

Translation Practices Explained

ANDREW GILLIES

# Note-Taking For Consecutive Interpreting

A Short Course

SECOND EDITION

eth min

10-12m

discrim<sup>d</sup>

persec<sup>d</sup>

e)

many<sup>o</sup>

ask

? why

lawyer

here ?

( friends

? !

same )



# Note-taking for Consecutive Interpreting

*Note-taking for Consecutive Interpreting: A Short Course* is the essential step-by-step guide to the skill of note-taking. The system, made up of a range of tried and tested techniques, is simple to learn, consistent and efficient. Each chapter presents a technique, with examples, tasks and exercises. This second edition has been extensively revised throughout, including:

- an updated chapter on speech analysis
- new chapters on comparisons and links
- revised example speeches and notes
- a summary of other authors' note-taking guidelines for comparison and reference (Part III).

The author uses English throughout – explaining how and where to locate material for other languages – thus providing a sound basis for all those working in the areas of conference interpreting and consecutive interpreting in any language combination. This user-friendly guide is a particularly valuable resource for student interpreters, professionals looking to refresh their skills and interpreter trainers looking for innovative ways of approaching note-taking.

**Andrew Gillies** is an interpreter-trainer, a trainer of interpreter-trainers and gives skills enhancement courses for freelance and staff interpreters for both the International Association of Conference Interpreters (AIIC) and the European Parliament. He is also the creator of the website Interpreter Training Resources (<http://interpreters.free.fr/>), which is one of the key references in the conference interpreter training field. He is also the author of *Conference Interpreting: A Student's Practice Book* (Routledge, 2013) and has translated Rozan's seminal *La Prise de Notes* into English.

## **Translation Practices Explained**

Series Editor: Kelly Washbourne, *Kent State University, USA*

*Translation Practices Explained* is a series of coursebooks designed to help self-learners and students on translation and interpreting courses. Each volume focuses on a specific aspect of professional translation practice, usually corresponding to courses available in translator-training institutions. The authors are practicing translators or translator trainers. Although specialists, they explain their professional insights in a manner accessible to the wider learning public.

Each volume includes activities and exercises designed to help learners consolidate their knowledge, while updated reading lists and website addresses will also help individual learners gain further insight into the realities of professional practice.

Titles in the series:

**Note-taking for Consecutive Interpreting 2e**

*Andrew Gillies*

**Introduction to Court Interpreting 2e**

*Holly Mikkelsen*

**Translating Song**

*Peter Low*

**An Introduction to Audio Description**

*Louise Fryer*

**Translating Children's Literature**

*Gillian Lathey*

**Localizing Apps**

*Johann Roturier*

**User-Centered Translation**

*Tytti Suojanen, Kaisa Koskinen,  
Tiina Tuominen*

**Translating for the European Union Institutions 2e**

*Emma Wagner, Svend Bech,  
Jesús M. Martínez*

**Revising and Editing for Translators 3e**

*Brian Mossop*

**Audiovisual Translation**

*Frederic Chaume*

**Scientific and Technical Translation Explained**

*Jody Byrne*

**Translation-Driven Corpora**

*Federico Zanettin*

**Medical Translation Step by Step**

*Vicent Montalt, Maria  
González-Davies*

For more information on any of these and other titles, or to order, please go to [www.routledge.com/Translation-Practices-Explained/book-series/TPE](http://www.routledge.com/Translation-Practices-Explained/book-series/TPE)

Additional resources for Translation and Interpreting Studies are available on the Routledge Translation Studies Portal: <http://cw.routledge.com/textbooks/translationstudies>

# **Note-taking for Consecutive Interpreting**

A Short Course

Second Edition

**Andrew Gillies**

Second edition published 2017  
by Routledge  
2 Park Square, Milton Park, Abingdon, Oxon OX14 4RN

and by Routledge  
711 Third Avenue, New York, NY 10017

*Routledge is an imprint of the Taylor & Francis Group, an informa business*

© 2017 Andrew Gillies

The right of Andrew Gillies to be identified as author of this work has been asserted by him in accordance with sections 77 and 78 of the Copyright, Designs and Patents Act 1988.

All rights reserved. No part of this book may be reprinted or reproduced or utilised in any form or by any electronic, mechanical, or other means, now known or hereafter invented, including photocopying and recording, or in any information storage or retrieval system, without permission in writing from the publishers.

*Trademark notice:* Product or corporate names may be trademarks or registered trademarks, and are used only for identification and explanation without intent to infringe.

First edition published by St. Jerome Publishing 2005

*British Library Cataloguing-in-Publication Data*

A catalogue record for this book is available from the British Library

*Library of Congress Cataloging-in-Publication Data*

Names: Gillies, Andrew, 1971– author.

Title: Note-taking for consecutive interpreting : a short course / by Andrew Gillies.

Description: Second edition. | Milton Park, Abingdon, Oxon ; New York, NY :

Routledge, [2017] | Series: Translation practices explained | Includes bibliographical references and index.

Identifiers: LCCN 2016045281 | ISBN 9781138123199 (hardback) |

ISBN 9781138123205 (pbk.) | ISBN 9781315648996 (ebook)

Subjects: LCSH: Translating and interpreting. | Note-taking.

Classification: LCC P306.2 .G58 2017 | DDC 418/.02—dc23

LC record available at <https://lcn.loc.gov/2016045281>

ISBN: 978-1-138-12319-9 (hbk)

ISBN: 978-1-138-12320-5 (pbk)

ISBN: 978-1-3156-4899-6 (ebk)

Typeset in Times New Roman

by Apex CoVantage, LLC

Visit the eResources: <https://www.routledge.com/9781138123205>

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

[D]ecades of research . . . has made it abundantly clear that students can and will profit from a structured conscious and systematic introduction into note-taking as a seminal skill in consecutive interpreting.

Dingfelder, 2015:165



Taylor & Francis

Taylor & Francis Group

<http://taylorandfrancis.com>

# Contents

<i>About the new edition</i>	xii
<b>PART I</b>	
<b>The basics step-by-step</b>	1
<b>Introduction</b>	5
<i>What is consecutive interpreting?</i>	5
<i>When is consecutive interpreting used?</i>	5
<i>Community, liaison, medical and court interpreting</i>	6
<i>About this book</i>	7
<i>Note-taking for consecutive interpreting</i>	8
<i>About the notes</i>	12
<i>About the examples</i>	13
<i>How to use the book</i>	14
<i>Practice</i>	16
<i>Miscellaneous</i>	17
<b>1 Speech analysis</b>	20
<i>Mind maps</i>	21
<i>Sections</i>	25
<i>Section diagrams</i>	29
<i>Mini summaries</i>	32
<b>2 Recognizing and splitting ideas</b>	37
<i>What is an idea?</i>	37
<i>Identifying ideas</i>	39



<b>3 The beginning: diagonal notes</b>	43
<i>Subject, Verb, Object</i>	43
1. <i>Note shorter synonyms</i>	51
2. <i>Note a different SVO group with the same meaning</i>	55
3. <i>Noting only two of the three elements in SVO</i>	56
4. <i>Make several short sentences out of one long one</i>	58
<b>4 Links</b>	60
<i>Why are links important?</i>	61
<i>Finding links</i>	62
<i>Families of links</i>	64
<i>Noting links</i>	67
<i>Moving on . . .</i>	72
<b>5 Verticality and hierarchies of values</b>	80
<i>Parallel values 1</i>	81
<i>Shifting values</i>	88
<i>Parallel values 2</i>	92
<i>Use of brackets</i>	94
<b>6 Symbols</b>	100
<i>What is a symbol?</i>	100
<i>Why use symbols?</i>	101
<i>What to note with symbols</i>	101
<i>How to use symbols</i>	104
<i>Organic symbols</i>	105
<i>Where to find symbols</i>	109
<i>How many symbols?</i>	109
<i>Similar but not the same</i>	111
<b>7 Noting less</b>	113
<i>Structure reminds us of the obvious</i>	113
<i>When what comes next is obvious</i>	116
<i>Things right in front of you</i>	121
<i>Note the simple for the complicated</i>	122
<i>Stories and jokes</i>	123
<i>It depends on what you already know</i>	125
<b>8 What to note</b>	127

<b>PART II</b>	
<b>Fine-tuning</b>	129
<b>1 Clauses</b>	131
<i>Reported speech</i>	131
<i>Additional information</i>	133
<b>2 Rules of abbreviation</b>	136
<i>Abstractions</i>	137
<i>Plurals</i>	137
<i>Different languages</i>	138
<i>Phonetic spelling and misspelling</i>	138
<b>3 Verbs</b>	139
<i>Verb conjugations</i>	139
<i>Verb tenses</i>	139
<i>Modal verbs</i>	140
<i>Nouns as verbs</i>	141
<b>4 The recall line</b>	143
<b>5 Uses of the margin</b>	146
<i>Who?</i>	146
<i>Structural elements</i>	148
<i>Dates</i>	153
<i>Anything important!</i>	155
<b>6 More on links</b>	156
<i>Adding implicit links</i>	156
<i>Dropping link words that aren't links</i>	159
<i>Though and although or but and however</i>	161
<i>Temporal links</i>	163
<b>7 Comparisons</b>	165
<i>One and the other</i>	165
<i>Pairs</i>	166
<i>Not only . . . but also</i>	167
<b>8 Pro-forms</b>	170