

## CONSECUTIVE TRANSLATION AND ITS TIPS FOR SPEAKERS

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**Annotation.** This article explains the meaning of consecutive translation, its types and techniques of consecutive translation in translating process. In this article speakers who want to work with a consecutive interpreter can make the interpreter's job easier by following a few tips.

**Key words.** Consecutive translation, tips , analyse, communicate, interpret.

**Introduction.** Consecutive interpreting is the practice of delayed, oral translation. It generally involves a speaker saying a sentence or two, then a pause is usually needed while the interpreter translates what was said into another language. Consecutive interpretation can take place in person, over the phone, or via video conference. It facilitates partnerships between businesses that use different languages and helps speakers present to small audiences if simultaneous interpretation proves unavailable (I'll touch on simultaneous vs consecutive interpretation in a moment).

For example, in some situations the consecutive interpreter will take notes, while in others they won't. There are also different forms of consecutive interpretation. In short consecutive interpreting, the speaker will pause every sentence or two. In long consecutive interpreting, the speaker will continue for longer before pausing, often delivering whole thoughts and then allowing the interpreter to provide the consecutive translation. There are also plenty of business to customer (B2C) uses for consecutive interpreting, as well as business to business (B2B) ones. Healthcare providers whose patients speak different languages, for example, often rely on a consecutive interpreter with specialist medical knowledge to facilitate conversations. I'll talk more about the scenarios that consecutive interpreting is suited to below, but first let's just clarify the differences between consecutive and simultaneous interpreting. Consecutive interpreting is a mode of interpreting in which the speaker makes a speech (or says a few sentences) whilst the interpreter takes notes. The interpreter then reproduces what the speaker has said for the audience. He is normally standing or sitting close to the

speaker, uses a pad and pen to take notes and uses the microphone (if there is one) only once the speaker has finished and it is his turn to speak. In order to be a good consecutive interpreter you must be able to listen very actively, analyse what the speaker is saying, make useful notes which will jog your memory of the speech as you give it back, and then be able to make the speech as if it were your own in your active language.

The three main actions are:

- 1) listen actively (understand)
- 2) analyse (take structured notes)
- 3) reproduce (communicate)

A number of different skills are involved – beyond the understanding of the passive/foreign language.

A consecutive interpreter first has to learn how to 'listen actively'. This might sound straightforward but interpreters listen in a very different way to other people (just as a psychoanalyst also has a special way of listening to people talk) – because the purpose of the listening is different. Interpreters are not listening to react or join in the conversation, they are listening to be able to remember and reproduce accurately and faithfully in another language what was said (and psychoanalysts are listening for clues as to the mental state of their patient).

In order to learn this special skill interpreters are first taught how to be able to reproduce a speech without taking notes. In the Speech Repository there a number of examples of this kind of speeches under the category basic and beginners. Only once this has been mastered will they go on to learn note-taking.

Note-taking is part of the second phase of 'analysis' – this necessitates the ability to prioritise information and distinguish between primary and secondary information, to be able to clearly note down who said what, when something happened, (who, what, when, where, how) the speaker's opinion and so on. On the SCICtrain video page, there is a whole chapter devoted to consecutive interpreting. The ORCIT website has modules on consecutive and some of DG Interpretation's training material is also available on this platform.

The third and final phase of 'reproducing' what you have heard requires again a number of different skills – the ability to access short-term memory, understand your notes, communicate in an engaging way to name but a few. Stress management and voice care are an important part of this too.

All of these different skills need to be learnt. You are not an interpreter just because you happen to speak more than one language; it is much more complex than that. There are a large number of universities who offer courses in conference interpreting.

Tips for future interpreter:

**Tip 1: Documents for the interpreter**

If a pre-written speech or a list of bullet points is available, this will enable the interpreter to prepare optimally for their work. This increases the quality and quantity of consecutive interpreting, as the translator will have already had the opportunity to familiarise themselves with the topic in advance.

**Tip 2: Speak freely or read slowly**

Speaking freely is ideal for lectures, readings, or recitals, because speakers will automatically give the right emphasis to the speech, making it easier for the audience to follow. If the speech is to be read out, reading slowly and with emphasis is an advantage for listeners and the interpreter.

**Tip 3: Abbreviations and proper names**

Proper names and numbers are usually very familiar to the speaker, but they are not necessarily known to the audience. Pronouncing these slowly and clearly makes it easier for the interpreter and the listeners to grasp the meaning of what has been said. Abbreviations or subject-specific terms should be briefly explained if the audience does not consist entirely of experts in the field.

**Tip 4: Jokes are difficult to translate**

Jokes and sayings can make a speech less monotonous. But if the speech is going to be interpreted afterwards, experts advise against using them. Jokes are usually lost in translation and are unnecessarily confusing for listeners.

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