

## The Use of the Traditional Tools in Consecutive Interpreting: Advantages and Disadvantages

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### ABSTRACT

This study is a plea for introducing ‘pen and paper’ as traditional tools in consecutive interpreting. The study is built on the examination of the traditional note-taking tools and their use in interpreting. Its purpose is to discuss their potentialities, as well as to determine to what extent the traditional tools and methods of note-taking are still valuable and compatible with other new ones. The discussion is done through the descriptive method of the process and techniques of consecutive interpreting. The development of these themes aims to point out the benefits to obtain by the use of traditional tools. The study tries, also, to reveal the advantages and disadvantages of the use of these traditional tools compared to the new technological devices used in consecutive interpreting. The results confirm the effectiveness of these traditional pen and paper tools, as they still in work that enables the consecutive interpreter to accomplish his/her work. The conclusion and findings suggest some solutions such as the use of traditional tools threatened by e-generation devices and digital technology. It, also, mitigates the attacks on these formal tools. It provides a method for the fulfillment of the objectives of consecutive interpreting regardless of the tools used by the interpreter.

**Key words:** Consecutive Interpreting, Note-taking, Traditional Tools, Techniques, Memorization

### INTRODUCTION

As said by the theory of communication scholars of the twentieth century: the world has become like a village. Several commercial exchanges, wars, and peace conferences, social media, the scientific, economic, and linguistic gatherings and conferences, occur. These phenomena cause linguistic problems to the organizers and the audience. The quest for the solutions reveals the role of the consecutive interpreter.

In some conferences, written translation is at the core event in the exchange of views and the communication between the concerned participants. However, interpreting takes a large place, if not the whole, in the international, regional, and local political, economic, or other types of conferences. To facilitate the communication between the participants in these conferences, and ease the process of exchange of views, comes the role of consecutive interpreting.

#### Why This Problem is Important

The problem of languages of humans and the means of converting them show the importance of consecutive interpreting. Languages are complicated units. To transfer them into other languages or to paraphrase the same units and sentences of paragraphs necessitates certain skills. One of these means and types, that permit to convey speeches from a source language (SL) into a target language (TL), is con-

secutive interpreting or called sometimes consecutive translation. The study relates to other researches in the field of interpreting due to the features of consecutive interpreting. It joins simultaneous interpreting and chuchotage through the oral aspects. It also joins sight translation and sight interpreting: all are oral and are fulfilled by interpreters. They concern meetings and are done, sometimes in conference interpreting.

There are many types of research and studies conducted in the field of interpreting in general. Hence, the present study will focus on consecutive interpreting as an important type of interpreting that bridges the gap between written translation and all the other types and modes of interpreting. It will, as well, try to disclose the complexities and specifications and the effectiveness of its traditional tools. Moreover, its essential concern is to demonstrate the utility of the former pen and paper tools and their survival as major devices in consecutive interpreting.

The study tries to answer some important questions. It shows how the traditional tools of consecutive interpreting are necessary and beneficial to interpreters. It develops the problems that encounter the consecutive interpreter who works in a conference or a meeting, with traditional the tools of note-taking. It develops the methods, strategies, and techniques of consecutive interpreting used in converting a source language into a target language. The importance is strengthened in the fact that the traditional tools of

note-taking are still in use and cannot be surpassed by new technologies and devices.

### Relevant Scholarship

Consecutive interpreting is known, in my opinion, since the ancient times. When a merchant or a ruler, an army commander or conqueror entered a city or a foreign Kingdom, the communication was facilitated with the aborigines or any other entity, through interpreters, mainly consecutive interpreters. Why consecutive interpreting was the most present? To answer such a question, we imagine that, for instance, a foreign messenger was received in a king's court or by a certain responsibility. The messenger spoke for a short time, delivering some sentences. Then the interpreter translated the short speech or three to five sentences delivered by the messenger, for the King or the commander or the responsible. This action of consecutive interpreting was done until the content of the foreign message was disclosed. Such had been the case as regards to interpreting for centuries.

Similarly, consecutive interpreting was practiced clearly in the Greek, Roman, British and Arab invasions. The books of history report some of these scenes of interpretation done in the court or at the residence of conquerors.

In recent times, Herbert J. (1952) in Switzerland wrote his famous book on note-taking, in French. In the same 1950s, followed by Rozan J-F., Precisely, in 1956 where the latter spoke about seven (07) principles to be used, maybe not all at the time, in consecutive interpreting.

In the 1980s with the appearance of Microsoft devices, some methods were developed in the means techniques and methods of taking notes and using them a letter on to draft reports or write them in different languages. This interpreting work, done in many conferences, helped to keep documents and to elaborate the final communique of the big conferences.

Recently, in the 3rd millennium, new e-devices were introduced, but still the pen and paper have a large place as tools in note-taking. Nevertheless, new young interpreters begin to use tablets or cell-phones, in their work. (Goldsmith, J. 2018)

## LITERATURE REVIEW

### What is Consecutive Interpreting

In this type of interpreting, the interpreter, usually, interprets from a source language into a target language, generally, in small meetings such as those destined for briefings and the like. The speaker of the SL has the time to finish a certain issue, or a part of it in the form of reasonably linked 3-5 sentences, then the interpreter, with the aid of notes to support his/her memory, interprets these sentences, as if he/she is the original speaker, i.e.: the consecutive interpreter speaks in the first person or identify himself/herself to the speaker. Consecutive interpreting is, mainly, predominant in the small or specialized meetings, besides sight and simultaneous translations. The latter is present at bigger ones, e.g. those of the European Union, the African Union, and the UN.

The author suggests that, in consecutive interpreting, the source speaker should not keep on talking or delivering a long speech, to enable the interpreter to interpret the speech right away: the speaker has to deliver some sentences only. This benefits the speaker and the customer in that the speech and the purpose are conveyed without any shortcomings or lacunae.

### Types of Interpreting

There are many types and modes of interpreting related to the issue of the present study. These types and kinds are defined by some scholars. The authors tackled some of them in other articles and books e.g.

#### *Simultaneous Interpreting. (See author, 2018)*

##### *Sight interpreting and Sight Translation*

This an important type of interpreting. The author defined it in one of his articles, as follows: "*It is also called 'on sight translation', or 'at sight translation'. However, when it is done from a booth by a simultaneous interpreter who reads, with his eyes, a document and interprets it immediately and instantaneously, it is called 'sight interpreting'.*" (See Author in the BJHSS, (Jul. 2020, Vol. 24(1)

Other forms of interpreting are modes or modalities such as:

#### *Whispered interpreting and Sight Interpreting, Telephone, video, interpreting.*

Whispered interpreting is an onomatopoeia word: the author defined words of that type as follows:

"*An onomatopoeia word is that used to sound like what it is denoting and describing. However, this simple idea may be a complicated one, once we are in front of words of different cultures. The sound that may be ordinary and normal and describing a certain sound in a source language (SL), maybe in a TL, another one, bizarre and not describing or referring to the same sound.*" (See, (IJSELL), Volume 7, Issue 3, 2019)

All these types and modes are done orally and mainly in meetings or conferences of courts in the case of community service interpreting, a service fulfilled by sight translators.

## METHOD

The method used in this study is descriptive-analytic. It aims: (1) to determine the status of the on-going formal tools of note-taking and their complying with the modern era of consecutive interpreting, and how they are still used in the profession; and (2) discuss the amenability and effectiveness of these formal tools.

Further researches may use an instrument to measure certain data collected through investigating analytic methods built on quantitative and qualitative data to be collected from determined interpreters.

That is to say, the present exploratory descriptive-analytic approach developed hereinafter aims at giving answers

to the study questions raised herein as regards to the use of these tools in consecutive interpreting.

### ASSUMPTION AND ANALYSIS

In this section, the author tackles consecutive interpreting in the light of the interpreting methods and techniques.

The present study treats some major concepts of interpreting.

### Techniques, Methods, and Tools

#### *Traditional Note-Taking*

Consecutive interpreting is done in an act of interpretation in-between the so-called 'simultaneous translation' and all 'other types of translation'. This middle position is obtained by consecutive interpreting through methods of oral and written translation. It is based on a pen or pencil and paper. This study aims to give examples to determine to what extent traditional tools and methods of note-taking are still valuable and compatible with other new ones. The purpose is to demonstrate and point out the position, methods, techniques, and strategies of consecutive interpreting and to allow the reader to note some of the works it fulfills. By so doing, interpreters, mainly beginners, will have to choose between the traditional methods and tools, the subject of the present study, and other techniques and methods, for instance, the new ones linked, completely, to the computational devices and theories sponsored by the globalization culture of the use of the new devices and tools of technology, such as tablets, cell-phones, videos, audio-visual devices, etc. These are the e-technology interpreting. They are taking up, little by little, the place of the traditional tools.

### Consecutive Interpreting Techniques

#### *Note-Taking*

It is a technique of taking some notes instead of memorizing all the sentences pronounced by a speaker in a meeting or a conference. The notes are taken on paper. Some interpreters use new technological devices such as tablets.

#### *Traditional tools for note-taking*

The interpreter has to provide a pen, and a sheet of paper, then to take notes according to certain methods and techniques that will be developed hereunder, in detail. (See Herbert 1952; and Rozan J.-F., 1956; or (James Nolan, 2005).

In some cases, translators do their work of written translation, and the Director of the concerned Conference may take some texts and give them to the simultaneous interpreter to assist him/her in his/her work, in the booth. The interpreter may note down some terms or sentences to help him/her in the interpretation process. In this case, the interpreter, if he/she uses the documents given by the Director of the Conference mentioned (imagined) here-above, will sight interpret the speech: the interpreter in the booth reads the text with his/her eyes and interprets it into the TL immediately.

At the same time, he/she listens to the speech via headphones to follow the speech of the SL. The author, in one of his articles, writes:

"Sight translation may be present in a booth, also, as a mode where an interpreter may read a written speech following a speaker who is delivering the same speech from a rostrum or platform or a podium in an international conference." (See Author in the BJHSS, (Jul. 2020, Vol. 24(1)

### Methods of Note-Taking in Consecutive Interpreting

There are some principles stated by interpreters since the 1950s, regarding the methods of note-taking. However, it depends on the interpreter himself/herself to decide how to take notes and set out his/her extra own rules for doing that. An interpreter may take notes according to the simple principles of the profession, depending on the device he/she uses. Some of the principles learned at the colleges of interpretation are good at note-taking. Each interpreter uses them with elasticity, full freedom, and manipulate them to his needs and aims. E.g. in writing methods, in lectures of linguistics, students learn how to summarize paragraphs. But in interpreting in higher diploma studies or even in undergraduate studies, students are trained, in consecutive interpreting lectures, to do the following:

- a. Using white paper facilitates the reproduction of the speech of the SL.
- b. To skip one line. This act will make easy the reading of the notes. In the case of using blanc white sheets, it would be easy for eye-tracking to leave some space while taking notes of the speaker of the SL.
- c. Having margins on both sides of the sheet, each margin may be specified to certain functions, e.g. Links between ideas, emphasis, etc. (See Rozan J.-F., 1956)
- d. Some modern scholars in the field of interpreting and translation recommend a certain size of the paper, e.g. A4 or a small portable handout note sheet.

Goldsmith J., (2018) reports on the effect that the consecutive interpreter may apply the dimensions and size of paper indicated by Herbert and contemporary researches such as that of Hamidi, M., and *FranzPöchlacker*, (2007).

The author suggests as from his interpreting experience, that the interpreter should take notes, he/she has listened to, as clearly and briefly as possible, in a way to be able to decode them. The interpreter takes notes in his/her mother tongue either it is the SL or the TL. He/she may take notes in the TL only as notes to translate them again in case of noting them in the SL. The important issue is that the interpreter should be able to reproduce and retrieve them into the TL as needed by the customer. The interpreter has, also, to create his/her abbreviations and acronyms system in note-taking. Needless to say, to make an 'abbreviation' the interpreter shortens or split a word to render it shorter. His/her purpose is to gain time in noting short words instead of a whole one or a complete sentence, e.g. 'abbrev.' to stand for 'abbreviation'; and 'prof.' for 'professor'.

While to form an acronym means, when the interpreter selects the first letter of the words that compose a long name of a specific entity, e.g. an organization, then to shorten it and

create or form a new term (acronym); e.g. GATT = General Agreements on Tariffs and Trade.

The interpreter has to avoid using the same symbol or abbreviation or acronym to denote the same idea. It worth mentioning that the pioneering techniques of Herbert J., as well as the seven principles of Rozan, J. F., where the latter speaks of verticality, shift, noting the idea, not the words, are useful for trainee interpreters. In the case of applying these principles and methods, the interpreter has to know that they may not all be used at the same time. In other words, need-less to force oneself to apply the entire rules and principles laid out since the 1950s.

By so doing and giving a general map of the principles and methods of note-taking, this study will develop its discussion.

The second technique of fulfilling the work of the consecutive interpreter is done mentally and it is called 'memorization.'

### Memorizing

As its name suggests, the interpreter focuses on the speech and remember the main ideas, points, as well as the names and numbers. This method requires very intelligent interpreters. In case of fatigue or so, the interpreter may support himself/herself by taking notes or noting down the figures, the names, etc. existing in the SL speech.

The author suggests a third method which is a combination of the two previous methods.

### Combination of Memorizing and Note-taking

The interpreter may combine the two precedent techniques and methods. That is to say, to combine on the one side, note-taking, and on the other, the memorizing of ideas. Here, the interpreter takes notes only once he/she considers there are units hard to remember for their complexities such as figures or numbers, names, etc. and he/she may forget them while interpreting the concerning speech. So, it would be better to take notes and write down these items in his/her sheet of paper as said here-above: to skip or leave one line without writing on it; and to vertically or horizontally note the important items of the speech of the concerned speaker.

Note-taking does not mean rewriting, in full, the speech of the speaker of the SL. Normally, the interpreter may, only, take notes of the ideas and major items mentioned in the speech of the speaker. For so doing, he/she uses symbols, abbreviations, acronyms, etc. to remind himself/herself the subject matter of the speech, as mentioned here-above. Abbreviations and acronyms are not the only units considered while taking notes. The interpreter may use symbols.

### Symbols Used in Consecutive Interpreting

The issue of note-taking and remark-making had raised many arguments between interpreters. As said here-above, it is necessary to know that some interpreters do not need to take notes, simply because of their good memory or for their being customary to the subject matter of the concerned

conferences, wording, etc. They have a good experience. However, it is necessary to have the minimum level of how to take notes and record remarks, and this should be restricted, in particular, as regards to the symbols which might resemble systems of languages, abbreviations, or abridgments agreed on by interpreters or invented by some of them or a mixture of the two systems.

### Examples of frequent symbols

The author has borrowed some symbols used in daily life and used them in the consecutive interpreting note-taking. These symbols are known to many people, at the time they were newly introduced in the usages of cell-phones, computers, etc. in the 1990s and 2000s. They don't belong to the author but developed by certain great companies and Institutions such as punctuation systems, Emoji, Microsoft, Appel Co., Communications' companies, etc. The author just got lucky to remark them, collected, and added some of them to the eleven (11) symbols used by the Arabic language in punctuation and researches. Other acronyms and abbreviations, as stated here-above, could be invented by the consecutive interpreter himself/herself. (See Adam Hamid A. (2005), *Methodology of Research*)

Hereunder are some symbols. Abbreviations and acronyms used for or by international bodies, known in the international culture: some of them are cited in the author's book 'English, French and Arabic Translations and Lexicography, 2004'. Others are, originally, cited in the specialized Dictionaries, the documents of the UN, etc.

In general, the interpreter may use these symbols and acronyms that come from all sectors and fields. He/she makes the changes to these symbols and acronyms and adapts them, making his/her notes to ease the speech to convert.

Hereunder are examples of these fields:

- In schools, colleges: the symbols and abbreviations used in linguistics, syntax, and grammar, e.g. Phr. = phrase; adj. = adjective; N. = noun; V. Verb, BA = Bachelor of Arts, etc.
- The symbols and abbreviations used in mathematics, e.g. (-) minus,
- Some of those used in the domain of Health and Medicine, e.g. ENT = Nose, ear, and throat; and - TOP = Termination of Pregnancy, DOB = Date of birth, etc.
- From the field of Military and Armed forces, we have the following: e.g. SHAPE Supreme Headquarters Allied Powers Europe.
- Finance, Economics, and Banks, e.g. FMI = International Monetary Fund,
- Geography et countries, e.g. 'N' for North, 'S' for the south, etc.; USA, KSA.

International relations, bodies, and United Nations agencies, e.g. UNFP, CBO = Community Based Organization. - EC = European Community. AU = African Union. NGOs = Non-governmental Organizations

And in the aviation system, there are abbreviations rather than acronyms, e.g. SDN = Sudan.

Weights and measures, e.g. ml = milligram, L = liter; M = Miter, Mil = Mile, etc.

Sport, e.g. WBA = World Boxing Organization; RMI = Real Madrid; BAR = Abbreviation for the Barcelona club of Football, etc.

Some symbols are used universally. They are found in the big dictionaries and specialized e-books or paper made ones; e.g.:

- $\geq$ ;  $\neq$ ;  $\pm$ ;  $\%$ ;  $\#$ ;  $=$ ;  $@$
- Some others are related to currencies:
- \$ = Symbol of the American Dollar.
- £ = Symbol of Sterling pound.
- € = Symbol of the Euro.
- Or acronyms such as:
- UK = United Kingdom
- UN = United Nations
- Ph.D. (Ph.D.) = Doctor of Philosophy.

However, the adaption of these acronyms, abbreviations, and symbols is necessary. It is according to each speech, e.g. 'N' could be meant to refer to 'north', 'noun' or 'number', or simply 'no' or negative instead of (-). The frequency of a keyword in a certain speech incites the interpreter to decide what word or idea refers to the acronym or abbreviation used. It is important not to use the same acronym to denote two ideas or to refer to two words of the same speech. Otherwise, the interpreter may be confused and make a false interpretation.

The trainee interpreter has to learn by heart all these international acronyms and symbols, at least those which are currently used in the press, Media, and daily life.

An abbreviation or acronym may be created by the interpreter, for instance, in case a title of a certain conference is: *'The International Economic Conference on the Partnership between Europe and Africa.'* each time the consecutive interpreter will not rewrite the whole title. He/she either writes down: 'The Con.' to mean the 'conference'; or create an abbreviation such as 'conf. Euro Afr.' Otherwise, he/she may be more precise and create the following acronym: 'IECPEA'. The consecutive interpreter may, also, be practical and make his/her notes as follows: The 'EC' to refer to the 'economic conference'. Or just to note down a 'C' to refer to that conference. It is essential to create the system you want, but be consistent so as not to be confused and make a distraction, or hesitates while retrieving your information noted and stored as symbols and acronyms.

### Precautionary Techniques in Taking Notes

Interpreters have to take measures while note-taking such as:

- To be able to decipher the symbols and acronyms etc. used by the consecutive interpreter.
- Not to write too long sentences, so as not to lose other important ideas of the speaker.
- Not to write everything said by the speaker: too many words and sentences mean too much time for decoding and reproducing the ideas of the speaker in the TL.
- To choose the easier for you: the note-taking version should be in the SL or TL language. The choice has to be beneficial to the consecutive interpreter as well as to the organizer and the customer.

- Use separate detachable numbered sheets or a small handy notebook. Thus, you will not be lost in rearranging your papers which means the arrangement of your ideas which should be identical to that of the speaker.

### Imaginary Speech and an Example for Note-Taking

This text is written by the author is to be imagined as a speech said by someone (speaker) somewhere:

(The bilateral trade exchange shows an increase in the field of crops and a decrease in oil trade. The government has borrowed one billion dollars to support the national currency and to enhance the purchasing power of the citizens. Mr. Prime Minister had a meeting at 10:00 AM with Mr. Minister of Finance to discuss the newly implemented laws and the means to avoid a crisis that might hit the national economy. Our correspondent reports that the daily losses of the AMM, the main national Company, and the non-governmental Institutions were estimated to amount to \$355 000 000.)

This study is theoretical and not one hundred percent empirical. Nevertheless, let us try to summarize this text, imagining that you are an interpreter who was taking notes, in acronyms, abbreviations, etc.

Steps:

1. Use an A4 white sheet of paper or a small notebook.
2. Leave a margin on the right and another on the left.
3. Skip one line, in case of blank sheet imagine lines and leave a space estimated to one line, vertically.
4. To express the idea of the trade on both sides:

Write down 'Trade' or 'TR'; make two arrows each going, horizontally, into a direction, to express the idea of exchange of goods.

1. Draw an arrow up, to express the idea of the increase in the trade of crops; and another arrow directed down to refer to the idea of the decrease in oil trade.
2. The amounts in figures, the time of the meeting, etc. should be noted down as they appear in the text (speech) e.g.:
3. \$ 1 bil. + Na currency + purchasing power.
4. Mr. Prime meet 10 AM, Mr. Min. F. due to New Laws & ?? crisis. hit Na Eco + NGI
5. There no time for dots, and punctuation marks.
6. ? = question, means will there be a crisis?
7. Corr. day (-) Na Co. (-) \$355 000 000.

The reader remarks that the word 'national' is written in an abbreviation as: 'Na'.

The interpreter should avoid writing 'Na' as an abbreviation for the term 'national', and to denote at the same time another term e.g. 'non-governmental'. The non-governmental Institution may be referred to by the acronym 'NGI'.

Another consecutive interpreter may agree to the international symbols such as the pluses and minuses, but the acronyms may be created otherwise. However, another interpreter may agree to the international symbols, but notes down only the numbers, figures, and names. The ideas would be memorized by him/her. To each interpreter his/her own free will to follow the international principles, but to follow as well his/her system: interpreters agree to the general

rules of the profession and its ethics, but each develops and invents his/her note-taking system.

There are now some symbols used in cell phones, social media and the like that may be useful in note-taking.

We point out here that the Arabic language doesn't prefer the use of acronyms, unless through their Arabicization, neologism, or naturalization. They are rare in Arabic; whereas the European languages, such as French and English, developed word-formation systems and had used them, massively.

The consecutive interpreter has to keep his/her notes, for a while or some days, if not in his/her archive. Sometimes a report is asked by the customer or the conference's organizer on the speeches of the said conference. Or, he/she may be required to summarize the speeches that constituted the subject matter of the conference or meeting after the end of the discussion between several persons, and, in most cases, he/she would not have a source of information other than the notes taken previously. This optional for him/her. The interpreter has to know this is the work of the so-called conference reporter. The interpreter is not bound by any legal responsibility, except those specified for in the contract signed with the customer or the ethics of the profession. But who knows, with the international crisis such demand should be in his/her concerns.

### ADVANTAGES AND DISADVANTAGES OF THE TRADITIONAL TOOLS

Note-taking facilitates the interpreting process. However, it has its pros and cons which are, always, about the following techniques of taking notes in a conference:

1. The memory of the interpreter.
2. The Traditional tools, subject of the present article.
3. The new tools and devices used as paper such as cell-phones, tablets, etc.

All the process of note-taking has one purpose: reminding the interpreter of an idea to convert into a TL. Tracing back our daily actions, we take notes when we plan of the contents to write an article or a book, the reminder in our cell phone or laptop, the sheet of the articles and items to buy from the store or supermarket, the sheet where there are notes and summarized points of a chapter that we read before going to the examination hall, instead of rereading a whole book or a chapter. All these are forms of note-taking we do, daily, without paying attention to the technique or method. Nevertheless, our purpose done daily is the same as that of a consecutive interpreter: remind ourselves of an idea or an item. In consequence, the pros and cons given hereunder have to be seen with the three methods and the techniques related to note-taking.

#### Advantages of Traditional Tools

- The interpreter may take notes in the SL language or the TL. But, from the author's experience, it is sometimes easier and effective to take notes directly in the target language (TL), vertically or horizontally, as, generally, it is the mother tongue. The most important thing to

remember is that these notes should be clear to readable by the interpreter: so the interpreter should see his/her notes.

- Compared to modern tools such as cell-phones and tablets, the pen and paper would not break down due to battery life problems.
- Pen and paper could be used in any meeting for consecutive interpreting, especially when the interpreter depends massively on his/her memory.
- Screens of new tools cause troubles to some interpreter.
- The sheet of paper and the pen, the traditional tools could be found in any office, or stationary, or at the site of the conference or the concerned meeting.
- Note-Taking enhances the process by enhancing the memory of the interpreter who notes down the figures, names, and other information difficult to remember.
- Note-taking says to the speaker that there is an interpreter who is taking notes, so the speed and words pronunciation of your speech should be clear.
- The combination of memory and traditional tools, up to now, prevails over other tools or methods.
- The interpreter may combine traditional tools with the new devices. This makes the advantages prevail over the disadvantages.
- In presidential or ministerial or top-secret meetings there is no room for spam mails or hackers as the traditional tools are not connected to the internet. So the consecutive interpreting process is ensured and safe.

#### Disadvantages of Traditional Tools

- New tools less room for omission since the interpreter may record the entire speech of the speaker.
- Pen and paper may seem very formal and surpassed by new technologies.
- New pens with micro and camera may be used and replace the traditional pen and paper, the use of which depends on the skills of the consecutive interpreter. The recorded notes could be transferred to any computer or any similar device which will facilitate their rewriting or reproduction. This ensures the accuracy of the interpreting of the data or the speech.
- The new technologies are used by the youth everywhere and the e-dealings are spreading, in consequence, consecutive interpreting is not an exception.
- The traditional tools focus on specific information such as numbers etc. The interpreter depends largely on his/her memory. As he/she is not a robot, any fatigue or misunderstanding will yield false or deviated interpretation.
- Cell-phones or tablets may be difficult to manipulate while consecutive interpreting is done in some public institutions such as scientific or ministerial meetings; where the interpreter is supposed to stand beside or close to whom he/she has to interpret the proceedings or the concerned speeches.
- The new technologies and tools that function with Wi-Fi and the Internet are subject to Virus attacks, or problems of retrieving the noted data in case of spam attacks.

## TECHNIQUES AND METHODS: PRACTICE AND REALITY

The consecutive interpreter has to use his memory, in the first place, to render the speech of the speaker of the SL.

Nevertheless, he/she can use note-taking tools to ameliorate and refine his work. Why he/she uses a pen or pencil? The reason is to be accurate and lawful to the speech of the speaker he/she has to render in the language of the choice of the audience or customer.

The author suggests that later on when he/she rewrites the speech of the speaker, some methods may be used, such as:

### 1. Explanations

To rewrite in full all the units he abbreviated and already wrote in acronyms or other forms.

### 2. Compensation

To fill in the blank, if any, and compensate what he/she has skipped. Or paraphrase the summarized ideas in full to permit a complete understanding of the speech.

### 3. Adding

To add, not new elements or items, but data skipped or forgotten in the oral mode, or omitted in the rapid mode of consecutive interpreting while conveying the units of the SL into the TL, from his/her notes.

### 4. Omission

To delete extra information or redundancy or any repetition. Or too simply, a false note where there is an error due to any factor such as the accent of the speaker, the non-listening of some words, any blank, etc.

### 5. Faithfulness

It is better to give a summarized idea of the speech, in some parts rather than giving false information or uncertain one.

## CONCLUSION

This study tackled consecutive interpreting as a type of interpreting which may support in the first place the consecutive interpreter, then the simultaneous or another type of interpreters or even the translators who may benefit from the note already taken by the consecutive interpreter. The study also aimed at developing the traditional tools used in consecutive interpreting, and the memorizing technique, and the capability of certain interpreters. It, also, targeted in the discussed the use of symbols and methods to disclose, according to the personal technique developed by training, focusing on both: memorization and note-taking.

The study had other goals which were to put in the scope of the interpreter the possibility of using the traditional tools of consecutive interpreting, that is to say: memorization which is a human gift, and the pen and paper, not excluding the new tools that may be invented in this 21st century. Signs and signals are seen in the online publications, where the traditional press printing methods are threatened to be surpassed, the use of electronic dictionaries in colleges the retarded use of paper made dictionaries, the excess in the use of technologies, all announces the trend for the use of new techniques and tools. As well, the artificial intelligence

presents new methods in translation. Machine translation and the computational linguistics with pre-editing and post-editing advanced methods where the speaker may speak in a certain language and it is, immediately, interpreted into another already programmed TL. All these phenomena send signals that despite the emotional part linked to the pen and paper, the training, and the existence of the elderly interpreters who insist on using them, the new devices may show up and occupy the scene in consecutive interpreting, or may not, do that shortly. Nevertheless, the study showed the importance of traditional tools. The survival of these tools depends on the planning of the interpreting colleges, the marketing, and the will of the consecutive interpreter for changing tools.

In the future, new studies could be conducted to forecast and forward possibilities of using new technologies in note-taking and to show the link between consecutive interpreting on the one side and simultaneous interpreting on the other side. As well, these expected further studies may enhance the usefulness of the traditional innovative methods in the process of interpreting. At that time new aims and goals of the tools used in consecutive interpreting may be explained and discussed. Finally, the traditional tools of consecutive interpreting can be used for training interpreters.

## FINDINGS

The study showed that traditional tools are still in use for financial reasons and insufficiency in the implementation of technology. In some advanced countries, reports and studies demonstrated that the use of modern tools and devices, for instance, in simultaneous-consecutive interpreting was and is going on.

The author has trends for the development of the memorization method combined with the use of traditional tools. This latter should help in noting the figures and names etc. The memory will be for the content and general ideas of the speech translated consecutively.

## RECOMMENDATION

Since the traditional tools such as pen and paper still constitute the training tools in colleges and schools of interpreting and translation, the author comes out to the result that they will still prevail in the market and conferences, unless these tools are replaced by new devices. We know that any practitioner prefers using the tools on which he/she was trained to fulfill his/her work. So any recommendation regarding the tools to be used in a certain conference should be preceded by a replacement of those at the training centers and schools of interpreting.

- As well, it is necessary to denote the why and the how and pros and cons as regards the tools and who opts for and chooses the traditional tools? These questions, once answered in a study will open a path to their settlement.
- Training in higher programs of interpreting should consider the use of new devices as in the United States and other developed and advanced countries, where modern sophisticated devices were used in consecutive interpreting note-taking.

- However, the author sees that this use of new devices should not be obligatory. They should be introduced smoothly and after enhancing the training of consecutive interpreters on them.
- The traditional method and tools are also necessary due to the lack of training and equipment, or the preparation of the settings of the meeting and conferences of the countries of the third world. There are also problems related to reading screens all the time, neck problems resulting from reading 'the head tilted', power cuts, and device failure, in some countries. So, as trainees are trained to use their memory, the new tools, and the traditional ones because the important is to focus on conveying the message of the SL but not on the type of the tools used in that, traditional tools should not be neglected, completely.
- It worth mentioning that preparing for meetings, in some countries is not always scientific, costly and the aims of gatherings are unclear, undistinguishable, and vague. Not to forget that the remunerations of interpreters are underestimated if not squashed completely. It is sometimes said, an interpreter comes and talks and this is not difficult work. For these reasons, it will be very costly to add to the burden already suffered from by the interpreter, costs of new devices. The diminishing and trifling amounts given as remuneration for the interpreter reduce the chances of the investments in new devices and tools, in particular, the freelancer who is not affiliated with an interpreting Office.
- Recently, the remunerations are, somewhat, ameliorated, in particular within the official and public organizations, entities, diplomatic missions, NGOs, etc. due to the scarcity in the number of effective and hardworking consecutive interpreters compared to the European Parliament, the European Commission, or the other European Institutions where there are tens of working languages. In third world countries, conferences, sessions, and meetings are rare. Despite this rarity, good interpreters merit to receive worthy sums for their valuable efforts, otherwise, they prefer to go abroad.
- Lessons drawn from the experience of the author, without making questionnaires or statistical studies thereunder, it is recommended to encourage the use of new devices for the simple reason: all the young people prefer using a cell phone, or reading an article from the Internet or the WhatsApp., or using calculators, tablets, etc. rather than using their memories or the traditional tools. Even in the classes at schools and colleges, students prefer checking the meaning of any topic by using a device like a cell-phone rather than a paper dictionary. So, it is better not to neglect the traditional tools, but to move and enhance slowly the two methods. Moneywise and Time wise, the interpreter will choose the tool and method required by the market and the type of the conference to which he/she is called to interpret.
- It is to be known that the number of languages in some European countries, the hi-tech methods in the West and far East, with the availability of resources, and the

electronic tools render the introduction and abandon, little by little, of the traditional tools, easier.

- The amenability, the availability of simple tools like pen-paper, lack of sufficient financial resources, and the sticking to the past encounter the abandonment of these former tools.

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