Chapter 10: MAST Process—Checking Steps

_Objective__: Participants will be ready to try the 4 checking steps, so they can personally experience the results._

Core Concepts:
- The last four steps of MAST are checking steps to ensure accuracy of the translation.
- They must be done in order, but have no time limit: Self-Check, Peer-Check, Key Word Check, and Verse-by-Verse Check.

Two are better than one, because they have a good reward for their labor. For if they fall, one will lift up his companion. But woe to him who is alone when he falls, for he has no one to help him up (Eccl. 4:9-10).

Time: 30 min. plus 60 minutes practice, 30 minutes review

Materials:
- ✓ Slide Deck: T3.Slides_10_ MAST.Checking. Steps
- ✓ Extra copies of MAST Handout (pp. 200-201) if needed
- ✓ Bible with place markers

Teacher's Notes:
This module can be broken into two sessions if participants are new to translation. An individual/ partner break is recommended between steps 6 and 7 of the Exercise.

MAST Checking Steps

Two are better than one, because they have a good reward for their labor. For if they fall, one will lift up his companion. But woe to him who is alone when he falls, for he has no one to help him up (Eccl. 4:9-10).

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Intro:
We've mentioned that MAST is designed to create meaning-based translations. The process focuses the translator on meaningful content and natural wording first. Then it applies careful checking to ensure accuracy and completeness. So far, you've learned about the drafting steps.

The next four steps are checking steps. Timing does NOT matter in these steps. Translators can take as long as they need to make changes.

I'm going to again lead this session as if you're a group of translators.
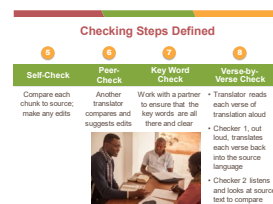
Step 5: *Self-edit*

On your own, open the source text and look at it again. Compare what you've written to the source text. Make any needed changes. Make sure everything is included and correct, check details, key words, and key terms. Check for correct and consistent spelling, and correct punctuation. There are also resources to help you to check your own work. You'll learn about those in another session. Finally, make sure your handwritten work is easy to read.

Step 6: *Peer-edit*

Have another member of the team compare your translation to the source text and check for mistakes.

Notes:
If time allows, review the first four steps, encouraging participants to give each name by memory. If you use hand gestures or had participants name them in another language, use these memory cues here.

The 8 Steps of MAST

Drafting Steps	Checking Steps
• Consume	• Self-edit
• Verbalize	• Peer-edits
• Chunk	• Key Word Check
• Blind Draft	• Verse-by-Verse Check

Checking Steps Defined

5 Self-Check	6 Peer-Check	7 Key Word Check	8 Verse-by-Verse Check
Compare each chunk to source; make any edits	Another translator compares and suggests edits	Work with a partner to ensure that the key words are all there and clear	• Translator reads each verse of translation aloud • Checker 1, out loud, translates each verse back into the source language • Checker 2 listens and looks at source text to compare

Checking resources are discussed in Chapter 14.
For checking steps, use all resources and translation helps available.
Translators should refer to their <u>Quality Assessment Guide</u> frequently during the checking process.

Sit together while your partner reads your translation and offers suggestions. Your partner should compare the translation to the source text to make sure nothing is missing or incorrect. You as the translator should make changes as needed to your own text.

Your partner should remember the following:

- Peer editors (or peer checkers) are not looking for a word-for-word translation; they're looking to make sure that the AUTHOR'S INTENDED MEANING is communicated.
- Peer editors should remember to use the Quality Assessment Guide. Some things they're looking for:
    - Is anything missing?
    - Is it natural and smooth?
    - Does it sound good in your language?
    - Is it pleasing to hear?
    - Is it clear and understandable?
    - Is it accurate?
    - Are all the details there?
    - Are the spelling and punctuation correct?
- Your partner (peer editor) should ask questions and make suggestions about your work. However, you as the translator are the one who will make changes in your own translation. The peer editor should not change things for you.

- If the two of you cannot agree on changes, you should get help from your other team members.

Remember that each person will be a peer editor for others on the team.

Step 7: *Key Word Check*
With a new partner, check key words.
There are two parts to this check:
- First have your partner read the passage in the source text and mark key words or terms. Next, your partner should ask you if these words are included in your text. Answer "yes" or "no." If there are several "no" answers, do not move forward. Instead, return to the self-edit and peer-edit steps.
- Secondly, if all the key words and terms are in the translated text (or only one or two are missing, and they can be added easily), then move on by verifying each key word with these questions:
  - o Was the original meaning of this word accurately communicated?
  - o What is the definition of the word?
A resource called Translation Words will help with this step. We'll talk about it in another session.

Notes:
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Step 7 checks both key words and key terms.

A **key term** is a word that has spiritual meaning (examples: Holy Spirit [e.g., in Luke 3:22], glory, or sanctification).

A **key word** is a word that is important to the meaning of the sentence (examples: all nouns; all verbs; numbers; and words such as therefore, because, so [e.g., in Luke 6:7]).

Step 8: *Verse-by-Verse Check*

With two new partners as checkers, read your translation out loud to them one verse at a time.

The first checker will translate each verse out loud back into the source language, while the second checker looks at the source text and listens to make sure that the back-translation is accurate and complete.

The wording of the back-translation will not be exactly the same as the source text, but it's important that the meaning is the same as the meaning of the source text and that all of the events and important details are there.

This is the last check, so if anything is missing, incorrect, awkward, or unclear, work together to decide what to edit or add. Work until everyone is satisfied that the translation meets the Quality Assessment Guide that the translators agreed upon.

If more than just a few mistakes are found, you as the translator should go back to step 5, and the team will redo all the checking steps.

Involve as many different team members at different steps as possible, and be involved yourself, so many translators are making suggestions. This improves the quality of

Notes:
Remind participants to use any resources and translation helps available.

The checking steps have no time limit … → a **great time** for discussion and research to improve the text

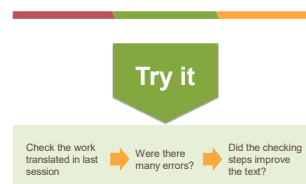Make changes as needed. Pray for God's guidance.

each other's translations. Make changes as needed. If at any point you are stuck, pray and ask God for guidance. Ask others for help. Some things may not be fixed in one conversation or at one time and may require involving others for improvement.

Exercise
Let's practice these last four checking steps on pages 43-44 in your workbook.

We'll use the passages that you translated in Chapter 9, using partners as each step requires.

Notes:

Try it

Check the work translated in last session ➡ Were there many errors? ➡ Did the checking steps improve the text?

Participants should complete the Exercise before moving on.

It's ok if participants are not finished with their Quality Assessment Guide. Have them use the part they've done to help them see how the Guide and the MAST steps relate to one another.
Their translated passages may also be used for practice with Checking Resources and the Reviewers' Guide, Chs 14, 15, & 20.

Discuss:

o **What do you think will happen if you skip any of these steps?**

Examples of consequences when skipping drafting steps:

5. Without Self-edit
  - Ownership is lost.
  - Responsibility for error correction is pushed on to others.
  - Others may not want to correct.
  - Steps 6–8 will take more work, making the process take longer.

6. Without Peer-edit
  - Key words and phrases may be lost.
  - Quality may be lost.
  - Naturalness is not affirmed.
  - Awkward phrasing is not corrected.
  - Opportunity to build partnership and camaraderie for future steps lost.

7. Without Key Word Check
  - There may be a lack of consistency in key terms and key words.

Notes:
If they also translated the "MAST Handout," have them practice checking steps with it as well. It will be available as a helpful resource in their own language throughout the translation process.

Skipping steps can result in an inaccurate and/or unusable translation.

It is important for everyone to understand that skipping steps will also actually result in more work.

Be prepared to share other examples for reinforcement.

- Theological misunderstandings can happen because key terms or key words were not translated properly.

8. Without Verse-by-Verse Check
- Whole verses may be missing.
- Meaning may be unclear.

Notice that Step 8 is a catch-all for anything that was missed; clarity, accuracy, naturalness, flow, conciseness, key words, and understanding are all confirmed at this check.

Consider raising a crop. There are steps that must be followed, such as:
- Preparing the ground
- Planting at the correct time
- Planting at the correct depth
- Watering regularly
- Weeding regularly

If any steps are missed, you will get a crop, **but** it won't be as good as when every step is taken.

Care with each MAST step will result in a quality translation.
Look at your <u>Quality Assessment Guide.</u>
o **What qualities on your list can you check during the checking steps of MAST?**

o **If there is a quality on the list that's not checked during the 4 checking steps, how can you apply that quality and**

Other examples of steps in growing a crop:
- Saving good seed
- Planting the correct distance apart
- Fertilizing
- Harvesting at the right time

check the text for it? (There could be more than one of these.)

Go through your Guide and match the checking step to the quality being assessed.

Teach Back:
Now you will have the opportunity to teach these checking steps to one another as if you were leading your own workshop.

Notes:

Have participants practice "teaching" one step each, while the others ask questions.

Confirm: The participants understand and have practiced checking a scripture portion using the MAST steps. They understand how their <u>Quality Assessment Guide</u> will help translators through the process.