

外教社 翻译硕士专业 (MTI) 系列教材  
口译实践指南丛书 ⑦

Andrew Gillies

# NOTE-TAKING FOR CONSECUTIVE INTERPRETING: A SHORT COURSE

交替传译笔记：速成课程

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Andrew Gillies

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## 图书在版编目(CIP)数据

交替传译笔记: 速成课程 / 吉利斯(Gillies, A.) 著; 张爱玲导读.  
—上海: 上海外语教育出版社, 2009  
(外教社翻译硕士专业系列教材)  
ISBN 978-7-5446-1437-5

I. 交… II. ①吉…②张… III. 英语—口译—研究生—教材  
IV. H315.9

中国版本图书馆 CIP 数据核字(2009)第 100467 号

出版发行: **上海外语教育出版社**

(上海外国语大学内) 邮编: 200083

电 话: 021-65425300 (总机)

电子邮箱: bookinfo@sflep.com.cn

网 址: <http://www.sflep.com.cn> <http://www.sflep.com>

责任编辑: 邵海华

---

印 刷: 上海华文印刷厂  
经 销: 新华书店上海发行所  
开 本: 700×1000 1/16 印张 16.25 字数 288千字  
版 次: 2009年10月第1版 2009年10月第1次印刷  
印 数: 3 500 册

---

书 号: ISBN 978-7-5446-1437-5 / H · 0585  
定 价: 38.00 元

本版图书如有印装质量问题, 可向本社调换

Published by

St. Jerome Publishing (Manchester, UK & Northampton, USA)

2 Maple Road West, Brooklands

Manchester, M23 9HH, United Kingdom

Tel +44 161 973 9856

Fax +44 161 905 3498

stjerome@compuserve.com

<http://www.stjerome.co.uk>

ISBN 1-900650-82-7 (pbk)

ISSN 1470-966X (*Translation Practices Explained*)

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First published by St. Jerome Publishing.

Licensed for sale throughout the People's Republic of China, excluding Hong Kong.

本书由圣·杰罗姆公司授权上海外语教育出版社出版。

仅供在中华人民共和国境内销售(香港除外)。

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## 导 读

本书就交替传译中的笔记技巧进行了简短、实际性的阐述。作者是欧盟译员安德鲁·吉利斯。

全书分为三个部分，每一个部分又分为不同的章节，也可以称作每一“课”或“单元”，因此本书非常适合课堂教学。用作者的话来讲，第一部分是“分阶段地介绍笔记系统”，每一章会介绍一个“技巧”或是笔记实践中的原则。例如第一章介绍“话语分析”；第二章介绍“认识和划分意义”；第四章介绍“连接”等等。第二部分是“调整”，这一部分主要涉及一些具体的方面，例如“如何使用页边空白”。第三部分集合了具体的材料，包括演讲稿和笔记的范例，笔记实践中的“连接词”。第一部分和第二部分中的每个章节都针对具体的问题进行了简要的阐述，紧接着有范例示范，最后还有实际研究任务和学生练习。

全书基于作者作为欧盟译员的大量实战经验。在具体介绍笔记技巧之前，本书首先非常详细地介绍了交替传译的各种背景知识，包括在国际组织中专业交传的重要性和现实性。有着与作者相同专业背景的读者会发现交传不仅仅是日常实际练习的一种技巧，而是口译专业化的“敲门砖”。

对于口译专业化训练，作者的方法也有着相当的操作性，特别是对于那些初学者，他建议首先训练对于文本稿件的笔记练习，然后再进行话语的笔记训练。那些认为“真正的口译只和同步话语有关”的人可能不喜欢这种方法，但是对于译员培训来说，这种在文本稿件上进行“停下+思考”的研究态度是明智的，至少也可以不断提醒我们话语和稿件之间不可分离的关系。

本书避开了在笔记认知学层面上的学术争论，旨在帮助口译学生在开始学习时就掌握一套有效、简易的笔记系统，为他们提供“常见问题惯常的解决方法”，从而为他们节省时间和精力。对于理论研究有兴趣的读者会发现“节省精力”能与 Gile 认为的“口译是一种资源管理”产生共鸣。同样，本书作者认为的“笔记记录是一种提供问题解决的方案”为“自主化”(宏观层面上)的讨论开辟了新途径。

作者在本书 Introduction 部分就区分开了理论和实践，在之后的部分集

中介绍实践方法。很明显本书是实践型用书，而非理论研究型用书。本书第一部分用相当大的篇幅准确介绍了“上游”(而非抽象)的问题，例如话语结构。一段话语是意义以某种方式的集合，以及如何识别话语中的基本意群。话语结构和笔记记录的关系是双向的：话语结构可以为笔记记录提供线索；一整套有效的笔记系统也可以很好地识别话语结构。

结构是交传中最为重要的。交传译员输出的译语结构要比原发言者更加严谨。发言者可以凭借自己的经验和直觉选择用语，而译员则要尽力去模仿，不可主观自己选择用语。这就是自然和艺术的区别，艺术状态下的缜密结构是自然状态下所不能做到的。从笔记的布局上来讲，垂直方向表示总体的逻辑连贯，如时间顺序、前后关联等；水平方向表示局部的句子成分，如主语、谓语、宾语。如果把垂直和水平两个维度结合在一起，那就形成了对角线式的结构。笔记页面的最左一列用于记录逻辑脉络，如时间标记、关联词语。页面的剩余部分自左上向右下分别记录主语、谓语、宾语等成分，体现句子内部的层次关系。对于列举成分，一般采取垂直对齐的方式，表示它们具有同样的句法角色；最好不要横向依次记录，这样会使笔记结构变得过于密集。相邻的句子或意群之间应以明确的横线加以分隔，这条简单的规则对于防止逻辑混乱非常有效，但是常常为初学者所忽略。交传中的开头和结尾也是比较容易出现问题的阶段，因此译员必须清楚地标明每个待译片段的起止之处。

合理利用缩写、符号是形成有效结构的重要辅助手段。各种语言、各种专业中都有许多缩写，如果使用得当，显然可以提高笔记的效率。译员应当根据自己的工作领域有针对性地积累一些缩写，在笔记中主要使用自己比较熟悉的那些。除了专有名词的固定缩写之外，在笔记中有时也会使用临时的缩写。至于符号，一些职业译员在笔记中系统地使用表意的符号，这常会引来别人的好奇。这些符号比文字更加直接、精炼，的确非常实用，但它与缩写一样不可滥用。每个译员可以根据自己的语言、知识、经验、喜好创造特有的符号体系，但往往需要通过很长时间的实践才能逐渐固定下来，从而发挥提高笔记效率的作用。初学交传笔记的学生对于符号不要急于求成，特别不要在进行口译的过程中试图临时发明符号。好的符号应当简洁明了，适合表达具有普遍性的意义，并且不会出现歧义。

本书其余部分介绍了如何简化笔记、运用逻辑连词、记录时态的技巧、训练脑海中的概念图式(作者认为是首要训练的技能之一)等。全书最重要的理念，即作者认为笔记是对演讲者话语进行的全面而准确的分析，结构乃是

交传笔记的灵魂，全书的编排设计亦是基于该理念，这也是本书较之其他相关书籍文献对读者或口译学生最具帮助的地方。

张爱玲

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More often than not, the “greats” will tell you that consecutive interpretation cannot be learnt and that note-taking depends upon the personality of the interpreter. I am afraid my own experience shows otherwise. If the fundamentals [...] are in place then note-taking can easily be learnt.

Rozan, 2003:11 [1956:9]

The oft repeated argument that notes are an entirely personal affair, and the implicit suggestion that they cannot therefore be taught, does not hold water.

Andres, 2000:58

# **Acknowledgements**

Thanks to: David Walker and Brian Huebner for really knowing what consecutive interpreting is about; Guy Laycock for his invaluable contribution; Andrew Marson, Nick Woodman and Jasper Tilbury for their help in reading and checking the drafts; to Dorothy Kelly as editor; to Tatiana for all her support and help; and all the colleagues and students who took part in the Cracow interpreting workshops 2001-04.

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# **PART I**

## **The Basics Step-by-step**

...if we are to teach, we must teach something, and that something must be simple and methodical.

Rozan, 2003:11 [1956:9]

# **Introduction**

## **What is consecutive interpreting?**

Consecutive interpreting is one of the two skills that go to make up what we call conference interpreting. It involves listening to what someone has to say and then, when they have finished, reproducing the same message in another language. The speech may be anything between a minute and twenty minutes in length and the interpreter will rely on a combination of notes, memory and general knowledge to recreate their version of the original. A speaker, an interpreter, a notepad<sup>s</sup> and a pen is all the equipment you will need.

## **When is consecutive interpreting used?**

Seventy years ago conference interpreting meant consecutive interpreting. Simultaneous interpreting, or the equipment to make it possible, had not yet been invented and consecutive interpreting was the standard for international meetings of every kind. Simultaneous interpreting came along after World War II and by the 1970s had overtaken consecutive as the main form of conference interpretation.

Consecutive interpreting has not disappeared, however. It is still an essential part of an interpreter's repertoire and is considered by many to be the superior of the two skills. Indeed on the free market it is also better paid! Although simultaneous interpreting has replaced consecutive almost entirely at the meeting room table, where conference facilities are often able to supply the equipment required to provide simultaneous interpreting, there are many situations where consecutive survives and will continue to survive.

### ***Ceremonial speeches***

There are many occasions where a speaker makes a formal speech that needs then to be interpreted consecutively. After-dinner speeches at banquets or to open receptions are a classic example: the host will want to say a few words to the guests and the guests will want to reply. You, the interpreter(s), are there to facilitate that. You may also find that you have been recruited to interpret for the opening of a cultural event held at a centre like the British Council or Goethe Institute. The organizer will introduce the event in, say, English or German and you will interpret into the language of the host country. There is no real limit on the type of ceremonial speech you will be asked to interpret. It could be the opening of a French supermarket in Poland, or the launch of a German boat in Korea. It could be a foreign winner of an award making an acceptance speech in their own language, or a composer's 70th birthday at the Philharmonic.



### ***Visits and guided tours***

Groups of MPs, business people, technical experts and more besides will often make trips abroad as part of their jobs. Often these visits will involve seeing how things work in another country. This means getting out of the fully equipped conference centre and off into consecutive country. If your clients have come to see a certain industrial process then you may be bussed off to a plant where it is used and expected to interpret consecutively the explanations offered by a knowledgeable guide of how it all works. Alternatively, if you are accompanying a group of agricultural experts you can expect to find yourself down on the farm for a round or two of consecutive. There is no end to the type of place you may visit. Slaughterhouses, pharmaceutical production units, fish-filleting plants and furniture factories. You name it and one of our colleagues has already been there and worked in consecutive mode<sup>8</sup>.

Visiting groups also have social programmes arranged for them in the evenings or on the free afternoon at the end of the trip. So when you get back from the slaughterhouse you may well find yourself interpreting consecutively what a tourist guide has to say about the local sights and attractions; the owner of a local brewery as he introduces you to his products; or the host of the visit wishing everyone a pleasant meal and opening the buffet.

### ***Working meetings without equipment***

Sometimes of course, you will still find yourself in an old-fashioned meeting room, interpreting consecutively what the participants have to say to one another across the table. The meeting rooms will all look much the same, but the subject of the debate will depend on who your clients are.

### ***Accreditation tests***

Finally, it is worth mentioning accreditation tests. Many large international institutions insist on testing interpreters' abilities before offering them any work. Such accreditation tests cannot be considered to be "real" interpreting: we are not helping people with no mutual language to communicate with one another. Rather we are demonstrating to people who understand perfectly the two languages involved that we are capable of facilitating that communication when necessary. But, if you are reading this book, then at some stage in your future career you are very likely to take such a test. Consecutive interpreting is an integral part of most accreditation tests, and more often than not it is the first part and it is eliminatory. In other words, if you fail it you won't even be asked to take a test of your simultaneous skills. This is one of many good reasons to put time and effort into improving your consecutive interpreting skills.