

This text discusses the importance of note-taking in consecutive interpreting. For example, if "E" represents energy today, it should always signify energy and not be used for a different concept like environment or economy. Copying symbols from others can be helpful, but ultimately, symbols work best when they are personally meaningful and create associations in the note-taker's mind. An excellent example of a symbol meeting these criteria is the arrow, as demonstrated by Rosin (1956), who showed its versatility in representing various concepts with just one symbol. Understanding the relative importance of elements in a speech is crucial for interpreters. Here are some cues to help identify what's most important:

1. **\*Time spent discussing\***: More important points are often elaborated on and discussed for a longer duration compared to less important ones.
2. **\*Volume and emphasis\***: Important points are typically spoken more loudly and with greater emphasis, while less important ones may be delivered more quickly and quietly.
3. **\*Pace of delivery\***: Speakers may slow down when addressing significant points and speed up for less important ones.
4. **\*Body language and gestures\***: Speakers often use gestures, facial expressions, and body language to underscore important points or add emphasis to their speech.
5. **\*Interpretation\***: Interpreters should pay attention to these cues and adjust their interpretation accordingly, making sure to convey the varying levels of importance in their rendition of the speech.

By recognizing and noting the varying levels of importance in different parts of the speech, interpreters can accurately convey the speaker's intended emphasis and tone during interpretation. This understanding is essential for effectively communicating the message to the audience. Using underlining to denote importance is a common technique in note-taking and interpreting. Here's how it can be applied: In this example, "agriculture" is underlined both times it's mentioned, indicating its significance as the backbone of the economy and the primary source of livelihood for the population.

In the provided example, the underlined links indicate how each idea relates to the previous one.

- Because Hayley was born drug addicted, at the moment of her birth she started with the most intense adversity imaginable.
- And her sorrowful mother had herself lived an immensely difficult life.
- But because Coram had prepared wonderful people to be adopters who were prepared to take all the risks, Hayley actually was passed into the arms of a loving family within 10 days of her birth.

2. Now what that meant to Hayley, she drew for us.

- And she drew a little picture with little stick figures of her with a Mummy and Daddy.
- And that of course is the birthright, the birthright of a child to be loved and depend on adults.
- But unfortunately for so many children that isn't the case, and Hayley is one of 5,000 children last year who were adopted.

Noting links in the left-hand margin helps clarify the relationship between ideas, ensuring coherence and understanding when interpreting the speech. Here's the speech with separate ideas and noted links in the left-hand margin:

1. Kenya tea is exported to 68 destinations.
- Temporal link: None
2. Despite the good performance, the tea industry faces many challenges.
- Temporal link: After
3. These include issues of climate change, high costs of production, low levels of value addition and product diversification, low domestic consumption and fluctuating market prices, among others.
- Temporal link: None
4. I note that this conference brings together key players in the global tea sector to address issues relating to the production, processing, and marketing of tea.
- Temporal link: Next
5. Indeed, if we have to create opportunities for the African tea industry, as the theme of this conference suggests, then we must take bold steps to address these challenges to

enhance the performance and sustainability of the industry. – Temporal link: Subsequently In this exercise, the links help to indicate the relationship between the ideas in terms of their temporal sequence or logical progression. Symbols are valuable tools in note-taking as they allow for quick and efficient representation of concepts, saving space and making the structure of notes clearer. Here's why and what to note with symbols: \*Why use symbols? 1. Symbols are quicker and easier to write than words. 2. They occupy less space on the page, making notes more compact. 3. Symbols represent concepts, not just individual words, aiding in understanding and recall. \*What to note with symbols? 1. Concepts that frequently appear in speech, such as "speak," "say," "announce," "declare," etc. Sure, here's how you can structure your notes Based on the provided text, here's how you can note the SVO structure on a notepad, following a diagonal left-to-right pattern In the given example, the subject (S) is "the Earth below our feet," the verb (V) is "is," and the object (O) is "our most precious resource." This format allows for clear and structured note-taking of the main points of the speech. This layout allows you to identify and note the subject (S), verb (V), and object (O) of the original speech. To maintain consistency and clarity in note-taking, it's important to adhere to either SVO or SOV structure in a single set of notes, as well as note-taking direction (left to right or right to left). Passive voice constructions should be converted into indicative ones to avoid confusion. When noting SVO groups, you have several options: 1. Use the words denoting the subject, verb, and object of the original speech. 2. Note shorter synonyms for each element in the SVO group. 3. Note a different SVO group with the same meaning, reformulating and possibly reordering. 4. Note only two of the three elements in the SVO. 5. Make several short sentences out of one long one. Using shorter synonyms in your SVO group helps summarize the message in your own words, aiding memory recall and reducing language interference. This technique fosters analysis and promotes reformulation of the original message. To effectively summarize the message of each idea in your own words, you can note a different set of SVO elements with the same meaning, possibly in a different order or grammatical construction. This technique, along with using shorter synonyms, forms the backbone of your note-taking process. It aids memory recall by anchoring information not directly noted and promotes reformulation, reducing language interference. For example, in a note-taking system where the order is consistently SVO, it's important to turn passive voice constructions into active ones whenever possible. This ensures clarity and coherence in your notes. In the provided This breaks down the original sentence into smaller, more manageable ideas, aiding comprehension and retention. Additionally, note only two of the three elements in the SVO structure when one element is obvious from context or collocation with another. For instance, in the phrase "Earth Day activities," "activities" could be considered implicit, allowing you to focus on "Earth Day" and "participate." This visually indicates its lesser significance within the context of the speech. Rosin (1956) provides a list of suffixes and their corresponding abbreviations, such as "-ation" for "institution" and "-itive" for "productive." Plurals should not be noted raised as they are in the abbreviated word. When noting "inst" for "institution," the plural form "inst's" should be used to avoid ambiguity, with the "x" not raised because it's not part of the abbreviation. In the provided example: "Tea industry in Kenya remains a success story as it is the leading foreign exchange earner and a source of livelihood for the tea growing population. The industry indirectly supports about 5 million Kenyans and contributes to

employment and wealth distribution, rural industrialization and infrastructure development." Government of Cote d'Ivoire // sponsored // workshop // outlined efforts // reduce pollution // ocean, lagoons, beaches .// 2, 3" 3.2.4.2.3.4