

高职高专商务英语系列教材

总主编 曾用强 袁 洪

A COURSE FOR
BUSINESS ENGLISH

INTERPRETING

主 编 崔玉梅

商务英语口译
(第2版)



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前 言

进入新世纪以来,对外经济合作变得日渐频繁,英汉口译在对外经济贸易中发挥着日益重要的作用,相关企业单位对既熟悉商务知识又掌握口译技巧的人才需求也越来越大。在这种形势下,高职院校的学生,尤其是商务英语专业的学生,对口译学习产生了浓厚的兴趣,越来越多的学生有志于从事口译工作,不少高职院校也开设了商务英语口译课程。

然而,高职学生的自身特点决定了高职口译教学在教学目标、教学内容和教材选择上都无法复制本科,高职口译课程需要探索适合高职学生特点和就业前景的教学模式和教材。结合高职口译教学经验,并通过与毕业生交流,编者发现,高职毕业生专门从事口译工作的学生数量虽然少,但在实际工作中充当临时陪同口译的机会却不少,用英语交流的机会更是频繁。因此,具备一定的商务英语口语交流能力并掌握基本的口译技巧,对高职学生来说尤为重要。这也为本书的编写指明了方向——既传授口译技巧,又提供口译和口语练习,让学生在在学习中掌握口译技巧,提高口语交流能力和口译能力,为日后在商务场合使用英语交流或口译奠定基础。

本教材一改以往教材内容繁、难、偏、旧和过于注重理论知识的现状,编写出具有针对性、可操作性的教材,主要体现在以下方面:加强课程内容与学生职业需求的联系,关注学生的学习兴趣;培养学生的学习习惯,传授学习技巧和经验;体现课程结构的均衡性、综合性和选择性,注重选择专业与职业必备的基础知识和技能。

本教材的编写顺应高职学生的学习特点和需求,符合社会经济发展需要;遵循高职教学的特点,以德国、澳大利亚等职业教育发达国家的“行动导向”理论为指导;贯彻“实用为主”的理念,设计仿真工作情境,以任务驱动的结构进行编写。本教材既参考市面上优秀的高职、本科商务口译教材,又结合了编者的实际教学经验,可以作为高职高专院校英语专业《商务英语口译》这门课程的教材,也可以供参加英汉口译各种资格等级考试的人士作为参考书使用。

具体说来,与同类书比较本书具有以下优点:

(1) 单元教学目标不局限于口译教学,教学内容涵盖听、说、读、译四个方面。通过材料阅读、材料讨论或问题回答,提高学生的阅读理解水平;通过听力练习训练学生获取信息的能力,完成现场口译任务,加强学生的英语交流能力和口译能力。

(2) 针对学生不爱理论偏爱实践的特点,教材中口译知识和技巧的理论部分尽量使用简洁易懂的文字,深入浅出地向学生传授最实用的口译技巧,介绍提高口译技巧的训练方法,并提供相关口译技巧的练习,方便学生课后使用。

(3) 针对来华外商地域广、口音杂的现象,教材总结不同国家的英语发音特点,提供澳大利亚、巴基斯坦、法国等国家的口音听辨练习。目前的口译教材,尤其是高职阶段的口译教材中有这部分内容的书并不多。

(4) 教材的编写吸取了许多优秀口译教材的先进经验,尤其参考了深圳职业技术学院和广东外语外贸大学、厦门大学的口译教学理念,按照口译任务完成的过程编排口译技巧教学,将口译技巧教学分解到 11 个单元中,分别是:译员的准备工作、辨识主题、辨识口音、记忆训练、笔记训练、现场演讲训练、语言重组训练、数字口译训练、成语口译训练、现场处理技巧、口译质量评估。

(5)在单元内容的选择上结合对商务英语专业毕业生和企业的调查,选择了常见工作场合中需求最多的工作能力,包括“商务接待(含日程安排)”“商务宴会”“商务展览”“公司介绍”“产品介绍”“商务谈判”“观光旅游”“文化交流”“商务访问”“投资与客户服务”。

(6)全书以实际工作情境为主,以工作过程为导向,贯穿商务知识、文化背景和口译知识的介绍。每单元项目主题根据公司实际工作场景来安排,以某公司接待交易会期间来访、洽谈业务的客商为主角,以交易过程为主线,单元内容既自成一体又互为关联。

本教材自2015年出版后,一直在高职院校中使用,编者也一直在教学中注重学生的反馈意见,反思教材的教学便利性以及自学可操作性。本次修订再版,每个单元除了罗列出学习目标,还以问题的形式列出学习重点,这样能够使学生在学习前对所学内容有个预期和思考,方便学生进行预习,也能使他们对接下来的学习有计划。

本次修订再版由崔玉梅任主编,陈雅婷、严瑾任副主编,赵春燕、易旭琪、李雯、迟雯、邹和成担任编者。

本书的编写得到了广东省外语艺术职业学院曾用强校长、袁洪教授、广东农工商职业技术学院梁悦教授、广东轻工职业技术学院吴寒教授、广东省跨境电商协会秘书长吴航老师的指导,四川工程职业技术学院的领导和同行以及重庆大学出版社也给予了大力支持。对各位领导和同仁的指导支持,编者不胜感激,在此一并表达。

由于编者的经验和水平有限,书中难免有缺点、错误,恳请使用本书的广大师生和读者不吝赐教。

编 者

2021年5月

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Unit 1

Welcoming Guests

学习目标

1. 熟悉接待客户的知识;
2. 了解口译的基本概念和译员的基本素质;
3. 会独立为口译任务做准备;
4. 能完成与主题相关的口译任务。

学习提示

1. 怎样成为一名合格的译员?
2. 如何准备一场口译任务?
3. 接待客户的有关词汇和句子有哪些?

PART I 热身练习

Task 1 Read the following text and discuss with your partners what are appropriate topics for “small talks”.

Welcoming Business Partners from Abroad

Welcoming overseas customers or business partners for the first time? Such encounters can be very productive, enriching experiences, but at the same time they can also be a source of stress, especially if you are worried about making a *faux pas*. To make sure you don't put your foot in it, it is essential to keep important cultural considerations in mind to ensure your international partners feel welcome and are in just the right mood to talk business. With that goal in mind, here is some advice for you to ponder before opening your door to guests from foreign fields.

Cultures vary so much from one country to another that it is hard to draw any general conclusions on how to conduct business with foreign partners. That is why the first thing you need to do is to find out your guests' cultural customs. You can start by gathering information from the people around you who have already had dealings with business or people from the country in question, while government and embassy websites are another potential source of useful information on the subject.

Whichever country your partners hail from, you need to ask yourself first of all if they speak enough of your language to understand all the nuances of the business deal you wish to discuss with them. If that is not the case, you will need to call on an interpreter, who will assist with both business discussions and more informal conversations that can help you build a rapport and develop trust.

The next issues to ponder are introductions and greetings. While you might consider a handshake as entirely appropriate, your guest may not see things that way. So find out how to greet them appropriately. You should also take care to state your name clearly, your position and the name of the company you work for. This will help define your business relationship clearly.

If you are going to be organizing activities during their stay, you should provide them with a programme of events and try to stick to the times on it. You should also remember that in France we have dinner later in the evening than in most countries. While your guests will no doubt be able to adapt, they will nevertheless appreciate being told beforehand.

Task 2 Listen to the following schedule for a group of prospect foreign investors and answer the following questions.



- 1) Where is Guangzhou's CBD area?
- 2) When will the visitors learn about how to attend Canton Fair?
- 3) Who will brief the visitors on investment and financing?
- 4) Retell the speech you have just heard.

PART II 口译准备之技巧准备

口译人员的准备工作

随着国际化交流的日益增多,当代商务交往往往需要用到口译这种高强度、高难度的跨语言、跨文化交际活动。所谓预则立,不预则废,口译的质量、商务洽谈的成败在很大程度上取决于口译员的译前准备程度。译前准备有利于译员消除紧张情绪、缓解压力、激活相关图式,从而帮助译员从容、镇静、出色地完成口译任务。译前准备工作大致包括以下方面:

一、熟悉口译主题

接受口译任务后,首先要对翻译的主题有所了解,如任务目的、大概流程和时间安排等,然后以此为基拙查找参考资料、事先模拟口译,熟记关键词汇等内容。也可以直接找项目负责人了解情况。对项目情况熟悉了,翻译起来自然就比较顺手。如果译员承担的口译是讲座或研讨会形式的技术交流,一般建议口译员详细了解发言人所要讲的主题,最好连听众的情况都有所了解,才不至于临场慌乱。如果是会议或发言的口译,则应尽量取得发言人的讲稿,最好能互相取得默契,大概在什么地方暂停发言,开始口译。如果是参观式的访问,口译人员在带领客人参观公司各部门或者展示商品时,也要预先学习部门名称译法和各部门负责人的职务姓名,对公司产品的特点、销量等也要预先了解,特别是一些涉及生产和原料方面的生僻知识,以免客人问到时哑口无言。以一个建筑行业协会举办的会议为例,接到口译任务之后,译员必须认真阅读会议主办方提供的资料,上网查找会议涉及的建筑业领域有何最新进展、相关政策等,最好在英文原文网

站查找相关报道和学术类文章,并且一定要找专业权威网站,否则容易被误导错译。另外,在阅读过程中可以找出一些高频专业术语的中英对照,做成词汇表;摘录常见、地道、专业的中英文表达方式等。

二、了解服务对象

口译人员要重视和外宾的第一次见面、安排日程等活动。这种活动一般不涉及很深的技术性内容,可把它也看作以后正式翻译的一种准备。对于前来访问、洽谈业务、参加会议的外国、外地客人,应首先了解对方的职务和姓名,这是对来访者最大的尊重。试想如果连对方姓名都念错,是不是有失礼貌呢?另外,建议译员通过初次见面了解外宾的专业、背景,并逐渐适应其语音、语调、语速、口音。搞翻译的人都知道,外国人的语音、语调、语速是五花八门的,这就需要口译人员不仅能够听懂标准的外语,而且要能够很快地适应各种怪腔怪调、不规范的外语。再者,通过初步的接触,也能对谈判或会谈的内容有一些了解。

三、装备准备

作为口译人员,我们应该展示自己的专业性,这就要求我们着装正式、仪容仪表讲究。另外,译员三件宝:纸、笔和大脑,一样不能少。因为口译译员始终都是一个“一心多用”的人,他不仅要认真倾听发言人的发言,要对发言内容进行分析理解,还要在发言人结束发言之际,用目的语将发言内容迅速地译出,大脑工作压力非常大,所以做笔记帮助记忆是必备技能。而做笔记并不是做听写,不可能一字一句全记录,哪些要记、哪些忽略,就要靠平时培养的习惯和积累的经验来形成高效的记忆提示体系,譬如文字、数字、符号交替使用,只记词首等,多摸索多练习才能形成自己的笔记风格。

最后,也是最重要的,口译必须依靠长期的技巧与背景知识储备积累。译员要保持终身学习,要在平时一点一滴地积累经验,要具备扎实的中外文语言功底,还要有广博的知识,争取做一个“通才”。另外,译员要有稳定的心理素质,在时间紧、压力大的情况下依然能够泰然自若,稳定发挥自己的翻译水平。对译员来说,因为要在短时间内记忆和消化大量信息,所以要加强练习提高记忆力,尤其是瞬间记忆。最后还必须有团队精神,善于与人合作协调,共同努力完成任务。

总的来说,译员在跨文化商务交际活动中,除了要有良好的个人修养之外,在涉外活动中要做到仪表端庄、举止大方、彬彬有礼、不卑不亢。译员还要注意在工作实践中不断提高自己的政治、业务素质和个人修养,掌握过硬的业务素质和口译技巧。

Task Listen, retell the following passages and interpret them.



- 1) A handshake leaves a very definite and often lasting impression, and in the business world a handshake is the only truly appropriate physical contact for both men and women. Keep your fingers together and your thumb up. Slide the web of your hand all the way to the web of the other person's hand. Otherwise, he or she ends up shaking hands with your fingers. Also, shaking web to web effectively prevents the other person, no matter how strong, from crunching your knuckles.
- 2) Everyone should stand when being introduced. At one time women remained seated when new people arrived on the scene, but not nowadays. However, when newcomers arrive at a very large function, they are greeted only by those nearest them. If it is impossible for you to rise—perhaps you are wedged behind the table—at least lean forward or rise slightly so as not to appear distant.
- 3) 疫情激发了5G、人工智能、智慧城市等新技术、新业态、新平台的蓬勃兴起,网上购物、在线教育、远程医疗等“非接触经济”全面提速,为经济发展提供了新路径。我们要主动应变、化危为机,深化结构性改革,以科技创新和数字化变革催生新的发展动能。

PART III 口译准备之语言准备

Task 1 Interpret the following words and expressions.

- | | | | |
|-----------------------------|-------|-----------|-------|
| 1) take this opportunity | _____ | 6) 促进合作 | _____ |
| 2) cherish | _____ | 7) 在方便的时候 | _____ |
| 3) signing ceremony | _____ | 8) 研讨会 | _____ |
| 4) extend sincere thanks to | _____ | 9) 眼见为实 | _____ |
| 5) last but not least | _____ | 10) 雨后天晴 | _____ |

Task 2 Interpret the following sentences.

- 1) 久仰大名。
- 2) 请允许我做自我介绍。
- 3) 能在上海接待您和您的家人,我深感愉快。
- 4) 自从您把来访日期传真给我们以后,我们一直期待着您的到来。
- 5) 根据您的要求,我们为您预订了中心东楼的 402 客房。
- 6) Please take a look at the itinerary we've arranged for you, and if there's anything inappropriate, please let us know.
- 7) We will do everything we can do to accommodate you and make you feel at home.
- 8) I will give you a detailed account of your visiting schedule.
- 9) Thank you for coming in spite of the long and tiring journey.
- 10) Wish your visit a complete success.

Task 3 Collect words and expressions that may be used to receive visiting business people and make your own word list.

PART IV 口译实践

Task 1 Listen to the conversations and interpret what you hear. Then, work in three or four to role-play as speakers and interpreters respectively.

Conversation 1

(Wei Lee, General Manager of Sichuan United Colors Textile Company, is meeting Tony Smith at the airport)

L (Wei Lee): 先生,请问您是从洛杉矶来的史密斯先生吗?

S (Tony Smith): Yes, I'm Tony Smith from the McLaren's. You must be Mr. Lee, if I'm not mistaken.

L: 是的,我叫李伟,联彩布业公司总经理。史密斯先生,我一直在此恭候您的到来。



S: Thank you for coming to meet me at the airport.

L: 我很高兴能代表我们公司接待您。我们很感激您能不辞辛苦,在百忙中抽空来我公司指导。

S: I've long been expecting to learn about the most famous textile company in the region. I really appreciate this opportunity for me to learn about Chinese enterprises at a close distance.

L: 一路可好? 十几个小时的飞行很辛苦啊。

S: Not too bad. But we were later than expected. Our plane delayed taking off as we ran into a storm. We were held up for several hours at the airport, waiting for the storm to clear up. But we had good flying weather and we enjoyed a good attending service, of course.

L: 嗯,长途旅行之后您一定很累了,您还得倒时差呢。我们快去领取行李然后直接回宾馆吧。

S: Yes, I'm a bit tired. But I'll be all right after some rest.

L: 好的,先回宾馆下榻,好好休息一下。明天不必早起。明天的安排是这样的,我们中午设宴为您洗尘,下午会见董事会。晚上我们去看一场川剧,典型的中国歌舞戏剧。不知您意下如何?

S: I like that. You're very considerate, Mr. Lee.

L: 我们希望您在这里过得愉快,也希望您与我联彩布业公司合作愉快。东西齐了,车已在外面等候,我们走吧。

S: Sure.

Conversation 2

(Mr. Lee is introducing the company to Mr. Smith.)

L: 我们已经到达联彩布业公司了。

S: Finally! I've heard a lot about the company.

L: 嗯,我们从事这一行已经很久了,也是最具竞争力的企业之一。我来带您参观一下各个部门,然后再看一下我们的最新产品。

S: Sounds great.

L: 请跟我来,史密斯先生。这是我们的市场营销部,主要负责广告和产品推广。然后这边呢,是我们的产品研发部。

S: I've heard all kinds of best-selling products have been developed by this department.

L: 是的,这个部门在我们公司举足轻重,可谓是我们公司的核心。

S: Do you have a Logistics Department?

L: 当然有。来,这边右转,就到了我们的物流部,负责产品的运送。而且我们还有卓越的客户服务部。

S: It means whenever customers have problems, they get help from this department.

L: 是的。我们公司一向视客户为上帝,致力于完善售前和售后服务。

S: Wonderful. And I can hardly wait to see the products.

L: 没问题,史密斯先生,我现在就带您去产品展厅。请往这边来。

S: I am really interested in these two new samples. Would it be possible for me to have a closer look?

L: 当然没问题。请。

Task 2 Comment on interpretations.

1) 我很高兴能代表我们公司接待您。我们很感激您不辞辛苦,在百忙中抽空来我公司指导。

译文: It's my pleasure to welcome you on behalf of our company. Welcome to Guangzhou. We're grateful that



you made it in spite of the tiring trip. Thank you for taking time from your busy schedule and coming to United Colors.

评析:这一段话主要是接待人员对初次见面的宾客表示感激的一些客套话,首先表明自己公司对这位贵宾的重视,表达对远道而来的客人热烈的欢迎,以及对来宾一路上舟车劳顿的慰问。翻译的重点在于礼貌而周到地传达欢迎和感谢之情。It's my honor, we are grateful, thank you for..., 以及 we appreciate... 等句型要能灵活采用,如果只一味地说 thanks 或者 welcome 这样单调的词汇难免给对方不受重视的感觉。

2) 明天的安排是这样的,我们中午设宴为您洗尘,下午会见董事会。晚上我们去看一场川剧,典型的中国戏剧。不知您意下如何?

译文:Here's the schedule for tomorrow. Our company is hosting a reception lunch in your honor. And then you'll meet with our boards of directors in the afternoon. We'll take you to a Sichuan Opera in the evening, a typical Chinese opera with singing and dancing performance. How do you like that, Mr. Smith?

评析:In somebody's honor 意为“专门为某人……”。这里说到行程包括去看川剧,因为西方人认知中的歌剧 opera 通常都很正式,要穿正装出席,而中国戏剧相对随意。为了让不熟悉地方戏曲的外国人能大概知道去看的是什么节目,在后面简单说了一下是有歌曲和舞蹈的中国传统戏剧,翻译时应注意准确传达。

3) 是的,这个部门在我们公司举足轻重,可谓是我们公司的核心。

译文:Yes, this department is very important for our company. It is called the “heart” of the company.

评析:中文爱用四字成语,如这一句里的“举足轻重”,英文里用 important, essential, critical, vital 等词都可以表达。而核心一词,翻译成 heart,既生动又贴切。

PART V 口译练习

Task 1 Work in groups and role-play the following situations, acting the roles of the Chinese speaker, English speaker and interpreter respectively.

Situation A

Mr. Wang is the general manager of GreenBee Ltd. Co., one of Guangzhou's biggest shoe makers. Frank Darkins, the purchase manager of a British trading company comes to visit GreenBee. Mr. Wang picks up Darkins at the airport, introduces himself and takes Darkins to the Holiday Inn. Mr. Wang speaks Chinese, Darkins speaks English and Kelly Zhong is the interpreter.

Situation B

Mrs. Sun, the head designer of GreenBee, gives Darkins a tour of the company's different departments. Sun speaks Chinese, Darkins speaks English and Kelly Zhong is the interpreter.

Task 2 Interpret the following sentences.

- 1) Thank you for coming all the way to my company.
- 2) On behalf of our company, I'd like to say how delighted we are to receive you here.
- 3) We really wish you will have a pleasant stay here.
- 4) Maybe we could start with the Designing Department, and then we could look at the production line.



- 5) I hope my visit does not cause you too much trouble.
- 6) 请问哪里是市场部门? 贵公司的市场策略做得很好。
- 7) 我们公司每季度都会研发新产品。
- 8) 我们是这次广交会的展商之一。

Task 3 Interpret the following passages.

Passage 1

The International Monetary Fund on Tuesday projected that the global economy will grow by 6 percent in 2021, 0.5 percentage point above the January forecast, according to the latest World Economic Outlook. Among emerging markets and developing economies, China is projected to grow by 8.4 percent this year, 0.3 percentage point above the January forecast, according to the report. The newly-released report projected the global economy to expand 4.4 percent in 2022, 0.2 percentage point above its January forecast.



Passage 2

除铁路旅行外,从即将到来的黄金周的机票预订情况来看,中国民航业也迎来了复苏。据中国民航总局(CAAC),为期五天的五一黄金周假期将使中国民航业前期因新冠疫情受到抑制的运输需求得到“全面释放”。



PART VI 自我评价

	Great	Good	OK	Fail
Pronunciation				
Accuracy				
Fluency				
Response				

Unit 2

Dinner Party

学习目标

1. 掌握口译中的主题思想识别技巧
2. 熟悉宴会致辞的口译
3. 提高与宴会情景相关的口译能力

学习提示

1. 参加宴会会有哪些礼仪要求?
2. 怎样听懂原文?

PART I 热身练习

Task 1 Read the following passage and discuss with your partners what it is about.

Whether you are dining in someone's home or in a restaurant, proper etiquette at the table will help you socially and professionally.

Before the Dinner

If you are invited to have dinner with someone, it is always a good idea to respond, even if an RSVP is not requested. This helps with planning. Don't ask if you can bring extra guests if the invitation doesn't make the offer. However, if your family is invited to someone's home for dinner, it is okay to ask if your children are included. If they are, make sure your children know good manners before they go.

Gift

When you are dining at the home of a friend, it is a good idea to bring a host or hostess gift. Don't expect your gift to be used during the meal. Most dinner parties have carefully planned menu items, and your gift may not go with the meal.

Getting Started

Some dinner parties are formal and have place cards where the host or hostess wants you to sit. If not, ask if there are seating preferences. Wait until the host sits before you do. In some cultures, a blessing will be said. Even

if you don't follow the beliefs of the prayer, show respect and be silent. If the host offers a toast, lift your glass. It is not necessary to "clink" someone else's glass.

Napkin

As soon as you sit down, turn to your host or hostess and take a cue for when to begin. Once the host unfolds his or her napkin, you should remove your napkin from the table or plate, and place it on your lap. If you are dining out, you should place your napkin in your lap immediately.

Keep your napkin in your lap until you finish eating. If you must get up at any time during the meal and plan to return, place the napkin on either side of your plate. After you are finished, place your napkin on the table to the left of your plate.

When to Eat

If you are eating out, you should wait until all the members of your group have been served before picking up your fork. At a private dinner, observe the host or hostess and pick up your fork when he or she does. However, if you are at a buffet, you may start when there are others seated at your table.

Eating

Table manners were designed to keep people from scarfing food down like animals, so learn them before you eat with others. One of the most important things to keep in mind is that you should never call attention to yourself by blatantly breaking the rules set by the society.

Here are some essential dining etiquette rules that you should follow:

- Turn off your cellphone before sitting down. It is rude to talk on your phone or text while in the company of others.
- Never talk when you have food in your mouth. That's just gross. Even if someone asks you a question, wait until you swallow before answering.
- Taste your food before you add salt, pepper, or other seasoning. Doing otherwise may be insulting to the host or hostess.
- Don't cut all your food before you begin eating. Cut one or two bites at a time.
- Never blow on your food. If it is hot, wait a few minutes for it to cool off. Scoop your soup away from you.
- If you are drinking from a stemmed glass, hold it by the stem.
- Break your bread into bite-sized pieces and butter only one bite at a time.
- Try at least one or two bites of everything on your plate, unless you are allergic to it.
- Compliment the hostess if you like the food, but don't voice your opinion if you don't.
- Use your utensils for eating, not gesturing.
- Keep your elbows off the table. Rest the hand you are not using in your lap.
- Eat slowly and pace yourself to finish at the same approximate time as the host or hostess.
- Avoid burping or making other rude sounds at the table.
- If you spill something at a restaurant, signal one of the servers to help. If you spill something at a private dinner party in someone's home, pick it up and blot the spill. Offer to have it professionally cleaned if necessary.
- When you finish eating, leave your utensils on your plate or in your bowl.
- Never use a toothpick or dental floss at the table.
- You may reapply your lipstick, but don't freshen the rest of your makeup at the table.

After the Meal

After you finish eating, partially fold your napkin and place it to the left of your plate. Wait until the host or hostess signals that the meal is over, you may stand. After the meal is over, don't eat and run. If nothing is planned after dinner, stick around for approximately an hour before saying good-bye to the host and thanking him or her for the dinner. If the event is informal, you may offer to help clean up.

Later

Always send the host or hostess a thank-you note or card in the mail, and don't wait more than a day or two after the event. Address the host or hostess, thank him or her for the lovely dinner, and add another short, positive comment to show your appreciation. Your note may be brief but heartfelt.

Question 1: *Where do you think these etiquette rules can be applied?*

Question 2: *What are the differences between Chinese and Western dining etiquettes?*

Task 2 *Listen to a recording and answer the following questions.*

- 1) On what occasion was the speech made?
- 2) What kinds of relationship have the US and China built?
- 3) Is there any proof to show that the two countries have made huge progress in building positive, cooperative, and comprehensive ties?
- 4) Retell the speech you have just heard.



PART II 口译准备之技巧准备

主题思想识别技巧

口译最大的特点之一是它的即时性。口译的即时性决定了口译的理解必定以分析综合为基础。在语言交际中,说话者的表述动机不会只停留在字面上,听话人的理解也不可能建立在对字面意义的理解上。说话人和听话人之间意义的传递,需要依赖双方记忆中的知识和经验体系的支持。翻译模式中的语言 and 意义的理解过程,实际上是理解话语内在含义的推导加工过程。例如,在国务院的新闻发布会中听到发言人论及台湾问题和中美关系,有经验的译员马上会意识到发言人会谈及“台湾问题是中美关系的核心问题”,以及“台湾是中国不可分割的一部分”等内容,从而做好相应的准备。毫无疑问,口译中的推导加工过程是抽象思维,它离不开逻辑分析;逻辑分析的进行又离不开形象思维和感知。完成分析后,译员才可能用目的语完成信息转换。译员的任务不是要逐字逐句地翻译原语发布者的发言,而是要在较短的时间内依靠对语音的听辨、语法层次的分析、语意和篇章分析等,以听众理解的连续的意义单位,来复原原语发布者的临场语言信息和意义。因此,译员除了需要综合分析并透彻理解源语之外,还需要对源语发布的信息有整体的把握。基于口译过程的以上特点,口译员在主题思想识别方面的训练就显得至关重要。

口译中主题思想识别技能表现在两个方面——句子和篇章。句子层面上,口译员要准确把握英文中的时态和主谓宾结构,同时要准确理解和快速转换汉语中某些表示时间的语气助词。译员要力图使自己在听

懂原语的基础上借助笔记对接受到的信息进行“形象化”的处理,而不是拘泥于原语言的语法结构在译出语中要么丢掉一些重要信息、要么硬译出来以后让听众感觉异国风味太浓,甚至不知所云。篇章层面上,首先要养成对发言者的立场观点进行背景调查的习惯,其次应强调对各种文体逻辑顺序的熟练掌握,培养预测、印证、再预测、再印证的技能。

汉英语言在句法上的巨大差异是造成主题思想在口译中识别困难的主要因素。英语句子主谓宾结构鲜明、语法要求严格。相对英语而言,汉语句子复杂多变,显得较松散。英语句子讲究形合,句意围绕主语展开;中文句子重意合,组句方式相对灵活,整个句子以所要表达的思想为中心构建。由于存在上述差异,加上口译员在绝大多数情况下都是在精神高度紧张的情况下工作,短时间内要接受和复制大量的语言信息,译员极易受源语句子结构的影响,在传译中不知不觉地按原语言的句法结构逐字翻译成目的语。一旦译员意识到他在亦步亦趋地按源语发布者的语法结构进行硬译,就会对其自信心产生不良影响,进而影响翻译的质量。

口译要提供给听众的是源语发布人的主题思想,在用目的语对主题思想进行再表述的方式上,由于时间的紧迫性,译员可进行一定的灵活处理,在某些情况下,译员必须对源语加以解释、缩略甚至是概括,换句话说,译员可以改变源语句子结构、重组源语信息并在一定程度上改述源语。当然,对主题思想再表述的灵活处理,一定是以对源语信息的忠实为基础的。因此,要听懂和识别主题思想,译员对单句的理解至关重要。

译员对句子的理解程度,取决于其对英文句子中主谓宾结构的把握、对时态的敏感性以及对中文句中意义的理解。源语发布者一般会对三个 W 的问题进行回答,即:谁(Who)? 什么(What)? 何时(When)? 更进一步来说,源语发布者会谈及谁做了什么、如何做、谁的观点如何以及产生此观点的原因等。对源语为英文的句子,译员首先要清晰地找出主谓宾,并将句子粗略地分为过去、现在、将来三种时态类型。对源语为中文的句子,因为理解的困难相对较小,重点应放在理解句意的基础上对主谓宾结构的构建。要特别注意时间以及表示时间、时态和语态的一些语气助词和副词,如:已经、了、还没、要是等。无论是以上哪种情形,译员都要以自己最易辨认的方式做笔记。所谓最易辨认的方式可以是中文,也可以是英文,还可以是符号,只要能够对译员的短期记忆起到唤起作用就行。笔记应能帮助译员在源语为英文时用中文正确再现信息,在源语为中文时用正确的时态和语态来构建合乎英文语法、主谓宾清晰的英文句子。要做到这一点,除了借助笔记以外,译员还要努力培养“形象化”的思考能力。“形象化”指的是译员在准确理解句子后将所获信息转换成图形和形象,而不是用某一种语言符号进行记忆和思考。“形象化”思考有两点好处:首先,它能帮助译员做笔记,在潜意识中自觉地对源语中的主谓宾、时态、语态等问题进行归纳和整理;其次,一个经过“形象化”思考的译员在传译时借助笔记对短期记忆的重唤起肯定好于没有进行“形象化”思考的译员,从而能在更短的时间内做出更好的译文。

篇章层面的主题思想识别,主要在于对源语发布人进行背景调查的基础上熟悉四种常见的语言类型:论说文体、描述性文体、说明性文体和叙述性文体。论说性文体又可根据逻辑关系分为演绎性和归纳性文体。在论证方法上,它们又可分为两种:一种是直接提出论点,先提所要阐述的论点,再引用论据来驳斥反方论点和论据;另一种是把正反两方论点都提出来,加以比较,从而得出结论。相对来说,前一种文体的逻辑顺序较好把握,后一种文体则要求译员高度注意论点和论据间的转换。一些表示转换的短语,如:however, on the other hand 等,是比较清楚的,还有一些不太明显的,如:clearly, apparently 等,就需要引起译员的高度警惕。

一般来说,译员都能在译前得到讲稿,但是发言人临场发挥的可能性总是存在,而且并不是所有的讲

稿都是完全按上述某种文体撰写的。这就要求译员有预测的能力,要求译员在熟悉各种文体的基础上寻找句子间的联系,这些联系可能是时间顺序、空间顺序,或者某种逻辑顺序。寻找这些联系的线索,就是前文提到的那些显示联系或转换的词和短语。

翻译过程中的思维特点决定了口译中主题思想识别技能培养的重要性,口译自身的特点又使得口译中的主题思想识别直接影响到口译的成败。理解语言、理解意义、复制意义的工作过程,需要译员熟练掌握双语间的语言差异、两种语言间因不同文化、社会历史因素导致的思维差异,通过“形象化”、笔记等手段顺利完成意义的传递。

Task *Listen and retell the following texts. Identify the theme and ideas of each text, and then interpret them.*



- 1) 今晚,2010年上海世界博览会将隆重开幕。我谨代表中国政府和人民,对各位嘉宾莅临上海世博会表示热烈的欢迎!对给予上海世博会真诚帮助和大力支持的各国政府和人民,对国际展览局和有关国际组织,对所有为上海世博会作出贡献的朋友们,表示诚挚的谢意!
- 2) 女士们、先生们、朋友们!
8年来,中国政府和人民怀着高度热忱,举全国之力,集世界智慧,全力筹办上海世博会。现在,上海世博会即将呈现在我们面前。我相信,在有关各方共同努力下,世界各国人民一定能够共享一届成功、精彩、难忘的盛会。我也相信,只要我们继承并不断创新世博会给我们带来的宝贵文明成果和精神财富,我们生活的城市一定会更加美丽,我们共同拥有的地球家园一定会更加美好,我们的未来一定会更加光明。
- 3) 回首已经过去的虎年,中英经贸合作成果可圈可点。中英货物贸易额首次超过500亿美元,英国累计在华实际投资超过170亿美元,中国在英国投资按项目计算在各国中升至第6位。卡梅伦首相访华、李克强副总理访英时,经贸成为访问的一大亮点,双方企业签下了数十亿美元的大单。两国经贸合作领域不断拓展,新能源、节能环保、创意产业等越来越成为合作重点。
- 4) Of course, the economy is on everybody's minds. The unemployment rate is at its lowest level since I took office. I don't have a joke here. I just thought it would be useful to remind everyone that the unemployment rate is at the lowest it's been since I took office.
- 5) I first went to China about 30 years ago to study Chinese. I went to Beijing. I studied for the summer at Beida (Beijing Daxue). And at that time, that was an exceptional thing. It was a rare thing for an American to have the privilege of traveling and studying in China, and rare as well for the Chinese to have the experience of studying in the United States. And of course, that is no longer a rare thing.
- 6) This year in particular our two countries have achieved considerable momentum in building positive, cooperative, and comprehensive ties. For instance, we saw a continuation of exchanges at the highest levels, beginning with President Hu's state visit in January, followed by the third annual Strategic and Economic Dialogue in May, followed by the highly successful visits by Secretary Clinton and Vice President Biden. But we also broke ground on new ways to interact. In May, we began the Strategic Security Dialogue, an important forum for building trust and one I look forward to leading on the US. side. As our governments broaden dialogue, we are also working to increase people-to-people programs to strengthen our relationships by building ties of friendship and understanding.