



Users' Manual for the Reviewers' Guide

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Revised October 2024



ACCELERATING
BIBLE
TRANSLATION

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Introduction

When a translation team has completed their work using the eight steps of MAST, the team members have done everything within their ability to make the translation accurate and correct. The time has then come for the team to seek the help of other believers in affirming the quality of the translation. Collecting feedback from other believers can help the translation team improve the translation. It can also help gain community support for the translation.

Statement of purpose for the Reviewers' Guide

The purpose of the Reviewers' Guide is to ask a small group of believers to look carefully at a Bible translation to confirm that it communicates clearly and naturally. This review can also assess whether specific doctrines and key concepts are understood clearly from the text. The review is done by asking questions about the content and meaning of the Scripture translation.

The Reviewers' Guide allows the translation to be evaluated from the point of view of the reader or listener. It also allows those who speak the target language a chance to verify that the text is natural and understandable.

The Reviewers' Guide is a tool for the Christian community to affirm that their translation is readable and clear and to build further confidence that their Bible truly reflects God's message.

Why was the Reviewers' Guide created?

In order for a Bible translation to be used and trusted by those who will read it or listen to it, there needed to be a way for those who speak the target language to confirm that the translation is clear, natural, and of good quality.

To achieve this goal, a team of pastors, missionaries, and Bible experts created the Reviewers' Guide. This team carefully selected key passages to include in the Reviewers' Guide. Once these passages were selected, a series of questions were designed for each passage. The questions were arranged in the order of the biblical text, with a section for follow-up questions. The Reviewers' Guide was created to cover individual books of the Bible as well as specific doctrines.

Who will use the Reviewers' Guide?

The Reviewers' Guide is intended to be used by the review leader working with the reviewers.

Who is the review leader?

The review leader is the person who will lead the review process. He or she is responsible for making all necessary preparations before the review, reading the questions from the Reviewers' Guide, directing the conversation, and recording relevant information.

The translation team may choose their own team leader or another person on the team to conduct this process. (This is recommended.) Or they may choose someone outside the team to function as the review leader for the Reviewers' Guide sessions. Any person selected as the review leader should be:

- A Christian in good standing in his or her community.
- A mother-tongue speaker from the language community of the translation project.
- A person who is fluent in the gateway language, because the Reviewers' Guide will only be available in the gateway language.
- A respected person (preferably a spiritual leader).
- Someone with biblical background or biblical education. This will help the leader to adjust questions and clarify responses from the reviewers.
- Someone with a good relationship with the translation team, because he or she will need to share suggested changes with them after the Reviewers' Guide sessions.

Whenever possible, the review leader should have access to other versions of Scripture in the gateway language to look up passages, in any case where there seem to be differences or omissions in the translation.

Who are the reviewers?

The reviewers are the people who will read or listen to the passages and answer the questions from the Reviewers' Guide. Their answers will demonstrate whether the translation communicates clearly and naturally. Two to four reviewers are needed for each review.

The reviewers should be chosen carefully. If at all possible, they should not have participated in the translation project. (If they did, they should not have worked on the Bible passages being reviewed.) Reviewers should be mother-tongue Christians in good standing in their community. They should have a desire for a high-quality Scripture translation. Reviewers should be selected by the translation team or by other church leaders in their community.

Who receives the results of the Reviewers' Guide?

If it is shown that the translation is in any way confusing or unclear, the Reviewers' Guide report will express that, along with any suggestions the review leader has for improving the readability of the translation. This report will be given to those church leaders and the translators who participated in the project. Those leaders will then decide how to proceed in improving or correcting their translation.

Because ownership and responsibility for the translation are maintained by the local church community, the report generated from using the Reviewers' Guide will also be their responsibility. There is no requirement to send it to any outside organization. However, it is strongly recommended, in the interest of continuing strong partnerships, to share the reports with Wycliffe Associates and other partners who have helped facilitate the Scripture translation.

If the translation is demonstrated to be of high quality, these findings can also be documented and presented to the translators and church leaders as an affirmation of their work. Then, those

leaders and translators will have discretion over sharing the results with others outside their own language community.

Purpose for this Users' Manual

This document was created to help people around the world use the Reviewers' Guide to assess their translation. Included in this document is an explanation of the different parts of the Reviewers' Guide and a step-by-step explanation of the review process. A “Quick Reference for Review Leaders” near the end of this document summarizes what needs to be done to prepare for and perform a review.

Reviewers' Guide overview

The Reviewers' Guide includes the following documents:

- Users' Manual (*this document*)
- Individual Bible Book Guides
- New Testament Survey Review Guide (“NT Survey RG,” required for WA print pipeline)
- Father and Son Terms Guides
 - God the Father Terms
 - Son of God Terms
- Doctrine Guides
 - Doctrine of God the Father
 - Doctrine of God; Doctrine of Holy Spirit
 - Doctrine of Jesus
 - Doctrine of Man; Doctrine of Salvation; Doctrine of the Church; Doctrine of Holiness of the Believer
 - Doctrine of Scripture; Doctrine of Missions; Doctrine of Family
 - Doctrine of the Son of God

This Users' Manual will give instructions for how to use each part of the Reviewers' Guide. For the Father and Son Terms Guides and Doctrine Guides, leaders will also need to read the additional instructions that are included with those documents.

Instructions for the Review Leader

Preparing for the Review

You should do some work before the review begins. The more preparation you do, the better the review process will be for the reviewers.

Choose passages for review

You will need to decide what Bible books or doctrines to cover. You must also choose what passages to read for each book or doctrine.

If your translation team wishes to qualify for the Wycliffe Associates print pipeline, you should complete all the passages in the NT Survey RG. (See your RDD to find out more.)

The following directions will work for any individual Bible book Reviewers' Guide. They will also work for the NT Survey RG. If your team is reviewing doctrines, please see page 18 for additional directions.

If the entire New Testament has not yet been translated, you may need to choose passages and doctrines based on what has been translated.

Have access to the translated biblical texts

The Reviewers' Guide does not provide the biblical texts. You must provide the translated passages to the reviewers. Some options are:

- Supply printed copies for the reviewers.
- Display the text on a screen or computer monitor.
- Someone could read the text to the reviewers.

Read this Users' Manual and the passages for that session

You should read through this entire Users' Manual and be familiar with the review process. You should also read through all the passages and the questions for those passages selected in the Reviewers' Guide. This will help you prepare to adjust some questions as needed, or to expect some slightly different answers in response to questions than the ones listed in the Reviewers' Guide.

If you are uncertain about any part of the review process or the Reviewers' Guide questions, you should try to resolve this before the review begins. The goal is for the review process to go as smoothly as possible without stopping and starting.

Be prepared to answer reviewers' questions

The reviewers may have additional questions before you begin. Or they may have additional questions as the review goes along. Some common questions and their answers are shown after the steps.

Be encouraged!

When the review process starts, it might at first seem difficult to you and to the reviewers. However, most review leaders and reviewers report that the process gets much easier as they gain more practice.

How to Perform the Review

Arrange to meet with the reviewers. When it is time for the Review Session, bring the materials you have gathered:

- **A printout of the Reviewers' Guide** you selected
- **A pen or pencil** to write your notes on the Reviewers' Guide printout
- A copy of **Scripture in the gateway language** for you to consult if needed
- **Your copy of the translated Scripture** for this Review Session
- More **copies of the translated Scripture** for the reviewers

When everyone has arrived, pray that God will guide your Review Session together.

Prepare the reviewers

You should start by trying to make the reviewers comfortable with the review process. You should assure them that this review is not meant to test their knowledge of the Bible or to critique any of the translators involved. It is perfectly fine if reviewers do not find an answer to one of the basic questions, or if they do not know how to answer a question that covers implied meanings. The purpose of the Reviewers' Guide is to make sure the translation communicates the Bible passages clearly and naturally.

Some review leaders like to think about this review process as a small Bible study on a passage of Scripture. It does not need to feel formal or official. It is an opportunity to look closely at God's Word. It can be a very joyful time as reviewers hear some passages read in their own language for the first time. (Remember that you can adjust questions in the review, or simplify them, as needed in your context.)

You should also remind the reviewers to give answers directly from the passage being read. With the simple questions, they should not provide answers that rely on information from other parts of the Bible, nor should they provide answers based on prior knowledge or teaching. These kinds of answers should only be given with the "what do you think" questions, which will be described later.

Finally, you should guide and direct all conversations. Help keep the reviewers' answers focused on the subject that is being studied, and limit them to a reasonable length of time. The summary section in Part 1 may take 3 or 4 minutes. Most basic questions in Part 2 should take only 30 seconds to 2 minutes. Even the more difficult implied meaning questions in Part 2 should take no longer than 3 to 5 minutes to address.

Step 1 - Read aloud the passage citation and background. Then read aloud the passage from the translation.

The passage citation gives the book, chapter, and verse where the passage is located in the Bible (for example, John 3:16).

There is often a "Background" section. Its purpose is to help the reviewers understand what happened or what was said prior to the passage in the Reviewers' Guide. The background section will sometimes provide information that is not clear in the passage itself. For example, the passage may say "we" without ever explicitly identifying to whom "we" refers. The background will give the reviewers this information to help them understand the passage.

Tell the reviewers the book, chapter, and verse(s) of the passage, and then read aloud to them the background information.

Then the translated passage should be read to the reviewers.

You will need to decide before the review begins how the passages will be communicated to the reviewers. Usually, review leaders read each translated passage out loud while the reviewers follow along in their own copy of the translated passage. The translated passage could also be displayed on a screen or monitor. You could also, instead, ask the reviewers to read the passage together or individually from a displayed image or from their copy of the passage.

Step 2 - Instruct the reviewers to summarize the passage (Part 1).

After reading the translated passage, read these **Part 1** instructions to the reviewers: "Tell in your own words what you just read in this passage." The reviewers may look at the passage as they retell it. Allow them to speak without interrupting them or guiding their answer.

The purpose of this section is to allow the reviewers to start processing what was just read by summarizing the information. They will speak in their own words what they understand from the passage.

As the reviewers speak about each part of the passage, put a mark in the box next to any corresponding point shown, if you decide the reviewers have summarized the meaning of that point adequately. The reviewers' summary might not mention every point, or the reviewers might mention something that is not shown in the guide's list. This is okay. Write notes in the

margin or Comment Section to reflect anything reviewers said that was different from (or additional to) what was listed in Part 1.

If your reviewers do not mention all parts of a passage in their summary, that does not mean that some parts are missing from the translated text. However, the parts of the passage that seem prominent to the reviewers are probably the ones they will mention in the summary. This is good information for your translation team to know. More detailed questions will be asked in Part 2.

Example

This is an example of a Part 1 list and how a review leader's notes might look after the reviewers finish their summary.

- ☒ Ten men who had leprosy called out to Jesus and asked him to have mercy on them. [17:11-13]
- ☐ Jesus told them to go and show themselves to the priests, and as they went, they were healed. [17:14] only this
- ☒ One man came back to Jesus, glorifying God and thanking Jesus. [17:15-16] (Jesus)
- ☐ That man was a Samaritan. [17:16]
- ☒ Jesus told the man, "Go, your faith has made you whole." [17:19]

In this example, the review leader heard the reviewers mention all of the first Part 1 point in their summary of the passage, so that box was marked.

The leader next decided that the reviewers' summary did not explain the second point adequately. So, that box was not marked. To explain, the leader wrote a short note showing that the reviewers said only that the men were healed.

This review leader decided that the third point's meaning was explained well by the reviewers, so its box was marked. However, the leader still wrote a note there because the reviewers said "Jesus" instead of "God" for who the man glorified when he came back. The translation should be checked to make sure that glorifying God (the Father) was specifically mentioned.

The fourth box was not marked, because this review leader did not hear the reviewers mention at all that the man who came back was a Samaritan. No note was needed.

Finally, the last box was marked, because the reviewers included this point adequately in their summary of the passage.

Step 3 - Ask reviewers the specific questions (Part 2).

The purpose of **Part 2** is to cover all parts of the passage more thoroughly and in more detail. However, you are not required to read every question in it. If you determine that any questions

in Part 2 were already answered by one of the well-summarized points in Part 1, you do not need to ask those questions to cover the same points again.

The Part 2 questions are arranged in the same order as the biblical text. Read these questions from top to bottom (unless you are skipping a question, as just described). Your reviewers should answer them as well as they can. Verse numbers are provided for each question. Tell these to the reviewers, to help them find the answers in the translated passage. You can also use some of the wording from the translated passage to help them find the answers easily.

Information questions (basic questions)

Most of Part 2 contains basic information questions, and the reviewers should be able to find the answers stated clearly in the text. They may use different words than you see in the Reviewers' Guide, and you will need to determine whether their answer has the same meaning as what is shown. Do not indicate to the reviewers if you think their answer is incorrect. Simply write down what they did answer. Try to keep the reviewers focused, and answering fairly quickly. An answer to each basic question will probably take from 30 seconds to 2 minutes to find.

For these questions, remind the reviewers to answer only from what is in the passage's verses. Reviewers should not give answers for these questions based on their previous knowledge of the Bible or include information from other books of the Bible. Write down anything that seems to be causing confusion. **You should not try to teach or correct the reviewers.** Simply record their answer, ask follow-up questions (described next), or go to the next question.

If a reviewer's answer is incomplete, ask a follow-up question.

- For example, if a reviewer did not talk about all the people who were mentioned in a verse, you could ask, "Are there any other names that you see in that verse?" or "Who else does the verse say was there?"
- As another example, if part of the verse's Reviewers' Guide answer says that Jesus was about to enter Jerusalem, but reviewers did not mention that in their answer, you could ask, "Where does the verse say that Jesus was going?"

If the reviewers give an answer that does not match the passage's content, or if they answer in a way that is otherwise unexpected, you should ask other follow-up questions to determine whether there might be a problem with the translated passage.

- For example, you could ask the reviewers to show you or tell you which parts of the verse or passage led to their answer. (Remember to do this kindly and with real curiosity.)

Understanding questions (implied meaning questions)

In each passage, a few questions cover implied meanings. This kind of question will include words like "Why do you think" or "How do you think" or "What do you think." These questions test whether the intended meaning of the biblical authors can be understood. The answers to these questions are not directly stated in the text. Reviewers should think about the whole passage and answer the best way they can. Some suggested (possible) answers are listed after

the question. The possible answers may allow for when Scripture refers to other parts of Scripture, so there will be more variance depending on the biblical background of the reviewers.

Therefore, answers to these questions may vary, but you should still note anything unexpected in the answers. You should also ask additional questions as explained earlier. If reviewers start to spend a lot of time answering a single question (more than 3 minutes), make a note that the question was difficult for them to answer. Then simply ask the reviewers to go on to the next question.

Additional examples and suggestions for Part 2

Examples:

This example question comes from Matthew chapter 2:

4. [2:4] How did Herod find out where the Christ would be born?
He asked the priests and scribes of the Jewish people where Christ would be born.

(You will see that the Reviewers' Guide provides a suggested answer to each question.) You could ask this question to your reviewers by saying, "Look at verse 4 in the translation. How did Herod find out where the Christ would be born?" If a reviewer looked at the translated verse (Matthew 2:4) and did not know what to answer, you could ask, "Does the verse mention some people other than Herod?" If the answer is "yes" (but the reviewer does not say more), you could then ask, "What does the verse call these people?" or "In the verse, what did Herod ask these people?" to get more information about what the reviewer can understand in this verse.

When an answer is incomplete or unexpected, you can ask further questions to try to determine if a misunderstanding or confusion is caused by one of these three situations:

- Is there a key word or phrase that was not translated clearly or accurately?
- Is there something else in the passage that is causing the confusion?
- Is the text translated clearly and accurately, but the reviewers simply do not understand the concept?

Record in the Comments section anything that you think may be causing confusion.

However, it may be difficult to determine what is causing the reviewers' misunderstanding or confusion. If asking follow-up questions does not seem to help, or if asking more questions make the reviewers uncomfortable, do not worry. You may simply record what the reviewers said and go on to the next question or passage.

If reviewers recognize that something is missing in the text, and that has affected their answer, they may want to suggest a way to correct it. You should reassure them that you are making notes about the issue and that the translation team will take a look at it. Reviewers are not expected to provide corrections or solutions to any concerns. (This is the work for the translators to do.) If you wish, show them the notes you wrote about the issue.

Remember, before your review session, to look ahead at the questions you will ask, so you can be prepared to adjust them according to the way your translation team has chosen to translate the passage. Next is an example to illustrate this, from the book of Colossians.

1. [4:6] What did Paul say about how the Colossians should talk to people?
Paul said that people should speak with grace. He said their speech should be seasoned with salt.

WA's *Translation Notes* for this passage explains, "Food with salt is a metaphor for words that teach others and that others enjoy hearing. Alternate translation: Let your conversation always be gracious and attractive." If your translation team decided to use this alternate translation, the expected answer above would include words similar to those ("gracious and attractive"). Instead of having the metaphor "seasoned with salt," the translation already explains its implied meaning. By going through the questions and looking at the translated passages ahead of time, you could be prepared for a different answer than the Reviewers' Guide shows. This alternate translation also means that the "What do you think" (implied meaning) question that follows would be unnecessary and should be skipped:

2. [4:6] What do you think it means for words to be seasoned with salt?

If you see ahead of time that a question like this would be unnecessary, you can cross it out in your Reviewers' Guide printout so you will remember that you do not need to ask it during the review.

What follows next is a longer example of a Part 2 question list and how a review leader's notes might look after the reviewers finish answering the questions.

1. [13:44] How did Jesus describe the kingdom of heaven in verse 44?
It is like a treasure hidden in a field.
yes
2. [13:44] What did the man do when he found the treasure hidden in the field?
The man hid the treasure and sold all his possessions and bought the field.
~~OK~~ Look again at these words in the translation. See question 3.
3. [13:44] Why do you think the man bought the field?
He probably wanted the treasure that was hidden in the field.
Reviewer said the man must be evil. Better words?
4. [13:45] How did Jesus describe the kingdom of heaven in verse 45?
The kingdom of heaven is like a man who was a merchant looking for valuable pearls.
This part was not found by reviewer.

In this example, the review leader has written notes about how the reviewers' answers compared to the suggested answers for each question:

Question 1. The reviewers answered the same way the Reviewers' Guide did ("It is like a treasure hidden in a field"), and the leader just wrote "yes" to confirm this.

Question 2. The review leader first wrote "OK" for this answer, because the reviewers answered it mostly as the Reviewers' Guide did. However, later he crossed out "OK" because of what happened when a reviewer answered the next question. The review leader also underlined some of the words the reviewers had covered in this answer. He wrote a note ("Look again at these words in the translation. See question 3.") because a reviewer gave important information about these words.

Question 3. This implied meaning ("Why do you think") question was answered unexpectedly by the reviewer, who said that the man hiding the treasure must be evil. First, the review leader asked the reviewer, "Can you show me the words that made you think that man was evil?" The reviewer showed him the part of the verse where it said the man hid the treasure and sold all his possessions. So, the review leader underlined that part of the verse in question 2's answer. Then he wrote "Better words?" meaning that the words in this verse [13:44] should be examined again. (Better wording might help prevent the impression that the man in this verse must be evil.)

Question 4. The review leader underlined part of the suggested answer, and wrote a note there, because the reviewer did not find anything in the verse to indicate that the man in verse [13:45] was a merchant.

Additional leader suggestions for Part 2 questions:

- When needed, adjust questions. You can simplify them, reword them, or ask them in a different way, especially if the reviewers do not initially understand the questions. Remember to ask follow-up questions if the reviewer does not give much information.
- Allow for cultural differences.
- Remember to ask all questions and follow-up questions carefully, with an attitude like Jesus. Try to invite the reviewers to give more information. Help the reviewers not to feel unable, attacked, or defensive if they do not see the answers the Reviewers' Guide shows for the passage. The answer might not be clear to them from the wording used in the translation, and that is good information for the translation team to know from your notes.
- Remember to think about the review as a Bible study, and try to conduct the review with this mindset. One of the benefits of this process is that you and the reviewers will use all of this time to look carefully at God's Word together.
- One of our review leaders provided this suggestion: If the reviewers were taking too long in answering a question, he created and asked a quick "closed-ended" follow-up question about a small detail in that same verse. He chose a simple question that he knew reviewers could answer quickly and easily. (For example, "Does the verse say where this happened?" Reviewers could answer yes or no quickly, or they could give the location.) This simple kind of question usually prompted the reviewers to look back at the translated passage to answer, and then this leader was able to change the discussion to cover the next printed question in the Reviewers' Guide.

Step 4 - Write your own quick comments on the passage.

After you finish all the Part 2 questions on a passage, ask your reviewers to wait while you write for a minute or two in the Comment Section. Write comments about anything you think is important for the translation team to review. This might include:

- Details about an unexpected answer the reviewers gave to a question (use the question's number with your comment).
- Information or content that reviewers did not understand.
- Additional thoughts you had on how to communicate the content of the passage.

For example, one review leader wrote in this section that the reviewers thought that the wording used throughout a passage sounded outdated and too formal. Anything like this will be useful knowledge for the translation team.

Repeat these 4 steps for each passage until all the material is covered.

Conclusion

When the review leader has completed this process for all passages to be tested, the process is complete. Pray to conclude the Review Session, and make any needed plans to meet to review more passages.

The comments should then be shared with the translators, so they can determine what (if any) edits need to be made, based on the notes you have recorded. If the translation team decides to make changes, all changed files will need to be uploaded to WACS so they will appear in the final version of the translated Scripture.

Additionally, we at Wycliffe Associates Translation Services request you to send us feedback. Email us at: translation_services@wycliffeassociates.org. Please feel free to ask questions, make requests, or summarize your experience with the Reviewers' Guide process.

Common Questions Reviewers Might Ask During a Review Session

Why do you need us to retell the passage (in Part 1)?

The purpose of this summary is to allow you as reviewers to start processing what was just read. Speaking the meaning of the passage in your own words shows what can be understood most easily from the translation.

Why do you read the whole passage first, if there are also specific questions on individual verses? Could you just read each verse and ask the questions about it?

The whole passage gives the context for individual verses within the passage. Reading all of it first should make each verse easier to understand.

If we tell you a better translation of that passage, will it go in the finished Bible?

All of the reviewers' comments will be given to the translation team. They have many resources that will help them make good decisions on how to use the important information you give them in this review.

Can we fix a mistake (in spelling or wording) right now?

The translators have access to all the computer files for these books of the Bible, and they are the ones responsible to make the translation better by using the information collected in the review. (You could show the reviewer the note you wrote about that apparent mistake.)

Why do we need to answer most questions only by looking at the passage?

The purpose of this process is to review the translated passage, not to review your knowledge about the Bible. It is important to look at the actual words that are there to make sure they are clear and that they sound natural.

Why are some of the Reviewers' Guide questions very simple?

Some simple questions are there to set up for later, more complicated questions.

Why does the Reviewers' Guide have questions for only some verses in the Bible? Won't things get missed?

The translation team has already checked each verse carefully. This review is part of additional quality checks that they are still doing. It is similar to "spot checks" that western translation consultants may do: a check of some passages to indicate whether the whole translation might need more work or if the whole translation is good. A review of every single verse in the New Testament would take many months or even years to complete.

Why does the Reviewers' Guide use the "What do you think" implied meaning questions?

The "What do you think" questions are included because the Bible has many implied meanings that can be difficult to translate. In some passages, the Bible's many word pictures create implied meanings. Other Bible passages have implied meanings because the people who

originally wrote and read the Bible understood actions or words to mean certain things because of their own history, culture, and way of life.

By the time this Reviewers' Guide is used, the translators on your team have already made many decisions on how to best translate such passages. Your translation team may have used WA's *Translation Notes* to help your translators to understand and to translate these meanings. The translators may have needed to borrow words from the source language to use, or they may have needed to create new uses for your language's words. The translation team may have needed to decide whether to include footnotes or short explanations of implied meanings in the translation. Many of Part 2's implied meaning questions are intended to help your translation team consider how well these kinds of decisions have worked in the translated passages.

Asking these implied meaning questions also often creates deeper discussion among reviewers about each passage. This helps many reviewers to engage in the review process and even to enjoy it more, because these questions encourage them to think more deeply about the meaning of the whole passage.

Quick Reference for Review Leaders

Prepare what you need for the review. Arrange to meet with reviewers (2-4 for each passage).

At the review: Prepare the reviewers for the Review Session.

- Bring what you prepared. Welcome the reviewers and pray together.
- Give the reviewers a quick overview of the steps of the review process.
- Remind reviewers that this is a review of the translation, not of their biblical knowledge.
- For the basic information questions, remind them to answer only from the translated text, not from other teachings or other parts of the Bible.
- Remind them to try to keep their answers on the topic asked, and to keep their answers short.
- Give reviewers copies of the translated passages you will review in this session.

Conduct Review Session for each passage.

- **Step 1: Tell reviewers the verse numbers for the passage. Read to them the background information. Then read the passage from the translation being reviewed.**
- **Step 2: Ask reviewers to summarize the passage (Part 1).** They may look at the passage.
 - Let reviewers answer in their own words.
 - If they cover a point adequately, put a mark in the Part 1 box beside the point.
 - If they miss a point, be ready to return to it using questions in Part 2.
 - Record notes in the margins or in the Comment Section.
- **Step 3: Ask reviewers questions in Part 2.** Tell reviewers the verse that each question is about so that they can look at the right verses as they answer.
 - If a point was covered adequately by reviewers in Part 1, the Part 2 questions that ask about that same point are not necessary.
 - As you listen, mark by each Part 2 item if the meaning of the answer shown in the Review Guide is understandable from how the reviewers answer the question.
 - You may need to reword a question if it is unclear to the reviewers.
 - You may need to use some of the wording in the translated passage to help reviewers locate the answer to a question.
 - If the reviewers do not provide an adequate answer to a question, try to ask the question in a different way. Or ask additional questions about details. If reviewers still do not give an adequate answer, write a note about that question before going to the next one.
 - Record any additional information in the margins or in the Comment Section.
 - You may also look at your source text to confirm answers.
 - Some questions in **Part 2** include the phrase “do you think.” These questions are designed to test if implied information can be understood. Any answer that fits with the text is OK. Participants may also answer these questions based on knowledge of other Biblical passages and based on how they react to this passage.
- **Step 4: Finish recording information in the passage’s Comment Section.**

Finish Review Session.

- Pray together. Thank reviewers. As needed, talk about when to meet to review more passages.

After the Review Session(s):

- Arrange a time to meet with the translation team.
- At that time, bring all the notes from your Review Session(s) to the translation team.
- Show them what was found by the reviewers. The team should decide what to change and how to do that. (Any changed files will need to be uploaded to WACS.)

Additional Instructions for Doctrine Guides

Each doctrine section begins with a Biblical Statement. The purpose of this statement is to give review leaders a simple outline of the biblical understanding of each section. Some of these doctrines are complex and have been interpreted in various ways. The Biblical Statement provides what is considered the orthodox understanding and is accepted by the global Church in general.

The Biblical Statements and other introductory material are for review leaders but not necessarily for the reviewers. A review leader should be familiar with the correct understanding of the doctrines and other introductory material to be able to help the reviewers if they have any questions.

Each review leader will need to decide how many of the doctrines the team will cover and which passages to read for each doctrine. The review leader may choose to cover all the passages or pick specific ones. For example, in the Reviewers' Guide called "Doctrine of God; Doctrine of Holy Spirit," there are three doctrines. Under each doctrine are passages related to that doctrine.

- Doctrine of God (Loving/Relational Nature)
 - Matthew 11:28-30
 - Hebrews 4:14-16
- Doctrine of Holy Spirit (Person and Work)
 - John 14:16-17
 - John 16:12-14
 - Romans 8:9-11
 - 1 Corinthians 2:9-12

From this list, a review leader might decide for the reviewers to cover:

- Doctrine of God (Loving/Relational Nature)
 - Matthew 11:28-30
 - Hebrews 4:14-16
- Doctrine of Holy Spirit (Person and Work)
 - John 14:16-17
 - John 16:12-14
 - 1 Corinthians 2:9-12

Charts for choosing passages

Remember, if your translation team wishes to qualify for the Wycliffe Associates print pipeline, you should complete all the passages in the NT Survey RG. (See your RDD to find out more.)

When choosing any additional doctrines/narratives or when choosing which passages to review, it may be helpful to consider the level of difficulty of the section. If you are using the Reviewers' Guide for the first time, you may want to choose material from the easier section.

When you are selecting doctrines and passages, you can choose them any way you want. But if you want to go through them in an order based on difficulty or by topic, these are suggestions.

By level of difficulty:

Easier	
Doctrine of God (Loving/Relational Nature)	Matthew 11:28-30 Hebrews 4:14-16
Doctrine of Man	Acts 17:24-28 Romans 3:9-18 Romans 5:12-14 Ephesians 2:1-3
Doctrine of Missions	Matthew 28:18-20 Acts 1:8 Romans 10:13-15
Doctrine of the Christian Family	Ephesians 5:21-33 Ephesians 6:1-4 1 Timothy 5:1-5
Moderate	
Doctrine of God (the Father)	Matthew 11:27 Luke 11:2 John 5:17-18 Ephesians 1:3
Doctrine of Jesus (Son of God)	John 3:16-18 Mark 1:1 Matthew 3:16-17 Romans 1:1-4 Hebrews 4:14

Doctrine of Jesus (Savior)	1 John 4:14-15 Luke 2:8-14 1 Timothy 1:15-16
Doctrine of Salvation	John 3:16-18 Ephesians 2:8-9 Romans 3:23-26 1 Corinthians 15:1-4
Doctrine of Word of God (inspiration)	2 Timothy 3:14-17 Hebrews 4:12 2 Peter 1:20-21
More difficult	
Doctrine of Holy Spirit (Person and Work)	John 14:16-17; John 16:12-14 1 Corinthians 2:9-12 Romans 8:9-11
Doctrine of Jesus (Resurrection)	Matthew 28:5-7 Acts 2:22-32 1 Corinthians 15:12-20 Romans 6:8-10
Doctrine of Jesus (Deity)	John 1:1-4; 14-18 John 20:26-29 Philippians 2:5-8 Colossians 1:15-20
Doctrine of Church	Romans 12:4-8 1 Corinthians 12:12-31 Ephesians 1:22-23
Doctrine of Holiness of Believers	Romans 12:1-2 Ephesians 4:17-24 Colossians 3:12-14

By related topics:

Topics	Doctrines
Character and person of God	God is loving, God is the Father
Character, person, and work of Jesus	Jesus, Son of God, Deity of Christ
Jesus' work of salvation	Jesus, Savior, Resurrection
Fall and redemption of humans	Man, Salvation
Person and work of Holy Spirit	Holy Spirit, Holiness of Believers
Bible	Word of God (Inspiration)
Character and work of God's people	Church, Missions
Christian home and relationships	Family