T3: Train the Trainer
Participant Workbook

For use with the 8-Step Bible translation process in Church-Owned Bible Translation projects.

Part 3: Refinement Training

This section addresses the process of community refinement. It provides training and practice using a selection of refinement resources and activities. These refinement activities will be conducted after the 8 Steps of translation have been completed for your translation project. Many communities prefer to have a Refinement Workshop when their translation project is about 75% drafted.

Contents:

www.WycliffeAssociates.org
www.BibleInEveryLanguage.org
Rev 12.5.2025
Workbook Page 125

Chapter 25: Refinement and Revision Overview

> Where there is no counsel, a nation falls, but victory comes through many counselors (Prov. 11:14).

o **When translators begin a new translation project, what is their goal?**

o **When does the process of producing a quality translation begin?**

After translators have completed the 8 Steps of translation, they have a working translation that is ready to be used.

Then they should look for feedback on that translation from other Christians in their heart language community.

Ensuring Quality requires Community Participation in Revision.

The role of the community is to:
• **use the translation**

• **provide feedback**

• **and make suggestions for refinement.**

<u>**Refinement**</u>**: the process of making something that is already good even better.**

Ecclesiastes 4:9-12
o **Why would it be helpful to include others?**

<u>Resources</u>: found on bibleineverylanguage.org

Quality Assessment Guide Checklist: have community members review every passage of the translation and ask the questions from your <u>Quality</u>

www.WycliffeAssociates.org
www.BibleInEveryLanguage.org
Rev 12.8.2025_TSRTS11 Workbook Page 126

Assessment Guide (see Chapter 10). Use the QAG Checklist to keep track of each chapter and any questions or comments from the community reviewers.

Refinement Resources:
- Quality Assessment Guide and Checklist
- Reviewers' Guide
- Spiritual Terms Evaluation Tool
- Proofreading Checklist

Refinement takes additional time, but it is time well spent.

o   **Who makes changes to the translated Scripture?**

The translation team is responsible for deciding what needs to be changed and making these changes.

After the translation files are complete, some special work is needed to get the text from the completed files to into a printed book.

Some refinement activities must happen after the entire translation is completed.

YOUR NOTES:

Activity	When is it used?	Who uses this?
Quality Assessment Guide	Steps 5-8 of the COBT 8 Steps; also used after the 8 Steps are complete	Translators; later used by mother-tongue believers in the community reviewing the completed translation
Reviewers' Guide	Used after the COBT 8 Steps, when the project files have been completed and are accessible on bibleineverylanguage.org	Mother-tongue believers not on the translation team (led by a church leader or member of the translation team)
Spiritual Terms Evaluation tool	Used after the COBT 8 Steps, when the project files have been completed and are accessible on bibleineverylanguage.org	Translators with other spiritual leaders
Proofreading	LAST step, right before publishing	One or two translators

<u>**Revision**</u>: happens years after the initial publication of the translation.

o **Why are Bible translations revised?**

o **Think of the 6 Behaviors of Church-Owned Bible Translation. Which of these 6 actions does revision support?**

o **How is the refinement process part of quality assurance?**

o **How is revision part of quality assurance?**

o **What do you think the response would be from Christians in your community who are asked to help with refinement?**

<u>**Review of Core Concepts:**</u>
- After the COBT 8 Steps are completed, translators should invite all believers in the heart language community to use and give feedback on the translation.
- Refinement is the process of making the translation even better before it is officially published.
- Wycliffe Associates offers several refinement resources to help with this process.
- Revision involves periodic updates on the translation to reflect changes in the language.

Chapter 26: Using the New Testament Survey

> Give to a wise person, and he will become even wiser; teach a righteous person, and he will add to his learning (Prov. 9:9).

After the COBT 8 Steps of translation, it is time to invite feedback from the community.

Reviewers' Guides: help collect feedback from mother-tongue believers about your translation.

Reviewers' Guides are available on bibleineverylanguage.org.

The RG asks questions of readers in the community to confirm understanding

- It is a collection of documents to help local **churches** evaluate **naturalness** and **completion.**
- It can be used online, downloaded to flash drives, or printed.
- It includes several sections. This chapter focuses on the section called the New Testament Survey.
- It is not comprehensive.
- It covers passages in every book, including some of the most difficult ones to understand.
- It helps assure that the hardest parts are clear and complete.

A Review Session
- ✓ Needs 2 to 4 reviewers from the community, not previously involved in the translation
- ✓ Led by a respected Christian leader
- ✓ Follows these basic steps:
  - ☐ The leader reads the background information for the passage.
  - ☐ The leader reads the entire translated passage while the reviewers listen and read along.
  - ☐ In Part 1, the reviewers summarize the passage in their own words while the leader takes notes.
  - ☐ In Part 2, the leader asks specific questions and takes notes about the reviewers' answers.
- ✓ After the review, the leader shares the notes with the translation team so they can decide if any changes need to be made to the translation.

YOUR NOTES:

Using the <u>New Testament Survey</u>

Important Pointers

- Before the review begins (and throughout the review), the leader should remind those who are participating that the questions are not to test their memory or knowledge, but to check the completeness and clarity of the translation. Participants may look back at the Scripture (or ask to hear it again) when asked questions.
- The leader should make sure the reviewers understand that they will answer questions based only on what they read (or hear) in the translated text being reviewed—not on what they know from other Scripture. If they start to discuss other passages of Scripture, the leader should bring them back to focus on the passage being reviewed.
- The leader should also encourage reviewers to give short answers. Some of the questions are simple and others more complex. The leader should try to limit discussion to no more than 5 minutes for any question.
- The leader should have a gateway language Bible open to the passage being reviewed, to assist with evaluating the reviewers' answers. The suggested answers in the <u>Surveys</u> are only suggestions. Scripture in the gateway language is necessary for comparison.

Exercise: Using the Reviewers' Guide New Testament Survey

Leaders will always have the correct section of the <u>NT Survey Reviewers' Guide</u> for the passages to be reviewed, the source text passage, and the translated passage.

Reviewers will have copies of the translated passage.

Reminders for Leaders

1. Remind reviewers of the purpose: to check the content of the translation, not to test their knowledge.

YOUR NOTES:

www.WycliffeAssociates.org
www.BibleInEveryLanguage.org
Rev 12.8.2025_TS11TSR   Workbook Page 130

2. Read the "Background" information.
3. Read the translated passage in its entirety while the reviewers listen and/or read along.
4. Part 1: The reviewers re-tell the passage in their own words while the leader checks the box for each item they mention.
5. Part 2: Ask specific questions for any information not mentioned in the reviewers' summary. Reviewers look back and answer questions while the leader takes notes.
6. Share notes and comments with the translation team. They are responsible for deciding about changes.

o **What thoughts do you have about the Review process?**

o **What did you learn? What was difficult?**

o **How prepared do you feel to explain this process to the leaders who will use it?**

YOUR NOTES:

<u>Review of Core Concepts:</u>

- Leaders should invite community members who were not involved with the translation to review the translation.
- The <u>Reviewers' Guides</u> provide questions to help communities review some of the most difficult passages of Scripture.
- The reviews will be led by respected Christian leaders.
- All feedback will be shared with the translation team so they can make decisions about whether changes should be made.

Chapter 27: Spiritual Terms Check

> We speak about these things in words not taught by human wisdom but by the Spirit, interpreting spiritual things to spiritual people (1 Cor. 2:13).

When your New Testament is complete, you will want to check across books to make sure that spiritual or symbolic concepts have been communicated clearly into your heart language.

The <u>Spiritual Terms</u> resource:

- **designed to help translators evaluate the translation of key spiritual terms throughout your whole New Testament.**

Remember that in Step _____ of the COBT 8 Steps, translators chose which key words and terms to check for each chapter.

After the whole New Testament is drafted, they will want to check key spiritual terms separately, as an added layer for confirming consistency and accuracy.

One hundered words have been chosen in advance. The evaluation will touch many parts of the New Testament instead of just one chapter at a time.

The goal of the Key Spiritual Terms Check:

- **check verses across _____ New Testament books.**

- **confirm that the translation of key spiritual terms has been _____ and _____.**

The resource provides verses for each word. This selection of verses is **not** complete or exhaustive.

An exhaustive list is available for a thorough review of any terms where issues are found.

o   **What kinds of terms do you think would be helpful to check across the New Testament?**

These terms have an abstract or spiritual meaning. They are based on Greek words that may have various meanings. They may even have a symbolic meaning that could be missed if not fully understood. Here are some examples:

1. _____ (1 Peter 2:24)

2. _____ (Ephesians 1:5)

3. _____ (Matthew 16:17, 1 Corinthians 15:39, Romans 8:13)

o   **Why do you think this resource is designed to check these words across the whole New Testament?**

How to Use the Spiritual Terms Resource

-   A team of people (preferably the translation team) should work together. (They can break out into groups of 2 to 4 and split up the work.)
-   The resource is available through your Wycliffe Associates contact, or on DOC (online).
-   For each term listed, one or more definitions will be given. Then several verses (up to 15) will be shown, with the gateway language for that verse in one column and the heart language for that verse in the other column.
-   The word or words will be bold in the source language, but not in the heart language column.

Spiritual Terms Check

- Verses in the list should be read one after the other, and the term identified should be evaluated as it is used in the verses. If the term has multiple meanings, determine the intended meaning in the verse being checked. Confirm that the correct translation has been used. All verses with the same meaning of the word should have a similar or same translation.
- If reviewers find anything that causes concern, the team should work together on any necessary changes.
  - o First, look at the definitions of the word and consider which one is used in the source text. Then, determine what translation will be most easily understood without losing accuracy. If they have internet access, they can look at definitions for the Strong's numbers for the word.
  - o They may use other resources such as Translation Notes, Translation Words, Greek Words for Translators, or the Unlocked Greek Grammar.
  - o They may consult spiritual leaders in their community.

If any concerns are found, the team can use the exhaustive list of verse references to check every verse where that term appears.

Exercise: Key Spiritual Terms Check

Here is a sample portion of the Spiritual Terms resource, reviewing the terms "Abba," "adoption," "angel," and "anger." Check the verses in a common translation in your language. (The translation text provided in the example is the CEV, but you may use another translation if you prefer.)

For each verse, look at the function of the Spiritual Term in the source text, and then the translation. Decide whether the chosen word or phrase in the translation successfully conveys the correct meaning of the term in that verse.

Key Spiritual Terms Check Exercise

Directions: Compare the translated text in the right column to the Gateway Language text in the left column. Write notes on how the key word has been translated. Does the translation represent the correct meaning of the word for each verse? Are translations with the same meaning spelled consistently? To help you find the word in the translated text, the Gateway Language text on the left has its meaning for this word in bold.

(The "Gateway Language Text" is the Unlocked Literal Bible (ULB). "Translated text" for this exercise is from the Contemporary English Version of the Bible. Some variations have been inserted.)

Sample Spiritual Terms Evaluation Tool

Abba (G5)
This Greek word is used for "father" by a beloved child.
- Jesus used this word when speaking to God, his Father.
- Christians can use this word when talking to God.

Most translations transliterate this from the Greek word.

Mark 14:36	Mark 14:36
He said, "**Abba**, Father, all things are possible with you. Remove this cup from me. But not my will, but yours."	"Father, you can do anything. Don't make me suffer by drinking from this cup. But do what you want, and not what I want."
Romans 8:15	Romans 8:15
You did not receive a spirit of slavery so that you live in fear again; but you received the Spirit of adoption, by which we cry, "**Abba,** Father!"	God's Spirit doesn't make us slaves who are afraid of him. Instead, we become his children and call him our Father.
Galatians 4:6	Galatians 4:6
And because you are sons, God has sent the Spirit of his Son into our hearts, who cries out, "**Abba,** Father."	Now that we are his children, God has sent the Spirit of his Son into our hearts. And his Spirit tells us that God is our Father.

adoption (G5206)
This word is used to describe when a person accepts into the family a child who was not their son or daughter. This child then is loved and accepted as a son or a daughter.

Romans 8:15	Romans 8:15
You did not receive a spirit of slavery so that you live in fear again; but you received the Spirit of **adoption,** by which we cry, "Abba, Father!"	God's Spirit doesn't make us slaves who are afraid of him. Instead, we become his children and call him our Father.
Romans 8:23	Romans 8:23
Not only that, but even we ourselves, who have the firstfruits of the Spirit, groan inwardly, as we wait eagerly for our **adoption,** the redemption of our body.	The Spirit makes us sure about what we will be in the future. But now we groan silently, while we wait for God to show that we are his children.

Romans 9:4	Romans 9:4
They are Israelites. They have **adoption**, the glory, the covenants, the gift of the law, the ministry in the temple, and the promises.	They are the descendants of Israel, and they are also God's chosen people. God showed them his glory. He made agreements with them and gave them his Law. The temple is theirs and so are the promises that God made to them.
Galatians 4:5	Galatians 4:5
so that he might redeem those under the law, so that we might receive **adoption** as sons.	so he could set us free from the Law, and we could become God's children.
Ephesians 1:5	Ephesians 1:5
God predestined us for **adoption** as sons through Jesus Christ, according to the good pleasure of his will.	God was kind and decided that Christ would choose us to be God's own adopted children.

angel (G32)
This word can mean:
- Someone who has been sent by someone else, usually to deliver a message.
- An angel who delivers messages from God or does things for God. Most New Testament uses of this word refer to these supernatural beings.
- A demon. A demon is an angel who does not obey God.

Matthew 1:20	Matthew 1:20
As he thought about these things, an **angel** of the Lord appeared to him in a dream, saying, "Joseph son of David, do not fear to take Mary as your wife, because the one who is conceived in her is conceived by the Holy Spirit.	While Joseph was thinking about this, an angel from the Lord appeared to him in a dream. The angel said, "Joseph, the baby that Mary will have is from the Holy Spirit. Go ahead and marry her.
Matthew 4:11	Matthew 4:11
Then the devil left him, and behold, **angels** came and served him.	Then the devil left Jesus, and angels came to help him.
Mark 1:13	Mark 1:13
He was in the wilderness forty days being tempted by Satan. He was with the wild animals, and the **angels** served him.	He stayed there for 40 days while Satan tested him. Jesus was with the wild animals, but angeles took care of him.
Luke 16:22	Luke 16:22
It came about that the beggar died and was carried away by the **angels** to Abraham's side. The rich man also died and was buried,	The poor man died, and angels took him to the place of honor next to Abraham.
Acts 12:10	Acts 12:10
After they had passed by the first guard and the second, they came to the iron gate that led into	They went past the two groups of soldiers, and when they came to the iron gate to the city, it

the city; it opened for them by itself. They went out and went down a street, and the **angel** left him right away.	opened by itself. They went out and were going along the street, when all at once the angel disappeared.
1 Corinthians 13:1	1 Corinthians 13:1
Suppose that I speak with the tongues of men and of **angels.** But if I do not have love, I have become a noisy gong or a clanging cymbal.	What if I could speak all languages of humans and even of angels? If I did not love others, I would be nothing more than a noisy gong or a clanging cymbal.
2 Corinthians 12:7	2 Corinthians 12:7
To keep me from exalting myself because of the surpassing greatness of the revelations, a thorn in the flesh was given to me, **a messenger** from Satan to afflict me—so I would not exalt myself.	Of course, I am now referring to the wonderful things I saw. One of Satan's angels was sent to make me suffer terribly, so that I would not feel too proud.
Galatians 3:19	Galatians 3:19
What, then, was the purpose of the law? It was added because of transgressions until the descendant of Abraham would come to whom the promise had been made. The law was ordained through **angels** by the hand of an intermediary.	What is the use of the Law? It was given later to show that we sin. But it was only supposed to last until the coming of that descendant who was given the promise. In fact, angels gave the Law to Moses, and he gave it to the people.
2 Thessalonians 1:7	2 Thessalonians 1:7
and relief to you who are afflicted and to us as well, when the Lord Jesus is revealed from heaven with his mighty **angels**	but he will give you relief from your troubles. God will do the same for us, when the Lord Jesus comes from heaven with his powerful Angels
1 Timothy 5:21	1 Timothy 5:21
I solemnly command you, before God and Christ Jesus and the chosen **angels**, to keep these commands without partiality, and to do nothing out of favoritism.	In the presence of God and Christ Jesus and their chosen angels, I order you to follow my instructions! Be fair with everyone, and don't have any favorites.
Hebrews 1:5	Hebrews 1:5
For to which of the **angels** did God ever say, "You are my Son, today I have become your Father"? Or to which of the **angels** did God ever say, "I will be a Father to him, and he will be a Son to me"?	God has never said to any of the angels, "You are my Son, because today I have become your Father!" Neither has God said to any of them, "I will be his Father, and he will be my Son!"

1 Peter 3:22	1 Peter 3:22
Christ is at the right hand of God. He went into heaven. **Angels,** authorities, and powers must submit to him.	Christ is now in heaven, where he sits at the right side of God. All angels, authorities, and powers are under his control.
2 Peter 2:4	2 Peter 2:4
For if God did not spare the **angels** who sinned, but delivered them into hell to be kept in chains of darkness until the judgment,	God did not have pity on the angells that sinned. He had them tied up and thrown into the dark pits of hell until the time of judgment.
Revelation 5:11	Revelation 5:11
Then I looked and heard the sound of many **angels** who encircled the throne and the living creatures and the elders. Their total number was ten thousands of ten thousands and thousands of thousands.	As I looked, I heard the voices of a large number of angels around the throne and the voices of the living creatures and of the elders. There were millions and millions of them,

anger (3709, 3710, 3949)
This word can mean feeling or showing strong displeasure, hostility, or wrath.

Mark 3:5	Mark 3:5
He looked around at them with **anger,** and he was grieved by their hardness of heart, and he said to the man, "Stretch out your hand." He stretched it out, and his hand was restored.	Jesus was angry as he looked around at the people. Yet he felt sorry for them because they were so stubborn. Then he told the man, "Stretch out your hand." He did, and his bad hand was healed.
Luke 3:7	Luke 3:7
So John said to the crowds who were coming out to be baptized by him, "You offspring of vipers! Who warned you to run away from the **wrath** that is coming?	Crowds of people came out to be baptized, but John said to them, "You bunch of snakes! Who warned you to run from the coming judgment?
Romans 1:18	Romans 1:18
For the **wrath** of God is revealed from heaven against all ungodliness and unrighteousness of people who through unrighteousness hold back the truth.	From heaven God shows how angry he is with all the wicked and evil things that sinful people do to crush the truth.
Romans 5:9	Romans 5:9
Much more, then, now that we are justified by his blood, we will be saved by him from the **wrath** of God.	But there is more! Now that God has accepted us because Christ sacrificed his life's blood, we will also be kept safe from God's anger.
Ephesians 2:3	Ephesians 2:3
Once we all lived among these people, fulfilling the evil desires of our flesh, and carrying out the	Once we were also ruled by the selfish desires of our bodies and minds. We had made God angry,

desires of the flesh and of the mind. We were by nature children of **wrath**, like the rest of humanity.	and we were going to be punished like everyone else.
Ephesians 4:26	Ephesians 4:26
Be **angry** and do not sin. Do not let the sun go down on your **anger**.	Don't get so angry that you sin. Don't go to bed angry
Ephesians 6:4	Ephesians 6:4
Fathers, do not provoke your children to **anger**. Instead, raise them in the discipline and instruction of the Lord.	Parents, don't be hard on your children. Raise them properly. Teach them and instruct them about the Lord.
Colossians 3:6	Colossians 3:6
It is for these things that the **wrath** of God is coming on the sons of disobedience.	God is angry with people who disobey him by doing these things.
1 Thessalonians 1:10	1 Thessalonians 1:10
and to wait for his Son from heaven, whom he raised from the dead—Jesus, who rescues us from the **wrath** to come.	They also tell how you are waiting for his Son Jesus to come from heaven. God raised him from death, and on the day of judgment Jesus will save us from God's anger.
1 Thessalonians 5:9	1 Thessalonians 5:9
For God did not appoint us for **wrath**, but to obtain salvation through our Lord Jesus Christ,	God doesn't intend to punish us, but wants us to be saved by our Lord Jesus Christ.
Revelation 11:18	Revelation 11:18
The nations were enraged, but your **wrath** has come. The time has come for the dead to be judged and for you to reward your servants the prophets and God's holy people, and those who feared your name, both the unimportant and the mighty. The time has come for you to destroy those who are destroying the earth."	When the nations got angry, you became angry too! Now the time has come for the dead to be judged. It is time for you to reward your servants the prophets and all your people who honor your name, no matter who they are. It is time to destroy everyone who has destroyed the earth.

For each term, ask:

- o **Did the translation maintain consistency across verses?**
- o **Did you find issues with the translation of any of the terms you reviewed?**
- o **If you were the translator, what changes would you make (if any)?**

o **What value do you see in checking Key Spiritual Terms across your entire translation?**

o **How comfortable do you feel with training your translators and others in your community how to use this resource?**

YOUR NOTES:

Review of Core Concepts:

- Spiritual Terms should be checked across the entire New Testament after it is drafted to ensure that the whole team of translators accurately translated these terms.
- Wycliffe Associates provides the resource <u>Spiritual Terms</u> to support translation teams in checking that the spiritual terms are translated clearly and consistently.
- The Spiritual Terms resource is an audit of selected verses (up to 15) of 100 terms. The team may choose to check spiritual terms more thoroughly if desired.

Chapter 28: Proofreading and Publication

> In this matter I will give you advice that will help you. One year ago, you not only started to do something, but you desired to do it. Now finish it. Just as there was an eagerness and desire to do it then, may you also bring it to completion, as much as you can (2 Cor. 8:10-11).

Plan from the beginning with the end in mind!

- **What happens to your translation after you've finished the 8 Steps of translation?**
  - community _____
  - refine the translation

After the community refinement process is complete, you will be able to begin the process of publication.

Formats for publication:
- Printed
- digital
- online
- app
- audio

The publication process will vary depending on the type of Bible your community needs. **Your church and community are the only ones who can decide what publication format to produce.**

This chapter focuses on the process for a **printed Bible.**

This part of the process **generally takes at least four months after all books are completed, community checked, refined, and uploaded to our server.**

Steps include:
- thorough proofreading by your community and the WA team
- conversations between WA and your community about your language's grammar rules

YOUR NOTES:

- decisions by your translation team about formatting and grammar
- corrections by the translation team
- completion of the formatting

During the translation process:
WA provides free storage for your drafts. We make sure your uploaded work is accessible to the translation team online throughout your translation project.

As checking is completed and revisions are made:
The translation team will make edits in BTT Writer and upload completed books.

(Some teams choose to have one person manage the final drafts in BTT Writer, so that final uploads will have entire books in one file, rather than separate files for separate chapters).

Clean files are best!
- Consistent punctuation
- Consistent capitalization
- Correct verse markers

The fewer issues there are with uploaded files, the faster the publication process can go.

o **What are some ways your translation team can ensure that their uploads have the least issues possible?**

Your community are the only authorities on your language!

The more you have worked together to make decisions about your translation, and the more you carefully review your translation, the more acceptable your translation will be to your community.

The last review: **proofreading** (discussed below)

When you are ready to publish your translation:
WA offers training and assistance with publication tools.

- Online digital publication: Your translation will be freely hosted online at bibleineverylanguage.org.
- Offline digital publication: We can assist with building an app, or train someone on your team to build the app for your translation.
- Print translation: We assist you with the steps
  1. WA will convert uploaded (repository) files to an editable format.
  2. WA will review the files for proper formatting and consistent typing (punctuation, capitalization, verse markers, etc.)
  3. WA will share issues and questions with your team.
  4. Your team will decide what needs to be changed and how to correct it.
  5. Your team will make changes and re-upload the files to the repository.
  6. WA will convert the corrected files.
  7. Steps 2-6 will be repeated as many times as necessary.
  8. WA will create a PDF proof, and send it to your community for review.

Because our team doesn't speak your language or know all your grammar rules, **this review requires frequent dialogue with your translation team or community leaders who can identify and decide on needed changes**.

When your community has made all corrections and accepted the final proof, the Bible can go to print.

Generally, communities use a local printer of their choice to publish their translation. Sometimes they have funds for this, but if not, WA can assist with fundraising.

YOUR NOTES:
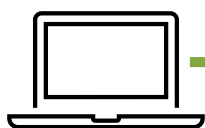
Print Workflow Details

- Upload clean files to the repository.

- Request Printing via your WA contact.

- WA Team converts repos to USFM and does initial "cleaning."

- WA Team reviews issues and submits unresolved issues back to church partner.

- Translation team reviews issues and uploads revisions.

- WA Team produces PDF.

- Church partner reviews PDF (corrections made if needed).

- PDF approved. Final PDF sent to printer.
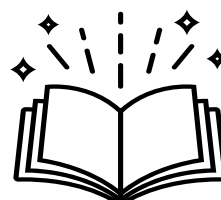
Minimum: 4 Months

Proofreading

The _____ step before publication.

As you know, checking is done in the last 4 of the COBT 8 Steps, but the translation still needs further review and quality checks.

o **What are some other checking and review processes we have already talked about?**

Quality reviews: check for clear and consistent communication of the message of Scripture.

Proofreading: checks for correct punctuation and formatting.

YOUR NOTES:

Most errors found during proofreading are _____ (or typographical) errors.

Typographical errors _____ change the message! Consider these English examples:

"Call me Pat."   "I'm sorry I love you."
"Call me, Pat."   "I'm sorry. I love you."

Punctuation affects meaning. Just as voice inflection and facial expression can change the meaning of what someone says aloud, in many languages, small differences like this can change the meaning of what is written.

o **Can you think of an example in your language where punctuation, an accent mark, or another small change in writing or printing could change the meaning of the words?**

Correct punctuation, capitalization, accent marks, and formatting are all important to clearly communicate what the Scripture says.

These kinds of errors often happen during _____. Corrections must be done _____ Bibles are printed and distributed, and _____ all other checks.

A correctly printed translation also shows the community that it has been done _____ and well.

YOUR NOTES:

Typographical Error Example

From Galatians 5:

22But the fruit OF the spirit is love joy) peace, patience, Kindness, goodness, Faith, gentleness, and selfcontrol against such things there is no law . 24 those who belong to christ Jesus have cRucified the flesh with its passionsa nd desires25   If we live by the Spirit, let us also walk" by thespirit?

22 But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faith, 23 gentleness, and self-control; against such things there is no law. 24 Those who belong to Christ Jesus have crucified the flesh with its passions and desires. 25 If we live by the Spirit, let us also walk by the Spirit.

- o **What do you notice about these two examples?**

- o **Would one of these examples be easier to read?**

- o **If you received a printed Bible with the first example of text, would you have a different opinion of its quality than if you received it with the second example? Why or why not?**

Proofreading finds these kinds of typing errors in the text, and also checks for verse numbers in the Scripture.

Each language has its own rules for punctuation and capitalization. Some languages do not have a fully developed set of rules yet. The translators will need to decide what rules and format they will follow. They may need to consult with leaders in the community.

o **Does your language have a set of rules for beginning and ending sentences?**
o **Does your language have rules about how to show that someone in the text is speaking?**
o **Does your language use capital and lowercase letters?**

These are some of the things a proofreader should notice and mark in the text, if they are incorrect.

Before proofreading, a team will need to make a checklist for each proofreader to use. Here are some examples of categories to put on a checklist, based on English-language proofreading. Your language might have different or additional things to list:

1. Beginnings of sentences—each one starts with a capital letter.

2. Endings of sentences—each one has end punctuation appropriate for the sentence type.

3. Quotation marks—each one has a partner. (Long quotations with multiple paragraphs have opening quotes at the beginning of each paragraph, but only final quotes at the end.)

4. Parentheses or brackets pairs—each should have a partner.

5. Capitalization—names of people and places begin with a capital letter.

6. Miscellaneous—there can be other errors in punctuation, capitalization, accent marks, or spacing.

7. Proper number of verses. (The checklist will include how many verses are in each chapter.)

8. Chapter heading—correct number for the chapter of the book and consistent spacing around it.

9. Spelling—incorrect spellings of common words should be corrected. (Proofreaders should check with the team for decisions on difficult word choices, or if the same word seems to be misspelled many times.)

YOUR NOTES:

Proofreading requires a different kind of "looking" than other types of review.

Select individuals within the translation team who **care about details in printed material and notice them.**

- Proofreaders should look at **one chapter at a time**.
- They should use the <u>Proofreading Checklist</u> or their own checklist to focus on **one category of rules and errors at a time.** Proofreading will not be as effective if proofreaders try to find many things at the same time. This means they will read through the chapter several times, once for every item they are checking for.
- Proofreaders will most easily find these last little errors if they look at the text **in print** and make sure to **read it out loud**. **This is very important.** Proofreaders can read the translation out loud just to themselves, or they can have partners who can also listen and watch for errors as they read.
- When proofreaders find anything that should be fixed in the chapter, they should mark it or write it down.
- When a category has been checked throughout the chapter, proofreaders should mark the corresponding Checklist box to show that this category is completed for that chapter.
- If proofreaders notice something else other than what is on the checklist while looking through, such as misspelled or incorrect words, they should write a note for the whole translation team. The team will make decisions on such changes.

A typist, with the translation on a laptop, will need to make the corrections in BTT Writer that the proofreaders found. Then the corrections can be saved, and the updated text can be uploaded to the Wycliffe Associates Content Server (WACS).

YOUR NOTES:

Proofreading Exercise

Use the checklist with instructions below to find errors in the text of Mark 16. Skim through the text, looking for only one type of error at a time. Mark errors as you find them. You may circle them or write a suggested correction. When you complete each numbered task, mark its box. When you have finished, the group will review the exercise.

Important: If English is not your heart language, some English errors may be difficult to notice. As you work on this exercise, think about the kinds of errors you commonly see when your own language is written or printed.

Checklist:

1. Make sure the number for the chapter is at the beginning. ☐

2. There should be 20 verses in this chapter. Count through to make sure all the verse markers are present. On the side of the page, write any numbers that are missing. ☐

3. Look through the chapter text quickly to check for anything that looks odd (examples: uneven spaces between words or sentences, or inconsistent sizes of letters or numbers). ☐

4. **Read through the text out loud, watching for errors as you read.** You can simply circle the errors, or you can quickly write your suggestion for a change. ☐

5. Look specifically at the endings of sentences. Make sure each sentence has end punctuation (a period, a question mark, or an exclamation point, as appropriate). ☐

6. Look specifically at the beginnings of sentences to confirm that each one starts with a capital letter. ☐

7. Look only for pairs of quotation marks. Does each one have a partner? Does what is inside the pairs of quotes sound like it is what someone is saying? ☐

8. Look only for pairs of parentheses or brackets. Does each one have a partner? ☐

9. Scan through for doubled words (two words in a row that are the same), including the same word at the end of one line and the beginning of the next. ☐

10. Make sure each name is capitalized—in English, this should be done for both people and places. This also includes all names for God (Lord, Father, Son, Jesus, Holy Spirit). ☐

Mark 16

¹ When the Sabbath day was over,Mary Magdalene, mary the mother of James, and Salome bought spices that they might come and anoint Jesus body. ² very early on the first day of the week, they went to the tomb when the sun had come up. They were saying to one another, Who will roll away the stone for us from the entrance to the tomb" ⁴ When they looked up, they saw that the stone had been rolled Away, for it was very large.   ⁵ They entered the tomb and saw a young man dressed in a white robe, sitting on the right side, and they were were alarmed.

⁶ He said to them, "Do not be alarmed. you seek Jesus, the nazarene, who was crucified. He is risen He is not here. Look at the place where they had laid him. 7 But go, tell his disciples and Peter, 'He is going ahead of you to galilee. There you will see him , just as he told you.'

⁸ they went out and ran from the tomb; they were trembling and amazed. They said nothing to anyone because they were so afraid . ⁹ [Early on the first day of the week, after he arose, he appeared first to Marymagdalene, from whom he had cast out seven demons.100 She went and and told those who were with him, while they were mourning and weeping¹¹ They heard that he was alive and that he had been seen By her, but they did not believe

¹² After these things he appeared in a different form to to of them as they were walking out into the country.   They went back and told the rest, but they did not believe them.

¹⁴ jesus later appeared to the eleven as they were reclining at the table ,and he rebuked them for their unbelief and Hardness of heart, because they did not believe those who saw him after he rose from the dead. ¹⁵ He said to them, 'go into all the world,and preach the gospel to the entire creation? ¹⁶ He who believes and is baptized will be saved, and hewho does not believe will be condemned. ¹⁷ These signs will go with those who believe: In my name they will cast out demons. they will speak in new languages. They will pick up snakes with their hands, and if they drink anything deadly, it will not hurt them .They will lay hands on the sick, and they will get get well"

¹⁹ After the Lord jeSus had spoken to them, he was taken up into heaven and sat down at the right hand of god. The disciples left and preached everywhere, while the lord worked with them and confirmed the word by the signs that went with them

YOUR NOTES:

o **How hard was this exercise? What did you struggle with?**

o **Did you find a lot of errors or just a few? What errors did you find?**

o **If the errors you found got fixed, would it make it easier for readers to understand the text?**

o **Do you think the ways you marked the errors you found would be clear to someone else? What do you think would be a good way to communicate them to a typist who could fix them in BTT Writer?**

o **Why is poofreading important?**

o **What kind of person would best fill this role for your translation team?**

On the following page is a chart containing checklists for multiple chapters. This is a helpful format to help proofreaders keep track of their progress with many chapters. If you would like charts like this for each book, please reach out to your WA contact person.

Review of Core Concepts:
- Publication for a printed Bible is at least a four-month process.
- Proofreading is the last step before publication.
- Careful proofreading is important for the correct meaning of the text as well as for community acceptance.

Proofreading and Publication

Sample Proofreading Checklist from bibleineverylanguage.org

Matthew, part 1

Chapter 1   25 verses
- ☐ verse numbers
- ☐ chapter number
- ☐ spacing
- ☐ read through aloud
- ☐ ends of sentences
- ☐ starts of sentences
- ☐ pairs: ( ) " " [ ]
- ☐ capitals on names
- ☐ _____
- ☐ _____

Chapter 2   23 verses
- ☐ verse numbers
- ☐ chapter number
- ☐ spacing
- ☐ read through aloud
- ☐ ends of sentences
- ☐ starts of sentences
- ☐ pairs: ( ) " " [ ]
- ☐ capitals on names
- ☐ _____
- ☐ _____

Chapter 3   17 verses
- ☐ verse numbers
- ☐ chapter number
- ☐ spacing
- ☐ read through aloud
- ☐ ends of sentences
- ☐ starts of sentences
- ☐ pairs: ( ) " " [ ]
- ☐ capitals on names
- ☐ _____
- ☐ _____

Chapter 4   25 verses
- ☐ verse numbers
- ☐ chapter number
- ☐ spacing
- ☐ read through aloud
- ☐ ends of sentences
- ☐ starts of sentences
- ☐ pairs: ( ) " " [ ]
- ☐ capitals on names
- ☐ _____
- ☐ _____

Matthew, part 2

Chapter 5   48 verses
- ☐ verse numbers
- ☐ chapter number
- ☐ spacing
- ☐ read through aloud
- ☐ ends of sentences
- ☐ starts of sentences
- ☐ pairs: ( ) " " [ ]
- ☐ capitals on names
- ☐ _____
- ☐ _____

Chapter 6   34 verses
- ☐ verse numbers
- ☐ chapter number
- ☐ spacing
- ☐ read through aloud
- ☐ ends of sentences
- ☐ starts of sentences
- ☐ pairs: ( ) " " [ ]
- ☐ capitals on names
- ☐ _____
- ☐ _____

Chapter 7   29 verses
- ☐ verse numbers
- ☐ chapter number
- ☐ spacing
- ☐ read through aloud
- ☐ ends of sentences
- ☐ starts of sentences
- ☐ pairs: ( ) " " [ ]
- ☐ capitals on names
- ☐ _____
- ☐ _____

Chapter 8   34 verses
- ☐ verse numbers
- ☐ chapter number
- ☐ spacing
- ☐ read through aloud
- ☐ ends of sentences
- ☐ starts of sentences
- ☐ pairs: ( ) " " [ ]
- ☐ capitals on names
- ☐ _____
- ☐ _____

Matthew, part 3

Chapter 9   38 verses
- ☐ verse numbers
- ☐ chapter number
- ☐ spacing
- ☐ read through aloud
- ☐ ends of sentences
- ☐ starts of sentences
- ☐ pairs: ( ) " " [ ]
- ☐ capitals on names
- ☐ _____
- ☐ _____

Chapter 10   42 verses
- ☐ verse numbers
- ☐ chapter number
- ☐ spacing
- ☐ read through aloud
- ☐ ends of sentences
- ☐ starts of sentences
- ☐ pairs: ( ) " " [ ]
- ☐ capitals on names
- ☐ _____
- ☐ _____

Chapter 11   30 verses
- ☐ verse numbers
- ☐ chapter number
- ☐ spacing
- ☐ read through aloud
- ☐ ends of sentences
- ☐ starts of sentences
- ☐ pairs: ( ) " " [ ]
- ☐ capitals on names
- ☐ _____
- ☐ _____

Chapter 12   50 verses
- ☐ verse numbers
- ☐ chapter number
- ☐ spacing
- ☐ read through aloud
- ☐ ends of sentences
- ☐ starts of sentences
- ☐ pairs: ( ) " " [ ]
- ☐ capitals on names
- ☐ _____
- ☐ _____

Answer Key Part 3

Workbook Answer Key

Part 3: Refinement Training

Note: Many of the questions in this Workbook are asking for your opinion, experience, or for answers that are specific to your language community. This Answer Key does not address those questions, because the answers will be different for each person. Some chapters have no questions requiring an answer key.

Part 3: Refinement Training

www.WycliffeAssociates.org
www.BibleInEveryLanguage.org
Rev 12.4.2025
Workbook Page 153

Answer Key Part 3

Chapter 27: Spiritual Terms Check

Remember that in Step __*7*__ of MAST, translators chose which key words and terms to check for each chapter.

The goal of the Key Spiritual Terms Check:

- check verses across ___*several*___ New Testament books.

- confirm that the translation of key spiritual terms has been ___*consistent*___ and

  ___*clear*___.

These terms have an abstract or spiritual meaning. They are based on Greek words that may have various meanings. They may even have a symbolic meaning that could be missed if not fully understood. Here are some examples:

1. ___*tree*___ (1 Peter 2:24)
2. ___*adoption*___ (Ephesians 1:5)
3. ___*flesh*___ (Matthew 16:17, 1 Corinthians 15:39, Romans 8:13)

Chapter 28: Proofreading and Publication

o What happens to your translation after you've finished the 8 steps of MAST?
  - community ___*checking*___
  - refine the translation

Proofreading

The ___*last*___ step before publication.

Most errors found during proofreading are ___*typing*___ (or typographical) errors.

Typographical errors ___*CAN*___ change the message!

These kinds of errors often happen during ___*typing*___. Corrections must be done

___*before*___ Bibles are printed and distributed, and ___*after*___ all other checks.

A correctly printed translation also shows the community that it has been done

___*carefully*___ and well.