

Note-Taking in Consecutive Interpreting

There is no universal note-taking system. Students should develop their individual systems.

1. Using key Words:

- key words are the words that carry essential information.
- to shorten sentences, omit articles, exclamations, unimportant prepositions, adjectives and adverbs.
- Change word order.
- Use nouns and verbs (content words).
- Same symbols can be used for both English and Arabic words and phrases that have the same meaning.
- You can use your own system of symbols and abbreviations.

2. Abbreviating:

- omit endings, vowels and double letters.
- use only the first, or first two or three letters of certain words.
- use symbols to replace certain words or letters.
- Do not use the same abbreviation for 2 different things.
- use acronyms (first letter of each word in a phrase).
- Use the same symbol or abbreviation for all derivatives of the same word and for all synonyms of a particular word.

1. ACRONYMS:

U.S.A. United States of America

U.N. United Nations

NASA

KSU

OPEC

Dr Reima Al-Jarf

GCC

UNESCO

UNICEF

WHO

FAO

NATO

EC

AC

Fla.

Mn.

N.Y.

JFK

Na

Ca

H₂O

2. MATHEMATICAL ABBREVIATIONS:

one 1

two 2

first 1st

second 2nd

third 3rd

fourth 4th

about, approximately ~

and &

at @

because . . , bec., b/c

before b/4

equal to =

not equal to =

identical to =

hence, therefore . .

Dr Reima Al-Jarf

intersection

more than >

less than <

means, causes >

is caused by <

plus, over +

minus -

money \$

percent %

question ?

there is

too, to 2

increase

decrease

number #

pound lb. per /

3. COMMONLY USED ABBREVIATIONS:

w/ with

w/o without

w/i within

app. approximately

m/h mile per hour

ch chapter

vs versus

ref reference

intro introduction

max. maximum

min. minimum

gvt. government

m married

mod modern

Dr Reima Al-Jarf

n.b.	note well
pop.	population
re	regarding, concerning
rel	religion
sc.	science
sr.	senior
Jr.	Junior
stat.	statistics
terr.	territory
yr.	year
E., Eng.	English
Ar.	Arabic
Fr.	French
bldg.	building
Rm.	room
rdg	reading
comp.	comprehension
usu.	usually
p.	page
ex.	exercise
sing.	singular
pl.	plural
N	noun
Adj	Adjective
Adv	Adverb
V	Verb
Prep.	preposition, preparatory
fem.	feminine
masc.	masculine
neg.	negative
def.	definition
L	language

Dr Reima Al-Jarf

FL foreign language

esp. especially

etc. and so on, et cetera

lit. literary, literature

pers. person

sb. somebody

sth. something

ling. linguistics

math. mathematics

chem. chemistry

bot. botany

Sat. Saturday

Sun, Mon, Tues, Wed, Th, Fri

Jan, Feb, Mar, Apr, Jun, Jul, Aug, Sept, Oct, Nov, Dec.

i.e. that is, in other words

id. the same, identical, identification

gal. gallon

cm centimeter

kg kilogram

km. kilometer

g. gram

ft. feet

ff following pages

e.g. for example, for instance

Prof. professor

Dr doctor

dept. department

Ltd. limited

Corp. corporation

Co. company

c.f. compare

atm. atmosphere

Dr Reima Al-Jarf

Amer. American

alt altitude, alternate

A answer

Q question

propose, suggest, proposal ÇâÊÑÍ – êâÊÑÍ – ÇâÊÑÇÍ

point, viewpoint, point of view æâ×É – èìçÉ æØÑ – ÑÃÊ

an item on the agenda æâ×É åæ æâÇ× ììèä

turning point æâ×É Êìèä

a weak point, a weakness æâ×É ÖÙá

point blank èÖÙ ÇäæâÇ× áèâ ÇáíÑèá

radical change ÊÚêêÑ ÌÐÑê

divide, division, distribute, distribution êâÓå Êêæ – èèÖÙ Ùäé

equal, identical, similar åÓÇè äàð – å×ÇÈä äà – åÊ×ÇÈä åÙ – åÊåÇÈä

in addition, besides, over and above ÇÖÇÁÉ Çäé – ÇÖá äé Ðää – áÖäÇè Ùæ Ðää

except, with the exception of êÓÊÊæé åæ Ðää – êÓÊÊÛì åæ Ðää

compare, comparison, comparable, compared to ÈÇääÇÑæÉ Èà – ååÇÈä

indefinitely, infinite Çäé åÇ äÇ æçÇÊÉ – Çäé Çìä ÚêÑ åÓåé

therefore, consequently, thus, as a result äÐää – æÊêÉ äÐää – ÇÐæ

bigger than, greater than, more than Ç äÊÑ åæ – ÇÙØå åæ

smaller than, less than, fewer than ÇÖÚÑ åæ – Çää åæ

sent to, transported, referred to Çíé Çäé – èÖä Çäé –ÑáÙ Çäé ,ÇÑÓä Çäé – æää Çäé

returned from, imported ÊÓää åæ – ÙÇì åæ – ÇÓÊèÑì – ÑìÙ åæ

decrease, diminish, lessen, shrink åää – ÑæâÖ – ÍáÖ – åä – ÇæÍáÖ – æâÖ

increase, enlarge, grow, augment ÒÇì – ÑáÙ – ÒèÇíÉ – ÑáÙ

said, stated, statement, announced, declared åÇä – ÖÑÍ – Çìäé

support, advocate, champion èÇáå – Ñêñí – âÈä – ÙÖì

refuse, reject, decline ÑáÖ – ÇÙÊÑÖ – ÇÈé – åå êâÈä

thought, believed, judged ÇÙÊâì – Øæ – áñÑ

asked, questioned, queried ÓÃä – ÊÓÇÁä – ÓÃÇä – åÓÃäÉ – åÖÊÉ

voted, voter, ballot, elected ÖèÊ – ÇâÊÑÙ – Çìäé ÈÖèÊç

abstain, abstention, abstainer ÇäÇâÊæÇÙ – ÇääåÊæÙæè Ùæ ÇäÊÖèèÊ

Dr Reima Al-Jarf

ÇåÊæÙ Ùæ ÇäËÏèèÊ –

surprise, astonish, astound ÇæÏçÔ – ÇÓÉÚÑÈ – ÌçÔÉ

member, delegate, representative åæÏèÈ – ååËä – èáí – åÈÙèË

envoy

the delegate was surprised ÇÙÑÈ ÇäåæÏèÈ Ùæ ÌçÔÉç

discussed, argued, debated, debate, argument ÈË – æÇåÔ – ÇÌÑé åÈÇÍËÊ

discussion

hold, convene, convoke, meet ÇÌÊåÙ – ÇæÙáí – Ùáí ÇÌÊåÇÙÇè – ÇÓÉåÈä

the meeting ended ÇæÊçé ÇäÇÌÊåÇÙ – ÇæáÏ ÇäÇÌÊåÇÙ – ÑáÙÊ ÇäÏåÓÉ

it did not meet, meeting adjourned

åå èÏÊåÙ – åå èæÙáí ÇäÇÌÊåÇÙ – åå ÈÙáí ÇäÏåÓÉ – ÊÏÏä

cooperate, collaborate, cooperation êÈÙÇèæ – êÊÏÇåæ – ÇäÈÙÇèæ – ÇäÊÏÇåæ

refused, opposed, objected ÑáÏ – ÇÙÊÑÏ – åå èèÇáå

abstained ÇåÊæÙ Ùæ ÇäËÏèèÊ

did not convene åå èæÙáí

did not state åå èåå – åå èÏÑÍ

was not surprised åå èæÏçÔ

failed to collaborate åå èÈÙÇèæ

did not decrease åå èæÍåÏ

did not rise åå èÑÊåÙ