

Note-Taking for Interpreters



Note-taking is an essential skill for interpreters and bilingual staff who interpret. Any professional interpreter who works in schools, courts, social services, conferences or any other area of interpreting must be prepared and able to take notes. Taking the right notes is a professional skill that all interpreters must strive to master.

The one-day note-taking workshop offered by Cross-Cultural Communications is delivered by Marta Goldstein, a national veteran in the field.

This dynamic session will provide an overview of note-taking and detailed practice. Participants will learn:

- When and why to take notes
- What information to note down
- Use of short-term memory, “speed writing” and symbols
- Systems of note-taking
- Practice!

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Agenda

I Overview of Consecutive Mode

- *When and why*

II Ethics Regarding Accuracy

- *Constraints to effective consecutive*
- *Speed of speaker*
- *Length of statement*

III Controlling Speaker

- *Handling long, disjointed statements*
- *Interpreting discourse filled with unknown terms*
- *Responding to requests for verbatim rendering*
- *Examples of challenges for note-taking:*
 - *Idioms*
 - *Language syntax differences*
 - *Diction, accurate word choice and register*
 - *Images and word pictures*

IV Tools Necessary

- *Teaming or limited sessions for accuracy*
- *Use of a computer*
- *Effects of fatigue on accuracy*

V Hands-On Practice

- *Use of short-term memory*
- *Notes to trigger short-term memory*
- *Visualization*
- *Preparing for type of session: terminology and vocabulary*

VI Developing Skill

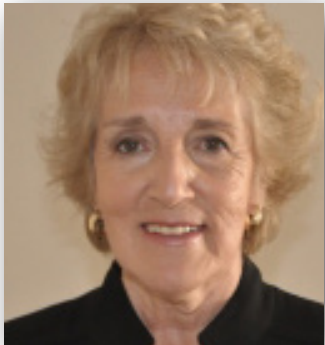
- *Setting up a personal system of notes*
- *List of common terms*
- *Use of “speed writing”*
- *Structure of notes*

VII Practice Sessions including Recording and Review



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Trainer Bio



Marta Goldstein

Marta Goldstein is a state and federally court-certified interpreter with over twenty-eight years experience in court, conference, international NGO and general interpreting across the U.S. She has interpreted for international state leaders, U.S. and international Supreme Court Justices, and high-level conferences.

The founder of the highly regarded training for the Maryland Courts certification exam, Ms. Goldstein is also a veteran trainer for legal interpreters, judges and attorneys; a presenter for judges at the Maryland Bar Association; a lecturer on legal interpreting at universities in Washington, D.C. and Delaware; and a trainer in many.

A certified lead examiner, trainer and rater for the National Center for State Courts, Ms. Goldstein rates court certification exams in VA, DE, MD, NC and NM. In addition to interpreting, she performs translations, transcriptions, wiretaps and voiceovers for courts, private law firms, witness preparation sessions and teleconferencing. A national expert witness on interpreting and translation, she is FBI language certified, DEA Language certified and a State Department interpreter.

For more information, or to register for the next session,
go to www.cultureandlanguage.net and click on **Training** or contact the CCC office:

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