



Accelerating Bible Translation

# **T3: Train the Trainer**

## **Participant Workbook**

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

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

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# Chapter 1: Introduction to Wycliffe Associates

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

YOUR NOTES:

## ○ What do you think of when you think of Bible translation?

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

## **Wycliffe Associates (WA) History—Why?**

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

## **WA History—How?**

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

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

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

**Impact Story:**

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

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

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

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

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

YOUR NOTES:

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

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

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

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

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

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

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

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

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

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

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YOUR NOTES:

## YOUR NOTES:

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

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

### **Review of Core Concepts:**

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

## Chapter 2: Statement of Faith

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

YOUR NOTES:

### Statement of Faith:

**Beliefs that guide everything we do.**

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

### Three Core Values:

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

### Wycliffe Associates vision:

***A Bible in Every Language.***

### Wycliffe Associates mission:

***Involving people in the advancement of Bible translation.***

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

### Statement of Faith

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

### At Wycliffe Associates, we believe:

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

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

**2 Timothy 3:16**

**John 17:17**



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

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

**Deuteronomy 6:4**

**John 10:30**

**1 Peter 1:10-11**

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

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

**Romans 5:12**

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

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

**1 John 2:2**

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

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

**Romans 3:24-25a**

YOUR NOTES:

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

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

**Acts 24:15b**  
**Matthew 25:46**

YOUR NOTES:

- **Why do we need to discuss this list of beliefs?**
- **Do you have any questions or concerns about this list?**

### Review of Core Concepts:

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

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

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

YOUR NOTES:

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

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

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

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

### **4 Beliefs:**

#### **1. Ability**

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

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

## 2. Authority

Matthew 28:18 -20      Acts 1:8

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

YOUR NOTES:

## 3. Responsibility

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

The local Church has the responsibility for:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

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

## 4. Accountability

Romans 14:12    1 Corinthians 2:12-13

Mother-tongue translators are accountable to

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

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

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

## Exercise: **COBT 4 Beliefs Scenario Match**

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

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

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

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

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

#### Example:

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

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

#### **Which Belief best matches the experience of the Ontenu People?**

- 
1. When a young woman on the translation team arrived at the training event, she felt unqualified for translation. But as she learned the process and worked with her team, she realized God had uniquely prepared her. She understood the source language well enough to help others on the team. She was also comfortable with English and had learned to type while at college.
- 
2. The leaders of a translation project asked the school teacher in their community to help them with their checking efforts because he was respected for his knowledge of their mother tongue. He loved words and researching meaning. The leaders trusted him to help them find the best words when they were confused.
-

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

**Ability  
Authority  
Responsibility  
Accountability**

4. A pastor provided his church as a place for translators to meet. People from the church volunteered to cook meals for the translators on the days they gathered to work on the translation.
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5. The translation team split up the remaining portions of the New Testament to work on at home. They set a schedule to gather for checking every couple of weeks.
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6. A Christian leader from the community mentors eight pastors to translate Scripture into their mother tongue.
- 

7. A church is home to 3 minority dialects with no Scripture. The pastor wants to help them get Scripture. At first, he thinks he can only find help from the outside. But what he really wants is help to equip himself and the 3 communities to manage the task themselves. He decides to host a training event and invites a group from each language to learn specific skills in Bible translation. This pastor plans and manages the event and helps guide the translators for each language.
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8. A Muslim man allowed his wife, who is a believer, to attend a translation training event for their language as long as she took him with her. He was not interested in the gospel, but he was interested in preserving their heart language. The leaders of the event allowed this non-believer to observe the training with his wife. During the training, this young man read the Scriptures, heard the gospel, and was saved.
- 

### **Review of Core Concepts:**

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

## Chapter 4: Church Owned Bible Translation—Six Behaviors

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

YOUR NOTES:

We've confirmed that the local church has the:

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

for translating Scripture.

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

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

### **The 6 Behaviors of Church-Owned Bible Translation**

#### **1. Accept responsibility.**

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

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

#### **2. Make Bible Translation Accessible**

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

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

YOUR NOTES:

### 3. Refine and Revise the Translation.

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

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

### 4. Engage the Community.

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

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

### 5. Share COBT with Others.

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

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



### 6. Involve All Generations in Ownership

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

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

YOUR NOTES:

Exercise:**COBT 6 Behaviors Scenario Match**

**Consider the following stories. Which action is being shown?**

Example:

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

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

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

- 
1. A group of believers invites other Christians to their home once a month for Bible study. They use their time to read the newly translated Scriptures in their mother tongue and talk about what they have read.
- 
2. A pastor worked with pastors outside his language community to help fund the publication of the New Testament his own community had just completed.
- 
3. A translation team had completed their draft translation through all eight steps of the COBT 8-Step process. The pastors from the language community planned a regular time to meet and do doctrine checking by using the Wycliffe Associates' Reviewers' Guide doctrine checking resource.
- 
4. A young woman joined the translation team for her community. She shared that she did it because of her grandfather. He could not speak or read the trade language well enough to read Scripture in that language. Her desire was for him and others of his generation to be able to read Scripture for themselves in the language of their heart.
- 
5. The chief of a prominent tribe helped get a translation started with the church from his wife's language community. Then he traveled to the north of his country and met with a Bishop from another tribe. He invited them to partner in learning about Bible translation for their own tribe.
-

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

YOUR NOTES:

## **Review of Core Concepts:**

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

## Chapter 5: Open Copyright License

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

YOUR NOTES:

### **Copyright versus Creative Commons**

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

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

### **Impact Story:**

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

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

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

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

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

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

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

**Copyright keeps us from...**

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

Copyright is not bad. It protects writers and artists.

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

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

**CC stands for \_\_\_\_\_.**

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

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

*"You must give appropriate credit, provide a link to the license, and indicate if changes were made. You may do so in any reasonable manner, but not in any way that suggests the licensor endorses you or your use." --from Creative Commons website.*

**SA stands for \_\_\_\_\_.**

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

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

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

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

Matthew 10:8b

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

YOUR NOTES:

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

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

YOUR NOTES:

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

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

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

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

## Review of Core Concepts:

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

## Creative Commons Attribution-ShareAlike 4.0 International

### Human-Readable Summary

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

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

You are free to:

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

## Chapter 6: Release Early, Revise Often

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

YOUR NOTES:

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

**We encourage our partners to \_\_\_\_\_ early and \_\_\_\_\_ often.**

**No translation will ever be perfect!**

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

**Impact Story:**

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

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

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

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

Ecclesiastes 11:2 and 4.

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



- **How could you address these concerns?**

Revision requires feedback!

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

Remember: language changes over time, making revisions necessary.

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

## **Include the whole church!**

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

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

YOUR NOTES:

### **Review of Core Concepts:**

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

## Chapter 7: Meaning-Based Translation

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

YOUR NOTES:

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

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

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

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

**The meaning and message of Scripture is what is sacred.**

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

- **Natural**
- **Clear**
- **Accurate**

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

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

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

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

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

## Exercise: Meaning-Based Translation

**Please translate the following sentences into your heart language:**

“I am very blessed to be here today.”

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

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YOUR NOTES:

### **Review of Core Concepts:**

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

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

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

YOUR NOTES:

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

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

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

### **Step 1: \_\_\_\_\_ (Psalm 119:103)**

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

This step should take no more than

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

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

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

### **Step 2: \_\_\_\_\_ (Psalm 119:13)**

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

Try to include:

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

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

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

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

This should take about \_\_\_\_\_ minutes.

### **Step 3:** \_\_\_\_\_ (Psalm 119:18)

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

This should take about \_\_\_\_\_ minutes.

### **Step 4:** \_\_\_\_\_ (Psalm 119:11-12)

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

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

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

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

YOUR NOTES:

## Chapter 8

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

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

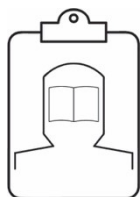
This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

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

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

## COBT 8-Steps

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

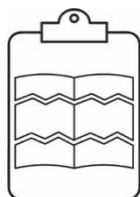


**Step 1: Consume** – (On your own) Read the whole portion of text for understanding. Everyone will privately read their passage of scripture, trying to understand both the meaning and details of the text to get a general overview of the text. (This step should take no more than 5—7 minutes. If the passage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



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

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



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



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



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



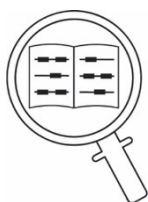
**Step 6: Peer-Check** – (With a partner) Switch papers and have another member of your team edit what you wrote while you edit theirs.

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



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

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



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

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

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

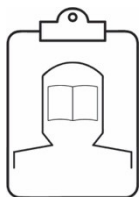


**Step 8: Verse-by-Verse Check –** (This step requires three people.) The translator will read their translation chunk by chunk, out loud, in the mother tongue. Without using any resources, one partner will listen to the mother tongue translation and, chunk by chunk, will verbally translate the mother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

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

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

## COBT 8-Steps



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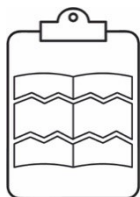
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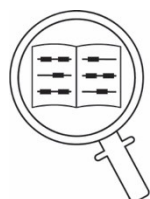
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- What do you think will happen if you skip any of these steps?

1. Without Consume:

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2. Without Verbalize:

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3. Without Chunk:

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4. Without Blind Draft:

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

YOUR NOTES:

**Review of Core Concepts:**

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

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

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

YOUR NOTES:

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

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

### **Steps 5-8: Checking Steps**

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

#### **Step 5:** \_\_\_\_\_

On your own, open the source text and look at it again. Compare what you've written to the source text. Make any needed changes. Make sure everything is included and correct, with nothing added.

Check:

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

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

#### **Step 6:** \_\_\_\_\_

Have another member of the team edit your work.

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

Your partner should remember the following:

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

### **Step 7:** \_\_\_\_\_

With a new partner, check key words.

There are two parts to this check:

- **First**, have your partner read the passage in the source text and mark key words or terms. Your partner should ask you if these words are included in your text.

Answer “yes” or “no.” If there are several “no” answers, do not move forward. Instead, return to the self-edit and peer-edit steps.

- **Secondly**, if all the key words and terms are in the translated text (or only one or two are missing, and they can be added easily), then move on by verifying each key word with these questions:
  - Was the original meaning of this word accurately communicated?
  - What is the definition of the word?

YOUR NOTES:

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

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

### **Step 8:** \_\_\_\_\_

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

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

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

**Make sure nothing is:**

- **Missing**
- **Incorrect**
- **awkward, or**
- **unclear**

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

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

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

Involve as many different team members at different steps as possible.

YOUR NOTES:

*Exercise: Practice Checking a Translation Draft*

Use steps 5-8 to check your translated passage from Chapter 8. Partner with others as needed.

YOUR NOTES:

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

### 5. Without Self-edit

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### 6. Without Peer-edit

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### 7. Without Key Word Check

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### 8. Without Verse-by-Verse Check

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Care with each step will result in a quality translation.

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

A key word is:

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



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

YOUR NOTES:

Key words in John 3: 16:

### Exercise: Key Words

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

## Key Words Exercise Luke 17

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

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

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

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

<sup>5</sup> The apostles said to the Lord, “Increase our faith.”

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

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

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

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

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

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

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

<sup>37</sup> They asked him, “Where, Lord?”

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

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

YOUR NOTES:

### Remember:

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

### Review of Core Concepts:

- The last four steps of COBT 8-Step translation are checking steps to ensure accuracy of the translation.
- They must be done in order, but have no time limit: Self-Check, Peer-Check, Key Word Check, and Verse-by-Verse Check.
- Key words include spiritual or abstract terms; words that carry significant meaning; and words that are repeated in the passage.

## Chapter 10: Quality Assessment

Now these people were more noble than those in Thessalonica, for they received the word with all readiness of mind, examining the scriptures daily to see whether these things were so (Acts 17:11).  
Beloved, do not believe every spirit. Instead, test the spirits to see whether they are from God, because many false prophets have gone out into the world (1 John 4:1).

YOUR NOTES:

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

**How can you ensure that your translation is high quality?**

### **Quality Assessment Guide**

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

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

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

- **Who should own your translation of the Bible?**

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- **Who is the expert in your heart language?**

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

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

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

Helpful steps:

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

## What is a Quality Assessment Guide?

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

### Discuss:

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

YOUR NOTES:

## Exercise 1: Building the QA Guide

### Step 1: Qualities

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

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

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

### Step 2: Definitions

Explain or define each quality on the list.

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

### Step 3: Questions

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

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

## Exercise 2: Practice using the Quality Assessment Guide:

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

### **Matthew 1:18–25 Source Text (ULB)**

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

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

20 As he thought about these things, an angel of the Lord appeared to him in a dream, saying, “Joseph son of David, do not fear to take Mary as your wife, because the one who is conceived in her is conceived by the Holy Spirit.

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

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

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

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

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

### **Matthew 1:18–25 Sample Draft**

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

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

20 As he thought about these things, an angel of the Lord appeared to him in a dream, saying, "Joe son of David, do not fear to take Mary as your wife, because the one who is conceived in her is conceived by the Holy Spirit.

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

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

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

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

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

Discuss:

- Did your Quality Assessment Guide catch these problems? \_\_\_\_\_
- Which quality or question helped you to catch these problems? \_\_\_\_\_

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- How would you suggest correcting them?

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- Did you find other problems?

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Think about the four checking steps.

Look at your Quality Assessment Guide.

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

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YOUR NOTES:



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

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

<u>Steps</u>	<u>Qualities Checked</u>
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YOUR NOTES:

## Review of Core Concepts:

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

## Chapter 11: Divine Familial Terms

After he was baptized, Jesus came up immediately from the water, and behold, the heavens were opened to him. He saw the Spirit of God coming down like a dove and resting upon him. Behold, a voice came out of the heavens saying, "This is my beloved Son. I am very pleased with him" (Matt. 3:16-17).

For he received honor and glory from God the Father when a voice was brought to him by the Majestic Glory, saying, "This is my beloved Son, with him I am well pleased" (2 Pet. 1:17).

YOUR NOTES:

### **Divine Familial Terms** (or Divine Family Terms):

This doctrine refers to how the terms *Father* and *Son* are used for God and Jesus.

The word "Familial" refers to \_\_\_\_\_.

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

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

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

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

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

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

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

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

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

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

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

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

YOUR NOTES:

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

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

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

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

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

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

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

YOUR NOTES:

The columns contain the following information:

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

YOUR NOTES:

*Exercise: Using the God the Father Terms Reviewers’ Guide*

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

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

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

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

## “God the Father” Terms Table

### How to use the terms table

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

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

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

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

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

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

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

## Sample Table

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

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

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

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

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

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

## Terms Table

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



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

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

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

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

YOUR NOTES:

## **Review of Core Concepts:**

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

## Chapter 12: Checking Resources

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

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

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

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

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

**Wycliffe Associates supports translators in creating accurate translations!**

### **Checking resources for the 4 checking steps**

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

#### **Translation Notes:**

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

**Bible Commentary:** gives background information and cultural context

#### **Translation Words**

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

YOUR NOTES:

## Translation Topics:

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

## Greek Words

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

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

**Step 5.** \_\_\_\_\_

Resources: \_\_\_\_\_

\_\_\_\_\_

**Step 6.** \_\_\_\_\_

Resources: \_\_\_\_\_

\_\_\_\_\_

**Step 7.** \_\_\_\_\_

Resources: \_\_\_\_\_

\_\_\_\_\_

**Step 8.** \_\_\_\_\_

Resources: \_\_\_\_\_

\_\_\_\_\_

**The checking resources are available on [bibleineverylanguage.org](http://bibleineverylanguage.org), and leaders can download and print out PDFs for each book of the Bible from that website.**

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

**YOUR NOTES:**

## Exercise: Using Checking Resources

Matthew 12:9 -14.

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

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

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

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

## **Refinement**

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

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

YOUR NOTES:

## **Review of Core Concepts:**

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

## Chapter 13: Planning for Consistency

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

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

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

Quality Assessment includes checking for:

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

**All these checks require consistency.**

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

YOUR NOTES:

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

YOUR NOTES:

## **Review of Core Concepts:**

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

## Chapter 14: Using BTT Writer

Three ways to use BTT Writer in your translation team:

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

### Exercise: Practice Using BTT Writer

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

You can find the full manual for BTT Writer online at

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

☐ **Downloading and Installing BTT Writer**

☐ **Opening BTT Writer**

☐ **Selecting interface language** (if desired)

☐ **Creating an account**

☐ **Confirming email address** (for a server account)

☐ **Logging in**

☐ **Reading and accepting the Terms of Use**

☐ **Enabling “Blind Edit Mode”**

☐ **Starting a new project**

YOUR NOTES:

☐ Navigating within the Program

☐ Translating within a Project

☐ Placing Verse Markers

☐ Translating Footnotes

☐ Uploading

☐ Exporting a Project

☐ Marking a Chunk as Done

☐ Importing a Project

☐ Reviewing a Project

☐ Listing Contributors

YOUR NOTES:

**Review of Core Concepts:**

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



# Answer Key

## Workbook Answer Key Part 1: Translation Training

**Note:** Many of the questions in this Workbook are asking for your opinion, experience, or for answers that are specific to your language community. This Answer Key does not address those questions, because the answers will be different for each person. Some chapters have no questions requiring an answer key.

### Part 1: Translation Training

#### Unit 1: Wycliffe Associates: Values and Vision

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- 2. Statement of Faith..... 63

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- 12. Checking Resources..... 69
- 13. Planning for Consistency
- 14. Using BTT Writer

# Answer Key Part 1

## Chapter 1: Introduction to Wycliffe Associates

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

## Chapter 2: Statement of Faith

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

## Chapter 3: COBT Four Beliefs

The local Church has the responsibility for:

- Evangelism
- Discipleship
- Bible Translation

Exercise: COBT Four Beliefs Scenario Match

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

Responsibility, (following God despite challenges)

**Ability  
Authority  
Responsibility  
Accountability**

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

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

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

# Answer Key Part 1

## Chapter 4: COBT Six Behaviors

Exercise: COBT 6 Behaviors  
Scenario Match

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

Consider the following stories.  
Which behavior is being shown?

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

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

## Chapter 5: Open Copyright License

CC stands for **Creative** **Commons**.

BY stands for **attribution**.

SA stands for **Share** **Alike**.

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

## Chapter 6: Release Early, Revise Often

We encourage our partners to **Release** early and **Revise** often.

# Answer Key Part 1

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

Step 1: **Consume**

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

Step 2: **Verbalize**

This should take about **2-3** minutes.

Step 3: **Chunk**

This should take about **5-7** minutes.

Step 4: **Blind Draft**

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

1. Without Consume:
  - **Flow and connectors are lost**
2. Without Verbalize:
  - **You will have less of the passage in your long-term memory**
  - **Chunking will be more difficult because verbalizing is a building element of chunking.**
  - **You will lose the benefits of combining input and output.**
  - **You may end up “cheating” (looking at the source text during blind draft) and lose your natural wording.**
3. Without Chunk:
  - **If the chunks are too small, you’ll lose connectors.**
  - **The story is lost.**
4. Without Blind Draft:
  - **You will lose naturalness.**
  - **The translation will sound choppy.**
  - **There will be too many borrowed words.**

# Answer Key Part 1

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

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

Step 5: Self-Edit or Self-Check

Step 6: Peer-Edit or Peer-Check

Step 7: Key Word Check

Step 8: Verse-by-Verse Check

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

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

5. Without Self-edit

- Ownership is lost.
- Responsibility for error correction is pushed on to others.
- Others may be hesitant to correct.
- Steps 6-8 will take more work, making the process take longer.

6. Without Peer-edit

- Key words and phrases may be lost.
- Quality may be lost.
- Naturalness is not affirmed.
- Awkward phrasing is not corrected.
- Opportunity to build partnership and camaraderie for future steps is lost.

7. Without Key Word Check

- There may be a lack of consistency in key terms and key words.
- Theological misunderstandings can happen because key terms or key words were not translation properly.

8. Without Verse-by-Verse Check

- Whole verses may be missing.
- Meaning may be unclear.

# Answer Key Part 1

## Chapter 10: Quality Assessment

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

### Exercise 2: Practice Using the Quality Assessment Guide

**Note: Errors are underlined and in bold print.**

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

### **Matthew 1:18–25 Sample Draft for Checking**

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

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

28 As he thought about these things, an angel of the Lord appeared to him in a dream, saying, **“Joe (not a historically accurate name of Joseph)”** son of David, do not fear to take Mary as your wife, because the one who is conceived in her is conceived by the Holy Spirit.

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

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

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

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

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

# Answer Key Part 1

## Chapter 11: Divine Familial Terms

The word “Familial” refers to **Family**.

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

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

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

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

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

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

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

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

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

**Possible Answers include: Biological, male parent**

**Ancestor**

**Someone older**

**God the Father of the Israelites**

**God the Father of a person**

# Answer Key Part 1

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

Answers include:                    *The Deity of Jesus*

*God's love for humanity*

*The Trinity*

## Chapter 12: Checking Resources

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

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

Step 5.   *Self-Edit or Self-Check*  

Resources:

  *Possible answers include:*  

  *commentaries*  

  *other versions of Scripture*  

  *Greek lexicons*  

  *Bible dictionaries*  

  *Translation Notes from WA*  

  *Translation Words from WA*  

Step 6.   *Peer-Edit or Peer-Check*  

Resources:   *(same as above)*  

Step 7.   *Key Word Check*  

Resources:   *(same as above)*  

Step 8.   *Verse-by-Verse Check*  

Resources:   *(same as above)*  

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

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