

**ANDREW GILLIES**

# NOTE-TAKING IN CONSECUTIVE INTERPRETING

*Online Professional Program*

**APRIL 9, 16, 23 & 30**  
**11:00 a.m to 1:00 p.m**

# INTRODUCTION

## Note-taking in consecutive interpreting

Consecutive interpreting involves listening to what someone says and then, after they have finished speaking, reproducing the same message in another language. The speech may last between one and twenty minutes, and the interpreter relies on a combination of notes, memory and general knowledge to recreate his or her version of the original.

There are several reasons why having a considered and consistent system for taking notes in consecutive interpreting is useful, if not essential.

Note taking in consecutive interpreting is really something that you should practice a lot. In this course we will help you to improve your note taking technique for consecutive interpreting.

# ANDREW GILLIES

## SPEAKER

Andy Gillies has been a freelance conference interpreter since 1996 and works from French, German and Polish into English at a number of EU and European institutions as well as for private clients. Before training as an interpreter he trained and worked as a teacher of English as a foreign language and with that background he quickly became involved in interpreter training.

He has taught conference interpreting at the Łódź, WLS Warsaw, UAM and Jagiellonian (Cracow) universities in Poland; at FHK Cologne in Germany; on the EMCI in Lisbon, Portugal; and at ISIT and ESIT in Paris, France. He has also given numerous further training courses for professional interpreters at the European Parliament and has taught both further training and training of trainers courses for AIIC (International Association of Conference Interpreters).

Andrew is the curator of the Interpreter Training Resources website <https://interpretertrainingresources.eu/>



# PROGRAM

## DESCRIPTION

### **SESSION 1: MEMORY AND NOTE-TAKING IN CONSECUTIVE INTERPRETING**

**April 9th - 11:00 am to 1:00 p.m (Chile time -3GMT)**

This session will demonstrate, through hands-on exercises, that human memories are extremely powerful when used correctly. We will practice a number of techniques - with a focus on practical exercises for participants - that promote not only memorisation but also proper reformulation in consecutive interpreting.

### **SESSION 2: THE BASICS OF NOTE-TAKING IN CONSECUTIVE INTERPRETING PART 1**

**April 16th - 11:00 am to 1:00 p.m (Chile time -3GMT)**

This session will guide you through the building blocks of a consistent but flexible note-taking system for consecutive interpreting. We will practice a number of techniques - identifying and noting ideas, noting links, abbreviation and structuring notes on the page. There will be a focus on practical exercises for participants.

# PROGRAM

## DESCRIPTION

### **SESSION 3: THE BASICS OF NOTE-TAKING IN CONSECUTIVE INTERPRETING PART 2**

**April 23rd - 11:00 am to 1:00 p.m (Chile time -3GMT)**

This session will build on Part 1 and we will look at how to note some of the more common structural elements of political discourse – points of view, comparisons, asides etc. We'll also look at how to use symbols correctly. There will be a focus on practical exercises for participants.

### **SESSION 4: HOW TO USE NOTE-TAKING TO IMPROVE PRESENTATION IN CONSECUTIVE INTERPRETING**

**April 30th - 11:00 am to 1:00 p.m (Chile time -3GMT)**

In this session we will examine how properly structured notes promote professional fluent production in the interpreting phase. We will also look at how to read back notes fluently and other tips and tricks for use on assignment. There will be a focus on practical exercises for participants.

# PROGRAM

## AUDIENCE

Professional Translators and Interpreters. Students graduating from a school of translation and/or interpretations. Non experience bilingual professionals interested on learning more about note taking for consecutive interpreting. Limited room capacity.

## FORMAT

Live sessions using Zoom. Zoom app has to be installed on the computer.

## LANGUAGE

All sessions will be in English. Participants should be fluent in this language.

## HOURS

8 hours in 4 sessions of 2 hours each.

## CERTIFICATE

At the end of the training, participant will receive a certificate for completing the course.



## TECHNICAL REQUIREMENTS

- A **wired internet connection**. Minimum bandwidth is 4Mbps.
- A **USB headset** with microphone and earphones is recommended.
- A **webcam** - one which is built-in to your computer or one that connects to your computer via USB.

## FEES

### PARTICIPANTS

### FEE

FROM CHILE

\$60.000

FROM OUTSIDE CHILE

\$88 USD

## Registration

[www.verbavolantlsp.com/notetaking](http://www.verbavolantlsp.com/notetaking)

or

[contacto@verbavolantlsp.com](mailto:contacto@verbavolantlsp.com)