



Accelerating Bible Translation

T3: Train the Trainer

Participant Workbook

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

Compiled by Wycliffe Associates to assist churches in completing Church Owned Bible Translation. Download or print this resource for free from bibleineverylanguage.org. For questions or assistance with your translation training, please contact us through bibleineverylanguage.org.

T3 Workbook © 2025 by [Wycliffe Associates](#) is licensed under [CC BY-SA 4.0](#)

All Scripture is taken from the English Unlocked Literal Bible (ULB), ©2017, 2022 Wycliffe Associates, Available at <https://bibleineverylanguage.org/translations>, licensed under the Creative Commons Attribution-ShareAlike 4.0 International License.

The English ULB is based on the unfoldingWord® Literal Text, CC BY-SA 4.0. The original work of the unfoldingWord® Literal Text is available at <https://unfoldingword.bible/ult/>.

Table of Contents: Entire T3 Program

Part 1: Translation Training

Unit I: Wycliffe Associates: Values and Vision

- | | |
|---|---|
| 1. Introduction to Wycliffe Associates..... | 1 |
| 2. Statement of Faith | 5 |

Unit 2: Church Ownership

- | | |
|---|----|
| 3. Church-Owned Bible Translation (COBT) 4 Beliefs..... | 8 |
| 4. COBT 6 Behaviors | 12 |
| 5. Open Copyright License..... | 17 |

Unit 3: Principles and Processes of Translation

- | | |
|---|-----------|
| 6. Release Early, Revise Often | 21 |
| 7. Meaning-Based Translation..... | 23 |
| 8. 8-Step Translation: Drafting Steps (1-4) | 25 |
| 9. 8-Step Translation: Checking Steps (5-8) | 34 |
| 10. Quality Assessment | 41 |
| 11. Divine Familial Terms | 47 |
| 12. Checking Resources..... | 55 |
| 13. Planning for Consistency | 58 |
| 14. Using BTT Writer..... | 60 |
| Answer Key Part 1: Translation Training..... | 62 |

Part 2: Leadership Training 70

Unit 4: Leading a Successful Translation Project

- | | |
|--|----|
| 15. Before Translating..... | 71 |
| 16. Completion Timeline Strategies | 76 |
| 17. Cultural and Social Considerations..... | 79 |
| 18. Community Acceptance | 82 |
| 19. Scripture Accessibility..... | 86 |
| 20. Scripture Engagement | 91 |
| 21. Sharing Church-Owned Bible Translation with Others | 95 |

Unit 5: Training Translators

- | | |
|---|-----|
| 22. Why COBT 8-Step Translation Works | 97 |
| 23. Workshop Planning | 104 |
| 24. Building Teams and Harnessing Skills..... | 110 |

Answer Key Part 2: Leadership Training..... 119

Part 3: Refinement Training 125

Unit 6: Refinement and Publication

- | | |
|---|-----|
| 25. Refinement and Revision Overview | 126 |
| 26. Using the <u>New Testament Survey</u> | 129 |
| 27. Spiritual Terms Check | 132 |
| 28. Proofreading and Publication..... | 141 |

Answer Key Part 3: Refinement Training..... 153

Chapter 1: Introduction to Wycliffe Associates

For this commandment that I am commanding you today is not too hard for you, neither is it too far for you to reach. It is not in heaven, so that you should have to say, 'Who will go up for us to heaven and bring it down to us and make us able to hear it, so that we may do it?' Neither is it beyond the sea, so that you should have to say, 'Who will go over the sea for us and bring it to us and make us to hear it, so that we may do it?' But the word is very near to you, in your mouth and your heart, so that you may do it (Deut. 30:11-14).

YOUR NOTES:

- What do you think of when you think of Bible translation?

Most people think of foreigners who go to places far from home to help translate Holy Scripture into a language that has none.

Wycliffe Associates (WA) History—Why?

- Wycliffe Associates was established in _____.
- Purpose was to provide practical assistance to translators globally.

WA History—How?

- Christian believers volunteered skills to assist Bible translators around the world
- Freed translators to focus on Bible translation rather than other necessary activities.

WA History—Urgent need for translation led to a new solution.

YOUR NOTES:

- In _____, Wycliffe Associates developed and tested a new Bible translation method.
- The 8-Step process equips **mother-tongue translators** to translate the Bible into their own heart language.
- The **local church** (all the churches in each language community) has a central role in 8-Step Bible translation for their own language.
- Teamwork and collaboration support a **clear** and **accurate** translation.

Impact Story:

In 2014, a pastor from a small language community of the Himalayas hiked into the city to meet with WA missionaries about getting Scripture in his language. This young pastor shared his exciting discovery: they could launch the translation project themselves, with WA training and support!

The pastor and his brother began to translate - and to recruit other believers to join them.

Later that year, a group of 13 gathered for training and translation of Scripture using the new 8-Step Nationals translation process.

Within 2 weeks, this group had translated and checked almost half of the New Testament. They continued to work, finishing their New Testament in less than 2 years.

The new 8-Step process showed immediate success. Mother-tongue speakers were able translate faster than they had ever imagined!

Mother-tongue translators using the 8-Step method and teamwork have found:

It is often much **easier** and **faster** to create translations that are

- **Accurate**
- **Clear, and**
- **Natural**

Now, our focus is training translators in this new method. We provide free, open-license resources to translators around the world.

And we'll soon be offering these resources in the gateway languages!

YOUR NOTES:

At Wycliffe Associates, our vision is a Bible in every language.

We can't do it ourselves.
So how can we achieve this?

We train and equip believers like you in Church Owned Bible Translation.

- **What is your team's vision?**

- **How does our vision line up with yours?**

YOUR NOTES:

"Having the Bible in my heart language is a great blessing for me. Personally, I feel that having the Bible in my own language is a key to unlock spiritual and physical treasure from the Lord. For Daa Yindu people, it is like God is speaking in their heart language without the help of an interpreter. Now both young and old people have started to read and listen to God's Word in their own language. Thank you, Wycliffe Associates, for your untiring work for the Daa Yindu."

- Daniel, youth pastor and member of the Daa Yindu Bible translation committee in Myanmar

Review of Core Concepts:

- Bible translation has traditionally been done *for* people groups by foreigners.
- Wycliffe Associates (WA) was established in 1967 to assist translators.
- In 2014, WA pioneered an 8-Step process, a model for translation that harnesses the ability of the heart-language believers to own their own translation project.
- Research has shown that native speakers can often create a more natural and accurate translation, and complete it faster than foreigners.
- Now WA partners with local churches to empower native speakers to translate the Bible, rather than doing translations for them.
- Our Vision is "A Bible in Every Language."

Chapter 2: Statement of Faith

Let us also hold firmly to the hope we confess, for he who promised is faithful (Heb. 10:23, ULB).

YOUR NOTES:

Statement of Faith:
Beliefs that guide everything we do.

- **What do you think of when you hear the word values?**

Three Core Values:

- The Bible is the Word of God.
- The Bible changes lives.
- The Holy Spirit's power lives in every believer.

Wycliffe Associates vision:
A Bible in Every Language.

Wycliffe Associates mission:
Involving people in the advancement of Bible translation.

- **How do our vision and mission statement connect with our values?**

Statement of Faith

- A list of the core beliefs that a community agrees to.
- Our statement of faith should always come from _____, the Word of God.

At Wycliffe Associates, we believe:

1. The Bible is divinely inspired by God and has final authority.

This means that the Bible came directly from God, is completely true, and should be honored above any other source.

2 Timothy 3:16
John 17:17

2. God is one and exists in three persons: God the Father, God the Son, and God the Holy Spirit.

This means that there is only one God, and He reveals Himself to us in three different roles: the Father, the Son, and the Holy Spirit.

Deuteronomy 6:4

John 10:30

1 Peter 1:10-11

YOUR NOTES:

3. Because of the fall of man, all humans are sinful and in need of salvation.

This means that everyone has done wrong, so we are all separated from God. There is nothing we can do on our own to earn eternal life, or Heaven.

Romans 5:12

4. The death of Christ is a substitute for sinners and provides for the cleansing of those who believe.

This means that Jesus died as punishment for everyone's sins. His death counts as a payment for us, so we can be forgiven.

1 John 2:2

5. By God's grace, through faith, man receives salvation as a free gift because of Jesus' death and resurrection.

This means that, because of Jesus's death, we can be forgiven. We cannot earn this, but we receive it by putting our faith in Jesus.

Romans 3:24-25a

6. The resurrection of all -the saved to eternal life and the lost to eternal punishment.

This means that everyone will be brought back to life one day. Those who trust in Jesus will live with Him forever in Heaven, and those who do not will be punished forever.

Acts 24:15b

Matthew 25:46

YOUR NOTES:

- **Why do we need to discuss this list of beliefs?**

- **Do you have any questions or concerns about this list?**

Review of Core Concepts:

- Our core values come from the Bible, and these core values determine our vision.
- We seek partners with the same beliefs, and have all translators sign an agreement to these beliefs.
- We focus on central, defining beliefs that unite Christians, and accept that secondary beliefs may differ without changing our core values.

Chapter 3: Church Owned Bible Translation (COBT)—Four Beliefs

For I did not hold back from declaring to you the whole will of God. Therefore be careful about yourselves, and about all the flock of which the Holy Spirit has appointed you overseers. Be careful to shepherd the church of God, which he purchased with his own blood. (Acts 20:27-28).

YOUR NOTES:

Wycliffe Associates has four beliefs about Bible translation that drive our process of Church-Owned Bible Translation.

Traditional Bible translation: done by a foreigner in a new country.

How do you think “Church-Owned” Bible Translation changes that?

- **Which is easier for you: translating into your heart language, or from your heart language to another language?**
-
-

4 Beliefs:

1. Ability

Romans 12:4 -6a 2 Timothy 2:7

- **Linguistic Ability** - You understand your language and culture better than an outsider.
- **Bilingual Translation Ability** - Bilingual speakers have shared meaning through oral translation most of their lives. You won't need to spend years learning a new language.
- **God-Given Gifts** - Each of you have God-given gifts to work as a team.

2. Authority

Matthew 28:18 -20

Acts 1:8

YOUR NOTES:

God's Spirit lives in every believer. He provides wisdom and gives each of us authority to share, teach, or translate God's Word.

3. Responsibility

1 Peter 3:15 Colossians 3:16 2 Timothy 2:2

The local Church has the responsibility for:

- _____
- _____
- _____

- **What areas of leadership are needed if the Church is responsible for the translation?**

4. Accountability

Romans 14:12 1 Corinthians 2:12-13

Mother-tongue translators are accountable to

- **God**
- **their Community**

for the accuracy, clarity, and accessibility of Scripture in their heart language.

- **How can Church Ownership of Scripture benefit evangelism, discipleship, and church planting?**

Exercise: **COBT 4 Beliefs Scenario Match**

Ability: The local believers of a language community understand their language and culture better than an outsider. Usually, some are multilingual and have skill in transferring messages from one language to another. The knowledge of more than one language, without having to spend years learning, also allows them to begin translating right away.

Authority: God's Spirit provides wisdom and entrusts each believer with authority for stewarding God's Word in his or her community.

Responsibility: Local believers have a responsibility to their community for evangelism and discipleship. Scripture translation into the heart language of the people is a necessary part of that responsibility.

Accountability: The local believers are accountable to one another and to God to make sure Scripture is accurate, clear, and accessible in their heart language.

Consider the following scenarios and discuss which of the “4 Beliefs” caused the action.

Example:

The Ontenu People of Papua New Guinea were clashing violently with neighboring clans. Despite the conflict, their church leaders decided to attend a COBT 8-Step translation workshop with other language groups.

During the workshop, their village was raided, and half the homes were burned. The translators chose to keep working, rather than to join the fight. At the end of the workshop, the Ontenu leaders had translated more Scripture than the other language groups.

Which Belief best matches the experience of the Ontenu People?

-
1. When a young woman on the translation team arrived at the training event, she felt unqualified for translation. But as she learned the process and worked with her team, she realized God had uniquely prepared her. She understood the source language well enough to help others on the team. She was also comfortable with English and had learned to type while at college.

 2. The leaders of a translation project asked the school teacher in their community to help them with their checking efforts because he was respected for his knowledge of their mother tongue. He loved words and researching meaning. The leaders trusted him to help them find the best words when they were confused.

3. A group of leaders from several language communities came together to be trained in specific checking tools. These leaders translated the resources into their trade language, so they could take it back to the community and use it in further checking.

**Ability
Authority
Responsibility
Accountability**

-
4. A pastor provided his church as a place for translators to meet. People from the church volunteered to cook meals for the translators on the days they gathered to work on the translation.
-

5. The translation team split up the remaining portions of the New Testament to work on at home. They set a schedule to gather for checking every couple of weeks.
-

6. A Christian leader from the community mentors eight pastors to translate Scripture into their mother tongue.
-

7. A church is home to 3 minority dialects with no Scripture. The pastor wants to help them get Scripture. At first, he thinks he can only find help from the outside. But what he really wants is help to equip himself and the 3 communities to manage the task themselves. He decides to host a training event and invites a group from each language to learn specific skills in Bible translation. This pastor plans and manages the event and helps guide the translators for each language.
-

8. A Muslim man allowed his wife, who is a believer, to attend a translation training event for their language as long as she took him with her. He was not interested in the gospel, but he was interested in preserving their heart language. The leaders of the event allowed this non-believer to observe the training with his wife. During the training, this young man read the Scriptures, heard the gospel, and was saved.
-

Review of Core Concepts:

- The local Church of heart language speakers is the body that is best qualified to lead Bible translation for their language.
- They have the ability, the authority, the responsibility, and the accountability to God and their community to translate and assure the accuracy of their translation.

Chapter 4: Church Owned Bible Translation—Six Behaviors

Keep your heart safe and guard it with all diligence, for from it flow the springs of life (Prov. 4:23).
Walk in wisdom toward those outside, and redeem the time (Col. 4:5).

YOUR NOTES:

We've confirmed that the local church has the:

- **ability,**
- **authority,**
- **responsibility, and**
- **accountability**

for translating Scripture.

Now let's consider the actions that a church will take because of those beliefs.

What steps will the local church take if it believes in Church Owned Bible Translation (COBT)?

The 6 Behaviors of Church-Owned Bible Translation

1. Accept responsibility.

Mother-tongue speakers, under the authority of their local church, **take responsibility for translating** the Bible into the heart language of their local community.

- **What are some ways you can share the vision of Church-Owned Bible Translation with other believers in your language community?**
- **What might be difficult for your local church in truly owning their translation?**

2. Make Bible Translation Accessible

The local church **manages community accessibility** to the translated Scripture.

- How could your church help your community get access to the Scripture in your language once it's translated?

YOUR NOTES:

3. Refine and Revise the Translation.

Refinement and revision will continuously take place within the community, with mother-tongue speakers.

- Who would be interested in helping with ongoing revisions in your community?

4. Engage the Community.

The church **involves** the local community **in reading and studying Scripture**.

- How does your community engage with Scripture right now?
- How can you and your church involve the community with Scripture in your language?

5. Share COBT with Others.

The local church **shares** the opportunity of Church-Owned Bible Translation with other language communities.

- How can you share the vision of COBT with believers outside your own language community?

6. Involve All Generations in Ownership

YOUR NOTES:

The local church leads future generations to update and revise the translation. Together, they take responsibility for **generational revisions and updates** to the Scripture.

- **Why would future generations need to take ownership for updates and revisions?**
 - **What are some steps you could take to make sure this happens?**
 - **How can you see this process working in your community?**
 - **What challenges do you see for your local church in truly owning translation?**

Exercise: COBT 6 Behaviors Scenario Match

Consider the following stories. Which action is being shown?

Example:

A young pastor gathers other pastors and members of his community to be trained in Bible translation. They translate portions of Scripture during the day and gather in the evenings to check each other's work.

- **Accept Responsibility**
- **Make Bible Translation Accessible**
- **Refine and Revise**
- **Engage the Community**
- **Share COBT with Others**
- **Involve All Generations in Ownership**

Which Behavior best matches the experience of this pastor and his community?

1. A group of believers invites other Christians to their home once a month for Bible study. They use their time to read the newly translated Scriptures in their mother tongue and talk about what they have read.

2. A pastor worked with pastors outside his language community to help fund the publication of the New Testament his own community had just completed.

3. A translation team had completed their draft translation through all eight steps of the COBT 8-Step process. The pastors from the language community planned a regular time to meet and do doctrine checking by using the Wycliffe Associates' Reviewers' Guide doctrine checking resource.

4. A young woman joined the translation team for her community. She shared that she did it because of her grandfather. He could not speak or read the trade language well enough to read Scripture in that language. Her desire was for him and others of his generation to be able to read Scripture for themselves in the language of their heart.

5. The chief of a prominent tribe helped get a translation started with the church from his wife's language community. Then he traveled to the north of his country and met with a Bishop from another tribe. He invited them to partner in learning about Bible translation for their own tribe.

- **What do you think is the most important of the six behaviors? And why?**
- **What does it mean for a translation project to be “church-owned?”**
- **How does church ownership of translation contribute to the Great Commission?**
- **How does your church need to prepare for the steps involved in a translation project?**
- **What is your role in sharing the vision of COBT with others—either in your own faith community, or in other communities?**

YOUR NOTES:

Review of Core Concepts:

- When the local Church recognizes that they have the ability, authority, responsibility, and accountability for translating Scripture, they will take certain steps.
- These steps, or behaviors, include:
 - Accept responsibility.
 - Make Bible translation accessible.
 - Refine and revise the translation.
 - Engage the community.
 - Share Church-Owned Bible Translation with others.
 - Involve all generations in ownership.

Chapter 5: Open Copyright License

Do not steal. Do not lie. Do not deceive each other (Lev. 19:11).

YOUR NOTES:

Copyright versus Creative Commons

How to make your Bible translation project available, free to everyone.

- Why do you want to translate the Bible?
- What do you need to accomplish these goals?

Impact Story:

A Mayan Native Mexican language group approached us and asked us to help them update a previously published Bible in their heart language.

We talked to the publisher and were told “no”; we couldn't use the Bible as a source text since the publisher owns the copyright on it. Instead, we're required to start the translation from an open copyright, non-all rights reserved source.

Copyright: the legal license that shows ownership of a document or work of art.

If you own a copyright, you have the legal right to keep others from...

- Making copies
- Printing
- Distributing
- Making changes
- Translating
- Posting online, even on social media
- Digital sharing

To use a copyrighted Bible: you must get legal permission in writing, because someone else owns it.

This can be difficult, expensive, or occasionally impossible to obtain.

Copyright keeps us from...

- Making the translation freely accessible
- Updating the translation when needed
- Legally using a translation as a source text

Open Copyright License

Chapter 5

Copyright is not bad. It protects writers and artists.

BUT, at WA, we don't believe that a copyright belongs on the Word of God.

Instead, WA uses Creative Commons Licensing, also known as CC BY-SA.

CC stands for _____.

It's an organization that helps people license their work in a way that gives permission to anyone to legally copy, change, and distribute the work.

BY stands for _____. It means that people may distribute or adapt the work if they give credit to the creator of the work.

"You must give appropriate credit, provide a link to the license, and indicate if changes were made.

You may do so in any reasonable manner, but not in any way that suggests the licensor endorses you or your use." --from Creative Commons website.

SA stands for _____.

This means that when you or others remake and share something based on an original work, they must use the same kind of license for the new work. This gives the same permission to others to copy, adapt, and share your work.

Everyone who works on the translation team must give written permission to use and share their contribution to the translation.

This shows that you can legally publish their work. It also guarantees that your language group will always have access to print and revise as needed.

- **Why do you think WA uses Creative Commons instead of Copyright?**

Matthew 10:8b

Wycliffe Associates wants to see source text easily available, used legally, and translations easily shared and easily revised and reprinted by future generations.

YOUR NOTES:

In summary, under CC BY-SA, _____ may copy, distribute, translate, or adapt the material without asking permission or paying fees.

YOUR NOTES:

At the same time, CC BY-SA also prevents others from taking the work and copying it as their own.

So what does all this mean to you and your team?

As leaders of the translation project, you'll need to

1. Be sure that everyone who works on the translation understands that they're giving permission to anyone who wants to use and share their work.
2. EVERYONE who works on the translation must show their understanding by signing the online document here: <https://cobl.ck.page/ccbysa> or a physical document (provided in the Trainer Guide).
3. Any time you print even a portion of the Bible, you must include copyright information. Wycliffe Associates will help you with the exact words you need to include.

Before beginning translation work, you must receive written permission from all the translators to use their work in your published Bible. If you choose to use physical signatures instead of the link above, you will need to keep track of these signatures. We will also have you sign this form during this training. For simplicity, we have combined the agreements to the Statement of Faith and the Creative Commons license into one form.

Review of Core Concepts:

- Copyright is designed to protect writers and artists, but when used on Bibles, it can prevent people from getting the Word of God.
- Wycliffe Associates wants our church partners to own their translations (to always be able to access, download, copy, print, update, and/or translate their Bible).
- To ensure local church ownership, we use open licensing, called Creative Commons.

Creative Commons Attribution-ShareAlike 4.0 International Human-Readable Summary

The Creative Commons Attribution-Share Alike 4.0 International License, available at <https://creativecommons.org/licenses/by-sa/4.0> and <https://creativecommons.org/licenses/by-sa/4.0/legalcode>, is included here in the human-readable summary.

Human-readable summary of the Attribution-Share Alike 4.0 License

You are free to:

- **Share** — copy and redistribute the material in any medium or format.
- **Adapt** — remix, transform, and build upon the material for any purpose, even commercially. The licensor cannot revoke these freedoms as long as you follow the license terms.

Under the following terms:

- **Attribution**—You must give appropriate credit, provide a link to the license, and indicate if changes were made. You may do so in any reasonable manner, but not in any way that suggests the licensor endorses you or your use.
- **ShareAlike**—If you remix, transform, or build upon the material, you must distribute your contributions under the same license as the original.
- **No additional restrictions**—You may not apply legal terms or technological measures that legally restrict others from doing anything the license permits.

Notices:

- You do not have to comply with the license for elements of the material in the public domain or where your use is permitted by an applicable exception or limitation.
- No warranties are given. The license may not give you all of the permissions necessary for your intended use. For example, other rights such as publicity, privacy, or moral rights may limit how you use the material.

Note: The full license is available in multiple languages at
<https://creativecommons.org/licenses/list.en#international-40>

Chapter 6: Release Early, Revise Often

Do not withhold good from those who deserve it, when it is in your power to act. Do not say to your neighbor, "Go, and come again, and tomorrow I will give it," when you have the money with you (Prov. 3:27-28).

YOUR NOTES:

When is a translation ready to be shared with the community?

We encourage our partners to _____ early and _____ often.

No translation will ever be perfect!

- So, when should a translation be shared with the language community waiting for it?

Impact Story:

Martin Luther was one of the first people to translate the Bible from Hebrew and Greek into a common language: his language was German. He published portions of his German translation and looked for feedback from the community to improve his next publication of it.

Today, translations usually have small groups of people who review and offer updates to the translation. These groups decide when to release revised editions.

The idea of releasing the translation early and revising it often means:

Translators release their translation when they believe they have made it the best they can at the time. You don't need to wait until you've finished a whole book of the Bible.

Ecclesiastes 11:2 and 4.

- Sometime translators are uncomfortable with releasing early. Why?
- What are some concerns you have?

- How could you address these concerns?

YOUR NOTES:

Revision requires feedback!

As the translation is used, the translators will get feedback for corrections, improvements, and updates.

Remember: language changes over time, making revisions necessary.

- What kinds of changes might need to be made?
- How could the translation team and the Church encourage the language community to give feedback?

Include the whole church!

If there are different denominations within the language group, the translation team should try to include all of them who are willing to participate. You may want to form a group of people from each denomination to receive feedback and determine what revisions should be made, and how often.

- What could happen if the team does not release early?

Review of Core Concepts:

- Bible translations will never be perfect, but they can be made clearer by inviting community feedback.
- It is best when the translation team releases portions of the translation, as they are finished, for the entire community to use.
- Feedback from the community allows the translation team to make corrections and improvements before the official publication.
- Bible translations also need continual revision and updates as languages change. The local church should plan and oversee these periodic revisions.

Chapter 7: Meaning-Based Translation

They read in the book, The Law of God, making it clear with interpretation and giving the meaning so the people understood the reading (Neh. 8:8).

YOUR NOTES:

There are different styles of translation. In this chapter, we're going to talk about a style called **meaning-based translation**.

A “**meaning-based translation**” does not focus so much on individual words, but instead on the overall meaning of the message.

A literal translation tries to restate every word of the source text, one by one, as directly as possible.

In an effective translation, the meaning will be understood by you, the speakers of the heart language. This is meaning-based translation.

The meaning and message of Scripture is what is sacred.

The message must be recreated in heart-language words that express its meaning in a way that is:

- Natural
- Clear
- Accurate

This requires translators to adjust certain words, and even the word order.

As long as the meaning is preserved, it is an accurate translation.

For example, in English, the word “grace” is one word. In other languages, the meaning of “grace” may need two or more words.

Other ways that "grace" could be translated include "divine kindness" or "God's favor" or "God's kindness and forgiveness for sinners" or "merciful kindness." These are all acceptable, because they communicate the same meaning as the original text.

Translators should choose the wording that clearly communicates the original message to their heart language.

Exercise: Meaning-Based Translation

Please translate the following sentences into your heart language:

“I am very blessed to be here today.”

By God's grace and the power of the Holy Spirit, Scripture will be translated into our own tongue.”

YOUR NOTES:

Review of Core Concepts:

- Accurate translations express the meaning of the original message.
- Translations usually need to adjust word order to clearly express the meaning of the original message.

Chapter 8: 8-Step Translation: Drafting Steps (1-4)

Then Jeremiah called Baruch son of Neriah, and Baruch wrote in a scroll, at Jeremiah's dictation, all the words of Yahweh spoken to him (Jer. 36:4).

YOUR NOTES:

Wycliffe Associates' COBT 8-Step translation method is a process to create meaning-based translations. Through 8 steps, this method first focuses the translator on natural wording of the meaning, and then applies careful checking to assure accuracy and completeness.

COBT 8-Step Translation involves many people (church partners, translators, and facilitators) working together around the world. We assist the local church worldwide, providing training, materials, and tools for the local church, to get a Bible in Every Language.

The first four steps are drafting steps. TIMING is very important with these steps! They also must be done within one sitting.

Step 1: _____ (Psalm 119:103)

On your own, read the whole portion of text for understanding. Try to understand the meaning and details to get a general overview of the text.

This step should take no more than

_____ minutes (first reading, then thinking about the passage).

If the passage is longer and needs more time, it's best to split it into 2 or more passages.

If you struggle to understand something in the passage, it's also OK to pause and ask team members a question. **HOWEVER**, you should then read the passage again from the beginning and RESTART the time.

Step 2: _____ (Psalm 119:13)

Speak out loud to a partner in your own language, telling them what you've just read.

Try to include:

- What are the big ideas?
- What events and people were in the passage and what did they do?

8-Step Translation: Drafting Steps (1-4)

Chapter 8

- What key words and key terms are in this passage?
(You may mark them in the source text as you go.)

The important thing in this step is that you express the passage out loud to help you remember and understand what it was about.

This should take about _____ minutes.

YOUR NOTES:

Step 3: _____ (Psalm 119:18)

On your own, look at the passage of Scripture and break it into smaller parts (complete thoughts) that you can remember and rewrite. This will usually be about 1 -4 verses but push for the maximum amount of text that you can remember, without memorizing.

This should take about _____ minutes.

Step 4: _____ (Psalm 119:11-12)

On your own, re-read the first chunk in your passage, and repeat the Consume and Verbalize steps with that chunk. Then, hide the source text from your view, and write what you remember in your mother-tongue without looking.

Consume, Verbalize, and then blind draft each chunk, one at a time, until all the chunks in that passage are written.
(There is no time limit for the Blind Draft step.)

The goal of these four steps is to express the meaning in natural language.

Do not expect the blind draft to be perfect! Remember, this is your first draft --it will be checked and refined.

8-Step Translation: Drafting Steps (1-4)

Chapter 8

Exercise: Practice Drafting a Translation

Let's practice these first four drafting steps, using the passage your trainer assigns to you. Use any language you prefer as a source text.

Leave a blank line between each line that you write to allow room for checking steps.

8-Step Translation: Drafting Steps (1-4)

Chapter 8

COBT 8-Steps

Follow the 8 steps to translate these instructions into your Gateway Language.

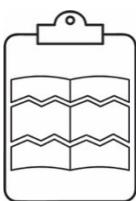


Step 1: Consume – (On your own) Read the whole portion of text for understanding. Everyone will privately read their passage of scripture, trying to understand both the meaning and details of the text to get a general overview of the text. (This step should take no more than 5—7 minutes. If the passage is longer and needs more time, that is okay, but in this situation the translator should stop at the 10-minute time, reflect on what has been read so far, and then continue reading.)



Step 2: Verbalize - (With a partner) – In your mother tongue speak out loud to a partner some brief thoughts on the scripture that you have just read. This is not a discussion or analysis, but a summary of the main people, events, and ideas.

- What are the big ideas?
- What events and people were in the passage and what did they do?
- The important thing with this step is that you express the passage out loud to help you remember and understand what it was about. (This should take about 2-3 minutes).



Step 3: Chunk – (On your own) Look at the passage of scripture and break it into smaller parts (complete thoughts) that you can remember and rewrite quickly. This will usually be about 1-4 verses but push for the maximum amount of text that you can remember. Mark lines on your source text to show where you have chosen to separate the chapter into chunks.



Step 4: Blind Draft – (On your own) Look over the first chunk in your passage, repeating the Consume and Verbalize steps for that chunk. Then, hide the source text from your view, and write that chunk in your mother tongue. Express the meaning of the chunk in natural language. Repeat this process for each chunk, one at a time, until all the chunks of scripture in that passage are written. The goal is to express the meaning in natural language. Do not expect the blind draft to be perfect! Remember, this is your first draft; it will be refined.



Step 5: Self-Check – (On your own) Open the source text and look at it again. Compare what you have written to the source text and make appropriate changes. Make sure that all the key elements are included – check details, key words, and key terms. You may use any resources such as translation notes, translation questions, and translation words. If you are uncertain on any part of your translation, make a note to ask others.

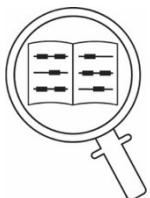


Step 6: Peer-Check – (With a partner) Switch papers and have another member of your team edit what you wrote while you edit theirs.

- Read the translation and compare it to the source text. You are not looking for word-for-word or even verse-to-verse translation; you are looking to make sure the AUTHOR'S INTENDED MEANING is communicated. Is anything missing?

Is it natural and smooth? Does it sound good in your language? Is it pleasing to your ear? Is it clear and understandable? Is it accurate? Are all the details there?

- Ask questions and make suggestions of ways the writer can improve the translation.



Step 7: Key Word Check – (With a partner) There are three parts to completing a key word check.

- Step 1: Using BTT Writer, locate the key terms for the passage. Your team may also choose additional words to check. (*Note: a key term is any term that is important for communicating the theology of the passage: Holy Spirit, glory, or sanctification. A key word is any word of meaning-based importance. This means that if a key word were left out, the verse would not be the same. For example: Therefore, so, because.*)
- Step 2: With a partner compare the source text to the translated text checking that each key term and word is included. If a key term or word is missing redraft the chunk to be sure it is included. If several are missing, the translator should return to step 5.
- Step 3: Once all the key words and terms are present, work with your partner to check the accuracy of each key term asking, “What is the definition of the key term in the source text? Is the original meaning of this key term accurately translated?”

This whole process usually takes about 7-10 minutes for each chunk: a few minutes to identify terms and then time to define each word.



Step 8: Verse-by-Verse Check – (This step requires three people.) The translator will read their translation chunk by chunk, out loud, in the mother tongue. Without using any resources, one partner will listen to the mother tongue translation and, chunk by chunk, will verbally translate the mother tongue to the source language. A second partner will listen to the first partner’s verbal back-translation and compare it to the source text. The two partners will suggest edits where appropriate.

The wording will not be exactly the same between the source text and the back-translation, but it is important that (1) the meaning in the translation is the same as the meaning in the source text and (2) that all of the events and important details found in the source text are present in the translation. If the meaning is not the same or all of the events and important details are not present, the text should be edited. The group should remember that resources and translation helps are available for use in this step, too.

Try to involve many different members at different steps so many people are adding suggestions for improving the quality of the translation. If the team is not satisfied at any point, pray about it and ask God for guidance. Also ask others for input. Some things may not be resolved within one sitting or even one event and may require further involvement of others for improvement.

8-Step Translation: Drafting Steps (1-4)

Chapter 8

COBT 8-Steps







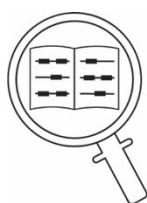


8-Step Translation: Drafting Steps (1-4)

Chapter 8









8-Step Translation: Drafting Steps (1-4)

Chapter 8

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

1. Without Consume:

YOUR NOTES:

2. Without Verbalize:

3. Without Chunk:

4. Without Blind Draft:

- Did you follow the first four steps carefully?
- How do you feel about your draft?
- What steps of the process did you wrestle with most?
- Why?

Review of Core Concepts:

- Wycliffe Associates uses an 8-step process for producing meaning-based translations that sound natural and clear in the target language.
- The first four steps are Consume, Verbalize, Chunk, and Blind Draft.
- These steps must be done in order and within a set amount of time in order to produce a natural-sounding translation.

Chapter 9: 8-Step Translation: Checking Steps (5-8)

Two people work better than one; together they can earn a good wage for their labor. For if one falls, the other can lift up his friend. However, woe to the one who is alone when he falls if there is no one to lift him up (Eccl. 4:9-10).

YOUR NOTES:

**COBT 8-Step translation process: designed to create
_____ - _____ translations.**

- Focuses the translator on meaningful content and natural wording first.
- Then applies careful checking to ensure accuracy and completeness.

Steps 5-8: Checking Steps

Timing does NOT matter in these steps, and you can take breaks in between.

Step 5: _____

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, with nothing added.

Check:

- details
- key words
- key terms
- correct and consistent spelling
- correct punctuation
- neat and clear handwriting

There are also resources to help you to check your own work. We will discuss these in Chapter 12.

Step 6: _____

Have another member of the team edit your work.

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.

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.

Step 7: _____

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. 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:

- Was the original meaning of this word accurately communicated?
- What is the definition of the word?

YOUR NOTES:

8-Step Translation: Checking Steps (5-8)

Chapter 9

A resource called Translation Words will help with this step.
(See Chapter 12.)

YOUR NOTES:

Step 8: _____
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.

Make sure nothing is:

- Missing
- Incorrect
- awkward, or
- unclear

Work until **everyone** is satisfied that the translation meets the Quality Assessment Guide that the translators agreed upon.

(The Quality Assessment Guide is a set of qualities your translation team chooses as the standard for your translation. We will discuss this in Chapter 10.)

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.

Exercise: Practice Checking a Translation Draft
Use steps 5-8 to check your translated passage from Chapter 8. Partner with others as needed.

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

5. Without Self-edit

6. Without Peer-edit

7. Without Key Word Check

8. Without Verse-by-Verse Check

Care with each step will result in a quality translation.

Now, let's look more closely at the Key Word Check.

A key word is:

- a word that has a strong impact on the overall meaning of the passage
- an abstract word
- a spiritual term, or

YOUR NOTES:

- a word that is repeated throughout a section of Scripture for emphasis (Examples of repeated words include “immediately” in Mark, or “joy” & “rejoice” in Philippians.)

YOUR NOTES:

Key words in John 3: 16:

Exercise: Key Words

Work in pairs to read through the passage and highlight all words you think are key words.

Key Words Exercise Luke 17

Read through the chapter and mark every word that you think is a key word. Keep in mind our definition of a key word:

- *a word that has a strong impact on the meaning of the passage*
- *an abstract word*
- *a spiritual term, or*
- *a repeated word.*

Remember that a key word can be a group of words.

¹ Jesus said to his disciples, “It is certain there will be stumbling blocks, but woe to that person through whom they come! ² It would be better for him if a millstone were hung around his neck and he were thrown into the sea than that he should cause one of these little ones to stumble. ³ Watch yourselves. If your brother sins, rebuke him, and if he repents, forgive him. ⁴ If he sins against you seven times in the day, and seven times returns to you, saying, ‘I repent,’ you must forgive him!”

⁵ The apostles said to the Lord, “Increase our faith.”

⁶ The Lord said, “If you had faith like a mustard seed, you would say to this mulberry tree, ‘Be uprooted, and be planted in the sea,’ and it would obey you. ⁷ But which of you, who has a servant plowing or keeping sheep, will say to him when he has come in from the field, ‘Come immediately and sit down to eat?’ ⁸ Will he not say to him, ‘Prepare something for me to eat, and put a belt around your clothes and serve me until I have finished eating and drinking. Then

afterward you will eat and drink'? ⁹ He does not thank the servant because he did the things that were commanded, does he? ¹⁰ Even so you also, when you have done everything that you are commanded, should say, 'We are unworthy servants. We have only done what we ought to do.'

¹¹ It came about that as he traveled to Jerusalem, he went along the border between Samaria and Galilee. ¹² As he entered into a certain village, there he was met by ten men who were lepers. They stood far away from him ¹³ and they lifted up their voices, saying, "Jesus, Master, have mercy on us."

¹⁴ When he saw them, he said to them, "Go and show yourselves to the priests." As they went away they were cleansed. ¹⁵ When one of them saw that he was healed, he turned back, with a loud voice glorifying God. ¹⁶ He fell on his face at Jesus' feet, giving him thanks. Now he was a Samaritan. ¹⁷ Then Jesus said, "Were not the ten cleansed? Where are the nine? ¹⁸ Were there no others who returned to give glory to God, except this foreigner?" ¹⁹ He said to him, "Arise, and go. Your faith has made you well."

²⁰ Being asked by the Pharisees when the kingdom of God would come, Jesus answered them and said, "The kingdom of God does not come with careful observing. ²¹ Neither will they say, 'Look, here it is!' or, 'There it is!' For look, the kingdom of God is within you."

²² He said to the disciples, "The days are coming when you will desire to see one of the days of the Son of Man, but you will not see it. ²³ Then they will say to you, 'Look, there! Look, here!' But do not go out or run after them, ²⁴ for as the lightning shines brightly when it flashes from one part of the sky to another part of the sky, so will the Son of Man be in his day. ²⁵ But first he must suffer many things and be rejected by this generation. ²⁶ As it happened in the days of Noah, even so will it also happen in the days of the Son of Man.

²⁷ They ate, they drank, they married, and they were given in marriage until the day that Noah entered into the ark—and the flood came and destroyed them all. ²⁸ In the same way, even as it happened in the days of Lot—they were eating and drinking, buying and selling, planting and building. ²⁹ But in the day that Lot went out from Sodom, it rained fire and sulfur from heaven and destroyed them all. ³⁰ After the same manner it will be in the day that the Son of Man is revealed. ³¹ In that day let him who is on the housetop not go down to get his goods out of the house, and in the same way let him who is in the field not return. ³² Remember Lot's wife. ³³ Whoever seeks to gain his life will lose it, but whoever loses his life will save it. ³⁴ I tell you, in that night there will be two people in one bed. One will be taken, and the other will be left. ³⁵ There will be two women grinding grain together. One will be taken, and the other will be left."

³⁷ They asked him, "Where, Lord?"

He said to them, "Where there is a body, there will the vultures also be gathered together."

- Will everyone's list be the same?
- Will some words be on everyone's list?

YOUR NOTES:

Remember:

- A key word is a word/phrase that carries significant meaning in the passage, a spiritual or abstract term, or a repeated word. It is often a word/phrase that is hard to translate because the meaning is complex. In that case, it can be difficult to find a precise equivalent across languages.
- It's important to check key words separately from other steps.
- Choosing key words for a passage can be a group exercise that aids in many aspects of accurate translation.

Review of Core Concepts:

- The last four steps of COBT 8-Step translation 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.
- Key words include spiritual or abstract terms; words that carry significant meaning; and words that are repeated in the passage.

Chapter 10: Quality Assessment

Now these people were more noble than those in Thessalonica, for they received the word with all readiness of mind, examining the scriptures daily to see whether these things were so (Acts 17:11).

Beloved, do not believe every spirit. Instead, test the spirits to see whether they are from God, because many false prophets have gone out into the world (1 John 4:1).

YOUR NOTES:

We all agree that quality assurance is important when translating God's Word.

How can you ensure that your translation is high quality?

Quality Assessment Guide

- When a local language community has translated Scripture, is it ready to be used?
- Is that translation complete or should someone else check it and approve its quality?

Scripture checking has traditionally relied on an expert's opinion about the translation, even though different experts might think differently.

In that model, the standard for a quality translation is subject to one person's view.

- Who should own your translation of the Bible?
-

- Who is the expert in your heart language?
-

We believe the local church owns the translation and are the most qualified to affirm both quality and naturalness in their heart language.

Translators should agree on a standard to use when measuring the quality of their translated Scripture.

Imagine that a church member brought you a Bible newly translated into your language. How would you know if it was a good translation?

YOUR NOTES:

Helpful steps:

1. Involve as many people as possible!
2. Use a standard to check your translation's quality.

What is a Quality Assessment Guide?

- The Guide is simply a list of **qualities with definitions** that will help you ask the right **questions** to check your translation.
- The Guide will provide the translation team with an objective standard. **All translators must be committed to meet this standard as they translate and check their translation.**
- They become familiar with the standard before translating. They also use the standard during the checking steps and during the refinement process.
- We start with several globally accepted qualities. Each language community may also add its own standards for what their translation needs in order to be a good quality translation.

Discuss:

- **What qualities or characteristics do you want to be true of your translation?**

Exercise 1:
Building the QA Guide

Step 1: Qualities

You have discussed the list of globally accepted qualities for a good translation. Now, discuss or write any additional ideas you have about qualities that must be true of a translation for it to be of good quality.

Now, work together to merge your lists into one master list. Where ideas differ or overlap, take time to discuss what you mean by each quality and identify what is most important to your team and to your community.

After deciding together on a master list, write your added qualities to the first column of the blank chart on the back of your Quality Assessment Guide handout.

Step 2: Definitions

Explain or define each quality on the list.

If you decide to add qualities, take time to discuss your definitions as a group. Consider the best wording to communicate these definitions with your language community. Add these definitions to the second column on your Quality Assessment Guide chart.

Step 3: Questions

Now that each quality has been defined, work together to think of 1 -3 questions for each quality. These should be “yes” or “no” questions.

When your translation team has decided on their complete Quality Assessment Guide, they will want to translate it into their heart language so that it is easily understood by everyone in the community.

Exercise 2: Practice using the Quality Assessment Guide:

Instructions: Read through this passage and compare the “draft” on the right to the “source text” (Unlocked Literal Bible) on the left. Use your Quality Assessment Guide to check for errors. After the exercise, your Trainer will guide you through checking your work.

Matthew 1:18–25 Source Text (ULB)

18 The birth of Jesus Christ happened in the following way. His mother, Mary, was engaged to marry Joseph, but before they came together, she was found to be pregnant by the Holy Spirit.

19 But Joseph, her husband, was a righteous man and did not want to publicly disgrace her, so he intended to divorce her quietly.

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.

21 She will bear a son, and you will call his name Jesus, for he will save his people from their sins.”

22 Now all this happened to fulfill what was spoken by the Lord through the prophet, saying,

23 “Behold, the virgin will become pregnant and will bear a son, and they will call his name Immanuel”—which being translated is “God with us.”

24 Joseph got up from his sleep and did as the angel of the Lord commanded him, and he took her as his wife.

25 But he did not know her until she gave birth to a son. Then he called his name Jesus.

Matthew 1:18–25 Sample Draft

18 The birth of Jesus Christ happened in the following way. His mother, Marry, was engaged to marry Joseph, but before they came together, she was found to be pregnant by the Spirit.

19 But Joseph, her husband, was a meritorious man and did not want to publicly disgrace her, so he intended to divorce her quietly.

20 As he thought about these things, an angel of the Lord appeared to him in a dream, saying, “Joe 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.

21 She will bear a child, and you will call his name Jesus, for he will save his people from their sins.

22 Now all this happened to fulfill what was spoken by the lord through the prophet, saying,

23 “Behold, the virgin will become pregnant and will bear a son, and they will call his name Immanuel.”

24 Joseph up from his sleep arose and did as the angel of the Lord commanded him, and he took her as his wife.

25 But he did not know her until she gave birth to a son in Bethlehem. Then he called his name Jesus.

Quality Assessment

Chapter 10

Discuss:

- Did your Quality Assessment Guide catch these problems? _____

- Which quality or question helped you to catch these problems? _____

- How would you suggest correcting them?

- Did you find other problems?

Think about the four checking steps.

Look at your Quality Assessment Guide.

- What qualities on your list can you check during the checking steps of the 8-Step translation process?

YOUR NOTES:

Quality Assessment

Chapter 10

- If there is a quality on the list that's not checked during the 4 checking steps, how can you apply that quality and check the text for it? (There could be more than one of these.)

Go through your guide and write which qualities you were able to check with each step.

<u>Steps</u>	<u>Qualities Checked</u>
5.	_____

6.	_____

7.	_____

8.	_____

YOUR NOTES:

Review of Core Concepts:

- Translators need a clearly defined, objective standard for what makes their translation a good, quality translation.
- There are basic characteristics that most churches around the world agree should be true of a good Bible translation; we call this list a Quality Assessment Guide.
- Translators should know these globally accepted standards, as well as any additional standards their language community values, before beginning their translation.
- Translators and the whole community should use these standards in checking the quality of their translation.

Chapter 11: Divine Familial Terms

After he was baptized, Jesus came up immediately from the water, and behold, the heavens were opened to him. He saw the Spirit of God coming down like a dove and resting upon him. Behold, a voice came out of the heavens saying, "This is my beloved Son. I am very pleased with him" (Matt. 3:16-17).
For he received honor and glory from God the Father when a voice was brought to him by the Majestic Glory, saying, "This is my beloved Son, with him I am well pleased" (2 Pet. 1:17).

YOUR NOTES:

Divine Familial Terms (or Divine Family Terms):
This doctrine refers to how the terms *Father* and *Son* are used for God and Jesus.

The word "Familial" refers to _____.

It is related to the doctrine of the Trinity—God is one and exists in three persons.

In the Bible, what names or titles do we see for Jesus?

In the Bible, what names or titles do we see for God?

In the Bible, what names or titles do we see for the Holy Spirit?

Because the Bible is God's Word, we should use the exact names He uses when talking about Himself.

Divine Familial Terms

Chapter 11

God defines Himself as Father and Jesus as His Son.
And we do not have the right to change that.

YOUR NOTES:

- **What might be lost if the terms *Son* and *Father* are changed in these ways?**

Consider: **John 4:14;**
John 5:17-18;
John 10:30-31, 33, 36;
Hebrews 1:8;
John 3:16;
Romans 8:32.

The terms used in the Bible to describe the relationship between God the Father and Jesus are important to the meaning of Scripture. **These terms must be the same in the translation, or accuracy and integrity will be lost.**

Wycliffe Associates (WA) is committed to support only Bible translations that use accurate and literal, common language terms for “Father” and “Son” when referring to God and Jesus Christ.

In order to have an accurate translation, the translation team must be committed to translating Divine Familial Terms accurately.

- **What challenges do you have with understanding Divine Familial Terms in your culture?**

- Why is translating “Father” and “Son” literally so important?

YOUR NOTES:

- The Bible is _____ and we should translate it the way He communicated it.
- When these terms are **not** translated literally, the _____ of the text is significantly changed or lost.
- When these terms are **not** translated literally, God’s deep _____ for sinful people is not clear.
- When these terms **are** translated accurately, the doctrine of the _____ is affirmed.
- When these terms **are** translated accurately, the _____ message is preserved.

One section of the [Reviewers’ Guide](#), called the Divine Familial Terms tables, can help a community check and confirm that their translation uses accurate, literal terms for God the Father and Jesus the Son.

What are some of the ways the word “father” is used in the Bible?

When referring to a human “father”, these different uses are good. But when referring to God, the word for a **biological, male parent** should be used.

The [God the Father Terms](#) resource has a chart for checking terms. This chart has every instance in the New Testament that refers to God as “Father.”

(Uses of the word “father” in the Bible for anyone other than God are not included in the chart.)

Divine Familial Terms

Chapter 11

The columns contain the following information:

1	2	3	4	5
Verse Reference the word for “Father” or “God the Father” is in bold .	Verse in Greek/ Hebrew the word for “Father” or “God the Father” is in bold .	Verse in English the word for “Father” or “God the Father” is in bold .	In this column, you will write the word for “Father” used in the verse you are reviewing.	In this column, you will write any notes.

YOUR NOTES:

Exercise: Using the God the Father Terms Reviewers’ Guide

Part of the introduction of the God the Father Terms Reviewers’ Guide is copied on the next three pages of your Workbook.

The Guide lists questions you should ask yourself about each verse when reviewing a translation (reproduced here on the next page; these questions are on p. 5 of the Guide online). If you have any doubts or concerns at all, make notes in the fifth column. Always label your notes with the reference of the verse in question.

Translation teams should have these Guides available for reference throughout their entire translation process. If any concerns arise, the team should use the table to do a detailed check of their entire translation.

Following is a sample (pages 5-7) of the God the Father Terms Reviewers’ Guide. The complete guide can be found online:

“God the Father” Terms Table

How to use the terms table

This table has every instance in the New Testament that refers to God as “Father.” As reviewers read through their Bible, they may notice that there are verses with the word “father” that are not in this list. In those verses the word “father” has a different meaning than what is being reviewed here. The purpose of this review is to check the word “father” only when it refers to God.

The first column in the table includes the verse reference. In a few cases there is a note explaining a difficulty in the translation.

The second column includes the Greek text; the word for “Father” or “God the Father” is in bold letters. The purpose of including the Greek is to give a reference for those who can read Greek and to demonstrate that the decision of Wycliffe Associate to use the word “Father” is supported by the original language.

The third column includes the text from the ULB with the word “Father” or “God the Father” in bold letters. Usually the complete text of the verse is not included. The phrase that includes “Father” or “God the Father” is included. Sometimes there are ellipses (...) in the table “Father” or “God the Father” occurs more than once in a verse. If it is hard to understand the text included in the chart, refer to the source text used for the translation.

The fourth column is for recording how “Father” or “God the Father” was translated in each verse of the Bible you are reviewing.

The fifth column is for comments and questions. For each verse, ask the following questions. If the answer is “no” to any of them, write about it in the fifth column. Also, if there are questions or issues to discuss with the reviewers, write them in this column.

- In this verse, does the word used in your translation for “Father” normally refer to a literal, biological, male parent?
- In this verse, is this the same word for “Father” that was used in previous passages?
- If it is not the same word, does it also normally refer to a literal, biological, male parent?
- If your language has a way of showing that your word for “Father” refers to God (for example, in English the word “father” is capitalized when it refers to God), has this been done in this verse?
- If you fill this document out on a computer, and you want to write about a verse in the comment section, put your cursor in the comment section. Then hit the ENTER key on your keyboard until the cursor is next to the verse you want to write about. Also, write the verse reference with your comment.

Divine Familial Terms

Chapter 11

Sample Table

This sample table shows what a table may look like after it has been completed. It also shows what kinds of comments a reviewer may make and where those comments would be written.

Verse reference	Greek	English	Your language	Comments
Matthew 5:16	τὸν πατέρα ύμῶν τὸν ἐν τοῖς οὐρανοῖς	your Father who is in heaven	Dad	
Matthew 5:45	τοῦ πατρὸς ύμῶν τοῦ ἐν οὐρανοῖς	your Father who is in heaven	Dad	
Matthew 5:48	ώς ὁ πατὴρ ύμῶν ὁ οὐράνιος τέλειός ἐστιν	as your heavenly Father is perfect	Papa	5:48 This word is different. Do we need it?
Matthew 6:1	παρὰ τῷ πατρὶ ύμῶν τῷ ἐν τοῖς οὐρανοῖς	from your Father who is in heaven	Pops	6:1 I do not think this is appropriate.

Using the Terms Table on the next page, look up the first verse in any translation you choose.

- **What word is used for “Father” in that translation?**

Write the word used in the translation for “Father” in the fourth column. Consider the questions above:

- **Is it a common word? Does it normally refer to a literal, biological, male parent?**
- **Is it the same word for “Father” that was used in previous passages?**
- **If it is not the same word, does it also normally refer to a literal, biological, male parent?**
- **If your language has a way of showing that your word for “Father” refers to God (for example, in English the word “father” is capitalized when it refers to God), has this been done in this verse?**
- **Does it accurately represent the relationship between God the Father and Jesus?**

Terms Table

Verse reference	Greek	English	Your language ¹	Comments
Matthew 5:16	τὸν πατέρα ύμῶν τὸν ἐν τοῖς οὐρανοῖς	your Father who is in heaven		
Matthew 5:45	τοῦ πατρὸς ύμῶν τοῦ ἐν οὐρανοῖς	your Father who is in heaven		
Matthew 5:48	ώς ὁ πατὴρ ύμῶν ὁ οὐράνιος τέλειός ἔστιν	as your heavenly Father is perfect		
Matthew 6:1	παρὰ τῷ πατρὶ ύμῶν τῷ ἐν τοῖς οὐρανοῖς	from your Father who is in heaven		
Matthew 6:4	ὁ πατήρ σου ὁ βλέπων ἐν τῷ κρυπτῷ ἀποδώσει σοι	your Father who sees in secret will reward you		
Matthew 6:6	πρόσευξαι τῷ πατρί σου ... ὁ πατήρ σου	Shut the door and pray to your Father , who is in secret. Then your Father who sees in secret will reward you.		

In order to have an accurate translation, the translation team must be committed to translating Divine Familial Terms accurately.

In areas where these terms may be an issue, or if there is any question about these terms being translated faithfully, translation teams should have these Guides available for reference throughout their entire translation process, and use them regularly as they do the checking steps (Steps 5-8). We also encourage churches to choose a group of reviewers to complete the entire Father and Son charts.

YOUR NOTES:

- **What essential doctrines of Christianity are affected by how the Divine Familial Terms are translated?**
-
-
-

- **In what areas of the world would these resources be important to share with national translators?**

Review of Core Concepts:

- God intentionally referred to Himself as “Father” and Jesus as His Son when He inspired Scripture.
- These familial (family) terms of the Godhead (Divine Familial Terms) must be translated accurately, or important theological truths will be lost.
- Communities who face difficulty with this issue are encouraged to carefully check these terms in their translation to confirm that these terms have been translated literally and accurately. Wycliffe Associates provides a chart to help the community check these terms.

Chapter 12: Checking Resources

But when anything is exposed by the light, it becomes visible (Eph. 5:13).

How can translators with little training or no formal education can translate God's Word?

- God specifically empowers **His people** with **His Spirit** to do **His work**.
- Mother-tongue translators are **uniquely** prepared by God when they learn more than one language during their childhood.
- **Teamwork** helps people to make better translation decisions.

The COBT 8-Step process: at least _____ translators review and check every passage.

Goals of translation: **Accuracy, Clarity, Naturalness**

Wycliffe Associates supports translators in creating accurate translations!

Checking resources for the 4 checking steps

These resources enhance translators' understanding of the passage in its original language. Checking with reliable resources is essential to affirm the quality of your translation.

Translation Notes:

- gives helpful information about difficult concepts
- provides links to related articles in Translation Words and Translation Topics

Bible Commentary: gives background information and cultural context

Translation Words

- a dictionary of Biblical terms with meanings and suggestions for alternate words with similar meaning.
- **focuses on words that other translators have found difficult to understand and translate**
- **NOT a list of the key words or terms**
- helps translators pick the right word or phrase to translate the meaning of difficult words or concepts

YOUR NOTES:

Translation Topics:

- explains linguistic features in the source text
- provides translation strategies and examples in other passages

YOUR NOTES:

Greek Words

- a lexicon for Greek words
- provides articles on Greek grammar and parts of speech

What kind of resource—besides the original source text—might you use during each checking step?

Step 5. _____

Resources: _____

Step 6. _____

Resources: _____

Step 7. _____

Resources: _____

Step 8. _____

Resources: _____

The checking resources are available on bibleineverylanguage.org, and leaders can download and print out PDFs for each book of the Bible from that website.

Translation Notes and Translation Words are also available in BTT Writer because they are built in.

Checking Resources

Chapter 12

Exercise: Using Checking Resources

Matthew 12:9 -14.

YOUR NOTES:

Consider questions translators might have about the text, such as:

- the meaning of “Behold”
- the meaning of “withered hand”
- why the Pharisees asked Jesus a question
- or, what was significant about healing on the Sabbath

**Remember: these resources help ONLY during the
steps.**

- How would you use these resources with each of the checking steps?
- What insights do you gain from each resource?

Refinement

After translators have completed the 8 Steps of translation, they have a translation that is ready to be used, **and** they should look for feedback on that translation from other Christians in their heart language community. Refinement is done before final publication.

Refinement: the process of making something (that is already good) even _____.

Review of Core Concepts:

- Careful checking is part of ensuring an accurate translation.
- Translators need checking resources to help them understand the text in its original language and affirm the accuracy of their translation. Translation Notes, Topics, and Words; Greek Words; and Bible Commentary are on bibleineverylanguage.org.
- Checking resources should only be used during the checking steps of the COBT 8-Step translation process, not the drafting steps.
- After checking the translation, Refinement is the next step. (*Refinement and Revision resources will be discussed in Part 3 of this Workbook.*)

Chapter 13: Planning for Consistency

The plans of the diligent lead only to prosperity, but everyone who acts too quickly comes only to poverty.
(Prov. 21:5).

YOUR NOTES:

Consistency is often easier to achieve when we make decisions at the beginning of a project.

- Have you ever picked up a text to read, but were distracted by simple errors like punctuation?
- What would you think if you came across the same word in the text several times, but it was spelled in a different way in each place?
- How would these small errors make you feel about the content of the text you were reading?

Quality Assessment includes checking for:

- Spelling
- Grammar
- Punctuation
- Capitalization
- Proper names
- Key spiritual terms
- Appropriate writing level

All these checks require consistency.

It helps to make decisions about the standard for each of these items **before** translating.

Planning for Consistency

Chapter 13

- Does your language have established rules for your team to follow?
- If not, how will you decide what patterns or rules to follow for your Bible?
- Who in your community can help with these decisions?
- Is there anyone who needs to be consulted in order for these decisions to be accepted?
- How will your team keep track of the decisions and make them accessible to translators and typists?

YOUR NOTES:

Review of Core Concepts:

- Consistency is easiest to achieve when a language community makes decisions at the beginning of their translation.
- Important areas of consistency include:
 - Spelling
 - Punctuation and spacing
 - The best way to express spiritual terms or difficult concepts
 - Proper names
 - Writing level (formal or casual)
- Some teams find it helpful to create lists at the beginning of their translation for translators to consult during the translation process. Lists of punctuation rules and titles will also be needed during the publication process.

Chapter 14: Using BTT Writer

Three ways to use BTT Writer in your translation team:

1. Each translator translates in BTT Writer
2. Translators work on paper, then type their own work and use BTT Writer for the checking steps
3. Translators work on paper, then a typist types and uploads their work in BTT Writer

Exercise: Practice Using BTT Writer

The following checklist lists actions that translators most often use in BTT Writer.

You can find the full manual for BTT Writer online at

<https://btt-writer.readthedocs.io/en/latest/>

YOUR NOTES:

- Downloading and Installing BTT Writer**
- Opening BTT Writer**
- Selecting interface language (if desired)**
- Creating an account**
- Confirming email address (for a server account)**
- Logging in**
- Reading and accepting the Terms of Use**
- Enabling “Blind Edit Mode”**
- Starting a new project**

Navigating within the Program

YOUR NOTES:

Translating within a Project

Placing Verse Markers

Translating Footnotes

Uploading

Exporting a Project

Marking a Chunk as Done

Importing a Project

Reviewing a Project

Listing Contributors

Review of Core Concepts:

- BTT Writer creates a separate file for each book, with chapter and verse labels embedded in the file.
- Teams should plan to assign translation and typing responsibilities so that there is only one person uploading each book.
- Typists who type others' translations and translators who translate directly in the software will need to know how to create a translation project, back it up on the server, and share it with other translators for checking.
- The full manual for BTT Writer is found at: <https://btt-writer.readthedocs.io/en/latest/>

Answer Key

Workbook Answer Key Part 1: Translation 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 1: Translation Training

Unit I: Wycliffe Associates: Values and Vision

1. Introduction to Wycliffe Associates.....	63
2. Statement of Faith.....	63

Unit 2: Church Ownership

3. Church-Owned Bible Translation (COBT) 4 Beliefs	63
4. COBT 6 Behaviors	64
5. Open Copyright License	64

Unit 3: Principles and Processes of Translation

6. Release Early, Revise Often	64
7. Meaning-Based Translation	
8. 8-Step Translation: Drafting Steps (1-4)	65
9. 8-Step Translation: Checking Steps (5-8)	66
10. Quality Assessment	67
11. Divine Familial Terms	68
12. Checking Resources.....	69
13. Planning for Consistency	
14. Using BTT Writer	

Answer Key Part 1

Chapter 1: Introduction to Wycliffe Associates

- Wycliffe Associates was established in 1967.
- In 2014 Wycliffe Associates developed and tested a new Bible translation method.

Chapter 2: Statement of Faith

- Our statement of faith should always come from Scripture, the Word of God.

Chapter 3: COBT Four Beliefs

The local Church has the responsibility for:

- Evangelism
- Discipleship
- Bible Translation

Exercise: COBT Four Beliefs Scenario Match

Example: Which Belief best matches the experience of the Ontenu People?

Responsibility, (following God despite challenges)

**Ability
Authority
Responsibility
Accountability**

Consider the following scenarios and discuss which of the “4 Beliefs” drives the behavior.

1. Ability
2. Authority
3. Accountability and Responsibility
4. Responsibility
5. Accountability and Responsibility
6. Authority
7. Responsibility
8. Authority

Note: These answers most thoroughly fit the scenario described, but there may be several correct answers for each question.

Answer Key Part 1

Chapter 4: COBT Six Behaviors

Exercise: COBT 6 Behaviors Scenario Match

Example: Which Behavior best describes this pastor and members of his community? Accept Responsibility

Consider the following stories.
Which behavior is being shown?

- **Accept Responsibility**
- **Make Bible Translation Accessible**
- **Refine and Revise**
- **Engage the Community**
- **Share COBT with Others**
- **Lead Future Generations to Update**

1. Engage the Community
2. Make Bible Translation Accessible
3. Refine and Revise
4. Lead Future Generations to Update
5. Share COBT with Others

Chapter 5: Open Copyright License

CC stands for Creative Commons.

BY stands for attribution.

SA stands for Share Alike.

In summary, under CC BY-SA, anyone may copy, distribute, translate, or adapt the material without asking permission or paying fees.

Chapter 6: Release Early, Revise Often

We encourage our partners to Release early and Revise often.

Answer Key Part 1

Chapter 8: 8-Step Translation: Drafting Steps (1-4)

Step 1: **Consume**

This step should take no more than 5-7 minutes (first reading, then thinking about the passage).

Step 2: **Verbalize**

This should take about 2-3 minutes.

Step 3: **Chunk**

This should take about 5-7 minutes.

Step 4: **Blind Draft**

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

1. Without Consume:

- Flow and connectors are lost

2. Without Verbalize:

- You will have less of the passage in your long-term memory
- Chunking will be more difficult because verbalizing is a building element of chunking.
- You will lose the benefits of combining input and output.
- You may end up “cheating” (looking at the source text during blind draft) and lose your natural wording.

3. Without Chunk:

- If the chunks are too small, you'll lose connectors.
- The story is lost.

4. Without Blind Draft:

- You will lose naturalness.
- The translation will sound choppy.
- There will be too many borrowed words.

Answer Key Part 1

Chapter 9: 8-Step Translation: Checking Steps (5-8)

COBT 8-Step Translation: designed to create meaning - based translations.

Step 5: Self-Edit or Self-Check

Step 6: Peer-Edit or Peer-Check

Step 7: Key Word Check

Step 8: Verse-by-Verse Check

Work until **everyone** is satisfied that the translation meets the Quality Assessment Guide that the translators agreed upon.

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

5. Without Self-edit

- Ownership is lost.
- Responsibility for error correction is pushed on to others.
- Others may be hesitant 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 is lost.

7. Without Key Word Check

- There may be a lack of consistency in key terms and key words.
- 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.

Answer Key Part 1

Chapter 10: Quality Assessment

- Who should own your translation of the Bible? my language community
- Who is the expert in your heart language? I am

Exercise 2: Practice Using the Quality Assessment Guide

Note: Errors are underlined and in bold print.

Instructions: Read through this passage, comparing the “draft” on the right to the “source text” (Unlocked Literal Bible). Use your Quality Assessment Guide to check for errors. After the exercise, your Trainer will guide you through checking your work.

Matthew 1:18–25 Sample Draft for Checking

26 The birth of Jesus Christ happened in the following way. His mother, Marry, was engaged to marry Joseph, but before they came together, she was found to be pregnant by the (“Holy” is missing from the draft) Spirit.

27 But Joseph, her husband, was a meritorious (this is not simple, common language; the word “righteous” would also be more faithful to the original because it does not suggest earned favor with God) man and did not want to publicly disgrace her, so he intended to divorce her quietly.

28 As he thought about these things, an angel of the Lord appeared to him in a dream, saying, “Joe (not a historically accurate name of 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.

29 She will bear a child (“son” is more specific than “child”), and you will call his name Jesus, for he will save his people from their sins.” (missing closing quotation mark)

30 Now all this happened to fulfill what was spoken by the lord (“L” should be capitalized) through the prophet, saying,

31 “Behold, the virgin will become pregnant and will bear a son, and they will call his name Immanuel.” —which being translated is “God with us.” (this phrase is missing)

32 Joseph up from his sleep arose (this does not sound like a native English speaker) and did as the angel of the Lord commanded him, and he took her as his wife.

33 But he did not know her until she gave birth to a son in Bethlehem (this is extra information and it should be deleted). Then he called his name Jesus.

Answer Key Part 1

Chapter 11: Divine Familial Terms

The word “Familial” refers to Family.

In the Bible, what names or titles do we see for Jesus?

Some answers are: Christ, Messiah, Son of Man, Son of God, and other names or titles

In the Bible, what names or titles do we see for God?

Some answers are: Father, Almighty, Lord, and other names or titles

In the Bible, what names or titles do we see for the Holy Spirit?

Some answers are: Comforter, Helper, Advocate, Spirit of God, Spirit of truth, and other names or titles

Why is translating “Father” and “Son” literally so important?

- The Bible is God's Word and we should translate it the way He communicated it.
- When these terms are **not** translated literally, the meaning of the text is significantly changed or lost.
- When these terms are **not** translated literally, God's deep love for sinful people is not clear.
- When these terms **are** translated accurately, the doctrine of the Trinity is affirmed.
- When these terms **are** translated accurately, the Gospel message is preserved.

What are some of the ways the word “father” is used in the Bible?

Possible Answers include: Biological, male parent

Ancestor

Someone older

God the Father of the Israelites

God the Father of a person

Answer Key Part 1

- What essential doctrines of Christianity are affected by how the Divine Familial Terms are translated?

Answers include: The Deity of Jesus

God's love for humanity

The Trinity

Chapter 12: Checking Resources

COBT 8-Step Translation process: at least 6 translators in reviewing and checking every passage.

What kind of resource—besides the original source text—might you use during each checking step?

Step 5. **Self-Edit or Self-Check**

Resources:

Possible answers include:

commentaries

other versions of Scripture

Greek lexicons

Bible dictionaries

Translation Notes from WA

Translation Words from WA

Step 6. **Peer-Edit or Peer-Check**

Resources: (same as above)

Step 7. **Key Word Check**

Resources: (same as above)

Step 8. **Verse-by-Verse Check**

Resources: (same as above)

Remember: these resources help ONLY during the **Checking** steps.

Refinement: the process of making something (that is already good) even **better**.



T3: Train the Trainer

Participant Workbook

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

Part 2: Leadership Training

This section addresses the process and details of successfully leading a translation project, including selecting and training translators.

Contents:

Unit 4: Leading a Successful Translation Project	
15. Before Translating	71
16. Completion Timeline Strategies.....	76
17. Cultural and Social Considerations.....	79
18. Community Acceptance	82
19. Scripture Accessibility	86
20. Scripture Engagement.....	91
21. Sharing Church-Owned Bible Translation with Others	95
Unit 5: Training Translators	
22. Why COBT 8-Step Translation Works.....	97
23. Workshop Planning.....	104
24. Building Teams and Harnessing Skills	110
Answer Key Part 2: Leadership Training	119

T3 Workbook © 2025 by Wycliffe Associates is licensed under CC BY-SA 4.0

All Scripture is taken from the English Unlocked Literal Bible (ULB), ©2017, 2022 Wycliffe Associates, Available at <https://bibleineverylanguage.org/translations>, licensed under the Creative Commons Attribution-ShareAlike 4.0 International License.

The English ULB is based on the unfoldingWord® Literal Text, CC BY-SA 4.0. The original work of the unfoldingWord® Literal Text is available at <https://unfoldingword.bible/ult/>.

Chapter 15: Before Translating

Then those who feared Yahweh spoke with one another. Yahweh paid attention and listened, and a book of remembrance was written before him about those who feared Yahweh and honored his name (Mal. 3:16).

How then can they call on him in whom they have not believed? How can they believe in him of whom they have not heard? How can they hear without a preacher? Then how can they preach, unless they are sent?—As it is written... (Rom. 10:14-15a).

YOUR NOTES:

How can we serve language communities with no written form or low literacy?

Genesis 11:1 -9

Imagine a spectrum with completely oral communication on one side and completely written communication on the other side.

Over HALF the languages with no Scripture are on the oral communication side of the spectrum.

These are two of the types of oral communities:

1. Those that express important cultural information orally **and consider that _____ for their community**
2. Those that, although they do not yet have a standardized written language, _____ to **communicate important cultural information in written form.**

Who should make the decision on which format to use?

Before Translating

Chapter 15

What should be considered in making that decision?

YOUR NOTES:

Here are the options Wycliffe Associates offers for translation process and format:

If there is a writing system:

- Translate the Scripture in writing for a written translation.
- Translate the Scripture in writing and make an audio recording for an audio translation.

If there is no commonly used writing system:

- Translate the Scripture by speaking to produce an oral translation. (This may later be transcribed to produce a written translation.)

What might happen if the church doesn't consider the options before they start the translation?

All software and resources from Wycliffe Associates are free.

Wycliffe Associates is committed to providing free software for:

- Translation
- Preservation
- Storage
- Use
- Revision

Several software options are available for download at bibleineverylanguage.org.

Before Translating

Chapter 15

Software choice should be based on format.

Remember that it is the _____

**_____ who decides which translation
format to use:**

- a written translation that people can read using an accepted writing system for their language community, or
- an oral translation that people can listen to using an MP3 player or smart phone.

Plans for your translation:

- **Will you have an oral or a written translation?**

 - **How many people in your community read and write?**

 - **How will those who do not read or write be able to hear the Scriptures in your language, once your translation is complete?**
-
-

YOUR NOTES:

Software for Written Translations

BTTWriter --tablet or computer

- Not every translator has to have a computer.
- Translation resources (for use during the COBT 8 Steps checking steps) are embedded in the program.
- Internet access is not required to use resources.
- Internet is required to upload work.

Before Translating

Chapter 15

Autographa --simpler program

- Great for teams without computer experience
- Checking resources are NOT available within this program.

YOUR NOTES:

V-MAST --allows translators to continue working together virtually.

- Requires a computer and a good internet connection for each translator, because they must work in V-MAST online.
- Provides direct access to online checking resources.

Software for Audio translations

BTT Recorder

- Allows people with no literacy or low levels of literacy to create an oral translation of the Bible.
- Designed to serve people with little or no computer skills.

Orature

- Allows audio recordings of current written translations.
 - Also serves as a platform for creating oral translations.
 - Includes audio source files.
- **When you think about your language community, which of these tools might best serve your needs?**
- **What would be the benefits and challenges of the program(s) you're considering?**

Psalm 102:18

Our goal: to preserve the Scriptures for

YOUR NOTES:

Why is it important to choose the right translation tool for your team?

Review of Core Concepts:

- Some communities are more comfortable communicating important messages orally.
- Only the local Church can decide the translation format that is best for their language community: oral or written.
- Wycliffe Associates offers free software tools for both oral and written translations.
- The translation team should choose a program that will easily produce the community's desired translation format.

Chapter 16: Completion Timeline Strategies

For which of you who desires to build a tower does not first sit down and count the cost to calculate if he has what he needs to complete it? Otherwise, when he has laid a foundation and is not able to finish, all who see it will begin to mock him, saying, "This man began to build and was not able to finish" (Luke 14:28-30).

YOUR NOTES:

Plan with the _____ in mind.

How does Luke 14:28-30 apply to Bible translation?

What things should be considered as your team develops a plan?

As you think of planning to finish well, what does *finish* mean to you?

Possible issues/challenges: _____

Resources in our community: _____

Completion Timeline Strategies

Chapter 16

Timeline of Goals

52 weeks in a year

New Testament: about 8,000 verses.

The NT could be completely drafted in _____

with 21 translators drafting about 25 verses per week.

Old Testament: about 23,000 verses.

The OT could be completely drafted in

_____ with 21 translators drafting about 25

verses per week.

Consider the group you are planning to train.

What kind of goal would you like to set for your completion of the NT (or OT)?

How many translators are there? _____

How many verses do you think each could draft in a week? _____

Will you need to recruit more translators? _____

If so, how will you do that? _____

How will you get together to do the checking steps?

Could you plan a weekly or monthly group checking? _____

YOUR NOTES:

Completion Timeline Strategies

Chapter 16

Will you do checking together or online?

How will you keep track of who is drafting and checking each portion and what work has been accomplished?

YOUR NOTES:

What value do you see in making a goal?

When you train participants of a new translation project, you will need to have a conversation with them (or their leaders) to discuss these questions.

What other questions might be helpful?

What leadership roles may need to be filled throughout your project?

Review of Core Concepts:

- Project leaders should plan from the beginning to finish well.
- There will be challenges, but planning ahead and assessing community resources to face those challenges can keep teams from getting discouraged.
- Leadership responsibilities may be shared by a team of leaders. It may be helpful to organize a leadership team with clear roles and responsibilities.
- The leadership team is responsible for motivating and keeping translators accountable.

Chapter 17: Cultural and Social Considerations

But you, why do you judge your brother? And you, why do you despise your brother? For we will all stand before the judgment seat of God. ...

Therefore, let us no longer judge one another, but instead decide this, that no one will place a stumbling block or a snare for his brother (Rom. 14:10, 13).

"Everything is lawful," but not everything is profitable. "Everything is lawful," but not everything builds people up. No one should seek his own good. Instead, each one should seek the good of his neighbor (1 Cor. 10:23-24).

After these things I looked, and there was a huge multitude that no one could count—from every nation, tribe, people, and language—standing before the throne and in front of the Lamb. They were wearing white robes and holding palm branches in their hands (Revelation 7:9).

YOUR NOTES:

Cultural and social considerations must be part of every workshop. Communication is enhanced when we respect cultural protocols and practices.

Training workshops that involve participants from different cultures provide an opportunity to learn together, and to celebrate and better understand differences.

Exercise: Culture Connections

Choose three areas of culture—such as food, religion, marriage and family, work, housing, or recreation.

Share important information about the three topics you have chosen. When you're finished, a leader from your group will report back to the wider group.

Teamwork and collaboration are central to checking and refining Bible translation. A trust relationship between translators is important as they work together.

Cultural and Social Considerations

Chapter 17

- When thinking about the COBT 8-Step process, which steps might cause difficulty from a cultural context?

- How can you deal with each challenge to lead to a positive result for the translation team?

YOUR NOTES:

Working as a team requires:

- Being willing to offer time and talents freely to the Lord (1 Chronicles 29:9)
- Taking the role of a learner (Matthew 23:12).
- Asking questions and willing to try new things. (Exodus 35:29)
- Valuing others in the team (Ephesians 2:10)
- Expressing appreciation for others within the team (1 Corinthians 16:17)
- Accepting feedback and recognizing others' opinions (Proverbs 1:5)
- Being willing to see our mistakes and try again (Matthew 18:4).

Other Helpful Verses:

Ephesians 5:20

Romans 14:1

Here are some important factors to consider when leading Church Owned Bible Translation training and selecting a Bible translation team:

- Faith in the Lord Jesus Christ
- Bilingual ability in the Gateway language and the Heart language to be translated.

Cultural and Social Considerations

Chapter 17

- Biblical knowledge
 - Experience with computers/technology.
 - Existing relationships between the translators
 - Involving women in the translation team (consider Lydia in Acts 16)
 - Involving young people in the translation team to support generational ownership (consider Paul's relationship with Timothy)
 - Including all denominations within your community
- **What people in the community should be invited to be part of the leadership team or the decision-making process?**
- **How can you encourage all denominations in your community to participate from the beginning?**

YOUR NOTES:

Some aspects of the translation process will be **uncomfortable!**

WHO we have in common—our common faith in Jesus—is far more important than any differences.

Review of Core Concepts:

- Cross-cultural work requires us to recognize and respect cultural differences and similarities so we can communicate effectively.
- Teamwork and collaboration, and therefore trust, are essential to checking and refining a Bible translation.
- There may be cultural or social challenges, but our differences can make us a stronger team.

Chapter 18: Community Acceptance

On the first day of the seventh month, Ezra the priest brought the law before the assembly, both men and women, and all who could hear and understand...Ezra opened the book in the sight of all the people, for he was standing above the people, and when he opened it all the people stood up. Ezra blessed Yahweh, the great God, and all the people lifted up their hands and answered, "Amen! Amen!" Then they bowed down and worshiped Yahweh with their faces to the ground (Neh. 8:2, 5-6).

YOUR NOTES:

Each language community has unique cultural expectations for sacred teachings.

A **Community Acceptance Plan** is one of the guides you will have your translation team make.

1 Corinthians 9:22

- **What makes a Bible translation acceptable to your language community?**

- **What are some cultural and social challenges that may affect the translation effort of the local church?**

- **What suggestions do you have for overcoming the challenges you have identified?**

Community Acceptance Exercise Part 1: Discussion

Discuss the following questions. Having your translation team think through these questions will help your team plan for your community's acceptance of the translated Scripture. Record your plan in the table in Part 2.

1. What are some current cultural or social challenges in your local church regarding scripture in your own language?

2. Are there expectations in your culture about how sacred writings should be formatted, printed, and bound?

3. Are there different levels of writing in your community (such as formal or casual)? If so, what level of writing should the translated Bible be?

4. What leaders or groups of people need to be involved in the translation so that the community will accept the translation?

5. If all denominations in your community are not already involved, how can you encourage them to participate?

6. If your community uses a Bible in another language, what form of Bible do they use? (printed text, digital text, audio)

7. If your community uses written content in your language, what form is it in? (Are there printed texts, digital texts?)

8. How much do people use audio recordings for listening to the Bible or learning other things?

9. Will everyone be able to use the written text, or will some people need an audio Bible?

10. What type of finished product will the church want? (text, audio, both)

Please see "Community Acceptance Exercise Part 2" on the next page and fill in the chart with action steps for the kind of Bible you will need.



Wycliffe
ASSOCIATES

www.WycliffeAssociates.org
www.BibleInEveryLanguage.org

Rev 12.2.2025_TS14

Workbook Page 83

Community Acceptance Exercise Part 2:

Community Acceptance Plan

Based on your discussion above, make a plan for how you will make the scripture acceptable to your language community. Fill out the chart with action steps for the kind of Bible you will need.

Action Step	Who is Responsible?	Check when Completed

You will want to confirm with your translation team that the Community Acceptance Plan is clear and agreeable to each member of the team.

YOUR NOTES:

- What resources can you suggest to help address the practical challenges you've discussed?

Review of Core Concepts:

- The finished Bible translation should be published in a format and style that is acceptable to the language community.



Wycliffe
ASSOCIATES

www.WycliffeAssociates.org
www.BibleInEveryLanguage.org

Rev 12.2.2025_TS14

Workbook Page 85

Chapter 19: Scripture Accessibility

You will teach them to your children and talk about them when you sit in your house, when you walk on the road, when you lie down, and when you get up. You will write them on the doorposts of your house and on your city gates (Deut. 11:19-20).

YOUR NOTES:

Accessibility and distribution of a finished translation can be a challenge, especially if the church has not planned ahead.

**Accessibility deals with how Scripture will be made
_____ to the people of the language
community.**

The Quality Assessment Guide and the Community Acceptance Plan help translators succeed in producing an acceptable, quality translation of God's Word. However, what does that accomplish if the people of the community can't access that translation?

**It is important to plan for the translation to be
available in a format that is _____ for the
language community to use.**

The questions to consider will depend on the type of translation you have chosen.

Exercise: Scripture Accessibility

Use the questions on the next 3 pages to discuss how to make your translated Scripture accessible to everyone in your community.

Use your discussion to create an Accessibility Plan, using the chart on the last page.

Review of Core Concept:

- The local church should plan for the translation to be available in a format that is easy for the language community to use.

Scripture Accessibility Exercise

Break into small groups and discuss accessibility. Thinking through the following questions will help you plan for accessibility of the translation for your language community.

Make a plan using the chart on the final page.

1. Will your translation product be text, audio, or both?

2. Do you expect everyone to be able to get a copy of your product?

3. How will you let people know when the translation is available?

Print Translations

1. Are there options in your area or region for printing your Bible? What are they?

2. Have you already made decisions about book format and binding? Are there considerations from your Community Acceptance Plan (such as specific format or binding for sacred texts)?

2. Will you make scripture portions available before you finish the entire New Testament?

3. Will some people have trouble paying the full cost of their Bible?

4. If yes, what can the church do to help these people?

5. Where will the books be made available?

Scripture Accessibility

Chapter 19

Digital Text Translations

1. Do people in your language community access digital text? _____

a. How many people do this? (Most adults, a few adults, young people?)

2. How do they access digital text?

a. Do they have to go far to get access to the internet? _____

b. Do they read online? _____

c. What devices do they use? _____

d. Do they download texts and save them on their devices? _____

e. What formats do they download? (pdf, epub, something else?)

f. Do they share what they have downloaded with other people?

3. Will people be able to read the Bible in Bible in Every Language website?

a. Will they have easy access to the internet? _____

b. Will they be able to navigate the website? _____

4. Will people want to read the digital text offline? _____ Will some people have trouble downloading the translation? _____ If so, there are two ways of dealing with it.

a. Is there someone who could be trained to download the translation and share it with others? _____

b. Is there someone who could be trained to make the app?

Scripture Accessibility

Chapter 19

Audio Translations

1. Do people access audio files? _____
2. What devices do they use?
 - a. Would people use an app? _____
 - b. Do people share files or apps on microSD cards? _____
3. When audio translations are available, will people have trouble downloading the translation from audio.bibleineverylanguage.org? _____
4. If yes, what can the church do to help these people? _____

Accessibility Plan

Based on your discussion above, make a plan for how you will make the scripture accessible to your language community.

Action Step	Who is responsible?	Check when Completed

Chapter 20: Scripture Engagement

Yahweh commanded us to always keep all these statutes, to fear Yahweh our God for our good, so that he might keep us alive, as we are today. 25 If we keep all these commands before Yahweh our God, as he has commanded us, this will be our righteousness (Deut. 6:24-25).

Therefore, everyone who hears my words and obeys them will be like a wise man who built his house upon a rock. The rain came down, the floods came, and the winds blew and beat upon that house, but it did not fall down, for it was founded on the rock (Matt. 7:24-25).

Now the goal of the commandment is love from a pure heart, from a good conscience, and from a sincere faith (1 Tim. 1:5).

YOUR NOTES:

The local church should plan to engage the Community in using the translation.

- **What do you think it means for someone to be engaged in Scripture?**

Scripture Engagement means:

- Becoming mature in Christ. (Ephesians 4:11–13)
- Becoming different from the world as our mind is being renewed. (Romans 12:2)
- Being equipped to do good works, through biblical training, teaching, rebuking, and correction. (2 Timothy 3:16–17)

Scripture Engagement is part of fulfilling the Great Commission.

Review: 6 Behaviors (actions) of Church-Owned Bible Translation

- **How is Scripture already being used in your community?**

- **What are some ways that Scripture was used in the Bible itself?**
- Nehemiah 8:1-8 _____
- Acts 8:26-32; Philemon _____
- Jesus and the disciples _____
- Luke 10:1-9 _____
- Exodus 15, Psalms _____

- **Are any of these methods currently difficult for believers in your community?**

- **When your newly translated Bible is complete and available, how do you think your community will use the translated Bible?**

- **What change or difference do you think there will be compared to using the non-mother-tongue Bible?**

- **How would you want to see your community engage with your mother-tongue Bible?**

- **How can this vision become reality? What do you need to accomplish it?**

- **If you make your vision into a plan, and then carry out that plan, what kind of impact could it have on your community? This includes non-believers, churches you may not know, etc.**

YOUR NOTES:

Exercise: Group Bible Study: Acts 8:26-39

Let's study this passage together.

- What do we learn about this man, the Ethiopian eunuch?
 - Was he a believer?
 - Was he able to read?
- What did Philip ask him? And what was the man's response?
- Is it safe to think that all people who can read the Bible can understand Scripture without help?
- In this example of the Ethiopian man and Philip, what effects can we see when people read and understand Scripture?
- **How might this passage apply to your own community?**

YOUR NOTES:

Scripture Engagement is a service for WA partners who want assistance with helping their community use their translation.

There are many kinds of resources available.

- **Topical devotionals**
- **Bible study resources**
- **Reading plans**
- **Basic guides and worksheets**
- **Prayer cards**

Every Community's needs are unique. Like Philip, Wycliffe Associates wants to support your community in your Scripture Engagement needs.

- **How prepared is your church to fulfill its calling of engaging the community in Scripture use?**

Every community needs a plan for Scripture Engagement. This is the church's responsibility.

Steps to request Scripture Engagement assistance from WA:

1. Timing: reach out when you are ready to request prints.
2. Request the Scripture Engagement Assessment from your WA contact person. Complete the form (with leaders from at least two different churches) and return to WA.
3. Resources will be sent to you in a gateway language.
4. Decide whether to translate the resources. Then distribute and use the resources. (All resources are open-licensed, and free to translate and copy as you desire.)
5. Share feedback with WA. Evaluate whether resources have been effective, and if you need additional or different resources for your community's needs.

YOUR NOTES:

Discuss:

- **How might your community use the new translation?**
- **Will the pastors in your community use the Scripture for teaching?**
- **Would weekly or monthly small group meetings work?**
- **What are ways you might use the Scripture with those outside your own church?**
- **How can you include unbelievers and skeptics?**

- **Whose responsibility is it to engage the community in Scripture use?**

Review of Core Concepts:

- The church will need to plan ways to engage the community in using the newly translated Scripture.
- WA provides resources to assist the church in using Scripture in the community.
- The Bible will bring change in a community, and this positive change can help motivate the church through the translation and refinement processes

Chapter 21: Sharing Church Owned Bible Translation with Others

The things you heard from me among many witnesses, entrust them to faithful people who will be able to teach others also (2 Tim. 2:2).

YOUR NOTES:

- How does Bible translation fit into the Great Commission?

Review: COBT 4 Beliefs and 6 Behaviors

- Are there language communities around you who still need Scripture?

Impact Story:

A group of immigrants learned about Church-Owned Bible translation after translation work in their language had to be cancelled. They realized that they could take up the work themselves. Many of their community was displaced due to violence in their home country, but they soon had community members working together to translate and refine their translation in three different countries, including one team in a refugee camp.

While preparing to travel to do a training workshop for one of these translation teams, one team leader took the opportunity to reach out to some other immigrants he knew of who had moved to the same area. He knew these language communities were waiting on a Bible in their own language as well. He wanted to share with them what he had learned. He offered to train leaders from these other communities while he was training additional translators for his own language group.

- How could you contact other groups?

- **What do you think the Christians from those communities would say if you shared your Bible experience with church-owned Bible translation?**

- **Who is qualified to invite other people to do translation?**

- **Did you feel qualified to translate when you were first invited to join a translation team?**

- **Are you excited to tell others about COBT?**

YOUR NOTES:

Review of Core Concepts:

- Reaching all the remaining language groups will take the whole Church spreading the word about the opportunity for Bible translation.

Chapter 22: Why COBT 8-Step Translation Works

I will praise you because I am fearfully and wonderfully made. Your works are wonderful. My soul knows this very well (Ps. 139:14).

YOUR NOTES:

COBT 8 Step translation—based on God's design of the human brain

1. The Cone of Experience

God has created us in such a way that, the more kinds of interactions we have with information, the more we learn and can use that information.

Deuteronomy 17:18 -19

- How have you seen your own learning improve when you use information in different ways?

Cone of Experience



Figure A

Before the draft:

Consume, Verbalize, and Chunk—_____ of the information in the passage.

- How do you think translators' work differs as they use the steps more and more?

2. Sense and Meaning.

Information is retained and can be used when it **makes sense** and is **meaningful**.



Figure B

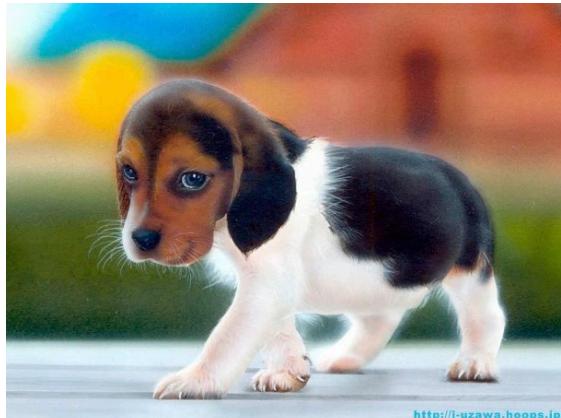


Figure C

- **Which of these two pictures has more meaning for you? Why?**

Both pictures *make sense*; but they carry different amounts of meaning to different people.

Meaning depends on:

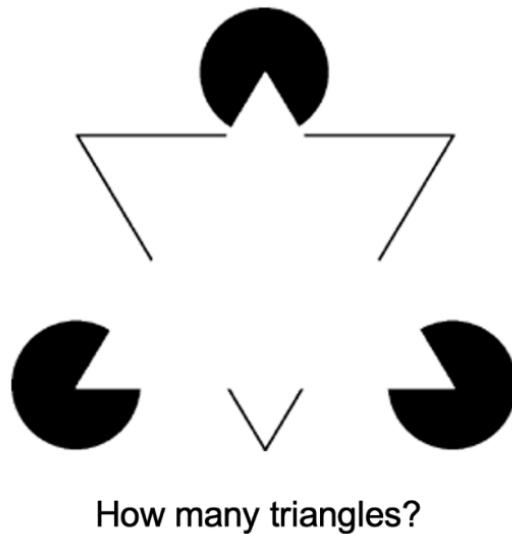
- personal experience
- personality
- past learning
- perception
- preference

- **Which two of the COBT 8-Step drafting steps require the translator to understand and organize the meaning of the text?**

YOUR NOTES:

3. Connecting the Dots

- How many triangles do you see?



YOUR NOTES:

Figure D

Our minds apply previously learned information to new information to make it meaningful.

This is called **connecting the dots**.

- Which of the COBT 8-Step checking steps helps check for this error? _____
-

4. Short-term and Long-term Memory

Our memory has been designed by God to work in a specific way.

Our **short-term memory** can only **hold** information for _____ **minutes** before it replaces that with new information.

Then we need to **DO** something with that information!

Why COBT 8-Step Translation Works

Chapter 22

The most effective **use** of new information that we take in happens within the next _____ minutes.

We call this our **working memory**.

If we do something with the new information in those 7 to 10 minutes, that information gets stored in our **long-term memory** so we can use it **later**.

Timing in the drafting steps:

Consume uses _____ **memory**, so it should only take **5 to 7 minutes** to read or hear one Scripture passage.

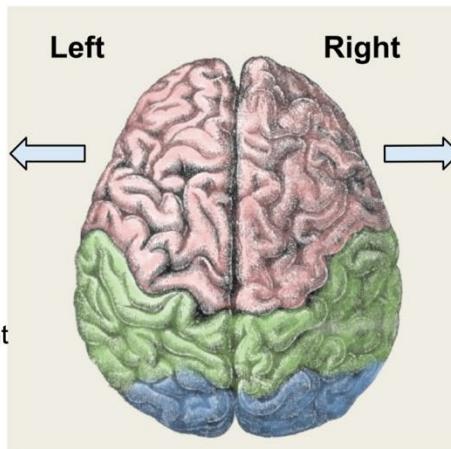
Verbalize and Chunk use _____ **memory**, so they should directly follow the **Consume** step and be completed within **7 to 10 minutes**.

YOUR NOTES:

5. Right Brain, Left Brain

Using both sides is best

- Logical thought
- Math and science ability
- Seeing details
- Planning and putting things in order
- Logic
- Vision on right side
- Control of actions on right side



- Emotional thought
- Ability to do creative work
- Seeing the "big picture" of how everything works together
- Adventurous impulses
- Imagination
- Vision on left side
- Control of actions on left side

- Which list best describes how you usually think?

Figure E

Why COBT 8-Step Translation Works

Chapter 22

We think best when we are able to use both sides of our brains.

This is called lateralization.

COBT 8-Step Translation Drafting Steps: Designed to alternate between right- and left-brain strengths.

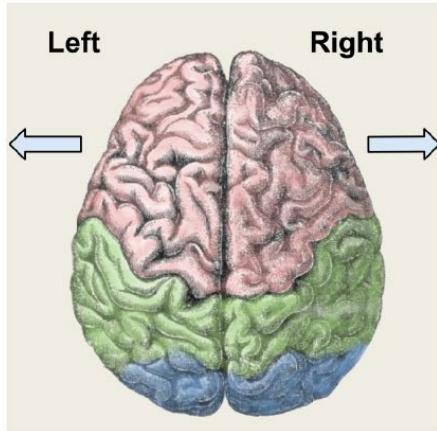
COBT 8-Step Translation Checking Steps:
Designed to use both sides of the brain.

YOUR NOTES:

Lateralization

COBT 8 Steps use both sides

Left-side steps



Right-side steps

Figure F

6. Higher-level Thinking.

Bloom's Taxonomy

For new learning to be useful, it must be applied at the higher levels.

YOUR NOTES:



Figure G

COBT 8-Step Translation and Levels of Thinking

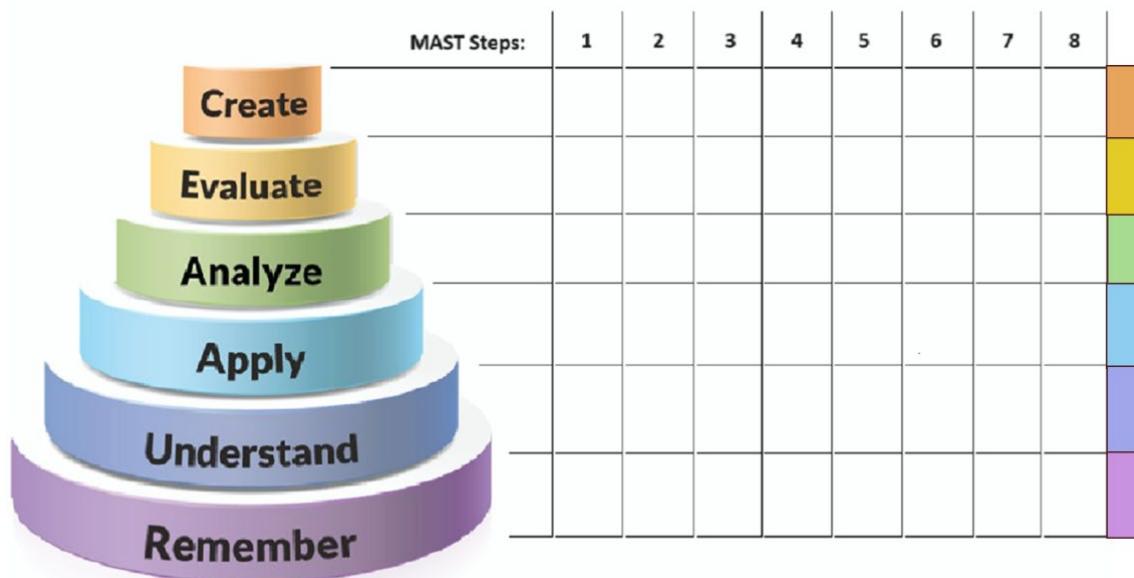


Figure H

Review of Core Concepts:

- The COBT 8 Steps are designed to create the best translation possible by using the ways God designed our minds to work.
- The Cone of Experience shows us that the more kinds of interactions we have with information, the better we can remember and understand that information.
- The mind needs information not only to make sense, but also to carry meaning.
- Our minds apply previously learned information to new information to make it meaningful, which can be a good thing or can lead to errors.
- Our minds store short-term memory for 5-7 minutes; then we must use that new information within the next 7-10 minutes to store it in our long-term memory.
- The right and the left sides of our brains have different strengths, and we remember and comprehend information the best when we engage both sides of our brain in working with that information.
- Bloom's Taxonomy shows that for new learning to be useful, it must be applied at higher levels of thinking.
- Because the timing and sequencing of the COBT 8 Steps are based on these scientific principles, the quality of a translation will be compromised if translators skip, re-order, or shorten/lengthen steps.

Chapter 23: Workshop Planning

Plans go wrong where there is no advice, but with numerous advisors they succeed (Prov. 15:22).

YOUR NOTES:

How do we begin a new translation? How can we prepare for events?

This chapter looks at some of the details of planning a workshop.

1. Prayer:

Prayer is key to all we do.

Remember that spiritual warfare is real.

Part of Church-Owned Bible Translation is faithfulness to pray for the translators, their families, and the translation itself.

Translators need divine discernment as they translate. The entire process should be baptized in prayer. ***Everyone, regardless of linguistic ability, can be involved in praying for the team.***

2. Devotions:

One way to create a focused, spiritual environment is to hold devotions before each day of training.

- **What ways can these devotional times prepare translators for the work of translation?**

Some devotional ideas:

- Genesis 11
 - Revelation 5
 - Matthew 28:19-20
 - Romans 12
-
-
-
-

3. Caring for Translators' Needs:

Create an environment that allows the translators to achieve their best work.

YOUR NOTES:

Maslow's Hierarchy of Needs

A way of arranging human needs, starting from the most basic ones.

- **Can you think of a time when you were so distracted by a physical need that you couldn't think about anything else?**

This is because our brain prioritizes which needs are most _____ in any given situation.

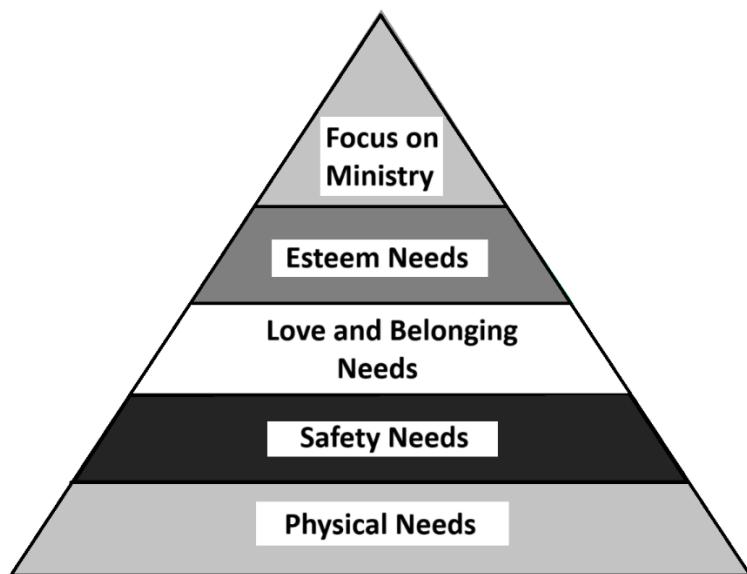


Figure I

As this picture shows, the most basic needs are at the bottom of the triangle—things like water, food, and sleep.

The next level is _____—feeling protected and having a place to call home.

Level 3 is being part of a group, having a sense of _____.

Level 4 is feeling _____, and feeling that others in the group value what you contribute.

Workshop Planning

Chapter 23

Level 5 is the highest level where people function at the peak of their ability; for Christians, this is ministry and _____ to God.

- **What do you notice about this diagram?**

If lower-level needs aren't being met, people may not even be aware of other needs.

For the brain to function at a high level, basic needs must be met. This may seem obvious for physical needs, but it is also true of emotional needs.

Translators need to function at the **highest** level of thought in order to translate.

Meeting physical, emotional, and spiritual needs of the translators is part of planning for success.

Just as a person's ability to learn and grow is hindered if lower-level needs are not met, their ability to learn and grow can be enhanced by meeting the person's needs.

- **For your events, what are some ways you could plan for your team members' basic (or lower-level) needs?**

YOUR NOTES:

- **How can higher-level needs, such as needs for belonging and esteem, be addressed?**

Values-Based Learning

As we consider the higher levels of the triangle, we have found that a way to provide for the team's emotional needs is by Values-Based Learning.

Participants will achieve more if they are in a learning environment where they feel _____.

YOUR NOTES:

There are 5 Principles of Values-Based Learning:

1. **Honesty**—speaking the _____, being faithful to commitments.
2. **Common Interest**—finding _____ interests, likes, or experiences.
3. **Praise**—verbalizing _____ for hard work, special skills, and efforts.
4. **Protection**—not _____ more of the learner than he is capable of; providing a barrier between the translator and distractions or harm.
5. **Service**—finding ways to serve the learner and _____ his burden.

Exercise: Symbols for Values-Based Learning

Work together (as a class or in small groups) to find a Scripture that demonstrates each value you've been assigned. Then work together to create a culturally meaningful symbol or icon for that value. Once everyone is finished, share your symbols and explain how they represent the 5 Values.

4. Logistics:

- What practical things are necessary for a workshop?

YOUR NOTES:

A helpful checklist:

Before the Workshop:

- ✓ Language information
- ✓ Choosing oral or written translation
- ✓ Choosing a software program
- ✓ Translators
- ✓ Dates (ideally 10-14 days)
- ✓ Leadership team
- ✓ Location
 - Internet
 - Meeting room
 - tables
 - chairs
 - whiteboard/chalkboard, markers/chalk
 - projector and screen/blank wall
 - extension cords
- ✓ Lodging
- ✓ Meals
- ✓ Travel
- ✓ Budget
- ✓ Materials
 - Source text
 - Checking resources
 - Paper
 - Pencils
 - Erasers
 - Workbooks for each translator (if desired)
 - Electronic devices
- ✓ Translation plan—what book(s) will you work on first?
- ✓ Schedule
- ✓ Emergency plan

During the Workshop:

- ✓ Contact information for each translator
- ✓ Behavior expectations
- ✓ Group prayer and worship

- ✓ Statement of Faith and Open Copyright commitments

YOUR NOTES:

After the Workshop:

- ✓ End of event summary
- ✓ Translation assignments
- ✓ Schedule for checking meetings

Consider how you will help translators to be faithful and diligent, even after they return home.

Your team will set your own goals,

- how much each translator will translate each day/week
- how often you will meet for the checking steps

- **What kind of environmental issues might affect translators' ability to maintain momentum once they go home after workshop?**

- **In what ways can those issues be addressed?**

- **How will you keep translators accountable?**

Review of Core Concepts:

- Conducting a translation workshop requires careful planning.
- Prayer is fundamental.
- Translators' needs must be met, so they can function at the highest level of thought.
- Translators will achieve more if they feel valued.

Chapter 24: Building Teams and Harnessing Skills

For we have many members in one body, but not all the members have the same function. In the same way, we who are many are one body in Christ, and are individually members of each other. We have different gifts according to the grace that was given to us (Rom. 12:4-6a).
Now there are different gifts, but the same Spirit. There are different ministries, but the same Lord; and there are different kinds of work, but it is the same God who works all in all (1 Cor. 12:4-6).

YOUR NOTES:

When your community is planning a translation project, many people will want to be involved.

While the whole community may be involved with the translation in many different ways, those who will use the COBT 8 Steps to draft and check the new translation will need specific skills.

- **What are some qualities Bible translators need?**

Effective translators must have:

1. Fluency in the gateway language and their mother tongue
2. For written translations—ability to read and write in both the gateway language and in their mother tongue
3. A good reputation within the local church community
4. Also, some capability with computer technology is helpful, but not necessary.

- **What are some things that people might think are necessary which are not?**

When we build a translation team, we need a variety of people on the team, so that the translation will be of high quality and will communicate effectively to all people in the community.

God has designed us to work as one Body, with each different person playing their own important part well.

Romans 12:4–5

Let's discuss how to build this kind of team, and how to work well with the team once we have built it.

Remember, it is the responsibility of those in leadership to invite qualified translators to the project, encourage them, and create an environment for their success.

Keep these ideas in mind as you assess potential translators' ability in language and Bible knowledge:

- Choose people who speak both the mother tongue and the source language and who have a good reputation.
- In many language groups the church does not include highly educated people, but Bible translation does not require higher education.
- Translators will work as a team and help each other. They will also grow in their abilities as they translate.
- Leaders are looking for those with a heart for God and His work and have some skill to get started.

YOUR NOTES:

Exercise: Team Skills Inventory Questionnaire

Goal: find skilled translators for the work

The Team Skills Inventory Questionnaire can help leaders interview and assess potential translators.

This questionnaire is NOT intended to limit community participation in the translation, only to identify individuals who are best qualified to do the 8 drafting and checking steps.

Team Skills Inventory Questionnaire

The interviewer will ask potential translators to perform several tasks in 4 different areas. The goal is to gain an idea of their ability in:

1. the gateway language
2. the target language (the translator's mother tongue)
3. Bible knowledge
4. tech skills

The assessor should take notes for reference later.

Language _____

Name of assessor. _____

Name of potential translator _____

Gateway language questions: Ask and answer in the Gateway language. Make notes about their fluency.

1. "Please introduce yourself and tell me three things about yourself in the gateway language."
2. "Please read Mark 8:1-5 aloud in the gateway language that will be used for this translation."
3. "Please summarize the story, who is in it, what did they do?"
4. "Do you write in the gateway language?" If the answer is yes, ask, "Please write down something you noticed from the story in the gateway language and read it aloud to me."

Target language fluency: Ask and answer these questions in the heart language. Make notes about their fluency. These questions are best performed in-person with potential translators. The assessor needs to speak the target language to assess the answers.

1. "Please introduce yourself and tell me three things about yourself in your mother tongue."
2. "What sort of things have you written in your own language? Do you commonly write in your heart language?" If yes, ask, "Please write something from the story we just read in your heart language."

3. "Please read aloud what you have written and tell me what it means." Notice the individual's comfort level and speed, as well as considering the content of their writing.

4. "Tell me three things in your mother tongue and then repeat them in the gateway language."

Bible Knowledge: This section may be asked and answered in either language. Make notes about their knowledge.

1. "Are you part of a church? In what language do you worship?"

2. "Do you have a Bible that you read? What language is it in?"

3. "What is your favorite book of the Bible?"

4. "Can you tell me one verse about the gospel?"

5. "Have you had any Biblical training?"

6. "Do you have ministry experience? Have you served in your church? In what way?"

Tech Skills: Make notes about their computer knowledge.

1. "Have you used a computer often? What applications have you used?"

2. "Please turn on the computer."

3. "Please open a word processor."

4. "Please type a phrase in the Gateway Language."

Building Teams and Harnessing Skills

Chapter 24

As you interview and choose translators skilled in the language and Scripture, you are also looking for a variety of individuals to reflect different cross-sections of your community.

Other important factors to consider when building Bible translation teams:

- Existing relationships between the translators
- Involving women in the translation team (consider Lydia in Acts 16)
- Involving young people in the translation team to support generational ownership (consider Paul's relationship with Timothy)
- Including all denominations within your community
- Including individuals who can see the "big picture," as well as detail-oriented individuals
- Personalities and thinking styles of the translators

As leaders, how do we find the right combinations of different people for a translation team? And how do we get such different people to work together well?

YOUR NOTES:

Learning Patterns

Zone of Proximal Development:

The inner circle represents what a learner (or translator) can do on his own without help.

The middle circle represents what he can do with the guidance of someone just one step ahead of him.

The outer circle represents what he cannot do (yet), even if he had lots of help.

- **Why would it help to know where a team member is in this zone before beginning the work?**

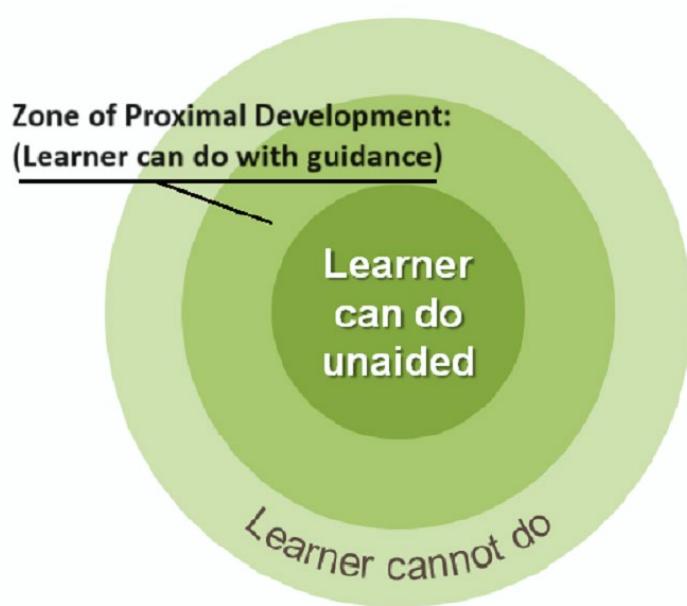


Figure J

The “ZPD” theory suggests that translators of _____ skill levels will learn more from each other than a beginner and an expert working together.

Scaffolding



YOUR NOTES:

Figure K

In learning, this refers to the process of training a student by providing layers of support to allow them to reach higher skill levels. The “scaffold” is eventually removed once learning has taken place.

- **What examples from your culture or personal experience show a scaffolding process in learning?**

What do we learn from these theories?

1. Place translators of similar skill levels together. If we place translators with very different skill levels together, this may not actually help the less advanced translators to learn or contribute more. Instead, it puts a heavy load on the advanced translator, and may intimidate the less skilled translator. Both translators may become frustrated.

2. Grouping less advanced translators with others who are only slightly more advanced than they are will provide the support they need to move into working on their own—the “center circle” of the ZPD model above.
3. Provide a “scaffold” for those who need help. For example, choose an easier book or shorter chapter for them to begin translating.

YOUR NOTES:

Personality Types

We all have different personalities that affect the way we think, learn, and relate to people.

Draw a square, a triangle, a circle, and a squiggle.

Now, put a 1 under the shape that best represents you. Put a 2, 3, and 4 under each of the remaining shapes in descending order as they represent you.

- **Why do personalities matter when building translation teams?**

- All personalities have something to contribute to the project.
- God created each one with different focus, orientations, and objectives.
- Historically, squares have had the primary responsibility for translation.
- A team approach invites all personalities to be involved.

Summary chart:

	Circle	Square	Squiggle	Triangle
Focus	People	Facts	Fun	Achievement
Oriented	People	Time	People	Time/Goal
Thinking	Collaborative	Research	Entertaining	Direct
Expectations	Involvement	Completeness	Creativity	Get to the point

When building a team, look for different personalities instead of all similar ones.

- Squares provide focus on quality, details, and precision.
- Circles provide focus on community, respect for others, and opportunities to contribute.
- Squiggles provide focus on creativity, beauty, fresh ideas, and enthusiasm.
- Triangles provide focus on achievement, hard work, and success.

Now think about how you tend to approach problems or tasks. Which list or set of pictures best describes how you think?

- LEFT BRAIN FUNCTIONS
 - uses logic
 - detail oriented
 - facts rule
 - words and language
 - present and past
 - math and science
- RIGHT BRAIN FUNCTIONS
 - uses feeling
 - "big picture" oriented
 - creative problem solver
 - imagination rules
 - symbols and images
 - present and future
 - philosophy & religion

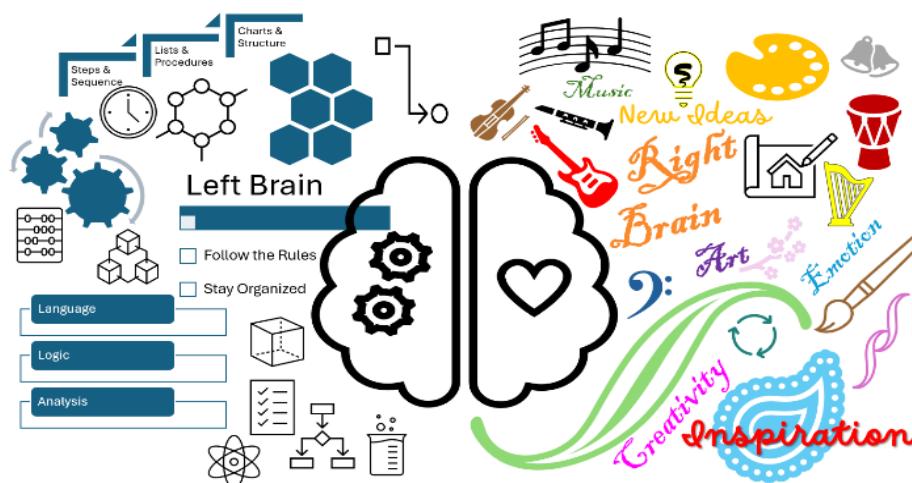


Figure L

- What advantages do you see in taking some time for your translation team members to interact in some of these ways?

YOUR NOTES:

Remember, you want to have a mix of different thinking skills and patterns on each team.

When assembling a team, try to include

personalities and thinking styles instead of all similar ones. A team approach invites all personalities to be involved.

If possible, your teams should reflect similar language and Bible skill levels (as discussed above), but different strengths through a variety of thinking styles.

When you assign Scripture to each group for translation, consider their skill level and choose a book that corresponds to their ability.

After placing translators in groups, observe how they are growing and learning, how much translation is getting done, and the emotional response of translators. If you see difficulty, frustration or lack of progress, consider regrouping to provide different scaffolds and support.

Review of Core Concepts:

- While planning a successful translation, leaders will search out and invite translators whom God has equipped.
- Translators should be:
 - Believers in good standing with the local Church.
 - Able to read and write in the source language.
 - Able to read and write in the target language.
- A translation team needs a variety of different people, so that the translation will be of high quality and will communicate effectively to all people in the community.
- Grouping translators into effective teams requires knowing their skill sets, thinking styles, and personalities.
- Translators with similar skill levels can help each other attain their full potential if they work together.
- “Scaffolding”, or layers of support, can allow translators to reach higher skill levels.
- Grouping different personalities together can draw out the strengths of each person and help them accomplish more.

Answer Key Part 2

Workbook Answer Key

Part 2: Leadership 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 2: Leadership Training

Unit 4: Leading a Successful Translation Project

15. Before Translating.....	120
16. Completion Timeline Strategies.....	120
17. Cultural and Social Considerations	
18. Community Acceptance	
19. Scripture Accessibility.....	120
20. Scripture Engagement.....	121
21. Sharing Church-Owned Bible Translation with Others	

Unit 5: Training Translators

22. Why COBT 8-Step Translation Works	121
23. Workshop Planning	123
24. Building Teams and Harnessing Skills.....	124

Answer Key Part 2

Chapter 15: Before Translating

These are two of the types of oral communities:

1. Those that express important cultural information orally and consider that ideal or preferred for their community
2. Those that, although they do not yet have a standardized written language, wish or desire to communicate important cultural information in written form.
 - o Who should make the decision on which format to use?
the believers (the local church) in that community

Software choice should be based on format.

Remember: the local church decides which translation format to use:

Psalm 102:18

Our goal: to preserve the Scriptures for future generations

Chapter 16: Completion Timeline Strategies

Plan with the end in mind.

Timeline of Goals

52 weeks in a year

New Testament: about 8,000 verses.

The NT could be completely drafted in 4 months with 21 translators drafting about 25 verses per week.

Old Testament: about 23,000 verses.

The OT could be completely drafted in 1 year with 21 translators drafting about 25 verses per week.

Chapter 19: Scripture Accessibility

Accessibility deals with how Scripture will be made available to the people of the language community.

It is important to plan for the translation to be available in a format that is easy for the language community to use.

Answer Key Part 2

Chapter 20: Scripture Engagement

What are some ways that Scripture was used in the Bible itself?

Nehemiah 8:1-8 _____ **group teaching or preaching**

Acts 8:26-32; Philemon _____ **individual teaching or discipleship**

Jesus and the disciples _____ **small group teaching or discipleship**

Luke 10:1-9 _____ **house visits and evangelism**

Exodus 15, Psalms _____ **singing**

Chapter 22: Why COBT 8-Step Translation Works

1. The Cone of Experience

Before the draft: Consume, Verbalize, and Chunk—**70-90%** of the information in the passage.

2. Sense and Meaning

- Which two MAST drafting steps require the translator to understand and organize the meaning of the text? **Verbalize (understand) and Chunk (understand and organize)**

3. Connecting the Dots

- Which of the MAST checking steps helps check for this error? **Peer-Edit (or Peer-Check)**

4. Short-term and Long-term Memory

Our short-term memory can only hold information for **5-7** minutes before it replaces that with new information. Then we need to DO something with that information!

The most effective use of new information that we take in happens within the next **7-10** minutes. We call this our working memory.

Timing in the drafting steps:

Consume uses **short-term** memory, so it should only take 5 to 7 minutes to read or hear one Scripture passage.

Verbalize and Chunk use **working** memory, so they should directly follow the Consume step and be completed within 7 to 10 minutes.

Answer Key Part 2

Lateralization

COBT 8 Steps use both sides

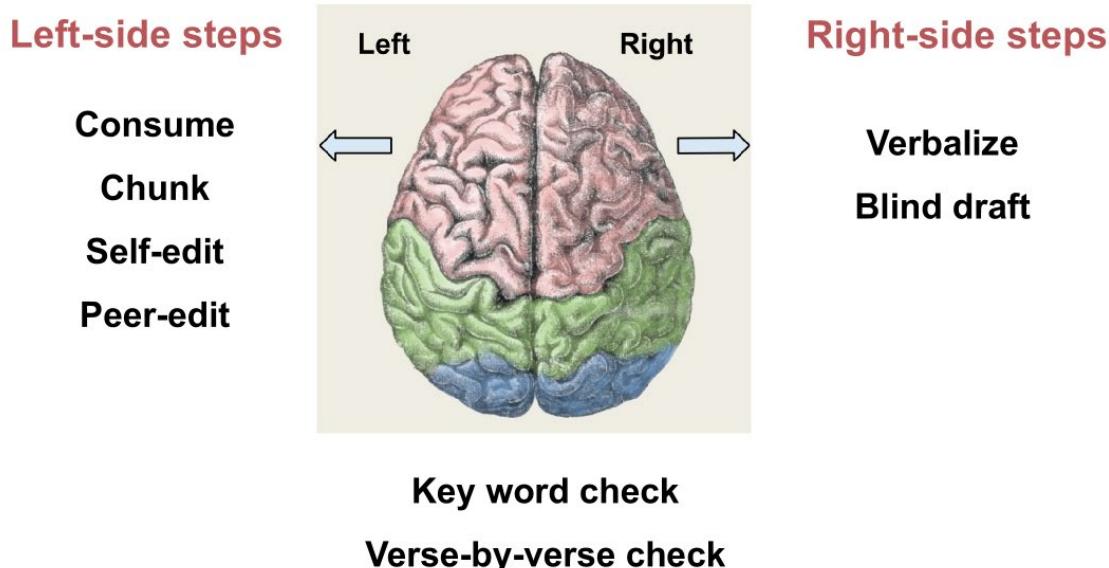


Figure F

MAST and Levels of Thinking

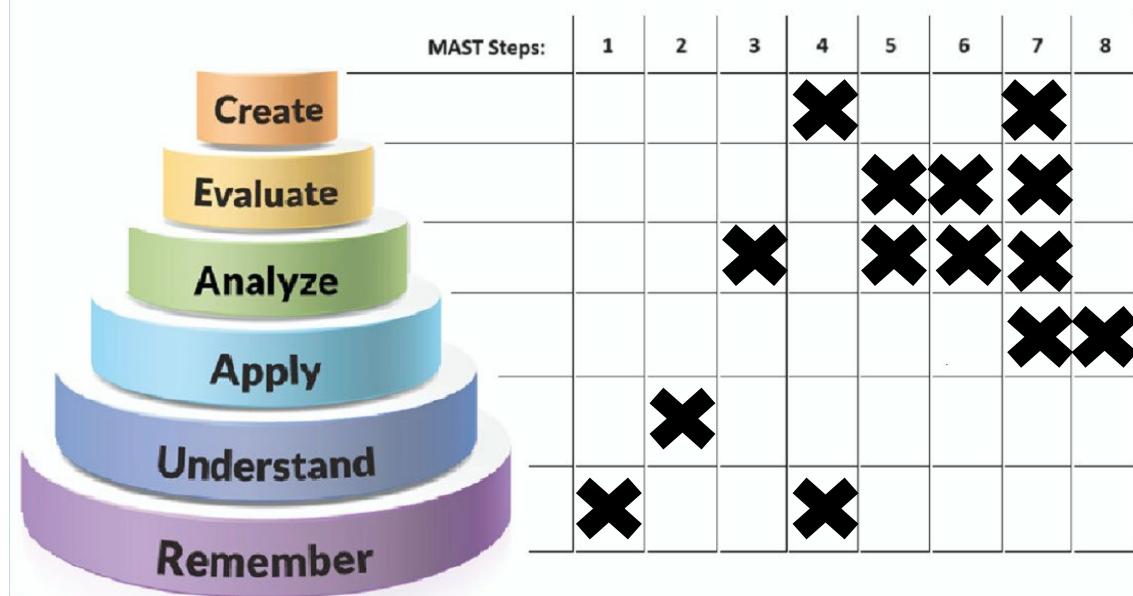


Figure H

Answer Key Part 2

Chapter 23: Workshop Planning

This is because our brain prioritizes which needs are most urgent in any given situation.

The most basic needs are at the bottom of the triangle.

The next level is safety—feeling protected and having a place to call home.

Level 3 is being part of a group, having a sense of belonging.

Level 4 is feeling respected, and feeling that others in the group value what you contribute.

Level 5 is the highest level where people function at the peak of their ability; for Christians, this is ministry and service to God.

Values-Based Learning

Participants will achieve more if they are in a learning environment where they feel valued.

There are 5 Principles of Values-Based Learning:

1. Honesty—speaking the truth, being faithful to commitments.
2. Common Interest—finding mutual interests, likes, or experiences.
3. Praise—verbalizing appreciation for hard work, special skills, and efforts.
4. Protection—not asking more of the learner than he is capable of; providing a barrier between the translator and distractions or harm.
5. Service—finding ways to serve the learner and share his burden.

- Can you think of any ways that Scripture reinforces these values?

Possible answers are:

Honesty: Ephesians 4:25

Common Interest: Philippians 2:1-2

Praise: 1 Thessalonians 5:11

Protection: Acts 20:35

Service: Matthew 20:26-28

Answer Key Part 2

Chapter 24: Building Teams and Harnessing Skills

The “ZPD” theory suggests that translators of similar skill levels will learn more from each other than a beginner and an expert working together.

When assembling a team, try to include different personalities and thinking styles instead of all similar ones. A team approach invites all personalities to be involved.



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:

Unit 6: Refinement and Publication

25. Refinement and Revision Overview.....	126
26. Using the <u>New Testament Survey</u>	129
27. Spiritual Terms Check.....	132
28. Proofreading and Publication	141
Answer Key Part 3: Refinement Training	153

T3 Workbook © 2025 by Wycliffe Associates is licensed under CC BY-SA 4.0

All Scripture is taken from the English Unlocked Literal Bible (ULB), ©2017, 2022 Wycliffe Associates, Available at <https://bibleineverylanguage.org/translations>, licensed under the Creative Commons Attribution-ShareAlike 4.0 International License.

The English ULB is based on the unfoldingWord® Literal Text, CC BY-SA 4.0. The original work of the unfoldingWord® Literal Text is available at <https://unfoldingword.bible/ult/>.

Chapter 25: Refinement and Revision Overview

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

YOUR NOTES:

- When translators begin a new translation project, what is their goal?
- 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.

Refinement: the process of making something that is already good even better.

Ecclesiastes 4:9-12

- Why would it be helpful to include others?

Resources: found on bibleineverylanguage.org

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

Refinement and Revision Overview

Chapter 25

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.

○ 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

Revision: happens years after the initial publication of the translation.

- Why are Bible translations revised?

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

- How is the refinement process part of quality assurance?

- How is revision part of quality assurance?

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

YOUR NOTES:

Review of Core Concepts:

- 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).

YOUR NOTES:

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.

Using the New Testament Survey

Chapter 26

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 Surveys are only suggestions. Scripture in the gateway language is necessary for comparison.

YOUR NOTES:

Exercise: Using the Reviewers' Guide New Testament Survey

Leaders will always have the correct section of the NT Survey Reviewers' Guide 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.

Using the New Testament Survey

Chapter 26

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.

- **What thoughts do you have about the Review process?**
- **What did you learn? What was difficult?**
- **How prepared do you feel to explain this process to the leaders who will use it?**

YOUR NOTES:

Review of Core Concepts:

- Leaders should invite community members who were not involved with the translation to review the translation.
- The Reviewers' Guides 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).

YOUR NOTES:

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 Spiritual Terms 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 hundred 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.

Spiritual Terms Check

Chapter 27

- **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)

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

YOUR NOTES:

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

Chapter 27

- 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.
 - 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.
 - They may use other resources such as [Translation Notes](#), [Translation Words](#), [Greek Words for Translators](#), or the [Unlocked Greek Grammar](#).
 - 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.

YOUR NOTES:

Spiritual Terms Check

Chapter 27

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

He said, "**Abba**, Father, all things are possible with you. Remove this cup from me. But not my will, but yours."

Mark 14:36

"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

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!"

Romans 8:15

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

And because you are sons, God has sent the Spirit of his Son into our hearts, who cries out, "**Abba**, Father."

Galatians 4:6

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

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!"

Romans 8:15

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

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.

Romans 8:23

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.

Spiritual Terms Check

Chapter 27

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.

Romans 9:4

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

so that he might redeem those under the law, so that we might receive **adoption** as sons.

Galatians 4:5

so he could set us free from the Law, and we could become God's children.

Ephesians 1:5

God predestined us for **adoption** as sons through Jesus Christ, according to the good pleasure of his will.

Ephesians 1:5

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

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.

Matthew 1:20

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

Then the devil left him, and behold, **angels** came and served him.

Matthew 4:11

Then the devil left Jesus, and angels came to help him.

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.

Mark 1:13

He stayed there for 40 days while Satan tested him. Jesus was with the wild animals, but angels took care of him.

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,

Luke 16:22

The poor man died, and angels took him to the place of honor next to Abraham.

Acts 12:10

After they had passed by the first guard and the second, they came to the iron gate that led into

Acts 12:10

They went past the two groups of soldiers, and when they came to the iron gate to the city, it

Spiritual Terms Check

Chapter 27

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!"

Spiritual Terms Check

Chapter 27

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 angels 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,

Spiritual Terms Check

Chapter 27

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:

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

Spiritual Terms Check

Chapter 27

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

YOUR NOTES:

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

- 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.

- **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)

YOUR NOTES:

When you are ready to publish your translation:

WA offers training and assistance with publication tools.

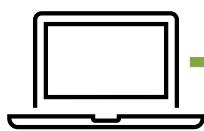
- Online digital publication: Your translation will be freely hosted online at bibleineverylanguage.org.
- Offline digital publication: We can assist with building an app, or train someone on your team to build the app for your translation.
- Print translation: We assist you with the steps
 1. WA will 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.

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

YOUR NOTES:

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

Proofreading: checks for correct punctuation and formatting.

Proofreading and Publication

Chapter 28

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.

- **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?**

YOUR NOTES:

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.

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.

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

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

- **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?**

YOUR NOTES:

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.

- Does your language have a set of rules for beginning and ending sentences?
- Does your language have rules about how to show that someone in the text is speaking?
- 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 Proofreading Checklist 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).

Proofreading and Publication

Chapter 28

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?" ³ When they looked up, they saw that the stone had been rolled away, for it was very large. ⁴ They entered the tomb and saw a young man dressed in a white robe, sitting on the right side, and they were alarmed.

⁵ 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. ⁶ 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.'

⁷ They went out and ran from the tomb; they were trembling and amazed. They said nothing to anyone because they were so afraid. ⁸ [Early on the first day of the week, after he arose, he appeared first to Mary Magdalene, from whom he had cast out seven demons.] ⁹ She went and told those who were with him, while they were mourning and weeping. ¹⁰ They heard that he was alive and that he had been seen by her, but they did not believe. ¹¹ After these things he appeared in a different form to two of them as they were walking out into the country. They went back and told the rest, but they did not believe them.

¹² 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. ¹³ He said to them, 'Go into all the world, and preach the gospel to the entire creation.' ¹⁴ He who believes and is baptized will be saved, and he who does not believe will be condemned. ¹⁵ 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 well.'

¹⁶ 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.

- How hard was this exercise? What did you struggle with?
 - Did you find a lot of errors or just a few? What errors did you find?
 - If the errors you found got fixed, would it make it easier for readers to understand the text?
 - 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?
 - Why is proofreading important?
-
- What kind of person would best fill this role for your translation team?

YOUR NOTES:

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

Chapter 28

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
-
-
-

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
-
-
-

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 2 23 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 10 42 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 7 29 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 4 25 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
-
-
-

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

Unit 6: Refinement and Publication

25. Refinement and Revision Overview	
26. Using the <u>New Testament Survey</u>	
27. Spiritual Terms Check.....	154
28. Proofreading and Publication	154

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

- 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.