## **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.\* 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. If the proofreader sees anything else (such as inconsistent spelling), more notes can be added.

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 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.

\*Decide with your team the best ways to indicate errors and how to fix them. In American proofreading, for example, writing a slash over a capital letter indicates that the letter should be lowercase.

If the team that is proofreading has BTT Writer available, they should proofread first on paper, at least a chapter at a time, before they use the computer to enter the corrections they found. (They should not make other changes to the text other than in these categories.) The changed files will need to be re-uploaded.

Chapter 1 25 verses  verse numbers chapter number spacing read through aloud ends of sentences starts of sentences pairs: () " " [] capitals on names	Chapter 5 48 verses  verse numbers chapter number spacing read through aloud ends of sentences starts of sentences pairs: () " " [] capitals on names	Chapter 9 38 verses  verse numbers chapter number spacing read through aloud ends of sentences starts of sentences pairs: () " " [] capitals on names
Chapter 2 23 verses  verse numbers chapter number spacing read through aloud ends of sentences starts of sentences pairs: () " " [] capitals on names	Chapter 6 34 verses  verse numbers chapter number spacing read through aloud ends of sentences starts of sentences pairs: () " " [] capitals on names	Chapter 10 42 verses  verse numbers  chapter number  spacing read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names
Chapter 3 17 verses  verse numbers chapter number spacing read through aloud ends of sentences starts of sentences pairs: () " " [] capitals on names	Chapter 7 29 verses  verse numbers  chapter number  spacing read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names	Chapter 11 30 verses  verse numbers chapter number spacing read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names
Chapter 4 25 verses  verse numbers  chapter number  spacing read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names	Chapter 8 34 verses  verse numbers  chapter number  spacing read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names	Chapter 12 50 verses  verse numbers  chapter number  spacing read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names

Matthew, part 2

Matthew, part 3

Matthew, part 1

Chapter 13 58 verses  verse numbers  chapter number  spacing read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names	Chapter 17 27* verses  verse numbers  chapter number  spacing read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names	Chapter 21 46 verses  verse numbers  chapter number  spacing read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names
Chapter 14 36 verses  verse numbers chapter number spacing read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names	Chapter 18 35* verses  verse numbers  chapter number  spacing  read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names	Chapter 22 46 verses  verse numbers chapter number spacing read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names
Chapter 15 39 verses  verse numbers  chapter number  spacing read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names	Chapter 19 30 verses  verse numbers  chapter number  spacing read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names	Chapter 23 39* verses  verse numbers  chapter number  spacing  read through aloud  ends of sentences  starts of sentences  pairs: () " " []  capitals on names
Chapter 16 28 verses  verse numbers  chapter number  spacing read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names	Chapter 20 34 verses  verse numbers  chapter number  spacing read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names	Chapter 24 51 verses  verse numbers  chapter number  spacing read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names

Matthew, part 5

Matthew, part 6

Matthew, part 4

Chapter 25 46 verses  verse numbers  chapter number  spacing read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names	Chapter 1 45 verses  verse numbers  chapter number  spacing read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names	Chapter 5 43 verses  verse numbers  chapter number  spacing  read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names
Chapter 26 75 verses  verse numbers chapter number spacing read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names	Chapter 2 28 verses  verse numbers  chapter number  spacing  read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names	Chapter 6 56 verses  verse numbers  chapter number  spacing  read through aloud  ends of sentences  starts of sentences  pairs: () " " []  capitals on names
Chapter 27 66 verses  verse numbers  chapter number  spacing read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names	Chapter 3 35 verses  verse numbers chapter number spacing read through aloud ends of sentences starts of sentences pairs: () " " [] capitals on names	Chapter 7 37* verses  verse numbers chapter number spacing read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names
Chapter 28 20 verses  verse numbers chapter number spacing read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names	Chapter 4 41 verses  verse numbers chapter number spacing read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names	Chapter 8 38 verses  verse numbers  chapter number  spacing  read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names

Mark, part 1

Mark, part 2

Matthew, part 7

Chapter 9 50* verses  verse numbers chapter number spacing read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names	Chapter 13 37 verses  verse numbers chapter number spacing read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names	Chapter 1 80 verses  verse numbers  chapter number  spacing  read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names
Chapter 10 52 verses  verse numbers chapter number spacing read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names	Chapter 14 72 verses  verse numbers  chapter number  spacing read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names	Chapter 2 52 verses  verse numbers  chapter number  spacing  read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names
Chapter 11 33* verses  verse numbers  chapter number  spacing read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names	Chapter 15 47* verses  verse numbers  chapter number  spacing read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names	Chapter 3 38 verses  verse numbers  chapter number  spacing  read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names
Chapter 12 44 verses  verse numbers  chapter number  spacing read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names	Chapter 16 20 verses  verse numbers  chapter number  spacing read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names	Chapter 4 44 verses  verse numbers  chapter number  spacing  read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names

Mark, part 4

Luke, part 1

Mark, part 3

Chapter 5 39 verses  verse numbers chapter number spacing read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names	Chapter 9 62 verses  verse numbers  chapter number  spacing read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names	Chapter 13 35 verses  verse numbers chapter number spacing read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names
Chapter 6 49 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 14 35 verses  verse numbers chapter number spacing read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names
Chapter 7 50 verses  verse numbers chapter number spacing read through aloud ends of sentences starts of sentences pairs: () " " [] capitals on names	Chapter 11 54 verses  verse numbers chapter number spacing read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names	Chapter 15 32 verses  verse numbers chapter number spacing read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names
Chapter 8 56 verses  verse numbers chapter number spacing read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names	Chapter 12 59 verses  verse numbers  chapter number  spacing read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names	Chapter 16 31 verses  verse numbers chapter number spacing read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names

Luke, part 3

Luke, part 4

Luke, part 2

Chapter 17 37* verses  verse numbers chapter number spacing read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names	Chapter 21 38 verses  verse numbers  chapter number  spacing read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names	Chapter 1 51 verses  verse numbers  chapter number  spacing read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names
Chapter 18 43 verses  verse numbers chapter number spacing read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names	Chapter 22 71 verses  verse numbers  chapter number  spacing read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names	Chapter 2 25 verses  verse numbers  chapter number  spacing  read through aloud  ends of sentences  starts of sentences  pairs: () "" []  capitals on names
Chapter 19 48 verses  verse numbers chapter number spacing read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names	Chapter 23 56* verses  verse numbers  chapter number  spacing read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names	Chapter 3 36 verses  verse numbers  chapter number  spacing  read through aloud  ends of sentences  starts of sentences  pairs: () " " []  capitals on names
Chapter 20 47 verses  verse numbers chapter number spacing read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names	Chapter 24 53 verses  verse numbers  chapter number  spacing read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names	Chapter 4 54 verses  verse numbers  chapter number  spacing  read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names

Luke, part 6

John, part 1

Luke, part 5

Chapter 5 47* verses  verse numbers chapter number spacing read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names	Chapter 9 41 verses  verse numbers chapter number spacing read through aloud ends of sentences starts of sentences pairs: () " " [] capitals on names	Chapter 13 38 verses  verse numbers chapter number spacing read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names
Chapter 6 71 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 14 31 verses  verse numbers chapter number spacing read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names
Chapter 7 53 verses  verse numbers  chapter number  spacing read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names	Chapter 11 57 verses  verse numbers  chapter number  spacing read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names	Chapter 15 27 verses  verse numbers  chapter number  spacing  read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names
Chapter 8 59 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	Chapter 16 33 verses  verse numbers  chapter number  spacing read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names

John, part 3

John, part 4

John, part 2

Chapter 17 26 verses  verse numbers chapter number spacing read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names	Chapter 21 25 verses  verse numbers chapter number spacing read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names	Chapter 1 26 verses  verse numbers chapter number spacing read through aloud ends of sentences starts of sentences pairs: () " " [] capitals on names
Chapter 18 40 verses  verse numbers  chapter number  spacing read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names		Chapter 2 47 verses  verse numbers  chapter number  spacing  read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names
Chapter 19 42 verses  verse numbers  chapter number  spacing read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names		Chapter 3 26 verses  verse numbers  chapter number  spacing  read through aloud ends of sentences starts of sentences pairs: () " " [] capitals on names
Chapter 20 31 verses  verse numbers chapter number spacing read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names		Chapter 4 37 verses  verse numbers  chapter number  spacing  read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names

John, part 6

Acts, part 1

John, part 5

Chapter 5 42 verses  verse numbers chapter number spacing read through aloud ends of sentences starts of sentences pairs: () " " [] capitals on names	Chapter 9 43 verses  verse numbers chapter number spacing read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names	Chapter 13 52 verses  verse numbers chapter number spacing read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names
Chapter 6 15 verses  verse numbers chapter number spacing read through aloud ends of sentences starts of sentences pairs: () " " [] capitals on names	Chapter 10 48 verses  verse numbers chapter number spacing read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names	Chapter 14 28 verses  verse numbers chapter number spacing read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names
Chapter 7 60 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 15 41* verses  verse numbers chapter number spacing read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names
Chapter 8 40* verses  verse numbers chapter number spacing read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names	Chapter 12 25 verses  verse numbers chapter number spacing read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names	Chapter 16 40 verses  verse numbers chapter number spacing read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names

Acts, part 3

Acts, part 4

Acts, part 2

Chapter 17 34 verses  verse numbers chapter number spacing read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names	Chapter 21 40 verses  verse numbers chapter number spacing read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names	Chapter 25 27 verses  verse numbers  chapter number  spacing read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names
Chapter 18 28 verses  verse numbers  chapter number  spacing read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names	Chapter 22 30 verses  verse numbers  chapter number  spacing  read through aloud  ends of sentences  starts of sentences  pairs: () "" []  capitals on names	Chapter 26 32 verses  verse numbers  chapter number  spacing read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names
Chapter 19 41* verses  verse numbers chapter number spacing read through aloud ends of sentences starts of sentences pairs: () " " [] capitals on names	Chapter 23 35 verses  verse numbers chapter number spacing read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names	Chapter 27 44 verses  verse numbers  chapter number  spacing read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names
Chapter 20 38 verses  verse numbers  chapter number  spacing read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names	Chapter 24 27* verses  verse numbers  chapter number  spacing  read through aloud ends of sentences starts of sentences pairs: () "" []  capitals on names	Chapter 28 31* verses  verse numbers  chapter number  spacing read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names

Acts, part 6

Acts, part 7

Acts, part 5

Chapter 1 32 verses  verse numbers chapter number spacing read through aloud ends of sentences starts of sentences pairs: () " " [] capitals on names  capitals on names	Chapter 5 21 verses  verse numbers  chapter number  spacing read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names	Chapter 9 33 verses  verse numbers chapter number spacing read through aloud ends of sentences starts of sentences pairs: () " " [] capitals on names
Chapter 2 29 verses  verse numbers chapter number spacing read through aloud ends of sentences starts of sentences pairs: () " " [] capitals on names	Chapter 6 23 verses  verse numbers chapter number spacing read through aloud ends of sentences starts of sentences pairs: () " " [] capitals on names	Chapter 10 21 verses  verse numbers chapter number spacing read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names
Chapter 3 31 verses  verse numbers chapter number spacing read through aloud ends of sentences starts of sentences pairs: () " " [] capitals on names	Chapter 7 25 verses  verse numbers chapter number spacing read through aloud ends of sentences starts of sentences pairs: () " " [] capitals on names	Chapter 11 36 verses  verse numbers chapter number spacing read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names
Chapter 4 25 verses  verse numbers chapter number spacing read through aloud ends of sentences starts of sentences pairs: () " " [] capitals on names	Chapter 8 39 verses  verse numbers  chapter number  spacing read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names	Chapter 12 21 verses  verse numbers chapter number spacing read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names

Romans, part 2

Romans, part 3

Romans, part 1

Chapter 13 14 verses  verse numbers chapter number spacing read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names	Chapter 1 31 verses  verse numbers  chapter number  spacing  read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names	Chapter 5 13 verses  verse numbers  chapter number  spacing  read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names
Chapter 14 23 verses  verse numbers chapter number spacing read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names	Chapter 2 16 verses  verse numbers chapter number spacing read through aloud ends of sentences starts of sentences pairs: () " " [] capitals on names	Chapter 6 20 verses  verse numbers chapter number spacing read through aloud ends of sentences starts of sentences pairs: () " " [] capitals on names
Chapter 15 33 verses  verse numbers  chapter number  spacing read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names	Chapter 3 23 verses  verse numbers  chapter number  spacing read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names	Chapter 7 40 verses  verse numbers  chapter number  spacing  read through aloud  ends of sentences  starts of sentences  pairs: () " " []  capitals on names
Chapter 16 27* verses  verse numbers chapter number spacing read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names	Chapter 4 21 verses  verse numbers chapter number spacing read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names	Chapter 8 13 verses  verse numbers chapter number spacing read through aloud ends of sentences starts of sentences pairs: () " " [] capitals on names

1 Corinthians, part 1

1 Corinthians, part 2

Romans, part 4

Chapter 9 27 verses  verse numbers chapter number spacing read through aloud ends of sentences starts of sentences pairs: () " " [] capitals on names	Chapter 13 13 verses  verse numbers  chapter number  spacing read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names	Chapter 1 24 verses  verse numbers  chapter number  spacing  read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names
Chapter 10 33 verses  verse numbers chapter number spacing read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names	Chapter 14 40 verses  verse numbers  chapter number  spacing read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names	Chapter 2 17 verses  verse numbers chapter number spacing read through aloud ends of sentences starts of sentences pairs: () " " [] capitals on names
Chapter 11 34 verses  verse numbers  chapter number  spacing read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names	Chapter 15 58 verses  verse numbers  chapter number  spacing read through aloud ends of sentences starts of sentences pairs: () " " [] capitals on names	Chapter 3 18 verses  verse numbers  chapter number  spacing  read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names
Chapter 12 31 verses  verse numbers chapter number spacing read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names	Chapter 16 24 verses  verse numbers  chapter number  spacing read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names	Chapter 4 18 verses  verse numbers chapter number spacing read through aloud ends of sentences starts of sentences pairs: () " " [] capitals on names

1 Corinthians, part 4

2 Corinthians, part 1

1 Corinthians, part 3

## 2 Corinthians, part 2 2 Corinthians, part 3 2 Corinthians, part 4 Chapter 5 21 verses Chapter 9 15 verses Chapter 13 14\* verses □ verse numbers □ verse numbers □ verse numbers ☐ chapter number ☐ chapter number ☐ chapter number □ spacing □ spacing □ spacing ☐ read through aloud ☐ read through aloud ☐ read through aloud ends of sentences ends of sentences ends of sentences □ starts of sentences □ starts of sentences □ starts of sentences □ pairs: () " " [] □ pairs: () " " [] □ pairs: () " " [] ☐ capitals on names ☐ capitals on names ☐ capitals on names Chapter 6 18 verses Chapter 10 18 verses □ verse numbers □ verse numbers ☐ chapter number □ chapter number □ spacing □ spacing ☐ read through aloud ☐ read through aloud ends of sentences □ ends of sentences ☐ starts of sentences □ starts of sentences □ pairs: () " " [] □ pairs: () " " [] ☐ capitals on names ☐ capitals on names Chapter 7 16 verses Chapter 11 33 verses □ verse numbers □ verse numbers ☐ chapter number ☐ chapter number ☐ spacing ☐ spacing ☐ read through aloud ☐ read through aloud ends of sentences □ ends of sentences □ starts of sentences ☐ starts of sentences □ pairs: () " " [] □ pairs: () " " [] ☐ capitals on names ☐ capitals on names Chapter 8 24 verses Chapter 12 21 verses □ verse numbers □ verse numbers ☐ chapter number ☐ chapter number □ spacing ☐ spacing ☐ read through aloud ☐ read through aloud ends of sentences ends of sentences □ starts of sentences □ starts of sentences □ pairs: () " " [] □ pairs: () " " [] ☐ capitals on names ☐ capitals on names

Galatians, part 1	Galatians, part 2	Ephesians, part 1
Chapter 1 24 verses  verse numbers  chapter number  spacing read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names	Chapter 5 26 verses  verse numbers  chapter number  spacing  read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names	Chapter 1 23 verses  verse numbers  chapter number  spacing  read through aloud ends of sentences starts of sentences pairs: () " " [] capitals on names
Chapter 2 21 verses  verse numbers chapter number spacing read through aloud ends of sentences starts of sentences pairs: () " " [] capitals on names	Chapter 6 18 verses  verse numbers chapter number spacing read through aloud ends of sentences starts of sentences pairs: () " " [] capitals on names	Chapter 2 22 verses  verse numbers  chapter number  spacing  read through aloud ends of sentences starts of sentences pairs: () " " [] capitals on names
Chapter 3 29 verses  verse numbers chapter number spacing read through aloud ends of sentences starts of sentences pairs: () " " [] capitals on names		Chapter 3 21 verses  verse numbers chapter number spacing read through aloud ends of sentences starts of sentences pairs: () " " [] capitals on names
Chapter 4 31 verses  verse numbers chapter number spacing read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names		Chapter 4 32 verses  verse numbers  chapter number  spacing read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names

Chapter 5 33 verses  verse numbers chapter number spacing read through aloud ends of sentences starts of sentences pairs: () " " [] capitals on names	Chapter 1 30 verses  verse numbers  chapter number  spacing  read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names	Chapter 1 29 verses  verse numbers  chapter number  spacing  read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names
Chapter 6 24 verses  verse numbers chapter number spacing read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names	Chapter 2 30 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 21 verses  verse numbers  chapter number  spacing read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names	Chapter 3 25 verses  verse numbers  chapter number  spacing  read through aloud  ends of sentences  starts of sentences  pairs: () " " []  capitals on names
	Chapter 4 23 verses  verse numbers  chapter number  spacing read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names	Chapter 4 18 verses  verse numbers  chapter number  spacing  read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names

**Philippians** 

Colossians

Ephesians, part 2

Chapter 1 10 verses  verse numbers chapter number spacing read through aloud ends of sentences starts of sentences pairs: () " " [] capitals on names	Chapter 5 28 verses  verse numbers chapter number spacing read through aloud ends of sentences starts of sentences pairs: () " " [] capitals on names	Chapter 1 12 verses  verse numbers  chapter number  spacing  read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names
Chapter 2 20 verses  verse numbers chapter number spacing read through aloud ends of sentences starts of sentences pairs: () " " [] capitals on names		Chapter 2 17 verses  verse numbers  chapter number  spacing  read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names
Chapter 3 13 verses  verse numbers chapter number spacing read through aloud ends of sentences starts of sentences pairs: () " " [] capitals on names		Chapter 3 18 verses  verse numbers chapter number spacing read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names
Chapter 4 18 verses  verse numbers  chapter number  spacing read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names		

1 Thessalonians, part 1 1 Thessalonians, part 2

2 Thessalonians

Chapter 1 20 verses  verse numbers chapter number spacing read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names	Chapter 5 25 verses  verse numbers  chapter number  spacing read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names	Chapter 1 18 verses  verse numbers  chapter number  spacing  read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names
Chapter 2 15 verses  verse numbers chapter number spacing read through aloud ends of sentences starts of sentences pairs: () " " [] capitals on names	Chapter 6 21 verses  verse numbers  chapter number  spacing  read through aloud ends of sentences starts of sentences pairs: () " " [] capitals on names	Chapter 2 26 verses  verse numbers  chapter number  spacing  read through aloud  ends of sentences  starts of sentences  pairs: () " " []  capitals on names
Chapter 3 16 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 16 verses  □ verse numbers □ chapter number □ spacing □ read through aloud □ ends of sentences □ starts of sentences □ pairs: () "" [] □ capitals on names		Chapter 4 22 verses  verse numbers  chapter number  spacing  read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names

1 Timothy, part 2

2 Timothy

1 Timothy, part 1

Chapter 1 16 verses  verse numbers  chapter number  spacing read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names	Chapter 1 25 verses  verse numbers  chapter number  spacing  read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names	Chapter 1 14 verses  verse numbers chapter number spacing read through aloud ends of sentences starts of sentences pairs: () " " [] capitals on names
Chapter 2 15 verses  verse numbers chapter number spacing read through aloud ends of sentences starts of sentences pairs: () " " [] capitals on names		Chapter 2 18 verses  verse numbers chapter number spacing read through aloud ends of sentences starts of sentences pairs: () " " [] capitals on names
Chapter 3 15 verses  verse numbers chapter number spacing read through aloud ends of sentences starts of sentences pairs: () " " [] capitals on names		Chapter 3 19 verses  verse numbers chapter number spacing read through aloud ends of sentences starts of sentences pairs: () " " [] capitals on names
		Chapter 4 16 verses  verse numbers chapter number spacing read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names

**Philemon** 

**Titus** 

Hebrews, part 1

Chapter 5 14 verses  verse numbers chapter number spacing read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names	Chapter 9 28 verses  verse numbers  chapter number  spacing  read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names	Chapter 13 25 verses  verse numbers  chapter number  spacing  read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names
Chapter 6 20 verses  verse numbers  chapter number  spacing read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names	Chapter 10 39 verses  verse numbers  chapter number  spacing read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names	
Chapter 7 28 verses  verse numbers chapter number spacing read through aloud ends of sentences starts of sentences pairs: () " " [] capitals on names	Chapter 11 40 verses  verse numbers chapter number spacing read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names	
Chapter 8 13 verses  verse numbers chapter number spacing read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names	Chapter 12 29 verses  verse numbers  chapter number  spacing read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names	

Hebrews, part 3

Hebrews, part 4

Hebrews, part 2

Chapter 1 27 verses  verse numbers chapter number spacing read through aloud ends of sentences starts of sentences pairs: () " " [] capitals on names	Chapter 5 20 verses  verse numbers  chapter number  spacing read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names	Chapter 1 25 verses  verse numbers  chapter number  spacing  read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names
Chapter 2 26 verses  verse numbers chapter number spacing read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names		Chapter 2 25 verses  verse numbers  chapter number  spacing  read through aloud ends of sentences starts of sentences pairs: () "" []  capitals on names
Chapter 3 18 verses  verse numbers chapter number spacing read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names		Chapter 3 22 verses  verse numbers  chapter number  spacing  read through aloud  ends of sentences  starts of sentences  pairs: () "" []  capitals on names
Chapter 4 17 verses  verse numbers chapter number spacing read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names		Chapter 4 19 verses  verse numbers  chapter number  spacing read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names

James, part 2

James, part 1

1 Peter, part 1

1 Peter, part 2	2 Peter	1 John, part 1
Chapter 5 14 verses  verse numbers  chapter number  spacing read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names	Chapter 1 21 verses  verse numbers  chapter number  spacing  read through aloud ends of sentences starts of sentences pairs: () " " [] capitals on names	Chapter 1 10 verses  verse numbers  chapter number  spacing  read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names
	Chapter 2 22 verses  verse numbers chapter number spacing read through aloud ends of sentences starts of sentences pairs: () " " [] capitals on names	Chapter 2 29 verses  verse numbers  chapter number  spacing  read through aloud ends of sentences starts of sentences pairs: () " " [] capitals on names
	Chapter 3 18 verses  verse numbers  chapter number  spacing read through aloud ends of sentences starts of sentences pairs: () " " [] capitals on names	Chapter 3 24 verses  verse numbers  chapter number  spacing read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names
		Chapter 4 21 verses  verse numbers  chapter number  spacing read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names

Chapter 5 21 verses	Chapter 1 13 verses	Chapter 1 15* verses
☐ verse numbers	verse numbers	verse numbers
☐ chapter number	☐ chapter number	□ chapter number
☐ spacing	□ spacing	□ spacing
☐ read through aloud	$\square$ read through aloud	$\square$ read through aloud
ends of sentences	ends of sentences	ends of sentences
starts of sentences	starts of sentences	starts of sentences
□ pairs: () " " [ ]	□ pairs: () " " [ ]	□ pairs: () " " [ ]
capitals on names	capitals on names	capitals on names
		_

3 John

2 John

1 John, part 2

Jude	Revelation, part 1	Revelation, part 2
Chapter 1 25 verses  □ verse numbers □ chapter number □ spacing □ read through aloud □ ends of sentences □ starts of sentences □ pairs: () "" [] □ capitals on names □ □	Chapter 1 20 verses  verse numbers  chapter number  spacing read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names	Chapter 5 14 verses  verse numbers chapter number spacing read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names
	Chapter 2 29 verses  verse numbers  chapter number  spacing read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names	Chapter 6 17 verses  verse numbers  chapter number  spacing  read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names
	Chapter 3 22 verses  verse numbers  chapter number  spacing read through aloud ends of sentences starts of sentences pairs: () " " [] capitals on names	Chapter 7 17 verses  verse numbers chapter number spacing read through aloud ends of sentences starts of sentences pairs: () " " [] capitals on names
	Chapter 4 11 verses  verse numbers  chapter number  spacing read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names	Chapter 8 13 verses  verse numbers  chapter number  spacing  read through aloud  ends of sentences  starts of sentences  pairs: () " " []  capitals on names

Chapter 9 21 verses  verse numbers  chapter number  spacing  read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names	Chapter 13 18 verses  verse numbers  chapter number  spacing read through aloud ends of sentences starts of sentences pairs: () " " [ ] capitals on names	Chapter 17 18 verses  verse numbers  chapter number  spacing read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names
Chapter 10 11 verses  verse numbers chapter number spacing read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names	Chapter 14 20 verses  verse numbers  chapter number  spacing read through aloud ends of sentences starts of sentences pairs: () " " [ ] capitals on names	Chapter 18 24 verses  verse numbers  chapter number  spacing read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names
Chapter 11 19 verses  verse numbers chapter number spacing read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names	Chapter 15 8 verses  verse numbers  chapter number  spacing read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names	Chapter 19 21 verses  verse numbers chapter number spacing read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names
Chapter 12 18* verses  verse numbers  chapter number  spacing read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names	Chapter 16 21 verses  verse numbers  chapter number  spacing read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names	Chapter 20 15 verses  verse numbers  chapter number  spacing read through aloud ends of sentences starts of sentences pairs: () "" [] capitals on names

Revelation, part 4

Revelation, part 5

Revelation, part 3

## Revelation, part 6

Chapter 21		27 verses	
	verse numbers		
	chapter number		
	spacing		
	read through aloud		
	ends of sentences		
	starts of sentences		
	pairs: () " " []		
	capitals on names		
Cha	pter 22	21 verses	
	verse nu	mbers	
	chapter number		
	spacing		
	read through aloud		
	ends of sentences		
	starts of sentences		
	pairs: ()	""[]	
	capitals on names		
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