

TRANSLIT **PRO**

**TRAINING  
PROGRAMME  
IN**

**COMMUNITY  
INTERPRETING**

(3 x 2-hour modules)



# Module 1: Note-Taking

TRANSLIT

## NOTE-TAKING FOR INTERPRETERS

WHY IS IT SO DIFFERENT?



Read the full article  
[HERE](#)

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# Abbreviations and Symbols in Notes

- Please note that these are just suggestions.
- Feel free to find / develop / use your own abbreviations and symbols.
- The main thing is to be totally sure what your abbreviations and symbols mean



# Abbreviations: Consonants

- Nation            ntn
- National        ntnl
- Nationality    ntnty
- notional? = context or notnl

# Abbreviations: suffixes

-ive v

prodctv

constrctv

defnsv

-ity y

cntnuiy

sesntvy

creatvty

- ion n

divsn

creatn

revltn

revulsn

complsn

-ise (ize)

captlz

realz

centrlz

# Verbs

- Arrows for past and future       $\overleftarrow{\text{realz}} = \text{realized}$      $\overrightarrow{\text{devlp}} = \text{will develop}$
- Dot before or after for past or future  
     $\text{realz} = \text{realize} / \bullet \text{realz} = \text{realized} / \text{realz}\bullet = \text{will realize}$
- Or use abbreviated endings: *d, ll, ld, ing*

# Adjectives

- Use a “plus” or a “tick” or a smiley sign to note a positive adjective
- Use a “minus”, an “x” or a “sad face” to note down a negative adjective

Examples:

Interesting conference: √ cnfrnc | + cnfrnc

Boring presentation: prsntn x | prsntn 😞

# Adjectives

- Use underlining or double / triple sign for emphasis:

Examples:

Cnfrnc ✓ | Cnfrnc √√ - really good conference, wonderful conference

Prsntn x | Prsntn x x - really poor presentation, awful presentation



# Symbols – easy to read and write

- ♥ love →→ ongoing      ↗      rise      ↘      fall

- | start, commence, begin

- | end, finish, cease, stop, conclude

# Symbols – easy to read and write



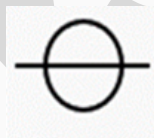
Up, down, rise, fall,  
increase, decrease, etc



Man / Woman – use  
symbols or  
Mn \ Wn



Think, suppose, believe,  
guess



Know, understand, realise

# Abbreviations for time

- Wk (week)
- ◦|wk |◦ wk (last week, next week)
- Mth ◦◦|mth |◦◦mth (2 month later)
- Yr (year)

# Phrases

Cos - because

Tho - though

BTW – by the way

N.O. – not only

B.O. – but also

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# Social Media Abbreviations

AB/ABT - About

AFAIK - As far as I know

B4 - Before

BGD - Background

BTW - By the way

IIRC - If I remember correctly



# Social Media Abbreviations

TY - Thank you

TYT - Take your time

W or W/ - With

DYK - Did you know, Do you know

IDK - I don't know

# Social Media Abbreviations

AFAIK – As far as I know

DAE – Does anyone else...?

LMK – Let me know

WBU – What about you?

WFH – Work from home

# Social Media Abbreviations

IMO - In my opinion

BAE – Before anyone else

POV – Point of View

TBH – To be honest

JSYK – Just so you know



THANK YOU

