

## NOTE TAKING IN CONSECUTIVE TRANSLATION

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**Annotation:** Note-taking in consecutive translation is a crucial skill that enables interpreters to organize information, identify key ideas, and convey the original message accurately. Notes are typically created using symbols, abbreviations, and personal conventions, which makes them understandable only to the interpreter. This article examines the fundamental principles of note-taking in consecutive translation and provides examples and exercises for developing this essential skill in practice

**Keywords:** consecutive translation, consecutive interpretation, record keeping, interpretation skills, consecutive translation techniques, symbols for shorthand, practice consistent translation.

**Аннотация:** Ведение записей при последовательном переводе - важнейший навык, позволяющий переводчику систематизировать информацию, выделять ключевые идеи и передавать смысл оригинала с точностью. Такие заметки обычно создаются с использованием символов, сокращений и личных условных обозначений, что делает их понятными только переводчику. В этой статье рассматриваются фундаментальные принципы ведения заметок при последовательном переводе и приводятся примеры и упражнения для развития этого важного навыка на практике.

**Ключевые слова:** последовательный перевод, устный последовательный перевод, ведение записей, навыки устного перевода, техника последовательного перевода, условные обозначения для стенографии, практика последовательного перевода, подготовка переводчика.

**Annotatsiya:** Ketma-ket tarjimada qaydlar yuritish - tarjimon uchun juda muhum ko'nikmadur. Bu ko'nikma orqali tarjimon ma'lumotlarni tartibga soladi, asosiy g'oyalarni ajratib oladi va asl matn mazmunini aniq yetkazadi. Eslatmalar odadta belgilar, qisqartmalar va shaxsiy konvensiyalr yordamida tuzilsdi, shuning uchun ular ko'pincha faqat tarjimon uchun tushunarli bo'ladi. Ushbu maqolada ketma-ket tarjimada eslatmalar yuritishning asosiy tamoyillari tahlil qilinadi va ushbu muhim ko'nikmani amaliy ravishda rivojlantirish uchun misollar va mashqlar keltiriladi.

**Kalit so'zlar:** ketma-ket tarjima, ketma-ket talqin qilish, eslatma olish, interpretatsiya qobiliyatları, ketma-ket tarjima texnikasi, stenografiya ramzları, ketma-ket tarjima amaliyoti, tarjimonlarni tayyorlash, xotira talqin qilishda yordam beradi, professional tarjima qobiliyatları.

## Introduction

Consecutive translation requires high concentration from the translator, the ability to listen, analyze and reproduce the content of the utterance. Memory plays an important role, but it is impossible to rely solely on it — the amount of information can be significant, and logical connections are complex. That is why most professional translators use the note-taking system — fast, structured recordings that capture not words, but meaning, logical connections, speech structure, and key data [Rozan, 1956/2002]. The method of writing in oral translation differs from the usual note-taking. What matters here is not completeness, but efficiency, speed, and clarity for the translator himself [Jones, 2002].

## Basic principles of record keeping

### 1. Write down the meaning, not the text

The translator captures ideas, not individual words.

For example, instead of “We plan to increase production by 20%”, you can write: pl ↑20%

### 2. Use symbols and abbreviations

These elements speed up the process.

Typical symbols:

↑ — growth, increase

↓ — reduction

→ — consequence, conclusion

= — equality, analogy

≠ — the opposite

Δ — change

! — importance 3. Structure is more important than details.

**Special attention is paid to:**

- logical connections
- causes and consequences
- transfers
- the time frame
- subjects / objects of action

#### **4. Verticality of records**

Recordings are made vertically, which helps to convey the structure of speech and the connections between elements.

**Examples of entries**

**Original:**

1. “The company has announced the launch of a new program that will reduce costs and increase efficiency.”

**Records:**

**comp → new prog**

↓ **cost**

↑

**eff**

“If we don't take action now, the costs will increase in the future.”

**Records:**

**if no action now → future: cost ↑**

2. “The project includes three stages: analysis, development and implementation.”

**proj = 3 st:**

**1) analz**

**2) dev**

**3) impl**

Each interpreter develops an individual system of symbols and structures that can be understood instantly during a speech. This system should be practiced regularly to ensure speed and automaticity [Gail, 2009].

**Challenges in note-taking** Despite its advantages, taking notes comes with a number of difficulties. Beginners can write too much, losing concentration on listening. Others may rely too heavily on notes and ignore the speaker's tone or emotional nuances. Lack of time can also lead to unclear or inconsistent notes. Moreover, different contexts — business meetings, legal institutions, medical translation — require different strategies depending on the density and complexity of the information. [Rozan, 1956/2002].

### **Conclusion**

The consecutive translation recording method is a tool that allows a translator to work quickly, accurately, and confidently. Constant practice makes the recordings cleaner, the symbols more individual, and the process more natural. By mastering note-taking, a translator develops not only technique, but also analytical thinking, which directly affects the quality of translation. [Gillis, 2017].

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