实用情报
档案专业英语

（试用教材）

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内 容 提 要

　　本书是根据情报档案专业特点编写的专业英语试用教材。内容涉及情报档案基本 理论、现 行档案管理、情报交流、情报检索与服务、情报档案技术与现代化、文献计量学、信息产业、情报政策、工程图纸、电传、合同等方面，是国内少有的侧重科技情报档案的专业英语教科书。

　　本书寓翻译技巧于每课中，内容丰富，实用性强，适合情报、档案、图书馆学及其相关专业的本科生、研究生作为专业英语教材，也适合情报、图书资料、档案技术人员和领导干部学习参考。

前　言

专业英语是高等学校情报专业和档案专业本科生的指修课。通过几年的教学实践，深感缺少一本实用的教材。经过调研，并征求有关部门意见，我们试编了这本《实用情报档案专业英语》。

本书注意理论联系实际，内容新，实用性强，结构较合理。课文均摘自近些年来正式出版的原文书刊。其内容涉及情报档案基本理论、现行档案管理、情报交流、情报检索与情报服务、情报档案技术与现代化、情报计量学、情报预测、情报政策。为了配合工程情报研究，我们还收录了部分工程技术文件。

全书共33课。每课附有单词释义、语法和练习。语法根据情报档案翻译的需要，以翻译技巧为主线。另外，对于学生应掌握的一些理论，因收纳容量所限无法收入课文内，而作为练习处理。

本书适合科技情报、科技档案及相关专业的研究生、本科生作为专业英语教材用，也可作为企事业单位，特别是工厂情报部门专业人员的参考书。

全书由魏铁进、张永嘉主编并定稿。在本书编辑过程中，航空航天工业部档案馆赵秉珍、沈田，628所丘祖斌、刘玉芝等同志提供不少素材，郑州航空工业管理学院学生曹志刚、黄洪林、刘作仪、涛赵在编写中做了大量工作，在此一一致谢。

对于书中出现的不当之处或错误，我们诚恳地希望读者提出宝贵意见。

编　者

1990年7月

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Lesson One

INFORMATION SOURCES

In day-to-day activities in most reference libraries, the librarian relies on reference books which are carefully marked and segregated in a special section of the library. How many titles the new librarian should be familiar with when taking over a reference position? Some librarians argue that the following sources are necessary for reference work.

Information chain

The library generally must rely on published data——data which, by the nature of publishing, may be weeks, months, or even years out of date. A rough way of measuring usual timeliness of materials is to classify them as primary, secondary, or tertiary:

1. Primary sources: These are original materials which have not been filtered through interpretation, condensation, or, often, even evaluation by a second party.

2. Secondary sources: A secondary source is information about primary or original information which usually has been modified, selected, or rearranged for purposes of audiences.

3. Tertiary sources: These consist of information which is a distillation and collection of primary and secondary sources.Twice removed from the original, they include almost all types of the reference sources, works such as encyclopedias, reviews, biographical sources, fact books, and almanacs.

Whenever a reference source has become part of our experience, it requires little thought to match a question with a probable answer form. Those forms may be divided into two large categories: the control-access-directional type and the source type.

The control-access-directional type of source

Control The bibliography serves as a control device——a kind of checklist, it is prepared through research (finding the specific source) , identification, description, and classification.

Access Once the items are controlled, the individual items are organized for easy access to facilitate intellectual work. All the access may be subdivided as

follows:

1. Bibliographies of reference sources and the literature of a field, if either a general or a subject nature.

2. The library card catalog or the catalogs of numerous libraries arranged for easy access through a union list.

3. General systematic enumerative bibliography which includes various forms of bibliography.

4. Indexes and abstracts.

Direction Bibliographies serve to direct users to the sources of answers. For their effective use, the items listed must be either in the library or available from another library system.

Source type

Source type may be subdivided as encyclopedias, fact sources, dictionaries, biographical sources, geographical sources.

Government documents

Government documents are official publications ordered and normally published by the federal, state, and local government.

Unconventional reference sources

A term frequently seen in connection with reference service at the public library level is "information and referral", or simply "I&R". There are other terms used to describe this service, such as "community information center". Essentially, the purpose of this special reference service is to offer the users access to resources that will help them with health, rent, consumer, legal, and similar problems.

New Words and Expressions

1. day-to-day 每天的，日常的，经常性的
2. rely on 依靠
3. segregate v. 分门别类
4. out of date 过时的
5. tertiary adj. 三次文献，三进制的
6. distillation n. 蒸馏物，提取物，精华
7. almanac n. 历书（本），年鉴
8. enumerative adj. 列举的
9. encyclopedia n. 百科全书，百科辞典
10. in connection with 与……相连，关于
11. unconventional adj. 不寻常的，不依惯类的，非常规的
12. timeliness n. 及时，时间性
13. index n. 索引
14. abstract n. 文摘

Translation Techniques

翻 译 概 述

一、翻译

翻译是一种把原文语言表达的思想用译文语言及相应的形式准确完整地重新表达出来的语言活动。

翻译是沟通各族人民的思想，促进政治、经济、文化、科学技术交流的重要手段，也是进行国际斗争的必要武器。翻译是学习外语的重要手段之一，也是探讨两种语言对应关系的一门学科。

翻译工作在科学技术发展中的重要作用是尽人皆知的。为了满足我国社会主义现代化建设的实际需要，为了推动我国科技的高速发展，必须吸收国外先进的科学技术和文化。因此，我们应该做好国外科技情报工作，重视科技文献的翻译工作。

二、翻译标准

翻译标准是衡量译文好坏的尺度。一般以为翻译的标准可概括为"忠实、通顺"四个字。所谓"忠实"，首先指忠实于原作的内容。译者必须把原作的内容完整而准确地表达出来，不得有任意篡改、歪曲、遗漏、阉割或任意增删的现象。"忠实"还指保持原作的风格——原作的民族风格、时代风格、语体风格、作者个人的语言风格等。

所谓"通顺"，即指译文语言必须通顺易懂，符合规范。译文必须是明白晓畅的现代语言，没有逐词死译、硬译的现象；没有语言晦涩、难懂的现象；没有文理不通、结构混乱、逻辑不当的现象。

忠实和通顺是相辅相成的。就科技翻译而论，根据科技语言的科学风格、翻译目的和读者对象，我们以为好的科技译文必须是：内容准确完整，语言简洁规范。

三、科技翻译工作对译者的要求

1. 译者必须树立科技翻译工作为祖国现代化建设服务的观点；
2. 译者要通晓英语和能正确地运用汉语；
3. 译者必须具有与科技内容相应的专业知识；
4. 译者需有比较广博的知识；
5. 译者要会查阅文献和使用有关的工具书；
6. 译者要有高度的责任心和严肃认真、一字不苟的工作作风；
7. 译者要有一定的翻译理论知识。

四、翻译程序

1. 通读全文，摸清著者的思路；
2. 逐句分析：
   1) 找出主句和从句；
   2) 分析主句和从句的句子成分并确定各词的词类；
   3) 根据上下文确定全句含义。
3. 运用各种翻译技巧，译成汉语。

Exercises

1. *Answer the following questions:*
    1) Which sources are necessary for reference work?
    2) What is the definition of "secondary source"?
    3) What do tertiary sources consist of?
    4) What is the definition of "government documents"?
    5) What may all the access be subdivided into?

2. *Translate the following sentences and phrases into Chinese.*
    1) primary sources; secondary sources; terliary sources.
    2) the control-access-directional type.
    3) to match a question with a answer form.
    4) How many titles the new librarian should be familiar with when taking over a reference position?
    5) The library generally must rely on published data——data which, by the nature of publishing, may be weeks, months, or even years out of date.

3. *Translate the following sentences into English.*
    1) 该会议与建一个新的游泳池有关。 (in connection with)
    2) 你所讲的事情就连每一位学童也熟知它们。 (be familiar with)
    3) 你有什么好办法除去衣服上的油污。 (remove from)
    4) 你或是进来，或是出去，不要站在门口。 (either…or)

4. *Explain the translation procedures.*

Lesson Two

IMPORTANCE OF RECORDS MANAGEMENT

The product of the office is paperwork. Although paperwork has been largely undisciplined, uncontrollably expensive, and a constant hindrance to the full attainment of corporate objectives, it is nevertheless essential. Businesses depend on accurate records. Records have been described as extensions of the brain. This may be placing too much emphasis on the importence of records; nevertheless, it has been established that no organization can exist without adequate records.

The need for paperwork is justified but the economic waste resulting from the inefficient handling of paperwork is not justified. There seems to be little doubt that in the field of records creation, records usage, records keeping, and records retention there is a higher percentage of economic waste in relation to total outlay then in any other functional activity of business or government today. This economic waste, reasonably estimated at hundreds of millions of dollars annually,is inexcusable. It may be attributed to managerial inertia, devotion to the maintenance of traditional methods, unwillingness to recognize that records management is a separate and highly important operational function, and failure to notice that records waste constitutes a serious reduction from the organization's annual profits.

Records management personnel are now evaluating their programs and establishing goals toward the creation and management of information rather than paper. Research has been conducted by the federal government,state governments, industries, and individuals for the purpose of analyzing paperwork activities. These analyses were made for the purposes of reducing paperwork expense,improving systems and procedures, and establishing more efficient programs.

Although electronic equipment is making great strides in the achievement of speed and economy in paperwork or data processing in the office, it does not appear to be cutting down on paperwork, but rather it accelerates the rate at which paper is turned out.

Paperwork and paperwork costs will increase. The more automated our industrial production,with more workers being replaced by recording instruments,the more records will be produced. With more technical people entering management, more records will be needed because the scientist manager needs a great deal of recorded data to make decisions and formulate policies.

Paperwork problems cannot be solved through mechanization, but rather through an organized scientific approach. The records management program must break through all departmental lines in organizations and operate as an integrate whole rather than a departmental segment of the organization. A large portion of today's paperwork costs could be reduced without electronics and automation if organizations would give as much attention to paperwork simplifications as is devoted to the necessary reorganizing of systems prior to installation of electronic equipment.

The electronics age offers no automatic solution. The paperwork involved in electronic calculations in today's transmission patterns can add to the problem rather than simplify it unless procedures are carefully screened and developed. Present procedures should not be adapted to machine use. The opportunities which electronic data processing brings to records management are the opportunity to improve the reporting process, to integrate paperwork, and to gain new recognition for the importance of records control.

New Words and Expressions

1. hindrance n. 障碍
2. outlay v. 支付，花费
3. inexcusable a. 不可原谅的
4. inertia n. 惯性，惯量
5. stride v. 迈进，跨过
6. departmental a. 部门的
7. integrate v. 使结合，使成整体
8. segment n. 部分
9. screen n. 屏，幕；v. 筛选，鉴别
10. result from 由…发生,产生,起因于,由于

Translation Techniques

词义选择和引伸

一、词义选择

英语中一词多义现象普遍。翻译时，首先要根据上下文和词与词的搭配关系，选择和确定词义。例如：

1）like causes produce like results.
2）I like English more than math.
3）Don't treat me like a guest.

三句中的like词性不同，含义也不同。

二、词义引伸

就是根据上下文和逻辑关系，从该词的根本含义出发加以引伸，选择比较贴切的汉语词汇来表达。词义引伸的方法有：

1. 词义转译：英译汉时，将一些无法直译或不宜直译的词或词组引伸转译。例如：

1）The holographic image must be viewed by looking directly through the film. Consequently, the size of the film limits the size.
全息图象必须直接透过底片才能观看。因此,底片的尺寸使观看的人数受到限制。

2) During the first part of his life, Watt studied weather and storm.
瓦特年轻时研究过天气和风暴。

2. 词义具体化。例如：

1) If the lift were greater the aeroplane would go higher and higher.
如果升力大，飞机就越飞越高。

2) The major contributors in component technology have been in the semi-conductors. 元件技术中起主要作用的是半导体元件。

3. 词义抽象化。例如：

The bottleneck in applying these devices to library is not so much in the cost or availability of hardware; but, instead, in the imagination and ability of programers to provide the applications.
如果把这些设备用于图书馆，其关键不在于硬件的成本或者供应，而在于从事应用的程序编制人员的想象力和能力。

4. 词的搭配。例如：

1) In order to get a large amount of water power we need a large pressure and a large current. 为得到大的水力，我们需要高的水压和强的水流。

2) Proton has a possitive charge and electron a negative charge,but netron has neither. 质子带正电荷，电子带负电荷，但中子两种电荷都不带。

Exercises

1. *Answer the following questions:*

1) Does the use of electronic equipment offer a solution to the problem of handling the increasing volume of records? Explain.

2) Do you agree with the viewpoint that paperwork problems cannot be solved through mechanization? Substantiate your answer.

2. *Make sentences using the following phrases:*

1) result from   4) be attributed to

2) failure to notice   5) to make great strides in

3) be justified   6) to break through

3. *Put the following into Chinese:*

A large amount of reading time is wasted because the information in the reports is repetitious,late or irrelevant. Executive reading time is more expensive than the cost of preparation and distribution of reports. The time of an executive earning ￥50,000 a year is worth approximately one dollar a minute. If he spends five hours a day reading reports, the cost to the organization would be ￥300.

4. *Translate the last paragraph of the text into Chinese using the diction technique.*

Lesson Three

DEVELOPMENT OF RECORDS MANAGEMENT

Because of the increase in the volume of records being created and retained, the importance of paperwork management was recognized by the United States Government after World War I. This recognition was an outgrowth of the work of the Office Methods Division of the Navy. This Division was headed by Emmett Leahy during World War I. Mr. Leahy was awarded a Navy Citation for developing Records Management programs that resulted in savings of 21 million dollars in four years. The Commission on Organization of the Executive Branch of the Government, directed by Herbert, with Mr. Leahy as Chairman of the Records Management Task Force of the Commission, was organized.

Upon the recommendation of the Commission, the Congress on June 30,1949, established the General Services Administration (Public Law 152). In 1950, by the Federal Records Act (Public Law 754), the administrator of this agency was given responsibility for the promotion of a program to improve the management of government records.

In 1953, the Commission on Organization of the Executive Branch of the Government was authorized, through the assistance of various task forces,to make a study of the operation, organization, and policies of the government in certain broad areas of governmental functions. In order to get a comprehensive observation of the workings of the government paperwork, the Task Force organized work groups to study problems common to all agencies. These groups studied 14 large agencies, individual organizational units, and smaller agencies.

The Task Force predicted the following obtainable savings as a result of extending successful records management programs throughout the government.

Correspondence	$ 75,000,000
Forms	50,000,000
Reports	50,000,000
Mail Operations	30,000,000
Office Files	50,000,000
Total	$ 255,000,000

Included in the detailed recommendations of the Task Force were the recommendations that clear-cut classifications standards be promulgated for all types of positions involved in the programs of paperwork management and that the

General Services Administration (Paperwork Management Services) serve as a clearing house for all federal agencies for management information relating to all aspects of the paperwork management program.

Part I of the Task Force Report covered paperwork required of industry and individuals by the United States government. Cooperation of 29 industries was obtained to work with the Task Force in setting up 323 paperwork targets. The targets were confined to what appeared to be the most vulnerable burdens of paperwork and reporting required of industry and of the people by the government. Most frequently the target consisted of eliminating an unnecessary report;reducing the frequency of a report; reducing the number of copies of a report; simplifying or consolidating necessary reports; and eliminating unnecessary detail, delay, or cost of reporting. Thirty-two government bureaus,offices,agencies,or commissions cooperated with the Task Force.

Over 15 million dollar's worth of useless paperwork costs to companies and government agencies have been eliminated through industry's cooperation with the Hoover Commission and the Task Force. The Task Force proved that the unwieldy mass of paperwork done by the nation for the government can be successfully reduced. The savings have been calculated at $310,183,000 in paperwork borne by industry and $5,091,000 in paperwork within the government.

In this report, the Task Force recommended that Congress establish a three-member,nonsalaried commission, advisory to the president, on paperwork required by offices and departments. It recommended, too, that Congress require final recommendations in this commission's last report providing for a permanent responsibility within the executive branch of the government for the control and reduction as well as improvement of paperwork required of the nation by the government.

The state governments have also taken an interest in the centralized control of records. California was the first state to enact parts of a centralized program for records management. Legislation to provide a more complete records manage-ment service for state agencies was introduced at the 1953 Regular Session for and was referred to the Joint Legislative Committee on Government Reorganization further investigation and report.

New York is often cited as the first state to enact legislation providing for a frecords management program. Legislation was enacted in 1950 and 1951 providing or procedure for the management of records of both state and local governments. The state program is administered by the Management Unit of the Division of the Budget. The local government records program is under the direction of the commissioner of education who has assigned the administration of this program on the Public Records Section of the Division of Archives and History.

Records management in the Government began in response to the need for system and order in the disposal of inactive records, but it has grown beyond its original intent. In the future, increasing attention will be given to other areas of the paperwork problem because of the great economics and improvements in these areas. The necessity for selecting and preserving records for the use of management and for historical purpose will always been important element of every records program.

In the business world, as in the Federal and State governments just before and during World War Ⅱ, two forces have affected growth of the specialized field of records management. The first of these forces was the interest of archivists and historians in preserving important records. This emphasis began a quarter of a century ago. Now it is believed that records of business form a part of our cultural inheritance.

The second, and more powerful of the forces, was the impact of the growing volume of records that aroused top management to consider the possibility of reducing the costs of space, equipment, and personnel involved in handling records.

The newly developed force is the belief that business is an information and idea system and records are management's memory.

New Words and Expressions

1. outgrowth n. 长出，支派，结果
2. Task Force 特别委员会
3. promulgate v. 颁布
4. clear-cut a. 界线清楚的
5. executive a. 执行的，管理人员
6. vulnerable a. 易受责难的,脆弱的
7. eliminate v. 排除

8. advisory a. 劝告的，顾问的
9. enact v. 制定，颁布
10. disposal n. 布置，排列
11. inheritance n. 继承，遗产
12. legislation n. 立法，法规
13. commissioner n 专员，委员
14. unwieldy a. 笨重的，难控制的,使用不便的

Translation Techniques

增 词

增词是指在译文之中补充必要的原文里所没有的词语，以使译文句子结构规范化和使词义明确完整。

一、使句子结构规范化增词

1. 补充谓语。英语并列复句中，各分句的谓语或系词相同时，后面的分句往往省略相同部分，但译为汉语时，必须补充被省略的谓语或系词部分。例如：

1）High voltage is necessary for long transmission line while low voltage (is necassary) for safe use.

远距离送电需要高压，而安全用电则要低压。

2）Some motions appear to be very simple, others very complicated.

有些运动看起来简单，有些运动看起来则很复杂。

2．补充受定语。英语一个名词可同时受几个并列定语的修饰，构成几个并列事物。但汉语里这样的受定语不能省略。因此，汉译时必须在定语之后补充或重复省略的受定语。例如：

1）By the action of nitric and sulphuric acids on benzene, nitrobenzene is formed.

用硝酸和硫酸作用于苯，生成硝基苯。

3．补充定语。为了明确定语与受定语之间的关系，要补充英语里省略的定语。

1）Searchers are not only finders and recorders of information; they are also systematizers and interpreters.

检索员不仅是情报的发现者和记录者，而且也是情报的组织者和解释者。

4．补充关联词。

1）Being stable in air at ordinary temperature, mercury combines with oxygen if heated.

虽然常温下水银在空气中是稳定的，但若加热，它就能跟氧化合。

2）Since the weight of a body depends upon its distance from the center of the earth, the acceleration of a freely falling body also depends upon this distance.

因为物体的重量取决于它离开地球中心的距离，所以自由落体的加速度亦取决于这一距离。

二、为使词义明确完整而增词。

1．使抽象名词、不及物动词和形容词的含义具体化而补充适当的词语。

1）When the exploration was completed, the two astronauts on the moon would blast off in the landing craft to join the moonship once more.

等到勘查工作完成，月球上的两位宇航员便点燃登月舱上的火箭重新回到宇宙飞船内。

2）It has been stated that every synthetic organic chemical listed in Beilstein can be made in some way or other starting with methane.

据说《贝尔斯登有机化学手册》中所列的每种有机合成化学品都能设法由甲烷制得。

2．增加概括性词语或分述性词语以使译文更加明确。例如：

1）The frepuency, wave length, and speed of sound are closely related.

声音的频率、波长和速度三者是密切相关的。

2）There are seveal ways of retrieving: by author index, by subject index, by corporate index, by source index, by other indexs.

有多种检索途径：一种是根据著者索引，一种是根据主题索引，一种是根据团体著者索引，一种是来源索引，以及其它索引。

词 量 减 少

减词是指英译汉时删去一些不必要的词语，从而使译文更简洁、通顺、严谨。

一、在译成汉语时，可以省略人称代词。

The molecules of gases do not only move in the three directions in spaces, they are also capable of rotating, and the atoms in the molecule may vibrate with respect to one another.

气体分子不仅能向空间三个方向运动，而且还能转动；分子内的原子还能做相对振动。

在这个例子中，将原句分句中的主语they省略了。

二、省略强调句中的代词it和that。

It was in 1946 that the first computer was invented.

第一台电子计算机是1946年发明的。

三、省略物主代词。例如：

Different metals differ in their conductivity.

不同的金属具有不同的导电性。

四、省略动词。例如：

Semiconductor devices are small and light.

半导体器件体积小重量轻。

五、省略连词。例如：

This CRT has worked in succession three or four hours.

这台示波器已连续工作三四个小时了（省略了or）。

六、省略冠词。汉语里无冠词，不用冠词表示名词的确指或泛指性，因此大多省略不用译。例如：

A computer need for just library use may not be economically feasible.

计算机仅供图书馆使用在经济上是不可行的。

七、其它减少词量的译法。 英语里有的动词与其连带成份结合起来形成一个概念，因此翻译时可用减少词量的译法处理。例如：

Check every part carefully and then mounted in position.

先仔细检查每一个部分，然后安装好。

在英语中，有些同义名词可以连用，这种用法表示强调，或是表示同一事物不同名称，在汉译时，只需译出一个。例如：

The propelling force or thrust of a rocket may be defined as the reaction force produced by expelling particles at high velocity through a nozzle.

火箭的推力可以定义为通过喷嘴排出高速粒子时产生的反作用力。

Exercises

1. *Answer the following questions*：

   1）What are the Commission on Organization of the Executive Branch of the Government authorized to do in 1953?