



T3: Train the Trainer

Trainer Guide

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

Part 3: Refinement Training

This section provides training for the community refinement process. Refinement takes place after the translation is drafted and the team is preparing it to be published. Many teams prefer to train Part 3 at a second event, after they have finished about 75% of their drafting. This unit focuses on various tools we have developed for different stages of the process, where to find them, and how to use them.

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Chapter 25: Refinement and Revision Overview

Objective: *Participants will understand the importance of refinement and revision after the 8 Steps of translation are complete. They will understand the importance of involving the whole community in these processes, and know the refinement resources available to them.*

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.

Handouts:

- 25.1** Quality Assessment Guide Checklist Sample (Optional; full checklist available on bibleineverylanguage.org)

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

Time: 30 min.

Workbook p. 126

Materials:

- ✓ Whiteboard, markers
- ✓ Slide Deck: T3 Slides 25 Refinement and Revision Overview
- ✓ Bible with place markers

Introduction:

As we celebrate many New Testament and Old Testament completions, we have learned much about the process to reach a printed Bible. This workshop is about a few specific ways to improve that process. We will cover 4 activities that can ensure that churches reach their goal of high quality, accessible Scripture.

Discuss:

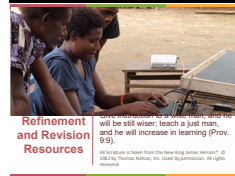
- **When translators begin a new translation project, what is their goal?**

Most communities want a Bible translation that is both high quality, and accessible.

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

As you already know, planning for a clear and accurate translation begins from the very start. Some of the specific

Teacher's Notes:



Invite a volunteer to write suggestions on whiteboard.

activities to ensure accuracy include the 4 Checking Steps and the Quality Assessment Guide.

After translators have completed the 8 Steps of COBT translation, they have a working 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 the process of making something that is already good even better. Once the translation team has carefully followed the checking steps, they can be confident that they have a good translation. **Refinement is the next step— making what is good even better.**

Let's talk about some ways to invite the community to ensure the quality of the Scriptures. Their role is to use the translation, provide feedback, and make suggestions for refinement.

Discuss:

Let's read Ecclesiastes 4:9-12, and consider how it relates to teamwork.

- **Why would be helpful to include others?**
 - New eyes might see things others have missed.
 - It helps improve the quality of the translation.
 - It provides an opportunity for others to affirm the work of the translation team, which helps lead to broader acceptance in the community.
 - Community involvement may help identify ways to increase understanding for all ages and education levels in the community.
 - It encourages broader acceptance of the translation in the community.
 - It may help cross denominational boundaries.
 - It may help spread the word about the new translation.
- **How could you include the community in refinement?**

Teacher's Notes:

After the 8 Steps of MAST

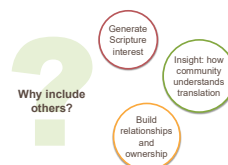


Refinement:
a process that includes
other Christians from
the language community

Ecclesiastes 4:9-12

Two are better than one,
Because they have a good reward for their labor.
¹⁰ For if they fall, one will lift up his companion.
But woe to him who is alone when he falls,
For he has no one to help him up.
¹¹ Again, if two lie down together, they will keep
warm;
But how can one be warm alone?
¹² Though one may be overpowered by another, two
can withstand him.
And a threefold cord is not quickly broken.

*Allow time for discussion
before giving answers. Write
ideas on the whiteboard.*



*Allow time for discussion
before giving answers. Write
ideas on the whiteboard.*

Your community may already be doing some of these activities with a Bible in your second language. During refinement, you can incorporate your new translation into these activities. We will also share some resources to engage the greater community in refinement.

These resources are found on **bibleineverylanguage.org**.

Remember that the Quality Assessment Guide is a useful tool in refinement. The translation team used the QAG while doing the checking steps of the COBT 8-Step process. Now, the QAG will guide the community in what to look for as they review the translation.

During the refinement stage, you will want to have other members of your church and community go over every verse using the QAG. They should ask themselves the questions your team developed for each quality as they read each chapter of the translation. They can make notes about their answers, and share this feedback with the translation team.

There is a checklist on bibleineverylanguage.org to help you keep track of which chapters have been checked, who checked them, and any notes or comments they made.

Wycliffe Associates has also developed a Spiritual Terms Evaluation Tool, a Proofreading Checklist, and a Reviewers' Guide (which includes several resources, such as the New Testament Survey, Old Testament Surveys, Divine Familial Terms Chart, and Application Guides for Doctrines) to help your community with the refinement process.

Discuss:

- **How long do you think the refinement activities will take?**
- **How can we prepare translators ahead so that this will not discourage them?**

We know that these activities will take time, but it is time well spent.

Remember your plan for completion. The refinement process is a major part of this plan.

Teacher's Notes:

How to Include Others




- Bible study/small group activity
- Sunday school class
- One-on-one in homes

Full training on the Quality Assessment Guide can be found in Chapter 10.

If internet is not available, hand out samples of the QAG Checklist (Handout 25.1).

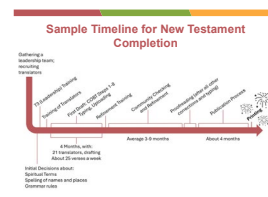
Take time to demonstrate how to use the checklist.

Refinement and Revision Resources



- Quality Assessment Guide and Checklist
- Reviewers' Guides & Application Guides for Doctrines
- Spiritual Terms Evaluation Tool
- Proofreading Checklist

Note: Divine Familial Terms checking should be done throughout the translation, while the other checks are done at the end.



○ Who makes changes to the translated Scripture?

As feedback is received from the community, the translation team will review the comments and decide if anything needs to be changed to make the translation more clear, accurate, or natural.

The translation team should use any additional resources available to make these decisions, such as the checking resources used during the 8 Steps of translation.

Remember, the translation team is responsible for deciding what needs to be changed and making these changes. Just as in the checking steps of the COBT 8-Steps, no one will make changes to someone else's work.

○ Why is it important that the translation team make the changes?

We have already talked about the desire for a high quality, accessible Bible. For many communities, their goal is a printed Bible. However, **getting the text from the completed files into a printed book takes some special work.**

We will talk about the activities that are necessary to produce a quality, printed work. Typos, inconsistent translation and spelling, and common formatting mistakes all need to be found and corrected when preparing to print a quality Bible. Notice that these kinds of checking must be

Teacher's Notes:

Allow time for discussion before giving answers.



Possible answers include:

- *Having the original translators make changes to their work maintains ownership.*
- *Community members might not all agree on the changes. The translators and leadership team can consider the broader community so changes don't reflect one cross-section only.*
- *The translators have been trained in translation principles and can make more informed decisions about changes.*

A completed project may mean either the New or Old Testament.

Consistency checking, such as for key spiritual terms, must check translations of different

done after the entire project is complete, or it will not be effective.

Wycliffe Associates' publication team will help prepare the translation files for printing. It can take many months to work out the details and formatting to be able to print Bibles. If errors aren't noticed until the translation files are sent to the publication team, the printing is delayed as they must communicate back and forth with the translation team to ask them to fix the mistakes in formatting and consistency that our team has found. However, our team only speak and read English, so there are many kinds of errors in typing and spelling that they cannot find in other languages.

There are some important refinement activities that the translation team can use to find and fix mistakes in the translation files on their own, especially the errors that are made during the typing process. For example, proofreading will catch typing errors that were not found earlier, even during the checking process. (These errors are especially difficult to find earlier if typing is done as a separate process, after the checking steps have been done on handwritten work.)

These refinement activities will make all the separate parts of the translation beautiful, correct, and consistent before Bibles are printed for the whole community.

This chart gives an idea of the timing for each of the refinement activities covered in this training.

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

Teacher's Notes:

books by different translators, so it can't be done during the 8 Steps of translation.

Refinement Resources		
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

Wycliffe Associates requires partners to complete the Key Word Check (Step 7 of the 8 Steps), QAG, NT or OT Survey of the RG, STET, and Proofreading before offering assistance with publication. Speak with your WA contact person when you are planning for your refinement activities.

Revision

Revision of the Bible translation takes place some years after the initial completion and printing or audio production of the translation.

Why are Bible translations revised?

God's Word does not change, but languages and word meanings do change over time. Revisions can be made:

- To correct typographical and grammatical errors.
- To express the meaning of scripture in a way that is more accurate to the original text.
- To ensure that doctrine is accurately communicated.
- To include changes when there have been changes in the way the language is spoken.

Discuss:

- **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? What about revision?**
- **What do you think the response would be from Christians in your community who are asked to help with refinement or revision of the translation?**

Teacher's Notes:

Revision
**Keeping the Translation Current/
 Generational Ownership**
 Language changes over time...
 • Plan by the church to revise the translation
 • When need is identified
 • Every 5 years or other

Revision is part of the action, *Refine and Revise*. It is also necessary for *Generational Ownership*, and for *Making the Translation Accessible*, since future generations may not understand a translation that does not reflect changes in the language.

Confirm: *Participants understand that getting feedback from a wider audience is an important step in refining the translation and expanding its reach. They have been introduced to the four refinement activities, and they understand that these processes will greatly improve the quality of the finished translation and prepare it for printing. They understand that some of the refinement activities will need to happen after the COBT 8 Steps are complete for the entire translation.*

Handout 25.1: QAG Checklist Sample

(Optional; find full checklist on bibleineverylanguage.org)

Quality Assessment Guide

Accurate. The meaning of the translation is the same as the source text.

1. Does the text in our language say the same thing as the source text?
2. Is anything added?
3. Is anything missing?

Faithful. The translation does not favor one church's doctrinal beliefs over others.

1. Does the passage use any words or wording that could favor one church's teachings over another church's teachings, such as adjusted wording to describe the style of baptism?
2. Does the passage use words that only specific churches would use?

Historical. The translation uses words and names that fit the Bible's place and time.

1. Are names of people and places kept the same as in the source text? Are they consistent?
2. Are the words about the setting, such as names for places or animals, correct for the original location and time of the Bible?

Clear. The language and wording are simple and direct.

1. Are simple words used?
2. Is the translation easy to understand?

Natural. The translation uses language and style that are common.

1. When it is read, does the translation sound like people write or talk in our language?
2. Is it easy to read?
3. Do sentences read smoothly together?

Correct style. The translation uses a style in our own language that fits the style used in the original text.

- | | |
|---|---|
| • Does the passage sound like a story (if it is a narrative portion)? | • Does it sound like teaching (if it is Jesus' teaching or an epistle)? |
| • Does it sound like a poem (if it is poetry)? | • Does it sound like prophecy (if it is Revelation)? |

Grammar is correct. The grammar, punctuation, and spelling are correct and consistent. Verses and paragraphs have been checked.

1. Are grammar and punctuation used correctly to help us understand the meaning?
2. Is all capitalization correct?
3. Are the proper marks used for quotes?
4. Is proper end punctuation used?
5. Are all the words spelled correctly?
6. Are all verses marked?
7. Are the paragraphs marked/indented?

Additional QAG item:

- 1.
- 2.

Additional QAG item:

- 1.
- 2.

(Optional; find full checklist
on bibleineverylanguage.org)

[illegible]

Chapter 26: Using the New Testament Survey

Objective: *Participants will understand how to use the Reviewers' Guide New Testament Survey and to include a wider audience in refining the quality of the translation.*

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.

Exercise:

- Using the Reviewers' Guide New Testament Survey: Participants practice serving as leaders and reviewers to review a translation using the New Testament Survey.

Handouts:

- 26.1** New Testament Survey: Matthew 3:13-17 (Optional)
- 26.2** Sample New Testament Survey (Optional; see NOTE 1 below)
- 26.3** Sample English "Source Text" (Optional; for English training)
- 26.4** Sample English "Translation" (Optional; for English training)

NOTE 1: If you are doing a **Refinement training for an existing translation**, select any passage for which you have both translated Scripture and a Reviewers' Guide New Testament/Old Testament Survey. Print the NT/OT Survey for that passage, and a source text and translation of the same passage. **If you are training only in English**, the Handouts are provided to allow you to practice a translation Review in only English.

NOTE 2: If you are training in a Gateway Language, use the New Testament Survey in your Gateway Language, if available. Print the passages for practice in the Gateway Language (or have a GL Bible) as the "source text" for each leader. Print copies of the same passages in a different translation for the leaders and all the reviewers to practice reviewing.

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

Time: 60 min.

Workbook p. 129

Materials:

- ✓ Slide Deck: T3 Slides 26 Using the NT Survey
- ✓ Bible with place markers
- ✓ Reviewers' Guide: NT Survey for Matthew 3:13-17 (show online at bibleineverylanguage.org, or print copies of Handout 26.1.)
- ✓ Copies of selected passage of NT/OT Survey, or Handout 26.2 (one copy for each "leader" in the Exercise)
- ✓ Copies of Scripture being reviewed in a "source text," or Handout 26.3 (one copy for each "leader")
- ✓ Copies of Scripture being reviewed in the translation being tested, or Handout 26.4 (one copy for every person)

Introduction:

Once a translation team has completed the translation using the COBT 8 Steps, that team has done everything within its ability to make the translation accurate and clear. The time has come for that team to seek the help of others in affirming the quality of the translation. The Reviewers' Guides can help you collect feedback from other mother-tongue believers about the translation. This chapter will train you to use the New Testament Survey portion of the Reviewers' Guide (RG).

Remember our discussion about why it is helpful to ask others to give input on the quality of the translation.

We've already discussed that getting feedback from others is important for several reasons. Two of the most important reasons are:

1. Getting feedback helps improve the quality of the translation.
2. Asking for feedback also gains community support for the translation.

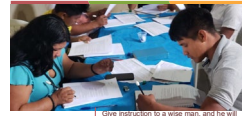
One important refinement resource is called the Reviewers' Guide. This guide is available on bibleineverylanguage.org. It asks questions of readers in the community to confirm understanding.

The Reviewers' Guide is a collection of documents to help local churches evaluate naturalness and comprehension. It can be used online, downloaded to flash drives, or printed.

It includes several sections. One of these sections is the New Testament Survey, and another is the Old Testament Survey. These surveys are not comprehensive, but they do cover passages in every book. They cover some of the most difficult passages to understand, and passages that teach primary doctrines of Scripture. This will give translators and their community members assurance that the hardest parts are clear and complete.

- **Why do you think that not every verse of Scripture is covered?**

Teacher's Notes:



Refinement and Revision Resources

Remind participants that including others in refinement has multiple purposes:

- improving the quality of the translation
- affirming the quality of the translation with new eyes on it
- encouraging the acceptance of the translation by a wider audience
- giving the community confidence in the quality of the translation



Demonstrate on bibleineverylanguage.org how to access the New Testament and Old Testament Surveys of the Reviewers' Guides. If training in an area with little or no internet, take downloads or printed copies of one of the Surveys to show (the New Testament Survey for Matthew 3:13-17 is in Handout 26.1 at the end of this chapter).



Remember that all of the verses have already been checked by the translation team during the 8 Steps. The New Testament Survey is a spot check that helps the community get involved and may uncover problems the translation team did not see.

Each group of reviewers is made up of 2 to 4 reviewers and a leader. The basic process for using the Reviewers' Guide New Testament Survey follows these steps:

1. The leader reads the background information for the passage.
2. The leader reads the entire translated passage while the reviewers listen and read along.
3. In Part 1, the reviewers summarize the passage in their own words while the leader takes notes.
4. In Part 2, the leader asks specific questions and takes notes about the reviewers' answers.
5. 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.

We will practice together, and discuss the process in more detail.

Preparation

Before the review can begin, the church or translation team will find a leader and reviewers.

- A translator or other Christian leader should lead the review.
 - The leader should have some biblical background, so they can adjust questions and clarify responses from reviewers.
 - The leader should have a good reputation and demonstrate leadership skills.
 - The leader should have a good relationship with the translation team, because he or she will need to share suggested changes with them after the review sessions.
 - The leader needs to have strong bilingual skills, as the Reviewers' Guides, including the NT and OT Surveys, are only available in gateway languages.
- Choose a group of 2 to 4 reviewers to review each passage.
 - Reviewers should all be believers in good standing.
 - Reviewers should be mother tongue speakers of the target language. It is helpful, if possible, to include

Teacher's Notes:

If needed, modify this training to apply to the translation project being refined—either New Testament or Old Testament.

- one or two reviewers who only speak the target language.
 - Reviewers should not have any previous connection to the Bible translation project.
- Before the meeting, the leader should review the passage(s) to be reviewed and the questions. The leader should also prepare the following materials:
 - A printed copy of the Reviewers' Guide New Testament Survey
 - Copies of printed, translated Scripture for the leader and the reviewers
 - A gateway language Bible
 - Pen and paper

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.

Teacher's Notes:

Show online or give out copies of the text and the New Testament Survey for Matthew 3:13-17 (Handout 26.1), or the text and Survey for another passage if you choose. If the team has already done any translation, you may choose a portion of their translation that has a corresponding New Testament Survey. Distribute copies of the chosen translated passage, the source text, and the Survey for that passage.

For this practice, you may choose to show the materials using the Slides. If not, each participant should have a copy of the translated text, or the text being used for the practice review, as well as the Survey for the passage. Have them hide their copy of the Survey while answering questions, and refer back to it as they discuss notes the review leader might make.

- 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.

Now let's go through the steps of a review session as if we are the reviewers. I will demonstrate the role of the leader.

The Review Process

- The leader should read the background information before reading the passage of Scripture.
- The leader will read the complete passage being reviewed, while reviewers listen and read along on their own copies (if they are able to read).
- After the passage has been read in its entirety, the leader will ask reviewers to summarize the passage in their own words. The summary question is intended to get most of the information about the passage.
- The leader will listen to the reviewers and mark the box by each item in Part 1 that was included in their summary. If any items were missing, the boxes for those items will be left blank. The leader may also take notes about what the reviewers say.
- Then, using Part 2, the leader asks follow-up questions (if needed). The specific questions are designed to help

Teacher's Notes:

Reviewers' Guide New Testament Survey Matthew 3:13-17

Background: After Jesus grew up, John the Baptist went into the wilderness and preached that people should stop sinning and be baptized. John also taught that someone more powerful than he would come, and that person would judge people.

Read the passage.

Demonstrate by reading the "Background" information.

Matthew 3:13-17 Text

Then Jesus came from Galilee to the Jordan River to be baptized by John. ¹⁴ But John kept trying to stop him, saying, "I need to be baptized by you, and do you come to me?" ¹⁵ Jesus responded and said to him, "Permit it now, for it is right for us to fulfill all righteousness." Then John permitted him. ¹⁶ 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. ¹⁷ Behold, a voice came out of the heavens saying, "This is my beloved Son. I am very pleased with him."

Read Matthew 3:13-17 (or your selected passage) aloud in any translation for "review."

Have the group hide their copy of the Survey. Then ask them to "Tell in your own words what you just read in the passage." Remind them that they may look back or ask to hear the passage again.

Reviewers' Guide New Testament Survey Matthew 3:13-17

Background: After Jesus grew up, John the Baptist went into the wilderness and preached that people should stop sinning and be baptized. John also taught that someone more powerful than he would come, and that person would judge people.

Read the passage.

Part 1
Tell in your own words what you just read in this passage.
☐ Jesus came to the Jordan River to be baptized by John. [3:13]
☐ John tried to stop Jesus, but Jesus said it was right for John to baptize him. [3:14-15]
☐ After John baptized Jesus, God's Spirit came down like a dove and rested on Jesus. [3:16]
☐ A voice from heaven said, "This is my beloved Son. I am very pleased with him." [3:17]

Discuss what boxes would be checked after hearing their summary of the passage.

Have your group answer the first four questions on the RG:

fill in any missing details in the summary. The leader may skip questions the reviewers already answered while summarizing the passage.

6. The leader should remind reviewers as needed that they may look back or ask to hear the text again. A verse number may be given with the question to help them find the answer.
7. If a question is answered in an unexpected way, the leader should ask more questions to determine if the text is unclear or confusing. For example, "Can you show me in the text where it says that?"
8. Part 2 also has some questions about implied information. This kind of question includes words like "Why do you think," "How do you think," and "What do you think." This means the answer is **not** stated explicitly in the text. (Often this is because the Bible uses many word pictures.) Reviewers should think about the whole passage and answer the best they can, using their own knowledge and reasoning. These questions are the only ones that may be answered using information from other passages or from what each reviewer knows from being a Christian. A possible answer is given for each of the suggested questions. The reviewers' answers may vary, and the leader should still note anything unexpected in the answers and should ask additional questions as explained earlier. If the reviewers start to spend more than 5 minutes on any implied meaning question, the leader should make a note and move on to the next question.
9. All through the review session, the leader should make notes about any questions, concerns, or possible errors that are uncovered. The leader will keep these notes to share with the translation team.

Teacher's Notes:

NT Survey. Ask them to answer only from what they see in this passage, not from previous knowledge of Scripture.

Reviewers' Guide New Testament Survey Matthew 3:13-17, Continued

Part 2

Answer the following questions from the specified verses.

1. [3:14] When Jesus came to be baptized, what did John tell Jesus?

John told Jesus that he needed to be baptized by Jesus.

2. [3:15] What did Jesus say was the reason that John should baptize him?

It was right for them to fulfill all righteousness.

3. [3:16] What did the Spirit of God do when Jesus came out of the water?

The Spirit of God came down and rested on Jesus.

4. [3:17] What did the voice from heaven say after Jesus came out of the water?

The voice said, "This is my beloved Son. I am very pleased with him."

5. [3:17] Whose voice do you think was speaking?

By saying the voice came out of heaven, the passage shows that it was the voice of God the Father.

6. [3:17] Who do you think God the Father was speaking about in verse 17?

The passage shows that he was speaking about Jesus.

Discuss how their answers compare to the suggested answers in the RG: NT Survey. Discuss what notes they might write about how the answers were given.

Point out that the questions about implied information are testing to see if the translated Scripture offers the same range of interpretation as the original text.

Have your group hide their copies of the Survey and answer Question 5. If they immediately answer, "It was God the Father," ask them to explain whether they could understand that from any of the words in this passage.

10. If something in the translation is unclear or missing, leaders should make notes to share with the translation team. Reviewers will not be asked to correct or edit anything in the text. They only need to respond to the questions from what is now in the text.

- **Why do you think reviewers will not edit the translation?**

The translation team is responsible to consider comments and make decisions about what needs to be changed.

Exercise: Using the Reviewers' Guide New Testament Survey

(Workbook pp. 130-131)

Now, you will practice in small groups, just as a real Review would be. Some of you will lead the Review, and others will serve as the reviewers.

Remember:

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.
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.

Teacher's Notes:

Allow time for discussion.

Ask if the team has any questions about the review process. When they are comfortable, have them practice on their own.

Divide the group into small groups of 3 to 5. Assign one person in each group to be the "leader." The others will be "reviewers."

If there is translated Scripture available for the group you are training, choose *any passage for which you have both translated scripture and a NT Survey*. Print copies of the translated passage for each "reviewer," and print the corresponding NT Survey for the "leader(s)". The "leaders" should also have a copy of the source text. If they used the Unlocked Literal Bible, print copies of the passage in advance.

If the team does not yet have translated Scripture, use Handouts 26.2-26.4 to practice a Review in English.

Teacher's Notes:

Instruct the groups to follow the same process to conduct a practice review of the translated scripture. Allow about 20 minutes for the groups to practice.

Discuss:

- **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?**

After the review, the leader will schedule a time to meet with the translation team. The leader should go over the notes with the team, and the team will determine what kinds of corrections need to be made. It is best to make sure a typist is also present, with the translation on a laptop. Then the team can go through and make any necessary changes in BTT Writer, and those corrections can be saved. Then the corrected text can be uploaded to WACS.

Teach Back:

- **Are the review questions designed to test the translation, or the reviewers' memory?**
- **What does the leader read before the passage of translated Scripture? Why?**
- **What do reviewers do after they hear the translated Scripture passage? Why do we ask follow-up questions?**
- **Who makes changes to the translated Scripture?**
- **Why is every passage of Scripture not covered in the New Testament (or Old Testament) Survey?**

Confirm: *Participants understand the process of using the Reviewers' Guide: New Testament Survey to review their translation. They understand where to find the New Testament Survey and other Reviewers' Guides on bibleineverylanguage.org, and who should be invited to participate in a review. They understand how this process leads to changes and improvements in the quality of their translation.*

Reviewers' Guide (RG): New Testament Survey

Matthew 3:13-17

Background: After Jesus grew up, John the Baptist went into the wilderness and preached that people should stop sinning and be baptized. John also taught that someone more powerful than he would come, and that person would judge people.

Read the passage.

Part 1

Tell in your own words what you just read in this passage.

- ☐ Jesus came to the Jordan River to be baptized by John. [3:13]
- ☐ John tried to stop Jesus, but Jesus said it was right for John to baptize him. [3:14-15]
- ☐ After John baptized Jesus, God's Spirit came down like a dove and rested on Jesus. [3:16]
- ☐ A voice from heaven said, "This is my beloved Son. I am very pleased with him." [3:17]

Part 2

Answer the following questions from the specified verses.

1. [3:14] When Jesus came to be baptized, what did John tell Jesus?
John told Jesus that he needed to be baptized by Jesus.
2. [3:15] What did Jesus say was the reason that John should baptize him?
It was right for them to fulfill all righteousness.
3. [3:16] What did the Spirit of God do when Jesus came out of the water?
The Spirit of God came down and rested on Jesus.
4. [3:17] What did the voice from heaven say after Jesus came out of the water?
The voice said, "This is my beloved Son. I am very pleased with him."
5. [3:17] Whose voice do you think was speaking?
By saying the voice came out of heaven, the passage shows that it was the voice of God the Father.
6. [3:17] Who do you think God the Father was speaking about in verse 17?
The passage shows that he was speaking about Jesus.

Comment Section:

Matthew 3:13-17 Unlocked Literal Bible

Then Jesus came from Galilee to the Jordan River to be baptized by John. ¹⁴ But John kept trying to stop him, saying, "I need to be baptized by you, and do you come to me?" ¹⁵ Jesus responded and said to him, "Permit it now, for it is right for us to fulfill all righteousness." Then John permitted him. ¹⁶ 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. ¹⁷ Behold, a voice came out of the heavens saying, "This is my beloved Son. I am very pleased with him."

Handout 26.2: Sample New Testament Survey

(Optional;
select any passage)

Reviewers' Guide (RG): New Testament Survey

Matthew 13:44-46

Background: Jesus went and sat down beside the sea. A large crowd gathered around him, and he used parables to teach them about the kingdom of God.

Read the passage.

Part 1

Tell in your own words what you just read in this passage.

- ☐ Jesus said that the kingdom of heaven is like a treasure hidden in a field. [13:44]
- ☐ Jesus also said that the kingdom of heaven is like a merchant looking for valuable pearls. [13:45-46]

Part 2

Answer the following questions from the specified verses.

1. [13:44] How did Jesus describe the kingdom of heaven in verse 44?
It is like a treasure hidden in a field.
2. [13:44] What did the man do when he found the treasure hidden in the field?
The man hid the treasure and sold all his possessions and bought the field.
3. [13:44] Why do you think the man bought the field?
He probably wanted the treasure that was hidden in the field.
4. [13:45] How did Jesus describe the kingdom of heaven in verse 45?
The kingdom of heaven is like a man who was a merchant looking for valuable pearls.
5. [13:46] What did the man do when he found a very valuable pearl?
He went and sold everything that he owned and bought it.
6. [13:44-46] Why do you think the two men in the stories sold everything they possessed?
It appears that they sold everything so they could get enough money to buy the land and the pearl.
7. [13:44-46] What do you think was Jesus' reason for saying that the kingdom of Heaven is like these things?
(Answer may vary.) He seems to have meant that the kingdom of Heaven is more important than anything else.

Comment Section:

Handout 26.2: Sample New Testament Survey

(Optional;
select any passage)

Reviewers' Guide (RG): New Testament Survey

Romans 9:30-33

Background: In this section Paul quoted two passages from the prophet Isaiah.

Read the passage.

Part 1

Tell in your own words what you just read in this passage.

- ☐ The Gentiles, who were not pursuing righteousness, attained it by faith. [9:30]
- ☐ Israel, who pursued a law of righteousness by works and not by faith, did not attain it. [9:31-32]
- ☐ Israel stumbled over a stone of stumbling and a rock of offense. [9:33]

Part 2

Answer the following questions from the specified verses.

1. [9:30] How did the Gentiles, who were not pursuing righteousness, attain it?
The Gentiles attained it by faith.
2. [9:31] What did the people of Israel pursue?
They pursued the law in order to become righteous.
3. [9:32] Why did the law not make them righteous?
The law did not make them righteous because they pursued it by works and not by faith.
4. [9:32] Over what did the Israelites stumble?
The Israelites stumbled over the stumbling stone.
5. [9:33] When Paul writes about the stone of stumbling and the rock of offense, what do you think he means?
(Answer may vary.) From this verse, it seems clear that Jesus Christ is called the stone of stumbling, because those who believe in Jesus will not be ashamed. (See also Romans 10:9-11.) The rock of offense has a similar meaning. So this would mean that Jesus Christ was seen as an obstacle and an offense to the Israelites who wanted righteousness by works and not by faith.
6. [9:33] What happens to those who believe in the one called the stone of stumbling?
Those who believe in the one called the stone of stumbling will not be ashamed.

Comment Section:

Handout 26.3: Sample English “Source Text” (Optional; for English training)

Matthew 13:44-46 1599 Geneva Bible

⁴⁴ Again, the kingdom of heaven is like unto a treasure hid in the field, which when a man hath found, he hideth it, and for joy thereof departeth, and selleth all that he hath, and buyeth that field.

⁴⁵ Again, the kingdom of heaven is like to a merchant man that seeketh good pearls,

⁴⁶ Who having found a pearl of great price, went and sold all that he had and bought it.

Romans 9:30-33 1599 Geneva Bible

³⁰ What shall we say then? That the Gentiles which followed not righteousness, have attained unto righteousness, even the righteousness which is of faith.

³¹ But Israel which followed the Law of righteousness, could not attain unto the Law of righteousness.

³² Wherefore? Because *they sought it* not by faith, but as *it were* by the works of the Law: for they have stumbled at the stumbling stone,

³³ As it is written, Behold, I lay in Zion a stumbling stone, and a rock to make men fall: and everyone that believeth in him, shall not be ashamed.

Handout 26.4: Sample English “Translation” (Optional; for English training)

Matthew 13:44-46 The Passion Translation

⁴⁴“Heaven’s kingdom realm can be illustrated like this:

“A person discovered that there was hidden treasure in a field. Upon finding it, he hid it again. Because of uncovering such treasure, he was overjoyed and sold all that he possessed to buy the entire field just so he could have the treasure.

⁴⁵“Heaven’s kingdom realm is also like a jewel merchant in search of rare pearls. ⁴⁶When he discovered one very precious and exquisite pearl, he immediately gave up all he had in exchange for it.”

(TPT)

Romans 9:30-33 The Passion Translation (TPT)

³⁰So then, what does all this mean? Here’s the irony: The non-Jewish people, who weren’t even pursuing righteousness, were the ones who seized it—a perfect righteousness that is transferred by faith. ³¹Yet Israel, even though pursuing a legal righteousness, did not attain to it. ³²And why was that? Because they did not pursue the path of faith but insisted on pursuing righteousness by works, as if it could be seized another way. They were offended by the means of obtaining it and stumbled over the stumbling stone, ³³just as it is written:

“Be careful! I am setting in Zion a stone
that will cause people to stumble,
a rock of offense that will make them fall,
but believers in him will not experience shame.”

(TPT)

Chapter 27: Spiritual Terms Check

Objective: *Participants will be prepared to check key spiritual terms in their drafted New Testament to ensure they have been translated clearly and consistently by all translators.*

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 Evaluation Tool 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.

Exercises:

- Key Spiritual Terms Check: Participants practice a Key Spiritual Terms Check using the Spiritual Terms Evaluation Tool with selected terms.

Handouts:

- 27.1** Key Spiritual Terms Check Exercise with sample Spiritual Terms Evaluation Tool (Optional; also in Workbook pp. 135-139)
- 27.2** Spiritual Terms Evaluation Chart Sample (Optional)

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).

Scheduled Time: 60 min.

Workbook p. 132

Materials:

- ✓ Slide deck T3 Slides 27
Spiritual Terms Check
- ✓ Whiteboard, markers

Introduction:

The New Testament uses many spiritual concepts and symbolic terms. Translators need a deeper understanding of these terms, so they can discern which meaning is used in different passages. Translators may also have to be creative to explain concepts that have no word in their heart language.

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

The Spiritual Terms resource is designed to help translators evaluate the translation of key spiritual terms throughout your whole New Testament.

Teacher's Notes:



**Spiritual
Terms
Evaluation**

These things we also speak, not in words which man's wisdom teaches but which the Holy Spirit teaches, comparing spiritual things with spiritual (1 Cor. 2:13).
All Scripture is taken from the New King James Version®. © 2002 by Thomas Nelson, Inc. Used by permission. All rights reserved.

Some may ask the difference between Key Words (checked in COBT Step 7) and Key Spiritual Terms. It may be helpful to explain that Key Spiritual Terms are a subset of Key Words. While Key Words can be any word that carries meaning, Key Spiritual Terms are words that are spiritually significant, or are symbolic, or are difficult to translate for another reason.

Remember that in Step 7 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.**

For the Key Spiritual Terms Check, 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 is for the translation team and other Christian leaders to check through verses across several New Testament books to confirm that the translation of key spiritual terms has been consistent and clear.**

The resource provides verses for each word. This selection of verses is not complete or exhaustive. (However, an exhaustive list is available for a thorough review of any terms where issues are found.)

Discuss:

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

Explain:

These terms are ones that 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:

Teacher's Notes:



• In Step 7, key words were chosen for each chapter.



• Now an assigned list of terms will be evaluated across the whole New Testament.

Some translation teams may have chosen to go through a list of key words or terms before they begin translating (see Chapter 13), to discuss multiple meanings and collaborate about the best way to communicate these terms in their heart language. If they have done this, their list of preferred translations can help them with this check.

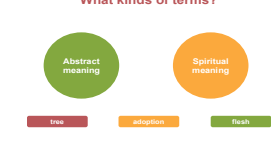
Consistency *may not* mean that the word will be translated the **same** way each time it appears in the New Testament, because some of these terms have multiple meanings and should be translated in different ways depending on how they are used. It does mean that:

- Translators use consistent translations for the same meaning or use in the source text.
- Translators consistently communicate concepts that have no word in their heart language.

Allow time for discussion.

Have a volunteer write suggestions on whiteboard.

What kinds of terms?



1. In the New Testament, the word “tree” is used in several places to mean “cross” and to refer to the death of Jesus on the cross. (1 Peter 2:24)
2. In the New Testament, the word “adoption” is used to explain the way God brings believers into his family. (Ephesians 1:5)
3. In the New Testament, the word “flesh” is sometimes used to mean humanity. It is used at other times to mean carcasses, even of animals. Sometimes, it is used to mean the tendency or desire in humans to do evil. These different meanings make it difficult (and sometimes incorrect) to use the same word or phrase to translate it every time. (Matthew 16:17, 1 Corinthians 15:39, Romans 8:13)

Discuss:

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

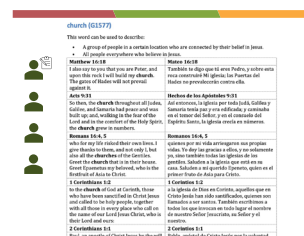
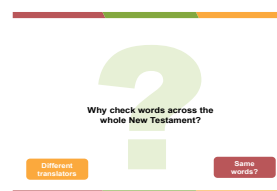
Since a team worked together to translate the whole New Testament, different people have worked on different parts. Up until this point, we have done checks on verses, chapters, and books, but not an overall review that covers the way terms are used across many books. This evaluation will help the translation team to see if individual translators used different terms or even spelled the same terms differently, so they can address these differences and standardize their translation as needed.

How to Use the Resource

- To use the Spiritual Terms Evaluation Tool, you will need a team of people working together. It is recommended for the translation team to work together on this (although they can break out into groups of 2 to 4 and split up the work).
- The resource will be 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.

Teacher's Notes:

*Allow time for discussion.
Have a volunteer write suggestions on whiteboard.*



This resource is designed to help our partners achieve the highest quality translation possible. Because the translation is owned by the local Church, it is their decision how deeply they want to check Spiritual Terms. This

- The word or words will be bold in the source language, but not in the heart language column.
- 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 and 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.
 - They should refer first to the definitions of the word and consider which one is used in the source text. Then, they will need to 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.

The team should work through each term on the list. If they find areas of concern, they can use the exhaustive list of verse references to check every verse where that term appears.

Exercise: Key Spiritual Terms Check Workbook pp. 134-139

Using the sample portion of the resource, check the verses in a common translation in your language. (For example: If your mother tongue is English, you might check the verses listed in the NLT or the CEV. The text provided in the example exercise is the CEV.) 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.

Teacher's Notes:

resource is like an audit or "spot check" to alert them if there are deeper problems that need to be examined.



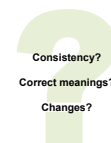
The exercise is reprinted in Handout 27.1 in case extra copies are needed.

The source text in the exercise is the Unlocked Literal Bible, ULB.

Note to Trainers in Gateway Languages: For the exercise, contact your WA contact

Teacher's Notes:

person to find out if the Spiritual Terms Evaluation Tool is available in your language. If it is, print out the verses for the first four words to use for the exercise. If it is not available in your Gateway Language, your WA contact person can provide the Spiritual Terms Evaluation Chart to allow your team to manually look up the verses to check each Term. A sample of this Chart is available in Handout 27.2.



Allow participants time to practice with 2-4 terms before discussing the exercise.

Questions to Ask During Your Check:

- **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)?**

Discuss:

- **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?**

Confirm: *Participants understand that conducting a spiritual terms evaluation is an important way to maintain consistency and clarity throughout the translation.*

Handout 27.1: Key Spiritual Terms Check

(Optional; also in
Workbook pp. 135-139)

Key Spiritual Terms Check Exercise

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

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

Sample Spiritual Terms Evaluation Tool

Abba (G5)

This Greek word is used for "father" by a beloved child.

- Jesus used this word when speaking to God, his Father.
- Christians can use this word when talking to God.

Most translations transliterate this from the Greek word.

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

adoption (G5206)

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

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

Handout 27.1: Key Spiritual Terms Check

(Optional; also in
Workbook pp. 135-139)

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

angel (G32)

This word can mean:

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

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

Handout 27.1: Key Spiritual Terms Check

(Optional; also in
Workbook pp. 135-139)

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!"

Handout 27.1: Key Spiritual Terms Check

(Optional; also in
Workbook pp. 135-139)

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	Once we were also ruled by the selfish desires of our bodies and minds. We had made God angry,

Handout 27.1: Key Spiritual Terms Check

(Optional; also in
Workbook pp. 135-139)

the 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)?**

Handout 27.2: Spiritual Terms Evaluation Chart Sample

(Optional)

Abba G5	<p>This Greek word is used for “father” by a beloved child.</p> <ul style="list-style-type: none"> • Jesus used this word when speaking to God, his Father. • Christians can use this word when talking to God. <p>Most translations transliterate this from the Greek word.</p>	<p>Mark 14:36 Romans 8:15 Galatians 4:6</p>
adoption G5206	<p>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.</p>	<p>Romans 8:15 Romans 8:23 Romans 9:4 Galatians 4:5 Ephesians 1:5</p>
angel G32	<p>This word can mean:</p> <ul style="list-style-type: none"> • 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. <p>A demon. A demon is an angel who does not obey God.</p>	<p>Matthew 1:20 Matthew 4:11 Mark 1:13 Luke 16:22 Acts 12:10 1 Corinthians 13:1 2 Corinthians 12:7 Galatians 3:19 2 Thessalonians 1:7 1 Timothy 5:21 Hebrews 1:5 1 Peter 3:22 2 Peter 2:4 Revelation 5:11</p>
anger G3709, G3710, G3949	<p>This word can mean feeling or showing strong displeasure, hostility, or wrath.</p>	<p>Mark 3:5 Luke 3:7 Romans 1:18 Romans 5:9 Ephesians 2:3 Ephesians 4:26 Ephesians 6:4 Colossians 3:6 1 Thessalonians 1:10 1 Thessalonians 5:9 Revelation 11:18</p>

Chapter 28: Proofreading and Publication

Objective: Participants will understand the general timeframe and steps of the publication process. They will understand the purpose and necessity of proofreading, including the importance of reading the text aloud. They will know that they will need to have a checklist for their own language standards, so that their proofreaders can use it.

Core Concepts:

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

Exercise:

- **Proofreading:** Participants practice using the Proofreading Checklist to find topographical errors.

Handouts:

28.1 Typographical Errors Example (Optional; also in Workbook p. 146)

28.2 Proofreading Exercise (Optional; also in Workbook pp. 149-150)

28.3 Proofreading Checklist Sample (Optional; available online)

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).

Scheduled Time: 45-60 min.

Workbook p. 141

Materials:

- ✓ Slide deck T3 Slides 28
Proofreading and
Publication
- ✓ Whiteboard, markers
- ✓ Translation of Exercise, if
needed

Introduction:

We've talked about the importance of planning from the beginning with the end in mind. We've also talked about what happens to your translation after you've finished the 8 Steps of translation: the community checking process that allows you to refine your translation before you produce your final publication. After the community refinement process is complete, you will be able to begin the process of publication.

As you planned your project, you talked with different community leaders about the different formats that communities may choose for their completed Bible—printed, digital (online or in an app), or audio. You have made or will make decisions about the best format for your published Bible. 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.**

Teacher's Notes:



Proofreading and Publication

And in this I give advice: it is to your advantage not only to be doing what you began and were desiring to do a year ago, but now you also must complete the doing of it, that as there was a readiness to desire it, so there also may be a completion out of what you have (1 Corinthians 9:10-11)

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Written Publication



Print



Digital

If the group has a goal of an oral-to-oral translation, the process is very different.

This chapter will primarily focus on the process for a printed Bible, because this is the goal of many communities. Getting the text from the completed files into a printed book takes some special work. We are going to talk about the activities that are necessary to produce a quality printed work. Typos, inconsistent translation and spelling, and common formatting mistakes all need to be found and corrected when preparing to print a quality 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.** It includes thorough proofreading, conversations between WA and your community about your language's grammar rules, decisions by your translation team about formatting and grammar, and completing the formatting in the best way for your community.

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.

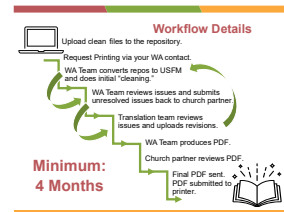
As checking is completed and revisions are made, the translation team will make edits in BTT Writer. Some teams choose to have one person manage the final drafts in BTT Writer, so that final uploads will have entire books in one file (rather than separate files for separate chapters).

The cleaner these files are, the faster the publication process will be. For example, if there is inconsistent punctuation in these files, they will have to be reviewed again by the translation team before they can be printed. Or, if the verse markers are not in place, the translation team will have to take the time now to put each verse marker in place. **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?**

Teacher's Notes:

If they plan to record their written translation to produce an audio translation, there will be additional steps *after* the print translation is published. Be realistic with the team about the extra time that will be needed for this process.



Possible answers include:

- *Have experts in your language make a list of grammar rules for translators and typists to be aware of*

Careful, repeated review is essential to having a quality translation. 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 of these reviews is proofreading, which we will discuss in more detail below.

When you are ready to publish your translation, WA offers training and assistance with publication tools. Your WA contact is here to provide information and direction as you choose which tool to use. Your translation will be hosted online at bibleineverylanguage.org. If you desire an offline digital publication, we can assist with building an app, or train someone on your team to build the app for your translation.

To produce a print translation, we will convert your uploaded (repository) files into an editable format and help you review them for formatting, typographical, or other issues. 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 final proofs, 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.

Again, final printing is the choice of the church and community, but we are here to assist you in this process.

Proofreading

As we have mentioned, proofreading is the very last step your team will complete before beginning the process of

Teacher's Notes:

- *Agree early in the process (maybe before translation begins) about consistent spellings of names and places*
- *Carefully go through each check and refinement tool, such as the QAG and the RG*
- *Assign teachers or detail-oriented individuals to proofread before uploading*

If you know the group is planning to print through WA, you may want to share that

publication. This is an important and necessary step before publication. Let's look at this step in further detail.

As you know, checking is done in the last 4 steps of the 8-Step translation process, but the translation still needs further review and quality checks.

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

These quality reviews are done to make sure that the text clearly and consistently communicates the message of Scripture.

Proofreading is done to make sure that things like punctuation and formatting are correct throughout the text.

Most errors found during proofreading are not results of incorrect translation. The main translation will already be checked many times before proofreading! Instead, the errors found by proofreaders are usually typing (or typographical) errors. Notice that this step will not be beneficial unless it is done after every other check is complete. Notice also that the quality checks are checking **content**. Because of this, they are **comparison checks**, in which the team looks back at the source text and other resources. Proofreading is different. It checks the **mechanics** of your language and form of the printing. This check does not use any resources other than the checklist.

Typographical errors can change the message.

Consider these English examples:

- **What does this sentence mean?**
 - This means I want to be called by the name "Pat."
- **Now, I have added a comma after "me": "Call me, Pat." How does the comma change the meaning in English?**

Teacher's Notes:

this is an essential step for them.

Possible answers include:

- *Quality Assessment Guide*
- *Reviewers' Guide*
- *Spiritual Terms Evaluation*

Proofreading: The Last Step Before Uploading



- Proofreading finds mostly typing errors.
- These errors may affect meaning.

Show slides or write the following examples on the white board:

How Punctuation Changes Meaning

Call me Pat.

"Call me Pat."

How Punctuation Changes Meaning

Call me Pat.

Call me, Pat.

- It now means that I am asking a person named Pat to call me.
- **If I say, “I’m sorry I love you”, what does this mean?**
 - To a native English speaker, this sounds like I regret loving another person.)
- Now, I have added a period after “sorry”—“I’m sorry. I love you.” **How does the period change the English meaning?**
 - Now this sounds like I am apologizing to a person I love.

These are just a couple of examples in English where 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?**

Correct punctuation, capitalization, accent marks, and formatting are all important to clearly communicate what the Scripture says. Because these kinds of errors often happen during typing, and because they look especially obvious in print, corrections need to be done **before** Bibles are printed and distributed, and **after** all other checks. When a language community creates a finished translation that avoids these types of errors, others see that it has been done well and carefully.

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

Teacher’s Notes:

“Call me, Pat.” Pause before “Pat”.

How Punctuation Changes Meaning

I’m sorry I love you.

“I’m sorry I love you.” Read without a pause.

How Punctuation Changes Meaning

I’m sorry I love you.

I’m sorry. I love you.

“I’m sorry. I love you.”

Allow time for discussion.

Proofreading and Community Acceptance



Correct typing and format are evidence of a quality translation.

From Galatians 5:

22 But the fruit OF the spirit is love joy peace, patience, Kindness, goodness, Faith, 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?

22 But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faith, 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.

If you are not using slides, give out copies of Handout 28.1 or

- **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?**

Proofreading is the opportunity to find and correct typing errors in the text, as well as verse numbers in the Scripture. Each language has its own set of rules for punctuation and capitalization, and some languages may 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. The proofreader will make sure that the text consistently follows the system they agreed on.

Discuss:

- **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. A Proofreading Checklist is available on bibleineverylanguage.org for your team to use as a starting point.

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

Teacher's Notes:

have participants look at p. 146 in their Workbooks. Give time to point out errors.

It may be helpful to show examples from English rules, which are included here. If the team listed grammar and punctuation rules for their language in Chapter 13, have them refer to that list here.

Point out that this list is also helpful for the publication volunteers.

Briefly show the example slide for each item on the list. If time allows, have participants find the mistakes before showing the slide with corrections.

5: Beginnings of Sentences

t OF the spirit is love joy) peace, pa
adness, Faith, gentleness, and selfc
ere is no law . 24 Those who belong
Rucified the flesh with its passions
e Spirit, let us also walk" by thespir

alations 5: Beginnings of Sentences

the fruit OF the spirit is love joy) peace, patience,
ss, goodness, Faith, gentleness, and selfcontrol a
ings there is no law . 24 Those who belong to chri
have crucified the flesh with its passions and desi
ve by the Spirit, let us also walk" by thespirit?

the fruit of the Spirit is love, joy, peace, patience,
ss, goodness, faith, 24 Those who belong
t such things there is no law. 24 Those who belong

- Endings of sentences—each one has end punctuation appropriate for the sentence type.
- 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.)
- Parentheses or brackets pairs—each should have a partner.
- Capitalization—names of people and places begin with a capital letter.
- Miscellaneous—there can be other errors in punctuation, capitalization, accent marks, or spacing.
- Proper number of verses. (The checklist will include how many verses are in each chapter.)
- Chapter heading—correct number for the chapter of the book and consistent spacing around it.
- 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.)

Proofreading requires a different kind of “looking” than other types of review. This process will get faster once proofreaders gain experience.

Select individuals within the translation team who **care about details in printed material and notice them.** It is best to find proofreaders who notice such things easily and who enjoy this kind of work.

- 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**

Teacher's Notes:

<p>From Galatians 5: Endings of Sentences</p> <p>22But the fruit of the spirit is love [joy] peace, patience, kindness, goodness, faith, 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. If we live by the Spirit, let us also walk by the Spirit?</p>	<p>From Galatians 5: Endings of Sentences</p> <p>22But the fruit of the spirit is love [joy] peace, patience, kindness, goodness, faith, 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. If we live by the Spirit, let us also walk by the Spirit?</p>
<p>From John 6: Quotation Marks</p> <p>11 Then Jesus said to the twelve, "You do not want to go away also, do you?" Simon Peter answered him, "Lord, to whom would we go? You have words of eternal life. 12 And we have believed and come to know that you are the Holy One of God!"</p>	<p>From Galatians 5: Should There Be Quotation Marks?</p> <p>22But the fruit of the spirit is love [joy] peace, patience, kindness, goodness, faith, 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. If we live by the Spirit, let us also walk by the Spirit?</p>
<p>From John 6: Parentheses</p> <p>1 After these things, Jesus went away to the other side of the Sea of Galilee, also called the Sea of Tiberias. A great crowd was following him because they saw the signs that he was doing for those who were with him. 2 Jesus went up on the mountain and there he sat down with his disciples. 3 Now the Passover, the Jewish festival, was near. 4 When Jesus looked up and saw a great crowd coming to him, he said to Philip, "Where are we going to buy bread for all these people to eat?" 5 But Jesus said this to test Philip, for he himself knew what he was going to do.</p>	<p>From Galatians 5: Should There Be Parentheses?</p> <p>22But the fruit of the spirit is love [joy] peace, patience, kindness, goodness, faith, 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. If we live by the Spirit, let us also walk by the Spirit.</p>
<p>From Galatians 5: Explanatory Phrases and Places in English</p> <p>22But the fruit of the spirit is love [joy] peace, patience, kindness, goodness, faith, 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. If we live by the Spirit, let us also walk by the Spirit?</p>	<p>From Galatians 5: Explanatory Phrases and Places in English</p> <p>22But the fruit of the spirit is love [joy] peace, patience, kindness, goodness, faith, 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. If we live by the Spirit, let us also walk by the Spirit?</p>
<p>From Galatians 5: Miscellaneous</p> <p>22But the fruit of the spirit is love [joy] peace, patience, kindness, goodness, faith, 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. If we live by the Spirit, let us also walk by the Spirit?</p>	<p>From Galatians 5: Miscellaneous</p> <p>22But the fruit of the spirit is love [joy] peace, patience, kindness, goodness, faith, 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. If we live by the Spirit, let us also walk by the Spirit.</p>
<p>From Galatians 5: Proper Number of Verses</p> <p>22But the fruit of the spirit is love [joy] peace, patience, kindness, goodness, faith, 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. If we live by the Spirit, let us also walk by the Spirit?</p>	<p>From Galatians 5: Proper Number of Verses</p> <p>22But the fruit of the spirit is love [joy] peace, patience, kindness, goodness, faith, 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. If we live by the Spirit, let us also walk by the Spirit.</p>

Note that proofreading is usually done on paper. Printed text often makes errors more noticeable than they are on a computer.

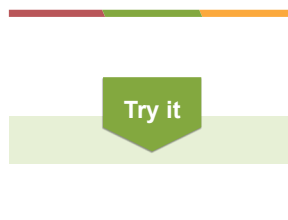
At the end of this chapter, there is a chart of checklists for multiple chapters. This is one format that helps

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 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 that the proofreaders find. Once proofreaders have completed their review of a whole book, they should come together with a team typist to enter the necessary changes in BTT Writer. Then the corrections can be saved, and the text can be uploaded to WACS.

Exercise: Proofreading
Workbook pp. 149-150



Teacher's Notes:

proofreaders easily keep track of the chapters they have completed.

WACS is the Wycliffe Associates Content Server, where drafts are hosted before publication.

Participants should follow the instructions given in the Exercise to search for errors in a portion of Scripture.

If not using English, this practice should be prepared ahead of time in the source language. Do not simply translate the exercise from English. It will not work. Instead, use the source language Unlocked Literal Bible and add deliberate errors for participants to find.

We will practice proofreading independently with the chapter printed on p. 150 in your Workbook. Use the checklist on p. 149. Remember to go through each item on the checklist, one at a time.

You will do some skimming and some reading, and you will go through the chapter several times in this process.

Notice step 4, where you are instructed to read the text out loud. You may be tempted to skip steps, but you should NOT skip any steps.

Discuss:

- **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?**

Teacher's Notes:

For those training in English, this exercise is provided using Mark 16 of the English Unlocked Literal Bible (ULB). Using the English standards in this chapter, participants should circle or mark errors they find in the Exercise. An "Answer Key" (for the trainer only) is included at the end of this chapter. Do NOT give students the ULB to use as a comparison. Errors should be found using only the checklist in this lesson.

To the instructor training in English:

Reassure participants that, if they are not native English speakers, some of these errors may be difficult to notice. Help them understand that anything they find is helpful, but it is not expected to be perfect. Ask participants to think as they work about what kinds of errors they commonly see when their own language is written or printed.

Allow about 15 minutes to work, then discuss. (You may choose to have participants get together in groups of 2 to 4 to discuss the exercise, and write the discussion questions on the whiteboard.)

Allow some to share a few examples of the errors they found.

The end of this chapter has an Answer Key for your own

- 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?
- Did anyone notice how much easier it was to find a particular kind of error when that was the only thing you were looking for?
- Did anyone try to “cheat” and look for multiple types of mistakes at once? Did you miss errors when you did it this way?

Teachback:

- Why is poofreading important?
- What kind of person would best fill this role for your translation team?

Teacher's Notes:

information, only if needed for the discussion. Do not point out all the errors.

Point out that the mind will skip some errors if we are trying to look for too many things at one time. Focus is key.

Confirm: *Participants understand that publication is a process. They also understand that proofreading is a final and systematic check of a printout of their translation, which will improve the quality of their finished Bible. They understand how to perform proofreading, and the importance of reading the translation out loud as they check for errors. They are prepared to create a checklist of their own language standards for their proofreaders to use.*

Answer Key: Mark 16 with errors highlighted

Mark 16

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

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

⁸ They went out and ran from the tomb; they were trembling and amazed. They said nothing to anyone because they were so afraid. ⁹ [Early on the first day of the week, after he arose, he appeared first to Mary Magdalene, from whom he had cast out seven demons. ¹⁰ She went and and told those who were with him, while they were mourning and weeping. ¹¹ They heard that he was alive and that he had been seen. By her, but they did not believe.]

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

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

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

Further explanations of English exercise errors

These explanations are for the teacher's information. This material will help you cover specific questions, but do not spend time discussing these rules with participants unless needed to clarify something.

Verse 1: space missing after comma, capital M needed on Mary, apostrophe needed on Jesus'

Verse 2: capital needed on Very

Verse 3: (starts at "They were saying...") double quotes needed before Who, question mark needed before double quotes after tomb

Verse 4: lowercase needed on away, less space should be after period

Verse 5: delete one "were"

Verse 6: capital needed on You and Nazarene; exclamation point needed after risen

Verse 7: verse marker should be small and raised like others, capital needed on Galilee, no space should be between him and comma, double quotes as well as single quote needed at end

Verse 8: capital needed on They after verse marker, no space should be between afraid and period

Verse 9: should be less space after verse marker, bracket has no partner, should be a space after Mary, should be capital on Magdalene

Verse 10: verse marker should be a 10 and small and raised like others, there is an extra "and" (end and beginning of line), should be a period and space at end

Verse 11: by should be lowercase, period should be at end

Verse 12: too much space above verse, should be "to two of them" not "to to of them"

Verse 13: verse marker is missing (starts at "They went back")

Verse 14: should be capital on Jesus, space should be after comma instead of before it, hardness should all be lowercase

Verse 15: double quotes should be before capital Go, space should be after comma, should be period instead of question mark

Verse 16: "hewho" needs a space to be "he who"

Verse 17: capital needed on They to begin last sentence

Verse 18: verse marker is missing (starts at "They will pick up"), in first sentence space should be after period instead of before it, "get" is repeated (end and beginning of line), and in second sentence a period should go before double quotes

Verse 19: should be Jesus instead of jeSus, capital needed on God

Verse 20: verse marker is missing (starts at "The disciples left"), capital needed on Lord, period should be at end of sentence

Typographical Error Example

From Galatians 5:

22 But 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.

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. Read the text out loud at least once. 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). ☐

Handout 28.2: Proofreading Exercise

(Optional; also in
Workbook pp. 149-150)

Mark 16

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

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

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

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

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

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

New Testament Proofreading Checklist: Instructions

Finding format issues requires a different kind of “looking” than when someone reads through for meaning. This process will get faster once each proofreader gains experience.

Find one or more people on the translation team who care about details in printed words and notice errors. It is best to find proofreaders who notice such things easily and who enjoy this kind of work.

Each proofreader should look at **one chapter at a time**. He or she should use the Proofreading Checklist to focus on **one category at a time**. This will make the work most effective.

When the proofreader finds anything that should be fixed in the chapter, he or she should mark it or write it down (see **Note 1**). When a category has been checked throughout the chapter, the proofreader should mark the corresponding Checklist box to show that its category is completely checked for that chapter. If the proofreader sees anything else (such as inconsistent spellings), more notes can be added. The proofreader should correct spelling errors in common words, but should talk with the team for decisions on difficult word choices, or if the same word seems to be misspelled many times.

Handout 28.3: Proofreading Checklist Sample

(Optional; complete chart is online)

These examples of categories to check in each chapter are based on English-language proofreading. Other languages might have different or additional things to check:

- ☐ In the Checklist, the number of verses is shown for each chapter. Count through to make sure all the verse markers are present in your chapter. Be aware of possible verse bridges (two or more verses written together because they work better that way in the language).
- ☐ If looking at a printout, make sure the number for the chapter is there and has the same spacing as for other chapters.
- ☐ Look through the chapter text quickly to check for anything else that looks odd (examples: uneven spaces between words or inconsistent sizes of numbers).
- ☐ Read through the text out loud, checking for typing errors. Mark any you find, writing a quick note about what is wrong.
- ☐ Look specifically at the endings of sentences and make sure each has end punctuation (a period, a question mark, or an exclamation point, as appropriate).
- ☐ Look specifically at the beginnings of sentences to confirm that each one starts with a capital letter.
- ☐ Look specifically for pairs of marks, such as quotation marks, parentheses, and brackets. Does each one have a partner? Does what is inside pairs of quotes sound like it is what someone is saying? Does what is inside pairs of double square brackets (see **Note 2**) sound like a footnote?
- ☐ Make sure each name is capitalized (for both people and places, if needed).
- ☐ Scan through for anything else on your list.

Note 1: If the team that is proofreading has BTT Writer available, any errors that are found can be fixed right away. (However, they should not make other changes to the text other than in these categories.) The changed files will need to be re-uploaded.

Note 2: In BTT Writer, it is OK to set footnotes in a verse using [[]] (these are called “double square brackets”), as long as they are in pairs. For example, in Matthew 5:44, you might see something like this:

But I say to you, love your enemies and pray for those who persecute you, [[The best ancient copies do not have *Bless those who curse you, do good to those who hate you.*]]

Handout 28.3: Proofreading Checklist Sample

(Optional; complete
chart is online)

Matthew, part 1

Chapter 1 25 verses

- ☐ verse numbers
- ☐ chapter number
- ☐ spacing
- ☐ read through aloud
- ☐ ends of sentences
- ☐ starts of sentences
- ☐ pairs: () “ ” []
- ☐ capitals on names
- ☐ _____
- ☐ _____

Chapter 2 23 verses

- ☐ verse numbers
- ☐ chapter number
- ☐ spacing
- ☐ read through aloud
- ☐ ends of sentences
- ☐ starts of sentences
- ☐ pairs: () “ ” []
- ☐ capitals on names
- ☐ _____
- ☐ _____

Chapter 3 17 verses

- ☐ verse numbers
- ☐ chapter number
- ☐ spacing
- ☐ read through aloud
- ☐ ends of sentences
- ☐ starts of sentences
- ☐ pairs: () “ ” []
- ☐ capitals on names
- ☐ _____
- ☐ _____

Chapter 4 25 verses

- ☐ verse numbers
- ☐ chapter number
- ☐ spacing
- ☐ read through aloud
- ☐ ends of sentences
- ☐ starts of sentences
- ☐ pairs: () “ ” []
- ☐ capitals on names
- ☐ _____
- ☐ _____

Matthew, part 2

Chapter 5 48 verses

- ☐ verse numbers
- ☐ chapter number
- ☐ spacing
- ☐ read through aloud
- ☐ ends of sentences
- ☐ starts of sentences
- ☐ pairs: () “ ” []
- ☐ capitals on names
- ☐ _____
- ☐ _____

Chapter 6 34 verses

- ☐ verse numbers
- ☐ chapter number
- ☐ spacing
- ☐ read through aloud
- ☐ ends of sentences
- ☐ starts of sentences
- ☐ pairs: () “ ” []
- ☐ capitals on names
- ☐ _____
- ☐ _____

Chapter 7 29 verses

- ☐ verse numbers
- ☐ chapter number
- ☐ spacing
- ☐ read through aloud
- ☐ ends of sentences
- ☐ starts of sentences
- ☐ pairs: () “ ” []
- ☐ capitals on names
- ☐ _____
- ☐ _____

Chapter 8 34 verses

- ☐ verse numbers
- ☐ chapter number
- ☐ spacing
- ☐ read through aloud
- ☐ ends of sentences
- ☐ starts of sentences
- ☐ pairs: () “ ” []
- ☐ capitals on names
- ☐ _____
- ☐ _____

Matthew, part 3

Chapter 9 38 verses

- ☐ verse numbers
- ☐ chapter number
- ☐ spacing
- ☐ read through aloud
- ☐ ends of sentences
- ☐ starts of sentences
- ☐ pairs: () “ ” []
- ☐ capitals on names
- ☐ _____
- ☐ _____

Chapter 10 42 verses

- ☐ verse numbers
- ☐ chapter number
- ☐ spacing
- ☐ read through aloud
- ☐ ends of sentences
- ☐ starts of sentences
- ☐ pairs: () “ ” []
- ☐ capitals on names
- ☐ _____
- ☐ _____

Chapter 11 30 verses

- ☐ verse numbers
- ☐ chapter number
- ☐ spacing
- ☐ read through aloud
- ☐ ends of sentences
- ☐ starts of sentences
- ☐ pairs: () “ ” []
- ☐ capitals on names
- ☐ _____
- ☐ _____

Chapter 12 50 verses

- ☐ verse numbers
- ☐ chapter number
- ☐ spacing
- ☐ read through aloud
- ☐ ends of sentences
- ☐ starts of sentences
- ☐ pairs: () “ ” []
- ☐ capitals on names
- ☐ _____
- ☐ _____