

## OMISSIONS AND ADDITIONS DURING NOTE-TAKING AT SIMULTANEOUS INTERPRETING PROCESSES

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**Annotation.** The article explores the common issues of omissions and additions in note-taking during simultaneous interpreting. It discusses the causes of these errors, including cognitive overload, speaker speed, and misinterpretation, as well as their consequences. The article also highlights strategies to balance accuracy and brevity in note-taking, such as training, active listening, memory enhancement techniques, and the use of technology.

**Аннотация.** В статье рассматриваются проблемы пропусков и добавлений в процессе ведения заметок при синхронном переводе. Описаны причины таких ошибок, включая когнитивную перегрузку, скорость речи говорящего и неверное понимание, а также их последствия. Также выделены стратегии для достижения баланса между точностью и краткостью, такие как тренировки, активное слушание, развитие памяти и использование технологий.

**Annotatsiya.** Maqolada sinxron tarjimada eslatma olish jarayonida yo‘qotishlar va qo‘shimchalar muammolari tahlil qilinadi. Bu xatolarning sabablari, jumladan, kognitiv yuklama, nutq tezligi va noto‘g‘ri tushunish, hamda ularning oqibatlari muhokama qilinadi. Maqolada aniq va qisqa yozuvlarni muvozanatlashtirish strategiyalari, jumladan, mashg‘ulotlar, faol tinglash, xotirani rivojlantirish texnikalari va texnologiyalardan foydalanish bo‘yicha tavsiyalar berilgan.

**Keywords:** Simultaneous interpreting, note-taking, omissions, additions, cognitive overload, accuracy, memory techniques, interpreting strategies.

**Ключевые слова:** Синхронный перевод, заметки, пропуски, добавления, когнитивная перегрузка, точность, техники памяти, стратегии перевода.

**Kalit soʻzlar:** Sinxron tarjima, eslatma olish, yoʻqotishlar, qoʻshimchalar, kognitiv yuklama, aniqlik, xotira texnikalari, tarjima strategiyalari.

Simultaneous interpreting is one of the most complex tasks in the field of language services. It requires the interpreter to listen to the source language message, understand its meaning, and render it into the target language almost instantaneously. The process is often accompanied by note-taking, especially during conferences, meetings, or legal proceedings where accuracy is paramount. However, the challenge lies in balancing speed and precision, which can lead to two common pitfalls: omissions and additions during note-taking. [1:23]

*The role of note-taking in simultaneous interpreting.* Unlike consecutive interpreting, where interpreters have more time to take detailed notes, simultaneous interpreting demands brevity. Notes serve as cognitive anchors, aiding memory retention and ensuring accuracy in the rendition. These notes typically include key concepts, figures, abbreviations, and symbols rather than full sentences.

However, the high-pressure environment of simultaneous interpreting often leads to errors in the note-taking process. These errors can manifest as omissions, where critical information is left out, or additions, where extraneous or incorrect details are included.

### **Omissions: causes and consequences:**

1. Cognitive overload. Simultaneous interpreters process multiple tasks simultaneously: listening, analyzing, translating, and speaking. Cognitive overload is a frequent cause of omissions. When the interpreter's working memory is overwhelmed, non-essential or less prominent information may be unintentionally excluded. [4:113]

2. Speed of delivery. Speakers in high-stakes scenarios often deliver information at a rapid pace. Interpreters may struggle to keep up, leading to skipped details in their notes.

Technical jargon, complex numerical data, or long-winded sentences are particularly prone to omission.

3. Selective attention. To prioritize essential content, interpreters might consciously or unconsciously disregard minor details. This selective omission is often strategic, focusing on conveying the core message while sacrificing peripheral information. [2:16]

Impact of omissions. Omissions can have varying consequences depending on the context. In casual conversations, minor omissions might not significantly alter the meaning. However, in legal, medical, or diplomatic settings, even a small omission can lead to miscommunication, misinterpretation, or severe consequences for the parties involved.

### **Additions: causes and consequences:**

1. Overcompensation. In an attempt to fill perceived gaps or make the message clearer, interpreters may add unnecessary details. This overcompensation often stems from a desire to enhance the coherence or fluency of the interpretation.

2. Misinterpretation of source material. If an interpreter misunderstands a part of the source speech, they might inadvertently include information that was never mentioned. This could result from ambiguous phrasing, cultural nuances, or unfamiliar terminology. [6:204]

3. Habitual note-taking practices. Some interpreters develop a habit of over-elaboration in their notes, believing that more detail equates to better accuracy. While this can occasionally help in complex scenarios, it often leads to redundant or superfluous content being included.

Impact of additions. Additions can distort the original message, potentially altering its intent. In legal or political interpreting, such distortions can lead to disputes or mistrust. Moreover, unnecessary elaboration can consume valuable processing time, making it harder for interpreters to keep up with the speaker.

Balancing accuracy and brevity in note-taking. Training and Practice Developing effective note-taking skills requires rigorous training. Interpreters should practice using abbreviations, symbols, and structured note layouts to minimize errors. Techniques such as the Rozan Method, which emphasizes clarity and organization in note-taking, can be invaluable. [2:43] Active Listening Interpreters must hone their active listening skills to identify and prioritize key information. By focusing on the speaker's intent and main ideas, they can reduce the likelihood of omissions or irrelevant additions.

Memory enhancement techniques. Strengthening memory through exercises like chunking (grouping information) or visualization can help interpreters retain more information without relying excessively on notes. [7:74] Advancements in technology, such as electronic note-taking tools or voice recognition software, can aid interpreters in capturing information more efficiently. However, reliance on technology should not compromise their fundamental skills.

### **Conclusion**

Omissions and additions in note-taking during simultaneous interpreting are common challenges that arise from the intense cognitive demands of the profession. While omissions risk leaving out critical details, additions can distort the original message. Both can undermine the quality and accuracy of interpretation, highlighting the importance of balancing brevity and precision.

Interpreters must adopt strategic note-taking techniques, undergo continuous training, and enhance their cognitive and memory skills to mitigate these issues. By doing so, they can ensure that their interpretations faithfully convey the speaker's message while maintaining the trust and confidence of their audience.

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