

1 Unit

Protocol Routine

迎来送往

Unit Objectives (单元目标)

After learning 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)

Ask the students to read the presentation about long-term preparation and try to understand what and how to prepare for the interpreting tasks in the long run, then have them discuss the following questions in pairs:

1. How do you usually prepare for a reception task?
2. Is preparation necessary in interpreting? Why or why not?
3. How shall 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, 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)

Ask the students to interpret the following words and phrases into Chinese or English respectively with the help of the language bank in the Student's Book.

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 |

Reference

- | | | |
|-----------|----------|---------|
| 1. 倒时差 | 2. 周到的安排 | 3. 热情好客 |
| 4. 纪念品 | 5. 食宿 | 6. 提取行李 |
| 7. 进行海关检查 | 8. 活动安排 | 9. 告别词 |
| 10. 适应时差 | | |

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 | | |

Reference

- | | |
|---|--------------------------|
| 1. to hold a banquet in honor of... | 2. to bid farewell to... |
| 3. to come all the way to... | 4. to be/feel honored... |
| 5. I have long been looking forward to meeting you. | 6. a welcoming address |
| 7. to pay tribute to | 8. to look back |
| 9. to look ahead | 10. happy memory |

III. Sentence Interpreting (句子口译)

Put the students into pairs and ask them to do the activity. Have one student read the following sentences and the other interpret them one by one. When the students have finished, ask them to compare their sentences with the reference.

A.

1. 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.
2. We gathered here today with great pleasure to welcome Mr. Brown from ABC Company.
3. It provides me with an excellent opportunity to meet old friends and make new ones.
4. We are sorry that we shall be leaving. It is really a most interesting and rewarding visit.
5. It was a real pleasure having you with us. We wish to thank you for coming.

Reference

1. 我代表中国政府和人民，并以我个人的名义，向贵国人民致以亲切的问候和良好的祝愿。
2. 今天，我们怀着喜悦的心情欢聚在这里，欢迎来自 ABC 公司的布朗先生。
3. 这使我有了一个重见老朋友，认识新朋友的好机会。
4. 很遗憾我们要离开贵国了。说真的，这是一次非常有趣、收获很大的访问。
5. 能接待你们，我们感到很高兴。我们衷心感谢你们的光临。

B.

1. 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。
2. 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。

Reference

1. Mr. Smith, I'm very happy to welcome you and all the other members of your delegation to our company. We hope you'll have a pleasant visit here.
2. As a Chinese saying goes, "Isn't it a great pleasure to have friends coming from afar?"
3. Allow me to express our warm welcome and cordial greetings to our distinguished guests coming from afar.

4. I hope you will be frank with us and give whatever opinions and suggestions you may have in regard to the tentative schedule. We'll see what we can do to meet your wishes.
5. You are welcome to visit us again any time. Our door is always open to friends.

Performing

I. Decoding—Note Taking (笔记记录)

Play the CD of Text A. Ask the students to take notes on the main points while listening. Then have the students tell the main ideas of the speech with the help of their notes.

II. Memorizing—Text Retelling (故事复述)

Play the CD of Text A again. Ask the students to catch more details and improve their notes while listening. Then have the students retell the speech in their own words with the help of their notes.

III. Encoding—Message Reconstructing (信息重组)

Play the CD of Text A again paragraph by paragraph, ask the students to interpret during the pauses with the help of their notes. Choose some students as representatives to do it in class. When the students have finished, give the reference notes and target text.

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 a 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!

Reference Notes

Unit 1 - Text A	
△°, CNG:	We: > direct
话 - Speech	+ straight
中 - cradle (摇篮)	But
→ 中 - dream	I x: Superior
知/今 - old friend	∴ Both: strong.
↑ New/	+ weak.
I: ☺ → 中	recent yrs:
+ → town	> US°:
grateful	≠ humane
- all	4
[my arrival]	☺ - cs.
	+ info
	+ → U.
As Am? (JV)	+ I: share
2 yrs	1988 4
I: difference ✓	
(management) //	

Reference

尊敬的各位来宾，女士们，先生们：

非常感谢你们热情友好的欢迎词。中国是最古老的文明发源地之一，访问这个文明古国是我多年梦寐以求的愿望。这次访问使我有机会重见老朋友，结交新朋友。我为自己能访问贵国和这座美丽的城市，再次表达我的愉快之情和荣幸之感。我对你们为我到达贵国后所做的安排深表谢意。

作为在一家中美合资企业工作了两年美国经理，我认为中国人和美国人在经营管理中存在着差异。基于不同的文化传统，我们的美国同事比大部分中国同行来得直率。我无法断言我们美国的经营方式一定在中国之上。毕竟各有各的优点和弊病。近年来，越来越多的美国管理人员已经认识到中国人那种更具人情味的管理方式的长处。

很高兴我们能交换意见和信息，并达成共识。我希望在今后的日子里，我能有机会就此话题与各位交换自己的看法。谢谢！

IV. Coordinating—Field Interpreting (现场口译)**Group Work:**

- Play the CD of Text B. Ask the students to take notes while listening.
- Split the class into groups of four. Have two students role-play the dialogue and the other two take the role of interpreters.
- Choose one or two groups to perform in class.
- Then play the CD again. Have the students listen to the recording of the interpreted version of Text B and check their interpretation.

Reference

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

Interpreter: 你好！我是Willa公司的销售代表。你是中安科技公司派来接我们的吗？

Li: 你好！是的，我是中安科技外贸部的李华，欢迎来深圳。

Interpreter: Hi, Mr. Anderson! Yes, I am. My name is Li Hua from the International Business Department of Zhong'an. Welcome to Shenzhen.

David: Thanks.

Interpreter: 谢谢！

Li: 你的行李都取了吗？

Interpreter: Have you claimed all your luggage?

David: Yes, I have.

Interpreter: 全取了。

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？

Interpreter: Then this way please. My car is in the parking lot across the street. Shall we go there now?

David: Sure.

Interpreter: 好的。

Li: 飞机旅途还好吗？是从温哥华直飞的航班吗？

Interpreter: Did you have a good flight? Did you fly directly from Vancouver to Shenzhen?

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.

Interpreter: 谢谢，是的。旅途还不错，服务很好，13个小时的直达航班。

Li: 真是路途遥远啊！

Interpreter: What a long trip!

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

Interpreter: 在飞机上没睡好，所以现在有点累，明天会有时差反应。

Li: 咱们直接去酒店吧，我们已经在花园酒店给你定了房间。

Interpreter: How about going straight to the hotel? We have booked a room for you at the Garden Hotel.

David: Good.

Interpreter: 好的。

Li: 第一次来中国？

Interpreter: The first time to China?

David: Yes. Shenzhen is such a beautiful city.

Interpreter: 是啊。深圳真是漂亮极了。

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。

Interpreter: Well, in that case, we shall try to make your visit as pleasant as possible, so that you will take home happy memories. Fortunately, we are enjoying beautiful spring weather and spring is the best season in Shenzhen.

David: I am so lucky.

Interpreter: 我真是赶上好季节了。

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。

Interpreter: Please allow me to talk briefly about your schedule. There will be no arrangement for tomorrow. You can have a good rest and recover from jet lag.

David: Good idea. I really need some rest.

Interpreter: 好主意，我是要好好休息一下。

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。

Interpreter: Tomorrow night, we will have dinner in the Yueweixian Restaurant, a chance for you to try the Cantonese cuisine.

David: Terrific. I like Chinese food very much.

Interpreter: 太好了，我喜欢中国菜。

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。

Interpreter: On the morning of the day after tomorrow, we will show you around in our factory. On the afternoon, we will discuss our cooperation. Then you will visit Splendid China Theme Park.

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.

Interpreter: 你会给我一个时间表吗？我想看看你们的工厂以调查一下从贵公司进口汽车配件的可能性。

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。

Interpreter: Sure. If you have any personal problems or business problems, please let me know. I will do all that I can to help.

David: Thank you.

Interpreter: 好的。

Li: 到了，我们上车吧！

Interpreter: Here we are! Get on the car, please.

Packaging

I. Interpreting and Assessment (口译与评估)

Group Work:

- Play the CD of Text C with a pause after each paragraph. Ask the students to take notes while listening.
- Split the class into groups of three. Have two students role-play the dialogue and another one take the role of the interpreter.

- Choose one group to perform in class. Ask other students to evaluate the performance of the interpreter with the Peer Assessment Form in the Student's Book.
- Then play the CD again. Have the students listen to the recording of the interpreted version of Text C and check their interpretation.

Reference

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

Interpreter: 朱先生，你远道来送行，真是太客气了。

Zhu: 没有什么。很遗憾你要走了。

Interpreter: Not at all. It's a pity that you are leaving us.

Smith: I am sorry to leave you, too.

Interpreter: 我也不愿意离开你们。

Zhu: 你办了登机手续了吗?

Interpreter: Have you checked in?

Smith: No, not yet.

Interpreter: 还没有。

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。

Interpreter: Now, let's go through Customs. This way, please. Here is something I'd like you to keep as a souvenir.

Smith: Thank you. I'll open it. Oh! It is a Chinese painting. It's really marvelous. The horses are so nice.

Interpreter: 谢谢，那我打开了。啊，是中国画，太漂亮了。这马画得真好。

Zhu: 很高兴你喜欢它，我希望它能让你想起我们的友谊。

Interpreter: I am glad you like it. I hope it will remind you of me and of our friendship.

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

Interpreter: 真不知道如何感谢你才好。我很高兴有这幅画来帮我想起来我在这里度过的时光。

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。

Interpreter: Thanks. I appreciate very much everything you've done for us. I wish I could repay you somehow.

Smith: Don't mention it.

Interpreter: 别客气。

Zhu: 听！广播里正通知你所乘坐的航班要起飞了。

Interpreter: Listen! It's announcing the departure of your flight.

Smith: Right. I have to go now.

Interpreter: 是啊，那我去登机了。

Zhu: 中国有句古语：“送君千里，终有一别。”我祝你旅途愉快。

Interpreter: As a famous Chinese saying goes, “Although a thousand miles a person can see off a friend, he has no choice but to say good-bye in the end.” I wish you a pleasant journey.

Smith: Hope to see you again.

Interpreter: 希望再次见到你。

Zhu: 再见，别忘了保持联系。

Interpreter: Good-bye. And don't forget to keep in touch.

II. Feedback and Comments (反馈与评论)

Go over the aims of this unit with the students. Put the students into pairs and ask them to discuss their performance and problems. At the end of the discussion, give each student your comments and suggestions.

III. Supplementary Exercises (补充练习)

Task 1 Simulation Exercises (模拟练习)

Split the class into groups of three. Ask the students to role-play the two situations in the Student's Book. Have two students make a dialogue and another one be their interpreter. Choose one group to perform in class.

Task 2 Vocabulary Development (词汇扩展)

Ask the students to read and learn the words, expressions and sentences about protocol routine by heart. Make explanations where necessary. Ask the students to find more to enrich the language bank.

Task 3 Cultural Salon (文化沙龙)

Split the class into groups of three or four. Ask the students to read the presentation and get some cultural knowledge about protocol routine and then make a group discussion about the main ideas of the passage. Make explanations where necessary.

Task 4 Interpreting Practice (口译实践)

Ask the students to interpret sentences and Text D into Chinese or English respectively. After the students have finished, give them the reference key.

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?

Reference

1. 在中国度过的6天真的是非常愉快，令人难忘。
2. 我特别要感谢我们的中国伙伴们。
3. 你从远道赶来机场接我，真是太客气了。
4. 我想借此机会代表我所有的同事对你们热情周到的接待和无与伦比的好客表示感谢。
5. 我能荣幸地邀请在座的各位跟我一起举杯吗？

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。

Reference

On the occasion of this New Year's Eve of national celebration, and on behalf of all my colleagues of the company, I wish to thank all the guests here for their gracious presence at

this Spring Festival gathering. You know, the Chinese Spring Festival is a very wonderful and joyous occasion in our tradition, and I wish all my Chinese and foreign colleagues a most relaxing and delightful evening.

Our joint venture has experienced a decade of hard struggle. This is a brilliant decade, a fruitful decade, a decade which has seen our company advance to a world market, and a decade of your dedication without any complaint. We have prepared a humble dinner to celebrate our friendly cooperation. I would like to take this opportunity to express my sincere thanks to all my colleagues at the venture.

Meanwhile, I hope this party will give us an excellent opportunity to get to know each other and increase our friendship. In closing, I'd like to thank you again for your kind presence and wish everyone good health, a successful career and the very best of luck in the New Year.

∴ **Self-assessment** (自我评价) ∴
∴ *Ask the students to go over this unit by themselves and finish the Self-assessment* ∴
∴ *Form in the Student's Book.* ∴