



# 1 Unit

## Protocol Routine

### 迎来送往



### Unit Objectives (单元目标)

*After reading this unit, you should*

- understand what and how to prepare for the interpreting tasks in the long run;
- find ways to improve your interpreting skills and performance;
- master the basic words and expressions about protocol routine;
- get some cultural knowledge about protocol routine.

# Preparing

## I. Interpreting Skills (口译技能)



*Read the following presentation about long-term preparation and try to understand what and how to prepare for the interpreting tasks in the long run.*

*Then discuss with your partners the following questions:*

1. How do you usually prepare for a reception task?
2. Is preparation necessary in interpreting? Why or why not?
3. What and how should an interpreter prepare for a reception-interpreting task?
4. What kind of interpreting skills do you think an interpreter should master?

### Preparing Training (I): Long-term Preparation (长期准备)

Interpreting is a highly demanding profession. Interpreters only accept assignments for which they are qualified. If an interpreter accepts a task that is beyond his ability, the resulting poor performance will surely reflect negatively on his client as well as himself. In order to have a professional performance in interpreting, interpreters must be sufficiently prepared for their jobs. A well-prepared interpreter is usually confident and relaxed.

#### Two Types of Pre-interpreting Preparation

With regard to the work of preparation, some must be prepared in the long run, while others can only be prepared shortly before the interpreting task is taken. In this sense, the pre-interpreting preparation can be divided into two types, namely long-term preparation (长期准备) and short-term preparation (短期准备).



### 1. Long-term Preparation

Long-term preparation means that interpreters shall be prepared every day for the potential interpreting tasks. It is essential for the successful career of a professional interpreter. For an interpreter, there is no point at which the work is finished. An experienced interpreter never stops preparing for the interpreting tasks! Preparation is an interpreter's lifelong job. The more preparation they make, the better performance they will have.

### 2. Short-term Preparation

In contrast with long-term preparation, short-term preparation is more direct and efficient. It refers to the job that can only be prepared shortly before the task is taken. After the interpreter is informed of an incoming interpretation task, he starts his preparation immediately. Such preparation is highly necessary for the successful accomplishment of a certain interpreting task. In fact, the pre-interpreting preparation usually refers to the short-term preparation.

### What and How to Prepare in the Long Run

Professional interpreters may have the opportunity to work with a vast range of subjects. They may work for international organizations, private companies and trade unions as well as all types of meetings and conferences. In order to become a professional interpreter, they are required to have a strong sense of duty (责任感), a high level of linguistic proficiency (语言能力), wide encyclopedic knowledge (百科知识) and a good mastery of interpreting skills (口译技巧). These qualities are not achieved in one day and they deserve trainees' continuous efforts in the long run.

#### 1. What to Prepare?

Interpreters, therefore, should constantly make preparations for their jobs. An important task for an interpreter to prepare in the long term is the mastery of broad general knowledge and a large glossary. To complete an interpretation task, interpreters are also advised to improve their skills in decoding, message recalling and reconstructing. Interpreters must learn to listen actively, memorize the information effectively, and re-express the message smoothly. All these skills deserve interpreters' life-long learning.

#### 2. How to Prepare?

As for how to make long-term preparation for interpreting, it is advisable for the trainees to keep on practicing field interpreting (现场口译), reading widely and learning to collect information. As the saying goes, "Practice makes perfect." Interpreters should do more interpreting exercises and grasp every chance to do field interpreting. They should also read widely to enlarge their vision and get more knowledge and information.

## II. Phrase Interpreting (短语口译)



*Work on the following words and phrases. Interpret them into Chinese or English respectively.*

- A**
- |                                   |                                      |
|-----------------------------------|--------------------------------------|
| 1. to recover from the jet lag    | 2. thoughtful arrangement            |
| 3. hospitality                    | 4. souvenir                          |
| 5. accommodations                 | 6. to claim baggage                  |
| 7. to proceed through the customs | 8. itinerary                         |
| 9. farewell speech                | 10. to adjust to the time difference |

- B**
- |             |          |
|-------------|----------|
| 1. 为……设宴洗尘  | 2. 向……告别 |
| 3. 不远万里来到…… | 4. 很荣幸…… |
| 5. 久仰大名     | 6. 欢迎词   |
| 7. 赞美       | 8. 回顾过去  |
| 9. 展望未来     | 10. 美好回忆 |

## III. Sentence Interpreting (句子口译)



*Work on the following sentences. Interpret them into Chinese or English respectively.*

- A**
- I would like to extend, on behalf of the Chinese government and people and in my own name, our cordial greetings and best wishes to your people.
  - We gathered here today with great pleasure to welcome Mr. Brown from ABC Company.
  - It provides me with an excellent opportunity to meet old friends and make new ones.
  - We are sorry that we shall be leaving. It is really a most interesting and rewarding visit.
  - It was a real pleasure having you with us. We wish to thank you for coming.

- B**
- 史密斯先生，欢迎您和代表团所有成员来我公司访问，愿你们访问愉快。
  - 中国有句古话：有朋自远方来，不亦乐乎？

3. 请允许我向远道而来的贵宾们表示热烈的欢迎和亲切的问候。
4. 如果你们对这个日程草案有什么意见和建议, 希望坦率地告诉我们, 我们将尽量满足你们的愿望。
5. 欢迎你们随时再来, 我们的门对朋友永远是敞开的。

## Performing

### I. Decoding—Note Taking (笔记记录)



*Listen to the recording of Text A. Try to catch the main ideas of the speech. Note down the key points while you are listening. Then tell the main ideas of the speech with the help of your notes.*

### II. Memorizing—Text Retelling (故事复述)



*Listen to the recording of Text A again. Try to catch more details and improve your notes. Then retell the speech in your own words with the help of your notes.*

### III. Encoding—Message Reconstructing (信息重组)



*Listen to the recording of Text A paragraph by paragraph. Take notes when necessary and interpret during the pauses.*

## Text A

Distinguished Guests, Ladies and Gentlemen,

Thank you very much for your gracious welcoming speech. China is one of the earliest

cradles of civilization and the visit to this ancient nation has long been my dream. This visit will give me an excellent opportunity to meet old friends and establish new contacts. I wish to say again that I am so delighted and privileged to visit your great country and this lovely town. I am deeply grateful for everything you have done for me since my arrival in China.

As an American manager of a Sino-American joint venture for two years, I have to say that there are differences in business management practice between Chinese and Americans. We are more direct and straightforward than most Chinese colleagues due to our different cultural traditions. I can't say our way of doing business is absolutely superior. After all, there are strong points and weak points in both types of management. In recent years, more and more American business executives have recognized the strong points of the more humane way of Chinese management.

It is with great pleasure that I can exchange views and information with you, and reach common ground here. And I wish to share with you my thoughts on this topic in the days to come. Thank you!

#### IV. Coordinating—Field Interpreting (现场口译)



*Listen to the recording of Text B. Take notes when necessary and interpret the text with the aid of your notes.*

### Text B

**David:** Hi! I am David Anderson, sales representative from Willa Company. Are you the representative from Zhong'an Technology Company?

**Li:** 你好! 是的, 我是中安科技外贸部的李华, 欢迎来深圳。

**David:** Thanks.

**Li:** 你的行李都取了吗?

**David:** Yes, I have.

**Li:** 那我们这边走吧。公司的车在马路对面的停车场, 我们一起过去?

**David:** Sure.

**Li:** 飞机旅途还好吗? 是从温哥华直飞的航班吗?

**David:** Yes, Thank you. The flight was very good and the service on board was excellent. It took just over 13 hours non-stop from Vancouver.





**Li:** 真是路途遥远啊!

**David:** I don't sleep well on planes, therefore I am a little tired and the jet lag will catch up with me tomorrow.

**Li:** 咱们直接去酒店吧, 我们已经在花园酒店给你定了房间。

**David:** Good.

**Li:** 第一次来中国?

**David:** Yes. Shenzhen is such a beautiful city.

**Li:** 这样一来, 我们会尽量安排好你的中国之行, 给你留下美好回忆。现在刚好是春季, 深圳一年中最好的季节。

**David:** I am so lucky.

**Li:** 那我简单把你的时间安排说一下。明天没有什么安排, 让你好好休息一天, 倒一下时差。

**David:** Good idea. I really need some rest.

**Li:** 明晚, 我们安排了在“粤唯鲜”的晚宴, 让你感受一下广东的饮食文化。

**David:** Terrific! I like Chinese food very much.

**Li:** 后天上午到工厂参观, 下午谈一下合作的事项。接下来是安排你去“锦绣中华”参观。

**David:** Will you give me a timetable? I'd like to pay a visit to your factory to find out about the possibility of importing automobile parts from you.

**Li:** 会的。你如果有什么问题, 生活和生意上的都可以直接找我。我会鼎力帮忙。

**David:** Thank you.

**Li:** 到了, 我们上车吧!

## Packaging

### I. Interpreting and Assessment (口译与评估)



*Work in groups. Listen to the recording of Text C. Take some notes while listening. Interpret the text with the help of your notes. One of the students will be chosen to be the interpreter and the others are expected to evaluate his/her performance with the Peer Assessment Form.*

## Text C

**Smith:** It's very kind of you to come all the way to see me off, Mr. Zhu?





**Zhu:** 没有什么。很遗憾你要走了。

**Smith:** I am sorry to leave you, too.

**Zhu:** 你办了登机手续了吗?

**Smith:** No, not yet.

**Zhu:** 我们现在去办理海关手续吧。请这边走。我送你一样东西作纪念。

**Smith:** Thank you. I'll open it. Oh! It is a Chinese painting.

It's really marvelous. The horses are so nice.

**Zhu:** 很高兴你喜欢它，我希望它能让你想起我们的友谊。

**Smith:** I don't know how to thank you for your kindness. I'm so glad to have it to remember my time here.

**Zhu:** 很高兴你喜欢这张画。我们非常感谢你为我们所做的一切，但愿能以某种方式回报你。

**Smith:** Don't mention it.

**Zhu:** 听！广播里正通知你所乘坐的航班要起飞了。

**Smith:** Right. I have to go now.

**Zhu:** 中国有句古语：“送君千里，终有一别。”我祝你旅途愉快。

**Smith:** Hope to see you again.

**Zhu:** 再见，别忘了保持联系。



### Peer Assessment Form

#### 1. Delivery

- Articulation and intonation
- Irritating outburst and exaggerated fillers
- Excessive repairs and unfinished sentences
- Voice (pleasant and convincing)

A	B	C	D
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

#### 2. Language

- Irritating mispronunciations
- Significant grammatical mistakes
- Expressions (idiomatic and native)

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

#### 3. Coherence

- Abrupt beginnings and endings
- Is the performance incoherent?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>





• Message (coherent and logical)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>4. Loyalty</b>				
• Significant omissions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Unjustified changes and additions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## II. Feedback and Comments (反馈与评论)



*After you finish the interpretation, tell your classmates and teacher how you feel about your performance. Then the teacher will make an overall comment on your performance and give you some suggestions.*

**Aims of This Unit**

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**Student's Feedback**

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**Teacher's Comments**

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The candidate has met the interpreting standard, and has mastered the subject knowledge and interpreting skills:

A       B       C       D

Candidate: \_\_\_\_\_ Date: \_\_\_\_\_

Assessor: \_\_\_\_\_ Date: \_\_\_\_\_

## Supplementary Exercises (补充练习)

### Task 1 Simulation Exercises (模拟练习)



*Work in groups and role-play the following situations, acting the roles of the Chinese speaker, English speaker and interpreter respectively. One group will be invited to perform in class.*

#### Situation A

Mr. Carl Smith has an appointment with the General Manager of TCL Company, Mr. Li, who is in a meeting at the moment. The receptionist of TCL Company, Xiao Wang, receives the visitor and starts a conversation with him. Xiao Wang speaks Chinese while Carl is an English-speaker.

#### Situation B

An Assistant Manager of Huawei Company, Mr. Huang, goes to the airport to welcome Peter O'Donnell, a trainee manager in the head office in New York. Mr. Huang greets Peter, introduces himself and make a small talk with Peter. On the way to the hotel, Mr. Huang introduces the city and some places of interest. Mr. Huang speaks Chinese while Peter is an English-speaker.

### Task 2 Vocabulary Development (词汇扩展)



*Read the following words, expressions, and sample sentences. Try to keep them in mind and find more to enrich your language bank.*

#### A Useful Words & Expressions

to claim baggage	提取行李
to proceed through the customs	进行海关检查

to recover from the jet lag	倒时差
to adjust to the time difference	适应时差
itinerary	日程, 活动安排
thoughtful arrangement	周到的安排
hospitality	热情好客
souvenir	纪念品
accommodations	食宿
farewell speech/address	告别词
根据你们的要求	at your request
为……设宴洗尘	to hold a banquet in honor of...
欢迎词	a welcoming address
向……告别	to bid farewell to...
不远万里来到……	to come all the way to...
赞美	to pay tribute to...
回顾过去	to look back/in retrospect
展望未来	to look ahead/look into the future
小小意思, 不成敬意。	This is a token of our appreciation.
您先请!	After you!
久仰大名!	I have long been looking forward to meeting you!
您慢走。	Take care.

## B Sample Sentences

### Introducing People

- Mr. Johnson, I would like to introduce you to..., the CEO of ...
- It is my honor/pleasure to introduce...
- I have the honor to introduce...
- I would like to introduce the honored guests attending the party.

### Welcoming People

- You must be our long-expected guest, ...
- Excuse me, but I haven't had the honor of meeting you.
- I'm delighted/pleased to make your acquaintance.

(to be continued)

(continued)

- Welcome to...
- Did you have a nice trip?
- How was the journey?
- How are you after such a long flight?
- Thank you so much for coming all the way to meet me.
- I hope you will enjoy your stay here.
- Wish your visit a complete success.
- I would appreciate your comments.
- Your comments and suggestions are most welcome.
- Wish you all the best in your tour/visit.

#### Bidding Farewell

- I'd like to take this opportunity to thank... for the warm hospitality and thoughtful arrangements.
- The gracious hospitality of our host will remain in my memory forever.
- I would like to express my heartfelt thanks to you.
- I am looking forward to visiting your country in the near future.
- With great reluctance, we bid farewell today to...
- We feel reluctant to leave you at this moment of parting.
- I'm glad you have enjoyed...
- I wish you a pleasant journey.
- Have a nice trip!
- Do come again!
- Take care!

### Task 3 Culture Salon (文化沙龙)



*Read the following presentation and try to get some cultural knowledge about protocol routine.*

#### How to Receive a Foreign Guest?

Usually you should let the guest walk on the right. It is polite for you to open the door



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and let them go through the door first. It is offending to call a young lady “Madam”, and you should not ask her about her age, salary, and other private matters. Don’t smoke unless you are permitted. Make sure that you’re clean and tidy.

On a formal occasion, it is best to dress in black or blue. Don’t be humble or pushy, but show respect for them and their customs. You must be punctual and keep your promise. When shaking hands, you can use a little strength, but not too tightly. You should always use “please, thanks” in your talks.



Get ready to help your guest before they are in trouble.

The following elements should be considered when hosting a foreign delegation:

- 1) Be aware of your visitors background and prepare to meet them as soon as they arrive.
- 2) Make sure you understand your visitors’ objectives and their desired itinerary.
- 3) Contact the departments to be visited.
- 4) Make suggestions to enable your visitors to best use their time.
- 5) Draft a reception proposal which covers the following:
  - a) meeting the visitors at the airport or station
  - b) interviews/meetings/field visits
  - c) reception/dinner/ceremony
  - d) hotel/transportation/security/communication

### Task 4 Interpreting Practice (口译实践)



*Work on the following sentences and text. Interpret them into Chinese and English respectively.*

#### A Sentence Interpreting

1. The past six days in China have been truly pleasant and enjoyable, and most memorable.
2. I particularly want to pay tribute to our Chinese partners.

3. It is very kind of you to come all the way and meet me at the airport.
4. I wish to take this opportunity to thank you on behalf of all my colleagues for your warm reception and incomparable hospitality.
5. May I have the honor to ask all of you present here to join me in raising your glasses?

## B Text Interpreting

### Text D

在这个举国同庆的除夕夜晚，我谨代表公司的全体同仁，感谢各位来宾光临我们的春节联欢晚会。春节是我国一年中的良辰佳时，我愿各位中外同事共度一个轻松欢快的夜晚。

我们这家合资企业走过了10年的奋斗历程。这是辉煌的10年，富有成果的10年，是我们公司走向世界的10年，也是各位默默奉献的10年。我们在这里略备薄酒，庆祝我们的友好合作。我愿借此机会向公司的各位同仁表示诚挚的感谢。

同时，我也希望这次晚会能使我们有机会彼此沟通、增进友谊。最后，我再次感谢各位嘉宾的光临，并祝各位新年身体健康、事业有成、吉祥如意。

#### Self-assessment

(自我评价)

*Go over this unit and try to make an assessment on what you have learned and performed with the following Self-assessment Form.*

#### Self-assessment Form

##### 1. Interpreting Skills—Long-term Preparation

- |   | A                        | B                        | C                        | D                        |
|---|--------------------------|--------------------------|--------------------------|--------------------------|
| 1.1 Importance of preparation in interpreting | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.2 Two types of preparation in interpreting  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |



- 1.3 What to prepare for interpreting tasks in the long run
- 1.4 How to prepare for interpreting tasks in the long run

**2. Linguistic Notes About Protocol Routine**

- 2.1 Useful words and expressions
- 2.2 Sample sentences

**3. Cultural Notes About Protocol Routine**

- 3.1 Ways to receive a foreign guest
- 3.2 Points to be remembered on a formal reception occasion
- 3.3 Five elements to be considered when hosting a foreign delegation

**4. Phrase Interpreting About Protocol Routine**

- 4.1 Chinese–English
- 4.2 English–Chinese

**5. Sentence Interpreting About Protocol Routine**

- 5.1 Chinese–English
- 5.2 English–Chinese

**6. Text Interpreting About Protocol Routine**

- 6.1 Text A
- 6.2 Text B
- 6.3 Text C
- 6.4 Text D

**7. Simulation Exercises About Protocol Routine**

- 7.1 Situation A
- 7.2 Situation B





## Points to Remember (单元要点)

- A well-prepared interpreter is usually confident and relaxed and an experienced interpreter never stops preparing for the interpreting tasks;
- Interpreters must continually work to improve their mastery of basic linguistic and interpreting skills, command of general and subject knowledge, and to get a strong cross-cultural awareness;
- It is advisable for the trainees to keep on practicing interpreting, reading widely and learning to collect and summarize what has been learned.