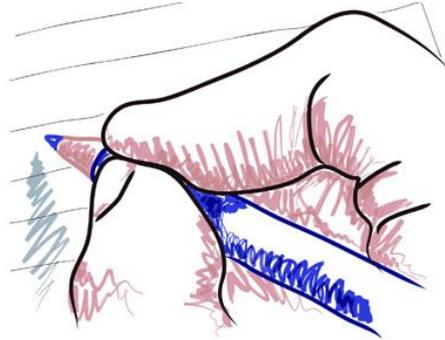


# Note-taking for Legal Interpreters

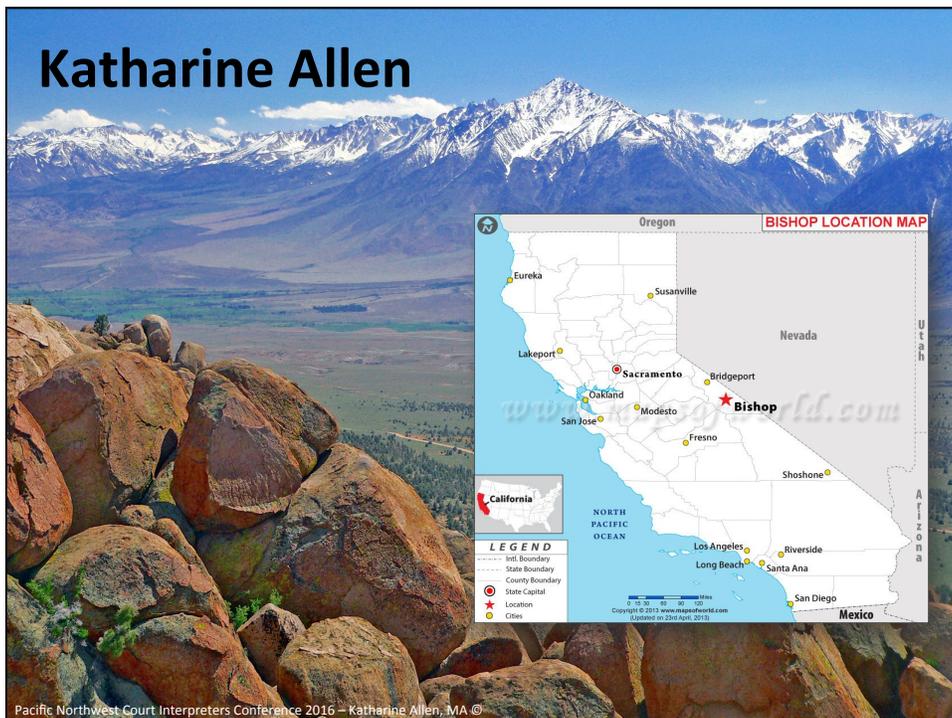


**Katharine Allen, MA**

Pacific Northwest Court Interpreter Conference  
Oregon Court Language Access Services

June 26, 2016

## Katharine Allen



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- Have you ever had any note-taking training?
- In what kind of setting?



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## Agenda

- What IS consecutive note-taking?
- How to structure notes
- Symbols Development
- Practice
  - What to take notes on
  - When to take notes

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## Establishing a baseline



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## Establishing a Baseline

5 weeks ago I was in a car accident. It was terrifying. I was driving south on Hwy 101 going through Florence, OR. I was in the right hand lane. I was going about 45 miles per hour.

A pickup truck was in the left-hand lane next to me. We were driving past the Fred Meyers. All of a sudden, the pick up truck changed lanes right in front of to get to Fred Meyers. The truck tried to right directly in front of me.

I had no time to react. I couldn't brake. I crashed into the pickup truck, right into the passenger side. Luckily no one was sitting there because both cars were completely totaled. No one was hurt. I am so angry at the driver of the pickup truck, because now I don't have a car!

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## Contradiction...

- Consecutive note-taking is an advanced skill.
- Legal interpreters are expected to be able to take notes.

***BUT***

- Training is hard to find and many trainers do not know how to teach the skill.



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### Standard Note-taking Systems:

- Dictation
- Court Reporting
- Outlining
- For journalism

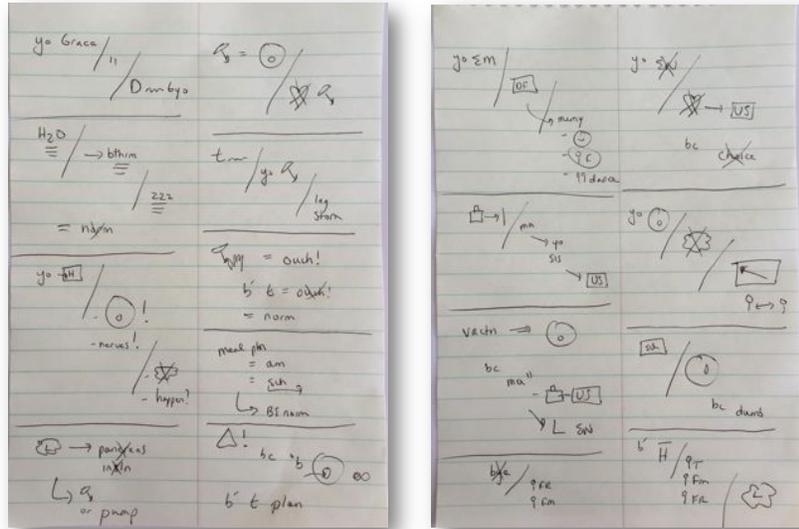
### Consecutive Interpreting Note-taking:

- Extracted meaning
- Analyzed content
- Partially or completely rendered meaning
- Language neutral (symbolic/visual/spatial)

***Words are what matter least!***

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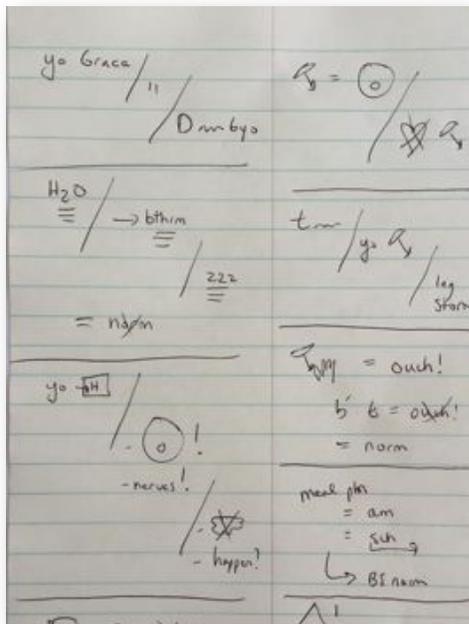
# This is what they look like...



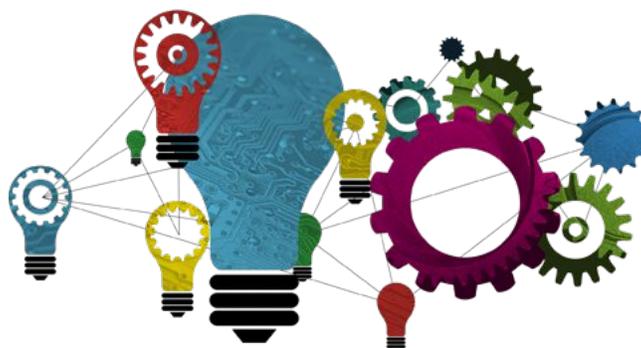
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## Rozan's 7-step note-taking method

1. Note ideas, not words
2. Abbreviate words (indicating gender/tense)
3. Links ideas with symbols (prepositional/time)
4. Indicate negation (no/not)
5. Indicate emphasis/importance
6. Write vertically (groups ideas/eliminates links)
7. Shift (use the space on the page to indicate subject/verb/object)



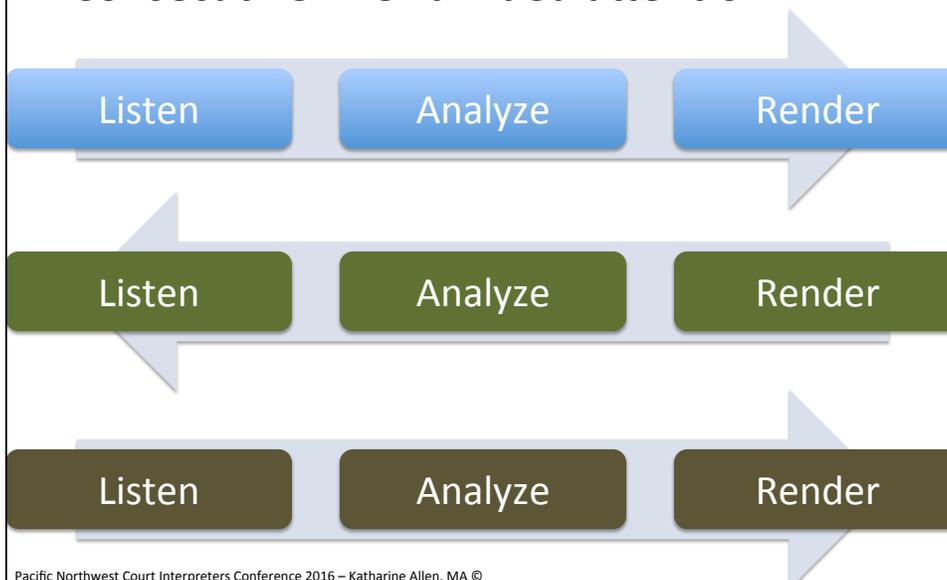
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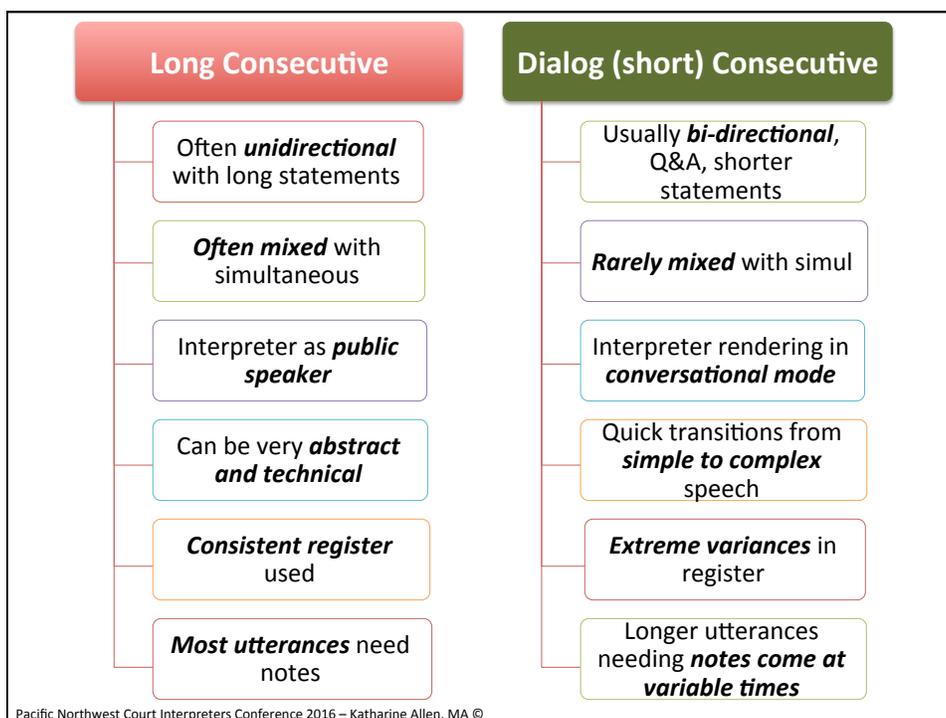
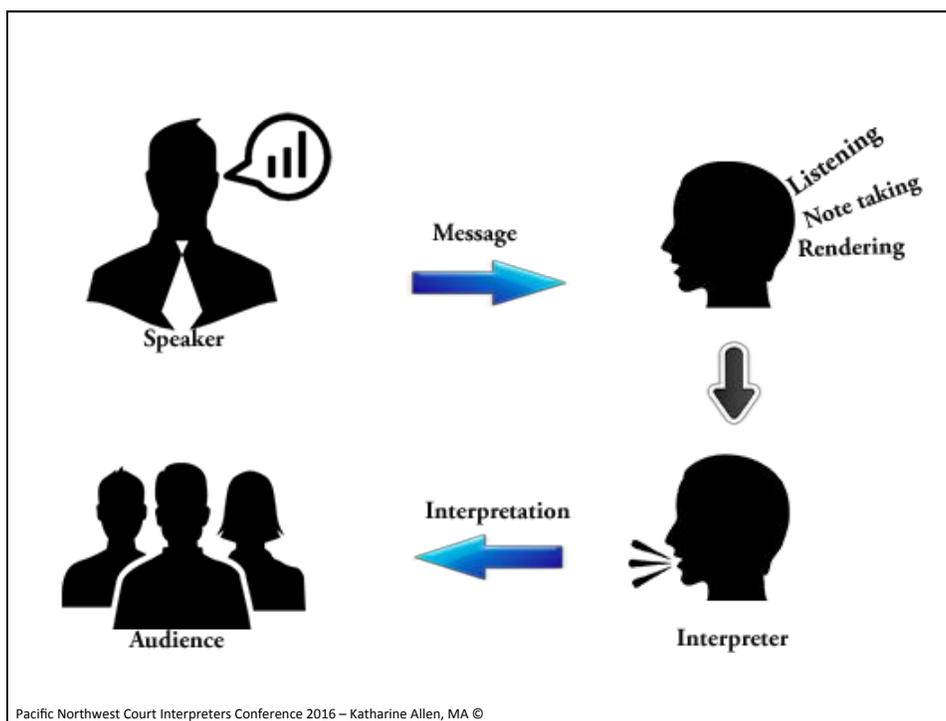
## Consecutive – What Are We Doing?

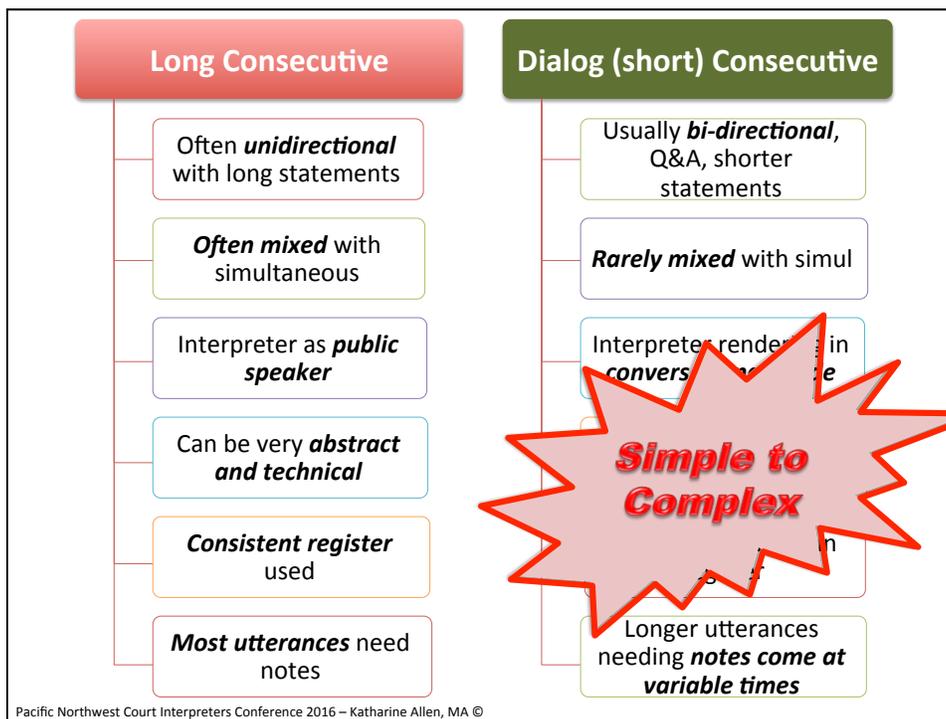
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### Consecutive.....Undivided attention



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## Simple to Complex

### Legal Aid

**Worker:** In order to get a temporary restraining order, I need you to tell me exactly what happened when your husband attacked you, step by step with as many details as you can remember.

**Victim:** Well, last night my husband came home from work in a bad mood. Then he realized our daughter was still not home from her basketball game and it was after her curfew. He got really angry with me and starting screaming and yelling at me, telling me I was a horrible mother, that our daughter was a whore just like me, that she was probably out sleeping with some boy. He grabbed my hair and pulled me into the bedroom and then shoved me onto the bed. I tried to get away but he pushed me back down and sat on me so I couldn't move and he took a pillow and covered my face. I couldn't breathe and I panicked but I wasn't strong enough to get him off me. I thought I was going to die when his knee slipped off the bed and he lost his balance a bit. I was able to push him off. I ran out of the house and to the neighbor's next door and she called the police.

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## Simple to Complex

**Consecutive Interpreting without notes:**

**Victim:** Well, last night my husband came home from work in a bad mood. Then he realized our daughter was still not home from her basketball game and it was after her curfew.

### INTERVENTION TO INTERPRET

He got really angry with me and starting screaming and yelling at me, telling me I was a horrible mother, that our daughter was a whore just like me, that she was probably out sleeping with some boy.

### INTERVENTION TO INTERPRET

He grabbed my hair and pulled me into the bedroom and then shoved me onto the bed. I tried to get away but he pushed me back down and sat on me so I couldn't move and he took a pillow and covered my face.

### INTERVENTION TO INTERPRET

I couldn't breathe and I panicked but I wasn't strong enough to get him off me. I thought I was going to die when his knee slipped off the bed and he lost his balance a bit.

### INTERVENTION TO INTERPRET

I was able to push him off. I ran out of the house and to the neighbor's next door and she called the police.

Translation  
Practices  
Explained

**NOTE-TAKING FOR  
CONSECUTIVE  
INTERPRETING –  
A SHORT COURSE**

Andrew Gillies





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- Everything is a story:
  - Beginning, middle, end
- Most non-speech interpreting deals with REAL things
  - Concrete, *not* abstract (even if high register)
- Human brains are hard-wired to remember stories
  - (linkages, cause and effect, time)



Much easier to learn!

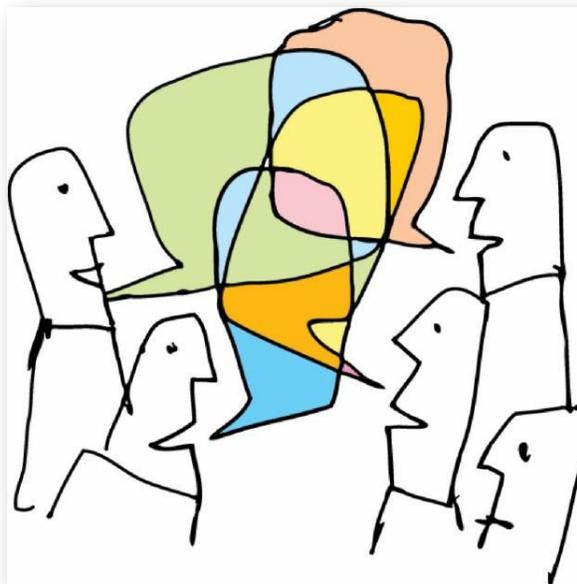
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## ACTIVITY

# INTERRUPTION EXERCISE

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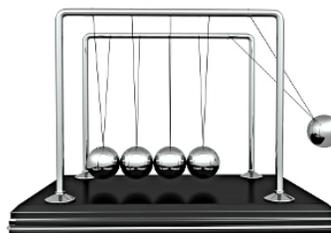
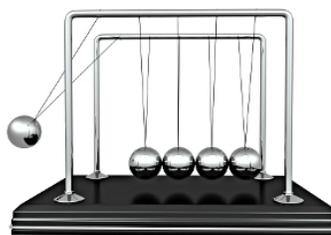
ACTIVITY  
**CONSECUTANEOUS**

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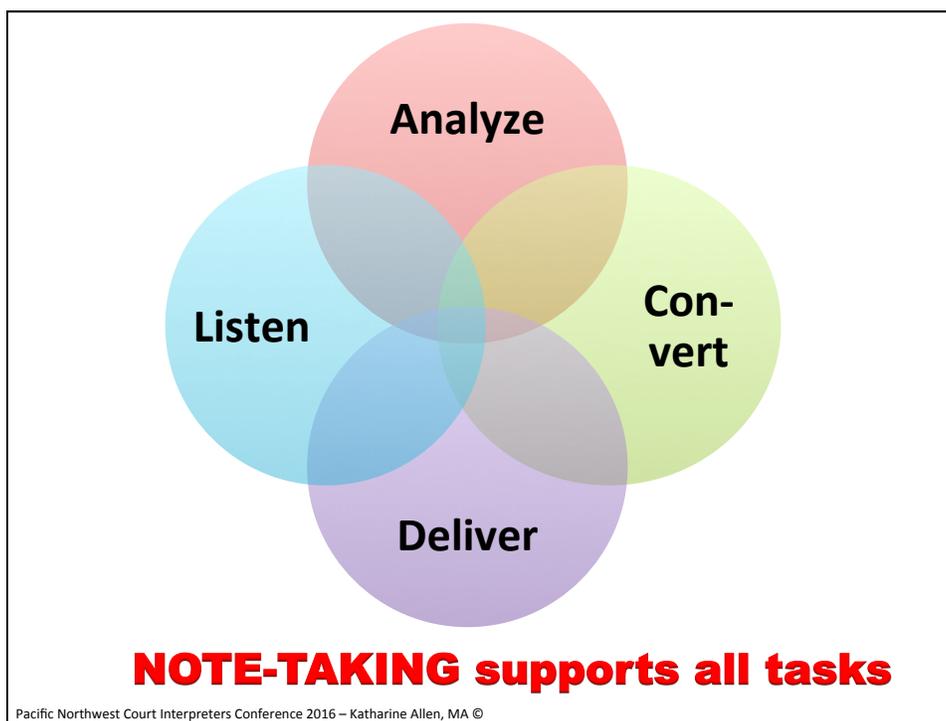
### Interruptions...(i.e. Turn Taking)

- Our mind goes back and forth between tasks when we are interrupted.
- When interrupted, the speaker has to pause, keep hold of what was in their mind, and then restart.
- ***Research shows that being interrupted slows down our ability to resume where we let off.***

(Carrier 2009)



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***Let me finish!***

**Consecutive note-taking:**

- Lets speakers finish their thought or idea.
- Reduces interruptions and can save time.
- Makes it easier for listeners to understand the speakers.
- Can be less tiring for the interpreter.
- Can minimize errors in communication made by the interpreter or the speaker.

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**Let's try  
again.**



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## Try 1-2 of Rozan's Steps

Write notes vertically.

Put one idea/concept per line.

Use mostly symbols/abbreviations.

Avoid a lot of writing.

Use connectors (lines and arrows, etc).

Use the space on the page.

Practice. Review. Repeat.

## Establishing a Baseline

5 weeks ago I was in a car accident. It was terrifying. I was driving south on Hwy 101 going through Florence, OR. I was in the right hand lane. I was going about 45 miles per hour.

A pickup truck was in the left-hand lane next to me. We were driving past the Fred Meyers. All of a sudden, the pick up truck changed lanes right in front of to get to Fred Meyers. The truck tried to right directly in front of me.

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**NOTE-TAKING DEMO**

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ACTIVITY  
**REFLECTIVE PRACTICE**

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## Reflective Practice

### **Working with others.**

- Practice in pairs/small groups
- Giving each other respectful, constructive feedback.
- Identify strengths and areas of improvement

### **Working solo.**

- Record yourself interpreting.
- Listen back to your interpretation.
- Identify strengths and areas of improvement.

***Getting feedback from peers and giving yourself feedback is a gift of professional development.***

*Courtesy of The Community Interpreter® International, Bancroft et al, 2015*

## Setting Goals and Objectives

<b>Goal:</b>	When I take notes, I want to use more symbols.
<b>Objective 1:</b>	3 times a week for 15 minutes a time, I will practice the note-taking to the same Youtube video on a health topic.
<b>Objective 2:</b>	After the first time practicing to the video, I will develop symbols for the key ideas in the video and practice them each subsequent time I practice interpreting the video.

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## Integrating Roan.



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## Structure Tips

### Verticality

- Symptoms (Sx)
  - Fever
  - Vomiting
  - Nausea

### Use of parenthesis

- [ ]
  - DUI
  - [3 / 3yr ]

### Negation/Opposite

- Zz = asleep
- Zz = awake
- ≠

### ■ Charges

- DUI
- Reckless driving
- Drunk in public

### Use space on page

2yrs ago  
 accident  
 jail time

### Emphasis

- Cars
- 
- **!!**

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## Practice through Repetition

On January 9th 2015, I was driving to work in my 2006 Toyota CRV. The highway was a two lane highway. It's a dangerous road – people are always trying to pass.

I saw a red car coming towards me in the opposite direction in my lane! I honked the horn. I flashed my lights. I tried to pull over onto the shoulder of the road.

But the other driver kept coming. He was going fast, like 60 miles per hour. Like I said, I pulled over, but we still crashed. The front of his car hit the very back of my car. My car rolled over 3 times. I ended up hanging upside down. I thought I was going to die. I was taken to the hospital emergency room in an ambulance. My angels must have been protecting me that day because all that happened was a broken arm and a concussion.

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## SYMBOLS AND ABBREVIATIONS

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## Abbreviations – Social Media

:)	Small smiley	<b>ATB</b>	All the best	<b>EVERY1</b>	Everyone	<b>L8R</b>	Later	<b>SPK</b>	Speak
:-)	Big smiley	<b>ATM</b>	At the moment	<b>FTTB</b>	For the time being	<b>LMK</b>	Let me know	<b>SUM1</b>	Someone
:-D	Laughter	<b>B</b>	Be	<b>FYI</b>	For your info	<b>LOL</b>	Laughing out loud	<b>SUP?</b>	What's up?
:-X	Kiss	<b>B4</b>	Before	<b>GR8</b>	Great	<b>LUV</b>	Love	<b>THX</b>	Thanks
;-)	Winking smiley	<b>B4N</b>	Bye for now	<b>GTG</b>	Got to go	<b>LYL</b>	Love you lots	<b>U</b>	You
:-	Sad face	<b>BCNU</b>	Be seeing you	<b>H&amp;K</b>	Hug and kiss	<b>M8</b>	Mate	<b>UR</b>	You are
:-O	Surprised	<b>BCOZ</b>	Because	<b>VH8</b>	Hate	<b>MOB</b>	Mobile	<b>URAQT</b>	You are a cutiel
4	For	<b>BRB</b>	Be right back	<b>IAC</b>	In any case	<b>MSG</b>	Message	<b>WV</b>	With
+LY	Positively	<b>BRT</b>	Be right there	<b>IDK</b>	I don't know	<b>NE1</b>	Anyone	<b>WKND</b>	Weekend
2DAY	Today	<b>BTW</b>	By the way	<b>IMO</b>	In my opinion	<b>NO1</b>	No-one	<b>WOT</b>	What's up?
2MORO	Tomorrow	<b>CIO</b>	Check it out	<b>IOH</b>	I'm outta here	<b>NRN</b>	No reply necessary	<b>XOXOX</b>	Hugs and kisses
2NITE	Tonight	<b>CSL</b>	Can't stop laughing	<b>IOW</b>	In other words	<b>OIC</b>	Oh I see	<b>YNK</b>	You never know
<b>AFAIK</b>	As far as I know	<b>CULBR</b>	See you later	<b>IYD</b>	In your dreams	<b>PLS</b>	Please		
<b>AMBW</b>	All my best wishes	<b>DGT</b>	Don't go there	<b>KIT</b>	Keep in touch	<b>R</b>	Are		
<b>ASAP</b>	As soon as possible	<b>DKDK</b>	Don't know, don't care	<b>L8</b>	Late	<b>RU OK?</b>	Are you okay?		

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## Abbreviations

It's all about the vowels...

Mister = Mr.

Boulevard = Blvd.

Corporation = Corp.

miles per hour = mph

New York = NY

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ACTIVITY

### **DEVELOPING ABBREVIATIONS**

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Abbreviation	Word	Abbreviation	Word
	Conference		Medication
	Confidential		Medicate
	Conflict		Mediate
	Confirm		Medicaid
	Conduct		Medium
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Abbreviation	Word	Abbreviation	Word
	Community		Development
	Communication		Developer
	Comment		Develop
	Command		Devaluate
	Committee		Devotion
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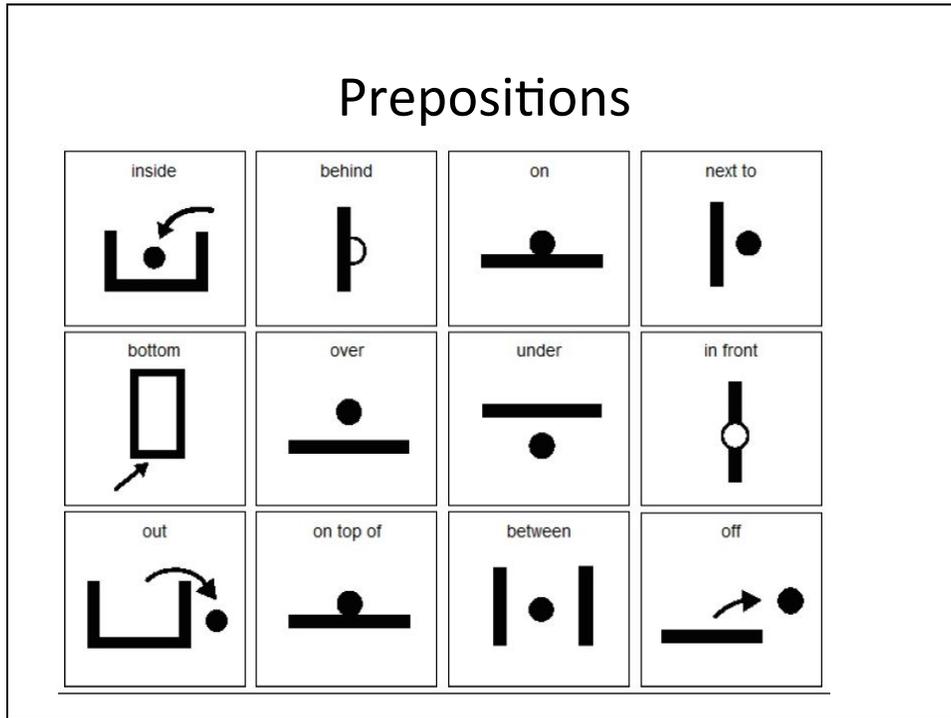
ACTIVITY  
**DEVELOPING SYMBOLS**

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## Symbols Development: Feelings

Symbol	Meaning	Symbol	Meaning
Example: 	Happy, content, agree, ok	Example: 	Surprise, shock, fear

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<i>B</i>	<i>but, however, nonetheless, on the other hand, in spite of this, all the same,</i>	limitation or contradiction following an idea
<i>THO</i>	<i>although, despite (the fact that), even though, while, whilst, notwithstanding,</i>	limitation or contradiction preceding both linked ideas
<i>COS</i>	<i>because, the main reason for this, what is causing this, what's behind this?</i>	effect → cause
<i>→</i>	<i>hence, this means that, the result of this is, the consequence of this is, so that, because of this, therefore, this is why, not surprisingly then,</i>	cause → effect
<i>TO</i>	<i>(in order) to, in such a way as to, so that, with the aim of, the purpose being to,</i>	purpose
<i>If ...</i> <i>→</i>	<i>if .....then... (or inversion of same), had I known, were this to happen (and other similar conditionals), provided that, given a... then b</i>	condition and consequence
<i>eg</i>	<i>For example, in particular, i.e., e.g., amongst other things, inter alia, like, not least the, and for announcing lists,</i>	examples of the preceding idea – often in the form of lists
<i>+</i>	<i>also, in addition, and, not only, on top of thatthere is, furthermore</i>	addition
<i>//</i>	<i>The paragraph mark: no link, end of section, end of idea.</i>	no link

Links

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ACTIVITY  
**CREATING BASE/ROOT SYMBOLS**

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**PUTTING IT ALL TOGETHER**

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## Note-taking Requirements

### Medical

- Numbers, dates, meds, diagnoses
- Steps in treatment, procedures
- Lists
- Patient stories
  - *You will remember!*

### Legal

Defendant testimony

- Repetitions
- Fillers
- Exact cause and effect
- Emotion
- i.e. Cause and effect

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## Integrating symbols and abbreviations



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## Note-taking role plays



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## Make the Most of Practice Time

- Act as if it is a real assignment.
- Don't help the interpreter – let them struggle and learn.
- Don't ask for help or break frame when you are the interpreter.
- Don't stop to talk about terminology or something else about the role play.
- Provide constructive feedback *after* finishing the role play.

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## Final Takeaways

- Consecutive note-taking is a core component to mastering consecutive interpreting.
- Practice by repeating the same and similar material.
- Develop symbols and symbol strategies.
- Write them out over and over until they stick.
- Always have a note-pad and pen with you when you interpret.
- It is possible to improve your note-taking with targeted, reflective practice.
- Integrating note-taking makes you a better interpreter and helps you facilitate critical communication more smoothly and accurately!

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Feel free to connect!



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