向他们出示您的护照。Please show them your passport.

III. Liaison Interpreting Practice

Dialogue 1

Scenario: Greetings and Introductions

1.1

A: 请问,您是来自美国的杰克逊先生吗?