

Unit Nine

Public Speaking and Interpretation

Learning Objectives

Listening and Speaking

1. Listen and Practice
2. Act Out

Reading

1. Text
2. Exercises

Practical Writing

Supplementary Reading



Learning Objectives

After completing this unit, you will be able to:

- invite people to make speeches in different situations
- know the characteristics of a good public speech
- know some tips for speech delivery
- know the qualities of an interpreter
- write and prepare speeches in different situations

Listening and Speaking



Part One Listen and Practice

Inviting Somebody to Make Speeches

Dialogue1

1. Listen to the dialogue, and fill in the blanks.

Mr. Green: Mr. Liu, this is Helen, my secretary. She'll be with us during the meeting.

Helen: I'm Helen. It's nice to meet you, Mr. Liu. I will be acting as your interpreter today.

Mr. Liu: Nice to meet you.

Mr. Green: Helen, please tell Mr. Liu we're glad he could come today.

Helen: We're so glad you can make it here today. Mr. Liu.

Listening and Speaking



2. Listen to the dialogue again, and answer the questions you will hear. Write your answers below.

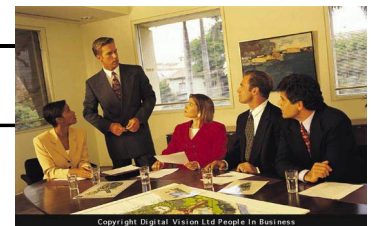
When will the dialogue probably take place?

(1) *Just before the beginning of the meeting.*

— *What position will Helen hold in the meeting?*

She will act as an interpreter for Mr. Green and Mr. Liu.

(2)



Listening and Speaking



Dialogue 2

1. Listen to the dialogue, and fill in the blanks.

Helen: We would like to invite you to make a speech to our company. You know, all the staff of our company have long admired your excellent research activities and would enjoy learning more about your work.

Mr. Robert: It is my pleasure. But at what exact time? ?

Helen: On January 15th, we will have opening session of our annual sales meeting.

Mr. Robert: On January 15th, eh, that is OK for me. Then what exact topic would you like my speech to focus on?

Helen: You are expected to focus on introducing the current situation of international trade.

Mr. Robert: OK, how about the audience?

Helen: All of them have some background in marketing, and most of them are sales managers in our company.

Mr. Robert: I see, but how much time will you give me at the meeting?

Helen: 40 minutes for your address, and 15 minute for questions and answers.

Listening and Speaking



2. Listen to the dialogue again, and answer the questions you will hear. Write your answers below.

What is the dialogue mainly about?

- (1) Helen is inviting Mr. Robert to make a speech to her company.

Does Mr. Robert accept the invitation?

- (2) Yes, he does.
-
-



Listening and Speaking



Passage

Listen to the passage, and fill in the blanks. You will hear the recording twice.

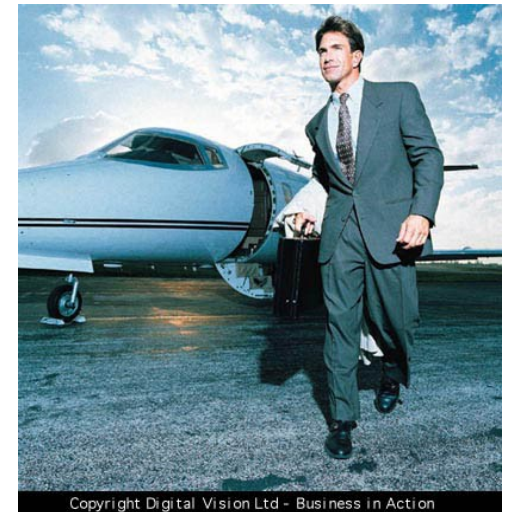
Conquer Public Speaking Fear

Public speaking is a common source of stress for everyone. Many of us would like to avoid this problem entirely, but this is hard to do. Whether we work alone or with large numbers of people, eventually we will need to speak in public to get certain tasks accomplished. And if we want to be leaders or achieve anything meaningful, we will often need to speak to groups, large and small, to be successful. The truth about public speaking, however, is IT DOES NOT HAVE TO BE STRESSFUL! Most of us believe parts of life are inherently stressful. In fact, most of us have been taught to believe that life as a whole is very stressful! To deal with any type of stress effectively, you first must understand that life itself, including public speaking, is NOT inherently stressful.

Listening and Speaking



Thousands of human beings have learned to speak in front of groups with little or no stress at all. Many of these people were initially terrified to speak in public. Their knees would shake and their voices would tremble. Yet they learned to eliminate their fear of public speaking completely. You are no more or less human than they are. If they can conquer the fear of public speaking, so can you! It just takes the right guiding principles, the right understanding and the right plan of action to make this goal a reality.



Listening and Speaking



Part Two Acting Out

1. First complete the short dialogue by translating the Chinese into English, and then practice them with your partner.

Mr. Liu: (对不起, 但是我们公司坚持在订合同之前解决这一点。)

I am sorry to trouble you about this, but my home office insists that it be settled before the contract is signed.

Mr. Green: (预备什么时候签合同?)

When is the contract to be signed?

Mr. Liu: (一个星期后。)

A week from now.

Mr. Green: (你们公司想变更什么?)

I see. What is the change your office wants to make?

Mr. Liu: (是法律问题, 如果将来发生纠纷, 我们想用自己的律师做代理人。)

It is a legal question. If some problem arises, we would want to use our own lawyer.

Mr. Green: That's quite a technical question, but it has come up before in previous joint-venture contracts. I will have our expert on legal matters to check its details and prepare a statement for you.

Listening and Speaking



Mr. Liu: (我什么时候可以拿到报告?)

How soon can I get the report? _____ ?

Mr. Green: (我马上叫人准备并翻译成中文, 您明天来拿好吗)?

I will have someone prepare it right away and translate it into Chinese. Could you come back tomorrow to get it?

_____ ?

Mr. Liu: (好的, 谢谢, 我立即向公司报告。)

Thanks, that is OK. I will report to my company immediately.



Listening and Speaking

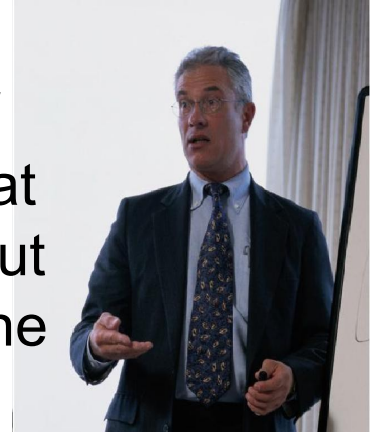


- 2. Create a short dialogue for each of the following situations and practice them with different partners.**
 1. Suppose you are a secretary of a company and you are to act as the interpreter at a meeting, introduce yourself to your customers before the meeting.
 2. You are inviting an famous professor to make a speech for your company, but he declines politely.
 3. You are introducing your company on a trade fair.
 4. You are the hostess of an evening party, and now you are introducing yourself at the evening party.
-

Part one Text

Preparing and Delivering Your Speech

Preparing and **delivering** your first public speech can be a **daunting** affair. You may find it difficult deciding what you want to say, how to say it, or perhaps the thought of speaking before an audience scares you [1]. It's true that some people are naturally **talented** at public speaking, but the good news is that with some helpful guidance, anyone can write and deliver a successful speech.



Your first instinct may be to sit down with a pen and paper and charge full steam ahead into the first line of your speech [2]. Don't. You will save yourself a lot of time and effort, not to mention much **frustrating** rewriting, if you begin instead by **devoting** some time to careful planning of your speech [3]. Through effective preparation, you will answer all the questions and doubts about your speech before they arise [4]. The contents of your speech, and how you deliver it, are based on three important factors: the occasion, the audience and the purpose of your speech.

The Occasion

The nature of the occasion will obviously have a great **bearing on** your speech. The occasion will **dictate** not only the content of your speech, but also the **duration**, the tone, and the expectations of your audience. For example, humor may be inappropriate during a business presentation or a eulogy, while it may be welcome during a wedding speech or a sports event. [5] You should also be aware of your role and any **observances** that you should make during your speech.

Reading



The Audience

Whatever the occasion, your speech must always be **targeted** at your audience. If you are familiar with your audience, for example if the occasion is a large family gathering, then your speech should acknowledge and build upon your existing intimacy with your audience. The use of names and personal details of members of your audience can help to **engage** your listeners. If the speech is to an unfamiliar audience then an early goal of your speech should be to build a degree of trust among your listeners.

You must know who your audience is in order to best decide how to **transmit** your message to it [6] .

The Purpose of Your Speech

By setting out a few clear goals before you start writing your speech, you will be better equipped to judge its progress and success **prior to** its public airing. A hilarious best man speech may have your audience rolling in the aisles, but if you fail to give **tribute** to the bride and groom you will have failed in your role.



By setting clear goals, you will be better positioned to judge the likely success of your speech.

It's now time to prepare to deliver your speech. Here are some speech delivery tips for you:

- Make sure that your appearance is well taken care of.
- Speak clearly, and adjust your voice so that everyone can hear you. Do n't shout **for the sake of** being loud.
- It is common to speak rapidly when nervous, try to take your time while speaking.
- Effectively used, a pause in your speech can be used to emphasize a point, or to give the audience the time to **react to** a fact, anecdote or joke.
- Make eye contact with your audience. This helps to build trust and a relationship between the speaker and the listeners.
- Do not **fidget** or make other nervous gestures with your hands.
- Do not keep your hands in your pockets. Do use hand gestures effectively.
- Be yourself; allow your own personality to **come across** in your speech.

Notes

[1] You may find it difficult deciding what you want to say, how to say it, perhaps the thought of speaking before an audience scares you. 也许你会觉得决定讲什么、如何讲很困难，或者，也许一想到要面对听众做演讲你就吓得心惊肉跳。

(1) “or” 连接两个并列分句；

(2) “it” 是形式宾语，动名词短语 “deciding what you want to say, how to say it” 是真正的宾语；“difficult” 是宾语补足语；“what you want to say, how to say it” 是动名词 “deciding” 的宾语。

[2] Your first instinct may be to sit down with a pen and paper and charge full steam ahead into the first line of your speech. 你的第一直觉可能就是：坐在那里，捏着笔，对着纸，竭尽全力缴尽脑汁地想演讲稿地开头。

full steam ahead : 竭尽全力。

Notes

[3] You will save yourself a lot of time and effort, not to mention much frustrating re-writing, if you begin instead by devoting some time to careful planning of your speech. 如果你不是直接提笔写，而是先花一些时间仔细对演讲进行安排，这样你就会省出很多时间和精力，更不用说重写。

“if” 条件句放在了句尾。



[4] Through effective preparation, you will answer all the questions and doubts about your speech before they arise. 经过充分的准备，你将会在问题和疑问出向前解决你的演讲中的所有的问题。

they: all the questions and doubts



[5] For example, humor may be inappropriate during a business presentation or a eulogy, while it may be welcome during a wedding speech, or a sports event.
比如，在商务报告或悼词的演讲中幽默是不合适的，而幽默在婚礼或体育盛事上的讲话中广受欢迎。

While: 而（对比两个不同的事实或情形）

e.g. Tom is very confident while Katy is shy and quiet

·
汤姆很自信，而凯蒂害羞又安静。

[6] You must know who your audience is in order to best decide how to transmit your message to it.

你必须知道你的听众群以便更好的决定怎样把你的信息传递给他们。

其中：“who your audience is”是宾语从句，做动词“know”的宾语；“how to convey your message to it”是宾语从句，做动词“decide”的宾语。

Part two Exercises



I. Reading comprehension: Read the text carefully, and choose the best answer for each of the following.

1. According to the text, the content and the way of your speech are determined by three important factors. They are listed as the following EXCEPT the **D**.
 - A. occasion
 - B. audience
 - C. purpose
 - D. duration of your speech
2. The proper way to begin writing a speech is **B**.
 - A. trying your best to have an attractive beginning
 - B. doing some effective preparation first and carefully planning your speech before writing
 - C. sitting down immediately and beginning to write it in order to save time
 - D. discussing the speech with others

Part two Exercises



3. Understanding the occasion of your speech can help you to determine **D**.
- A. what to focus on in your speech
 - B. how long your speech will last
 - C. what kind of tone to use when delivering your speech
 - D. all the above
4. A speaker should know his audience in order to **D**.
- A. acknowledge and build up an intimacy with it
 - B. use the names and personal details of the audience to engage it
 - C. build a degree of trust with it
 - D. decide how to use your speech to affect it



Part two Exercises



5. It is suggested by the author that when you are delivering your speech, you should **D**.
- A. speak as loudly as possible
 - B. speak more loudly when you feel nervous
 - C. put your hands in your pockets to show that you are confident and feel comfortable
 - D. pause for several seconds now and then for the audience to react to your speech



Part two Exercises



II. Vocabulary and Structure: Choose the best one to complete each of the following sentences.

1. If you can't D the job, I'll get someone else to do it.
A . make B. turn C. operate D. handle
2. It happened prior B her departure.
A. on B. to C. of D. for
3. It will be a C against time to get this project finished by the end of the year.
A. run B. running C. race D. racing
4. We got on a plane C Shanghai.
A. gone to B. bound for C. bound to D. bounding
5. When Columbus saw the New World he A to have discovered India.
A. claimed B. said C. made D. stated
6. Steven arrived late and A his appointment.
A. missed B. offered C. made D. changed

Part two Exercises



7. The team is C to lose the game, though it gained some advantage at the beginning.
A. due B. possible C. likely D. fast
8. He D to his customers and halved the price.
A. leaked B. drew C. quoted D. yielded
9. The advertisement says this material doesn't B in the wash, but it has.
A. contract B. shrink C. slim D. dissolve
10. We are interested in the weather because it A us so directly --- what we wear, what we do, and even how we feel.
A. affects B. benefits C. guides D. effects



Part two Exercises



III. Blank Filling: Choose one word or phrase from the box, and complete each sentence with its proper

come across, take one's time, for the sake of, be familiar with,
devote ... to, not to mention, eye contact, react to, target,
acknowledge, have a bearing on, deliver

devote **to**

1. I don't think we should **has a bearing on** any more time ____ this question.
2. What you have said _____ the subject.
3. **acknowledged** of the vote were announced the Prime Minister _____ defeat. **not to mention**
4. They have three dogs to look after, _____ the cat and the bird.

Part two Exercises



come across, take one's time, for the sake of, be familiar with,
devote ... to, not to mention, eye contact, react to, target,
acknowledge, have bearing on, deliver

5. Let's assume, for the sake of the argument, that what you have said is true.
6. When you make a public speech, you should keep eye contact with your audience.
7. There's no hurry. Take your time !
8. She came across an old letter in the course of her search.
9. The government has reacted to the outbreak of violence by sending army patrols to police the area.
10. Welfare spending is being cut, so it should be targeted on the people who need it most.
11. I am not really familiar with the taxation laws here.
12. Mr. Green, the famous professor on marketing, is invited to deliver a speech in the opening ceremony.



IV. Cloze: Choose the best one from the four choices to finish the passage.

Many of us have observed public speakers and thought to ourselves “Wow, I could never be that smart, calm, witty, entertaining, polished . . . or whatever.” Well, I’ve got news for you--you don’t have to be brilliant, witty, or perfect to 1. That is not what public speaking is all about. I know it may look that way, but it’s not. You can make mistakes, get tongue-tied, or forget whole segments of your talk. You can even 2 no jokes at all and still be successful. It all depends on how you, and your audience, define “success”. Believe me, your audience doesn’t expect perfection.

1. A. win
B. succeed
C. perform
D. attract

Key: B

2. A. speak
B. talk
C. tell
D. say

Key: C

Part two Exercises



I used to think most audiences did, but I was wrong! Before I discovered this, I 3 incredible pressure on myself to deliver a perfect performance. I worked for days to prepare a talk. I stayed up nights 4 making mistakes. I spent hours and hours 5 what I was going to say. And you know what? All this did make me 6 anxious!



3. A. used to put
B. used to putting
C. was used to putting
D. was used to put

Key: A

4. A. to worry about
B. to worry
C. worrying
D. worrying about

Key: D

5. A. to rehearse
B. on rehearsing
C. rehearsing
D. rehearse

Key: C

6. A. even more
B. less
C. much
D. few more

Key: A

Part two Exercises



The more perfect I tried to be, the 7 I did!
It was all very disheartening. The essence of public speaking is this: give your audience something 8 value. If people in your audience walk away with something of value, they will 9 you a success. If they walk away feeling better about themselves, feeling better about some job they have to do, they will consider you a success. If they walk away feeling happy or entertained, they will consider their time with you 10.



7. A. more
B. worse
C. better
D. most

Key: B

8. A. in
B. to
C. with
D. of

Key: D

9. A. consider
B. think
C. regard
D. believe

Key: A

10. A. worthy
B. worth
C. worthwhile
D. worthless

Key: C

V. Translation: Translate the following sentences into Chinese.

1. By setting out a few clear goals before you start writing your speech, you will be better equipped to judge its progress and success prior to its delivery.

在开始动手写演讲稿之前，列出几条明确的目标，这会使你在正式演讲之前更好地判断演讲稿的准备进程和效果。

2. It is a pleasure to welcome you to Beijing Export & Import Company. We are sure that you will find working here a pleasant and rewarding experience because we work especially hard to insure that our employees and their jobs are compatible.

非常欢迎您加入北京进出口公司。我们相信，您在这儿工作一定会既感愉快又有收获，因为我们公司特别注重让职员有充分的用武之地。

Part two Exercises



3. I should therefore like to propose a toast to this new stage in the friendship and cooperation between our two peoples.

因此，我提议为我们两国人民进入这一友谊和合作的新阶段干杯。

4. Thank you for what you've added to our work and to our personal lives here. You've added thoughtfulness and fun and lots of excellent work. In exchange, we want you to take a little of us with you --- our admiration and genuine goodwill.

感谢您为我们的工作和生活所带来的一切，你给我们带来了体贴、快乐和许多出色的工作。作为回报，我们希望您从我们这里也带走一点东西 --- 我们对你的钦佩和真诚的祝福。





5. With much respect and admiration, I offer you our best wishes for a great year. Happy birthday.

带着极为崇敬的心情，我向您表示最诚挚的祝愿，祝您生日快乐！

6. We want to thank all the people here for taking the time out of your busy schedule to come to our year-end party

感谢各位来宾在百忙之中抽空来参加我们的年终晚会。



Practical Writing



Speeches

A good speech covers the following three areas: the opening, the middle and the closing.

The Beginning

The first thirty seconds of your speech are probably the most important. In that period of time you must grab the attention of the audience, and engage its interest in what you have to say in your speech. This can be achieved in several ways. For example, you could raise a thought-provoking question, make an interesting or controversial statement, recite a relevant quotation or even recount a joke.

Once you have won the attention of the audience, your speech should move seamlessly to the middle of your speech.

Practical Writing



The Body

The body of your speech will always be the largest part of your speech. At this point your audience will have been introduced to you and the subject of your speech, as set out in your opening, and will hopefully be ready to hear your arguments, your musings or the subject of your speech.

The best way to set out the subject of your speech is by formulating a series of points that you would like to raise. In the context of your speech, a “point” could be a statement about a product, a joke about the bridegroom or a fond memory of the subject of a eulogy.

The points should be organized so that related points follow one another so that each point builds upon the previous one. This will also give your speech a more logical progression, and make far easier the job of the listeners.



Don't try to overwhelm your audience with countless points. It is better to have fewer points that you make well than to have too many points, none of which are made satisfactorily.

The Closing

Like the Opening, the Closing of your speech must contain some of your strongest material. You should view the closing of your speech as an opportunity. It is an opportunity to:

- Summarize the main points of your speech.
- Provide for your listeners some further food for thought.
- Leave your audience with positive memories of your speech.
- Choose the final thought/emotion (for example, with good wishes to the bride and groom, with fond memories of a departed friend, with admiration for winners and losers at an awards ceremony , etc.).

Practical Writing



Exercises

Complete the following speeches by translating the Chinese into English, and write down your answers on the line.

Sample 1: Self-introduction

Ladies and gentlemen:

Thank you for giving me an opportunity to speak about myself on this special occasion

_____ (谢谢大家给我这个机会在此特别的场合介绍我自己). I am Philip Lee, executive manager of the sales department of Beijing Import and Export Company. _____

(在我接管销售部的三年时间里), the sales of our products have grown dramatically and I am really proud of my department and staff. Some people sometimes ask me what is the secret of such tremendous growth, and I always answer: "harmony in the department." Harmony in the department seems to have emerged as a result of mutual trust and respect between myself and my staff. **it really is a great honor to speak to you.**

Well, _____ **I hope this gathering will help keep our harmony till the end** (能有此机会向你们讲话我深感荣幸), and _____

_____ (我希望这次聚会能有助于永远保持我们之间的融洽关系). Thank you.

Practical Writing



Sample 2: Introducing the Lecturer

Ladies and gentlemen:

We have been fortunate enough to obtain the service of Mr. Robert, a distinguished professor from Britain, to lecture to us this morning

_____ . (我们有幸请到英国著名教授 Robert 先生来为我们举行讲座) Mr. Robert is director of the ABC Research Institute, England, and has made some important discoveries in the field of laser **research**.

Mr. Robert _____ (将向我们讲解) the industrial application of lasers of various types, but he will touch on some theoretical aspects as well. **The lecture will last about one and a half hours**

a discussion will be held afterwards (讲座大约一个半小时) , **in which representatives from the audience can have an opportunity to meet the speaker personally** and _____ (之后还会进行讨论) .

If you have any questions to ask during the course of the lecture, please write them on a slip of paper (听众代表可借此机会和 Robert 先生见面)

_____ **pass it on through me** **Now I will hand the chair to our speaker** (如果听讲过程中大家有什么问题)

_____ (请写在一张纸上)

Practical Writing



Sample 3. Welcoming Foreign Guests

We are proud and honored to have such a distinguished group of guests coming all the way from the United States to visit our company.

(各位贵宾从美国远道而来参观本公司，我们感到荣幸和骄傲。)

Our staff and employees will **do our best to make your visit**

comfortable and worthwhile

(竭尽全力使各位

这次的访问既舒服又有意义)。 Today, they will introduce you to our newly-built plant and research center. **Please do not hesitate to ask any questions you may have.**

extend my warmest welcome (如果有什么问题，请尽量提出，千万不要客气)

I want to **your visit here will be worth while** (最热烈的欢迎) to all of you and sincerely hope

(各位有所收获，不虚此行)



Practical Writing



Sample 4: Introducing the Company

It is a great pleasure to have you visit us today (很荣幸各位今日来此参观访问) **I am very happy to have the opportunity to introduce our company to you.** (我很高兴能有此机会向各位介绍我们的公司)

Our company was established in 1950 by Mr. Kuanming Yeh. We specialize in manufacturing electronic goods and exporting them all over the world. We grossed about US\$ 100 million last year, and **our business is growing steadily** (整个公司正在稳步发展). Our offices are in Asia, North America, and Europe, **with about 1,000 employees, and we are working diligently to serve the needs of our customers.**

further develop our overseas market (我们正在努力工作以满足顾客们的要求)

In order to will seriously consider doing business with us (为了更进一步拓展我们的海外市场), we need reliable agents to market our products.

(希望各位



Practical Writing

Sample 5: Speeches of Success Celebration

After two months of negotiations, our company has finally won our first major contract with ABC Company. For us, this event represents the start of a new era.

(这件事标志着) At this time (一个新时代的开始了) I would like to take the opportunity (此刻) , _____

Many of you have worked overtime to keep this project on schedule (我想借此机会) to thank our staff for all they have done to make this occasion possible. _____ (你们

中的许多人为了完成我们的计划加班加点) the company owes you a great deal Needless to say

_____ Regarding those of you who have sacrificed your evenings and weekends, this contract will represent the beginning of a long and fruitful cooperation between our company and the ABC (不用说) as efforts as will be remembered by our staff (公司十分感谢你们) company and our staff comes.

It is our hope that _____

_____ (这项合同标志着我们公司) with ABC (公司之间长期而富有成效的合作的开始, 同时也标志着公司与全体职员之间精诚合作的开始) Thank you, and enjoy the party!

Supplementary Reading

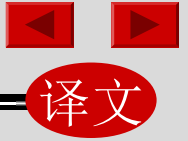


Qualities of Interpreters

There's a certain tendency to consider translation and interpreting as one and the same thing. Whilst the principle remains the same – conveying the content of a source language into a target language [1] ---- interpreting belongs to a distinctive breed. The translator deals with static text; he'll have time to swing back and forth in the quest for that perfect sentence. The interpreter hasn't got that privilege. Decisions have to be made in real-time or near-real-time, which means the threshold between success and failure is even thinner.



Supplementary Reading



Apart from the obvious language skills, the qualities required of an interpreter are very demanding. This section gives you an idea of what you should expect from a fully qualified interpreter.

Language Skills

In the same way an omelet can't be cooked without eggs, language is just a pre-requisite [2] for mastering the techniques of interpreting.

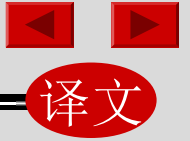
Analytical Skills

Analysis is foremost amongst the strategies employed by court interpreters. It is so essential that it can be considered an intrinsic part of the process rather than a subsidiary strategy. Many standards of practice for medical interpreters also cite analysis as a key element in the proficiency of interpretation. [3]



素材精品屋 WWW.SUCAIR.COM

Supplementary Reading

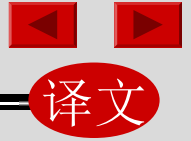


Listening and Recall

Effective interpretation requires effective listening skills. The specific kind of listening that interpreters are called upon to show is known as “active listening”, which is quite different from other forms of listening, and has to be learnt by the interpreter. Having a good memory is especially important for a legal interpreter, who must retain and include in the target language message even extra-linguistic elements.



Supplementary Reading



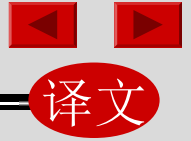
Interpersonal Skills

Despite the stereotype of the conference interpreter who spends the whole day in the booth addressing faceless bureaucrats in a monolithic voice, many conferences involve direct contact between interpreters and their listeners. Moreover, the conference members are not always international civil servants or businessmen; they may come from all walks of life and range from factory workers to housewives, from farmers to refugees.



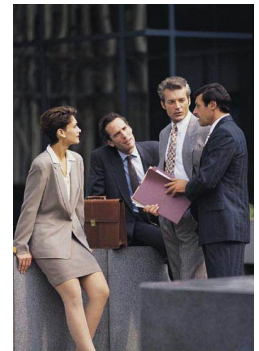
资料来自 WWW.SICAZI.COM

Supplementary Reading



Ethical Behavior

Although the interpreter's code of ethics has the greatest impact in legal settings, ethics are a major consideration for all interpreters. Some delicate situations can arise in international conferences, requiring that interpreters thoroughly understand their role and exercise good judgment. Medical interpreters must be particularly attuned to the importance of issues of patient privacy.



Supplementary Reading



Speaking Skills

Even consecutive interpreters, who generally interpret in more intimate settings, need to be able to express ideas well: effective speaking skills range from quality of voice to choice of intonation, vocabulary, phrasing, etc.



Supplementary Reading

译文

Subject and Cultural Skills

Although the sentence “You don’t need to understand it, just translate it!” is quite often heard, interpreters need to acquire technical terminology [4] and knowledge pertaining to [5] the relevant fields, and, whenever possible, to suppress potential “gaps” with in their cultural knowledge.

These qualities are not exercised independently of one another as and when needed, but come together to constitute a whole, i.e., in a professional interpretation. A genuine interpreter identifies closely with the speaker, and while interpreting will adopt the speaker’s point of view. [6]



首页

Exercises

Notes

[1] ... conveying the content of a source language into a target language. 把源语的内涵转换成目标语

。



Notes

[2] pre-requisite: *n.* 先决条件, 前提



Notes

[3] Many standards of practice for medical interpreters also cite analysis as a key element in the proficiency of interpretation. 许多医疗口译员的实践标准也将分析作为精通口译的一个关键要素。

Cite: to mention sth. as an example or proof of sth. else
引用，援引，引证

Notes

[4] technical terminology: 技术术语, 技术专门用语;



Notes

[5] pertaining to : 介词短语, ”关于”

e.g. I'm afraid that your remark does not pertain to the question.

恐怕你的话和这一问题没有关系。



Notes

[6] A genuine interpreter identifies closely with the speaker, and while interpreting will adopt the speaker's point of view. 一名优秀的口译员完全彻底的支持和认同发言者，而且在翻译时会采用他的观点。

Identify with sb. 与……有同感；认同，支持……

e.g. I grew up on a farm too, so I can identify with her problems.

我也在农场长大，所以我能理解她的问题。

Supplementary Reading



Exercises

Read the text carefully, and choose the best answer for each of the following.

1. The purpose of the author to cite “an omelet can’t be cooked without eggs” is to illustrate **C**at _____.
 - A. interpreting is more difficult and challenging than translation
 - B. mastering interpreting techniques is of the most importance
 - C. language is a pre-requisite for mastering the techniques of interpreting
 - D. effective listening and recalling is of the most importance to interpreting
2. A competent interpreter must have some interpersonal skills, because **D** _____.
 - A. the interpreter always has to directly contact delegates
 - B. the interpreter always has to deal with conference members from all walks of life
 - C. interpersonal skills can help an interpreter to better finish his/her job
 - D. all the above

Supplementary Reading

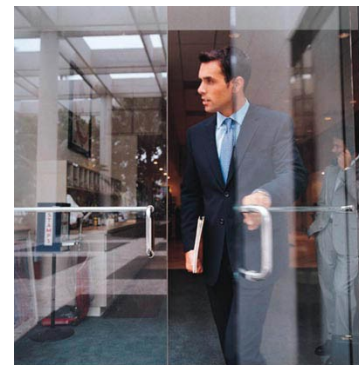


3. According to the author, **C**.
- A. a good interpreter can translate very well without understanding the content
 - B. an interpreter has no right to choose his tone or intonation
 - C. a good interpreter should acquire knowledge and try to understand the relevant fields in which he/she will translate
 - D. active listening is a kind of innateness ability for a good interpreter
4. Which of the following statement is true? **A**
- A. The interpreter has to make decisions in real-time or near-real-time.
 - B. The interpreter deals with static text.
 - C. Analysis is the least important amongst the strategies employed by court interpreters.
 - D. A good memory if not important for a legal interpreter.

Supplementary Reading



5. According to the author, the following are the qualities required of an interpreter EXCEPT **B**.
- A. language skills
 - B. flexibility
 - C. ethical behavior
 - D. interpersonal skills



口译员的素质

有一种倾向把笔译与口译看成一个整体，是同样的东西。有时，二者的原则是一致的——把源语言的内涵转换成目标语言。笔译员与静态的文字打交道；他有时间在前后文中来回转换，以得到最佳的句子。而口译员就没有这样的特权了。他必须实时的或者几乎实时的做出决定，也就是说成功与失败的界限更为模糊。



译文

除了显而易见的语言技能之外，要求一名口译员具备的其它素质也很高。本文将告诉你，一名完全合格的口译员应该具备哪些素质。

语言能力

就像没有鸡蛋就不能摊鸡蛋一样，语言是掌握口译技巧的前提。

分析能力

分析在法庭口译员所拥有的众多策略中是最重要的。它至关重要，以至于被看作是口译过程中的内在本质，而不是一项外在的辅助策略。许多医疗口译员的实践标准也将分析作为精通口译的一个关键要素。

译文

听力与记忆力

有效的口译需要有效的听力技能。要求口译员们所表现出来的这种听力就是我们所知道的“积极听力”，它与其它形式的听力大不相同，是口译员必须学会的。拥有很好的记忆力对于法律口译员来说尤其重要，他必须要记住并且把目标语言中的信息，甚至是语言之外的要素包括在内。



人际关系能力

尽管传统的会议口译员们是在口译间里待上一整天的时间，用单一的声音表达着看不见面部的官员们的言词，但是许多会议还是会让口译员与他们的听众有直接的接触。而且，会议成员并不总是国际公务员或商业人士；他们可能来自各行各业，从工厂的工人到家庭主妇，从农民到难民。



道德行为

尽管口译员的道德规范在法律环境下有着最为重要的影响，但是道德依然是所有口译员主要考虑的问题。在国际会议中可能会出现某些棘手的情况，这就要求口译员能够充分了解自己的角色并且做出正确的判断。医疗口译员则尤其需要注意患者隐私问题的重要性。



译文

讲话能力

即使是熟练口译员，即通常在很熟悉的环境下进行口译的人，也需要能够清楚的表达思想：有效的讲话能力包括从声音质量到音调、词汇、以及短语的选择。



主题和文化能力

虽然经常可以听到这句话，“你不需要理解，只要翻译出来就行！”口译员还是需要掌握技术专门术语和涉及相关领域的知识，而且，只要有可能，就要避免在其文化知识中出现潜在的“差距”。

这些素质并不是在需要的时候只单独用到其中的一种，而是共同作用来构成一个整体，比如在一场专业的口译中。一名优秀的口译员完全彻底的支持和认同发言者，而且在翻译时会采用他的观点。

Language Points

deliver v.

(1) to express in words; declare 发言；陈述

e.g. The headmaster delivered a lecture to all the students.
校长向全校发表了演讲。

The king will deliver a televised speech to the whole nation tonight.

国王将在今晚向全国发表电视讲话。

(2) to bring or transport to the proper place; distribute 递送，递交；呈递

e.g. Some new stationeries have been delivered to the office.
新的文具已被送到办公室。

The morning mail has just been delivered.
早上的邮件已经被投递了。

Language Points

daunt v. to discourage 使气馁；使胆怯

e.g. Any difficulty cannot daunt the hero.

任何困难都吓不住那位英雄。

Mary was daunted by the amount of work still to be done.

玛丽被那大批待做的工作吓倒了。

daunting adj. 使人畏缩的

e.g. Mary was faced with the daunting task of finishing all the work in 24 hours.

玛丽面临着在 24 小时之内完成所有工作的可怕局面。

Language Points

talented **adj.** having a natural ability to do something well 有才能的, 能干的

e.g. The president praised Jenny a talented secretary.
董事长称赞珍妮是个能干的秘书。

talent **n.** a natural ability to do something well 天赋; 才能

e.g. My boss is a great man with a natural talent for leadership.

我的老板是个天生有领导才能的人。

Mike showed a talent for music at an early age.

麦克很小就表现出了他的音乐才能。

Language Points

frustrate v. to cause feelings of discouragement 使失望；
使沮丧

e.g. Lacking of money frustrated their attempt to start their own business.

缺钱挫败了他们想要开创自己事业的努力。

Kate was frustrated by the fog; she had to stay at the airport all night.

凯特感到很沮丧，她不得不在机场待上一整夜。

frustrating adj. 令人沮丧的，使人感到挫折的

e.g. After three hours' frustrating delay, the plane at last took off.

经过十二个小时令人厌烦的耽搁后，飞机终于起飞了。

Doing lots of boring work all day long can be a frustrating experience.

一整天都做许许多多没意思的工作是很令人沮丧的经历。

Language Points

devote v. to give or apply (one's time, attention, or self) entirely to a particular activity or person

（与 to 连用）献身；专心于…

e.g. Her boss is a workaholic; he devoted all his time to his job.

她的老板是个工作狂，他把他的全部时间都用在工作上了。

He's decided to give up writing and devote the next thirty years to his charitable work.

他决定放弃写作，把今后的三十年都奉献给慈善事业。

We should devote ourselves diligently and faithfully to the duties of our profession.

我们应当勤奋地而且忠诚地献身于我们的职责。

Language Points

bearing n. relevant relationship or interconnection
(与 on, upon 连用) 关系

e.g. The failure has a direct bearing on what you have done.

这次失败与你所做的事有着直接的关系。

Those issues have no bearing upon our situation.

那些问题与我们的情况无关。

The promotion has no bearing on our contract.

这次促销活动于我们的合同毫无关系。

Language Points

dictate v.

(1) to control or command 命令，支配；指定

e.g. The factory president is trying to dictate his demands to the workers.

工厂董事长正设法迫使工人接受他的要求。

She refused to be dictated to by the bossy manager.

她拒绝受那个专横的经理支配。

(2) to say or read aloud to be recorded or written by another
听写；口述

e.g. The manager dictated a letter to his secretary this morning.

经理今晨向秘书口授了一份信稿。

The English teacher dictates to the class every day.

英语教师每天给学生做一次听写。

Language Points

duration n. a period of existence or persistence:
持续时间

e.g. All the students sat quietly through the duration of the speech.

所有的学生在演讲期间都安静地坐着。

The project is of five years' duration.

这个项目要持续五年的时间。

Language Points

observance n. the act or practice of observing or obeying
遵守，奉行

e.g. Both the two parties adhere to the observance of the peace agreement.

双方都坚持遵守和平协议。

He said frankly that he was a great advocate of a proper observance of status and rank.

他坦率的说他极大的倡导适当的遵守身份和阶级制度

。

Language Points

target v. to aim at or for 把...作为目标

e.g. The company may then target its efforts on these preferred projects.

公司可能随之把致力于这些首选的项目。

Coal production is targeted for 1,000,000 tons this year.

煤产量今年指标定为 100 万吨。

Language Points

engage v. to attract and hold the attention of 吸引，引起
(兴趣)

e.g. His grandfather was a excellent storyteller who can engage the children's imagination.

他的祖父很会讲故事，总是能引起孩子们的想象。

Mary's good nature engages everyone in the office.

玛丽善良的性情吸引办公室的每个人。

Language Points

transmit v. to send from one person, thing, or place to another; convey 传输, 转送, 传递

e.g. Cultural values are transmitted from parent to child.

文化价值观由父母传递给子女。

The Olympic Games will be transmitted live via satellite.

奥运会将会通过卫星传送信号。

There were many differences of opinion regarding the question of just how the secret was transmitted.

关于这个秘密是如何传播的问题有着很多不同的意见。

Language Points

prior adj. 在前的，在先的

(1) preceding in time or order (常与 to 连用) 预先的；在前的

e.g. Mr. Wilson has a prior appointment and so can't meet you next Monday.

威尔逊先生预先有约会，所以下周一不能跟你见面。

The contract will be signed prior to the ceremony.

合同将在仪式举行之前签字。

(2) preceding in importance or value 更重要的；优先的

e.g. This project is prior to all others.

这个项目比所有其他任务都重要。

I stopped playing golf because my work had a prior claim on my time.

我停止了打高尔夫，因为我必须优先处理我的工作。

Language Points

tribute n. the acknowledgment of gratitude, respect, or admiration

（与 to 连用）赞词；颂词；礼物

e.g. The president paid tribute to his employees by praising their work.

董事长称赞员工们的工作。

Mr. Thomas paid a high tribute to his secretary's ability.

托马斯先生高度称赞秘书的能力。

Language Points

for the sake of =for one's sake 为了 ... 起见，为了 ...

e.g. Never do wrong for the sake of money.

绝不要为金钱而做坏事。

Stopped smoking for the sake of your health!

为了你的健康戒烟吧！

For the sake of safety, you must keep all the important documents in a safe place.

为了安全，你要把所有的重要文件都放在一个安全的地方。

Your little brother is doing his homework; please be quiet for her sake.

你弟弟正在写作业，请让他安静。

Language Points

react to 反应

e.g. How did your boss react to the news? She reacted by getting very angry.

你的老板对这个消息的反应怎样？她的反应是非常生气。

The audience reacted readily to his speech.

观众对他的讲演立即起了反应。

Language Points

fidget v. to behave or move nervously

坐立不安，烦躁

e.g. She's always fidgeting about the problems of the project.

她经常为项目中的问题担忧。

He fidgeted with his notes while delivering his speech.

他在演讲时不停地摆弄稿子。

Language Points

come across

(1) 偶遇

e.g. I came across an old diary who is very like my mother this morning.

我今天早上遇到了一个很像我母亲的人。

I've never come across any situation like this before.

我以前从没遇到过这样的情况。

(2) 给人印象深刻

e.g. Peter is not quite sure he came across very well in the interview.

皮特不很确定他是否在面试中表现很好。