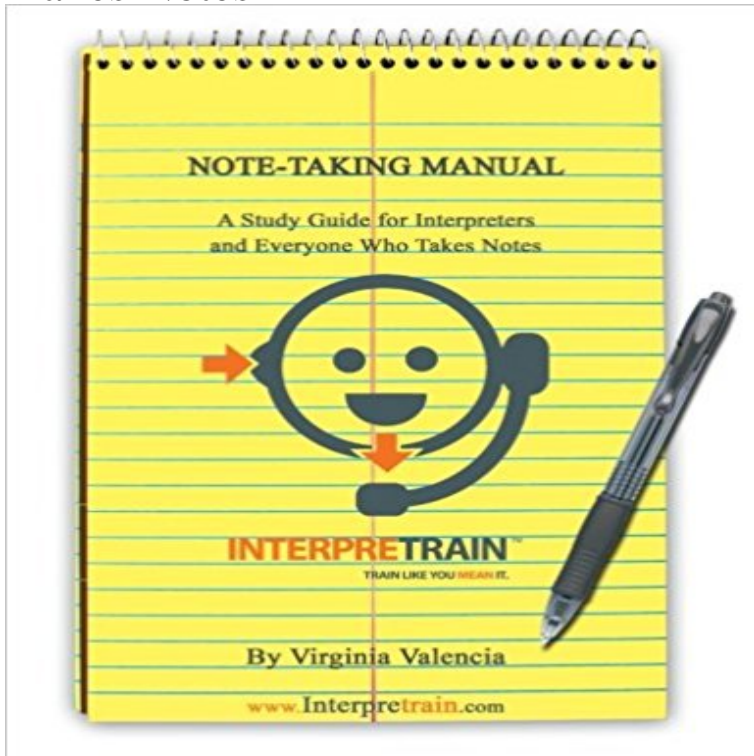


# Note-Taking Manual: A Study Guide for Interpreters and Everyone Who Takes Notes



Many people have the need to take notes: interpreters, attorneys, health care providers, and students, among others. Some try to learn short-hand, a complex system which requires several months (even years) of practice to master. There is a widely unknown but simple alternative to take notes more clearly and efficiently. Jean Francois Rozan and Andrew Gillies, two pioneer conference interpreters, provide techniques to significantly streamline note-taking. Although originally created for interpreters, these practical guidelines are extremely helpful to anyone who takes notes. The Note-Taking Manual will help you master note-taking symbols as well as Rozan and Gillies techniques. You will acquire up to 40 new symbols through dictations (available as free audio files at [www.interpretrain.com/audio](http://www.interpretrain.com/audio)). Each exercise offers a sample of notes to compare with your own and discover additional tips. These educational tools will help you become the best interpreter and/or note-taker you can be. For best results, please see Interpretains 10 Lessons to Excel at Consecutive Interpretation. Our multimedia training package is composed of videos, audio, and two manuals to help you master consecutive interpretation. The program takes you step-by-step through: multi-media classes, drills, exercises, dictations, and evaluations.

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