

## Chapter 26: Proofreading and Publication

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

**Core Concepts:**

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

And in this I give advice: It is to your advantage not only to be doing what you began and were desiring to do a year ago; but now you also must complete the doing of it; that as there was a readiness to desire it, so there also may be a completion out of what you have (2 Corinthians 8:10-11).

**Intro:**

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

In Chapter 12, we talked about the different formats that communities may choose for their completed Bible—printed, digital (online or in an app), or audio. The publication process will vary depending on the type of Bible your community needs. **Your church and community are the only ones who can decide what publication format to produce. This chapter will primarily focus on the process for a printed Bible.**

This part of the process **generally takes at least four months after all books are completed, community checked, refined, and uploaded to our server.** It includes thorough proofreading, conversations between WA and your community about your language's grammar rules, decisions by your translation team about formatting and grammar, and completing the formatting in the best way for your community.

**Scheduled Time:** 45-60 min.

**Workbook p. 115**

**Materials:**

- ✓ Slide deck T3.Slides\_26\_Proofreading and Publication
- ✓ Proofreading Exercise (in Participant Workbook, also printed at the end of this chapter if extra copies are needed)
- ✓ Whiteboard and markers

**Teacher's Notes:**



Proofreading and Publication

And in this I give advice: It is to your advantage not only to be doing what you began and were desiring to do a year ago; but now you also must complete the doing of it; that as there was a readiness to desire it, so there also may be a completion out of what you have (1 Corinthians 8:10-11).

**Written Publication**



Print



Digital

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

*During the translation process, WA provides free storage for your drafts. We make sure your uploaded work is accessible to the translation team online throughout your translation project.*

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

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

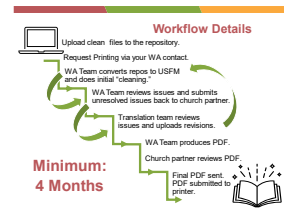
- **What are some ways your translation team can ensure that their uploads have the least issues possible?**

Careful, repeated review is essential to having a quality translation. Your community are the only authorities on your language. The more you have worked together to make decisions about your translation, and the more you carefully review your translation, the more acceptable your translation will be to your community. The last of these reviews is proofreading, which we will discuss in more detail below.

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

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

## Notes:



*Possible answers include:*

- *Have experts in your language make a list of grammar rules for translators and typists to be aware of*
- *Agree early in the process (maybe before translation begins) about consistent spellings of names and places*
- *Carefully go through each check and refinement tool, such as the QAG and the RG*
- *Assign teachers or detail-oriented individuals to proofread before uploading*

issues. Because our team doesn't speak your language or know all your grammar rules, **this review requires frequent dialogue with your translation team or community leaders who can identify and decide on needed changes.**

When your community has made all corrections and accepted final proofs, the Bible can go to print. Generally, communities use a local printer of their choice to publish their translation. Sometimes they have funds for this, but if not, WA can assist with fundraising.

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

## Proofreading

As we have mentioned, proofreading is the last step your team will complete before beginning the process of publication. Let's look at this step in further detail.

**As you know, checking is done in the last 4 steps of MAST, but the translation still needs further review and quality checks.**

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

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

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

Most errors found during proofreading are not results of incorrect translation. The main translation will already be checked many times before proofreading! Instead, the errors found by proofreaders are usually typing (or typographical) errors.

**Typographical errors can change the message.** Consider these English examples:

- **What does this sentence mean?**
  - This means I want to be called by the name "Pat."

## Notes:

*If you know the group is planning to print through WA, you may want to share that this is an essential step for them.*

*Possible answers include:*

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

### **Proofreading: The Last Step Before Uploading**



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

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

### **How Punctuation Changes Meaning**

Call me Pat.

**"Call me Pat."**

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

These are just a couple of examples in English where punctuation affects meaning. Just as voice inflection and facial expression can change the meaning of what someone says aloud, in many languages, small differences like this can change the meaning of what is written.

- **Can you think of an example in your language where punctuation, an accent mark, or another small change in writing or printing could change the meaning of the words?**

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

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

## Notes:

### How Punctuation Changes Meaning

Call me Pat.  
Call me, Pat.

*“Call me, Pat.” Pause before “Pat”.*

### How Punctuation Changes Meaning

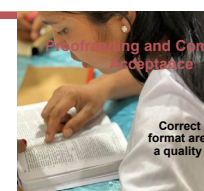
I’m sorry I love you.

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

### How Punctuation Changes Meaning

I’m sorry I love you.  
I’m sorry. I love you.

*“I’m sorry. I love you.”*



### Proofreading and Community Acceptance

Correct typing and format are evidence of a quality translation.

From Galatians 5:

22 But the fruit OF the spirit is love joy peace, patience, kindness, goodness, faith, gentleness, and self-control against such things there is no law. 24 those who belong to christ Jesus have crucified the flesh with its passions and desires 25 If we live by the Spirit, let us also walk by the Spirit?

22 But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faith, 23 gentleness, and self-control; against such things there is no law. 24 Those who belong to Christ Jesus have crucified the flesh with its passions and desires. 25 If we live by the Spirit, let us also walk by the Spirit.

*Give time to point out errors.*

- Would one of these examples be easier to read?
- If you received a printed Bible with the first example of text, would you have a different opinion of its quality than if you received it with the second example? Why or why not?

Proofreading is the opportunity to find and correct typing errors in the text, as well as verse numbers in the Scripture. Each language has its own set of rules for punctuation and capitalization, and some languages may not have a fully developed set of rules yet. The translators will need to decide what rules and format they will follow. They may need to consult with leaders in the community. The proofreader will make sure that the text consistently follows the system they agreed on.

- Does your language have a set of rules for beginning and ending sentences?
- Does your language have rules about how to show that someone in the text is speaking?
- Does your language use capital and lowercase letters?

These are some of the things a proofreader should notice and mark in the text, if they are incorrect.

Before proofreading, a team will need to make a checklist for each proofreader to use. Here are some examples of categories to put on a checklist, based on English-language proofreading. Your language might have different or additional things to list:

1. Beginnings of sentences—each one starts with a capital letter.
2. Endings of sentences—each one has end punctuation appropriate for the sentence type.
3. Quotation marks—each one has a partner. (Long quotations with multiple paragraphs have opening quotes at the beginning of each paragraph, but only final quotes at the end.)
4. Parentheses or brackets pairs—each should have a partner.

## Notes:

This text is also provided on Workbook p. 120.

It may be helpful to show examples from English rules, which are included here.

Briefly show the example slide for each item on the list. Point out the mistakes in the first example of text on each slide.

<p><b>From Galatians 5: <u>Beginnings of Sentences</u></b></p> <p>22But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faith, gentleness, and self-control against such things there is no law. 24 Those who belong to Christ Jesus have crucified the flesh with its passions and desires. 25 If we live by the Spirit, let us also walk by the Spirit.</p>	<p><b>From Galatians 5: <u>Beginnings of Sentences</u></b></p> <p>22But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faith, gentleness, and self-control against such things there is no law. 24 Those who belong to Christ Jesus have crucified the flesh with its passions and desires. 25 If we live by the Spirit, let us also walk by the Spirit.</p>
<p><b>From John 6: <u>Quotation Marks</u></b></p> <p>41 Then Jesus said to the twelve, "You do not want to go away also, do you?" Simon Peter answered him, "Lord, to whom would we go? You have words of eternal life. 42 And we have believed and come to know that you are the Holy One of God."</p>	<p><b>From Galatians 5: <u>Quotation Marks</u></b></p> <p>22But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faith, gentleness, and self-control against such things there is no law. 24 Those who belong to Christ Jesus have crucified the flesh with its passions and desires. 25 If we live by the Spirit, let us also walk by the Spirit.</p>
<p><b>From John 6: <u>Parentheses</u></b></p> <p>1 After these things, Jesus went away to the other side of the Sea of Galilee, also called the Sea of Tiberias. A great crowd was following him because they saw the signs that he was doing on those who were sick. 2 Jesus went up the mountains and there he sat down with his disciples. 3 Now the Passover, the Jewish festival, was near. 4 Other Jews looked up and saw him going to buy bread so that these might eat? 5 But Jesus said to his twelve apostles, "For he himself knew what he was going to do."</p>	<p><b>From Galatians 5: <u>Quotation Marks</u></b></p> <p>22But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faith, gentleness, and self-control against such things there is no law. 24 Those who belong to Christ Jesus have crucified the flesh with its passions and desires. 25 If we live by the Spirit, let us also walk by the Spirit.</p>



- Capitalization—names of people and places begin with a capital letter.
- Miscellaneous—there can be other errors in punctuation, capitalization, accent marks, or spacing.
- Proper number of verses. (The checklist will include how many verses are in each chapter.)
- Chapter heading—correct number for the chapter of the book and consistent spacing around it.

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

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

- Proofreaders should look at **one chapter at a time.**
- They should use the Proofreading Checklist to focus on **one category of rules and errors at a time.** Proofreading will not be as effective if proofreaders try to find many things at the same time.
- When proofreaders find anything that should be fixed in the chapter, they should mark it or write it down.
- When a category has been checked throughout the chapter, proofreaders should mark the corresponding Checklist box to show that this category is completed for that chapter.
- If proofreaders notice something else other than what is on the checklist while looking through, such as misspelled or incorrect words, they should write a note for the whole translation team. The team will make decisions on such changes.

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

## Notes:

From Galatians 5: <b>Capitalization Names and Places to English</b>	From Galatians 5: <b>Miscellaneous</b>
<p>22But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faith, gentleness, and self-control; against such things there is no law. 24 Those who belong to Christ Jesus have crucified the flesh with its passions and desires. 25 If we live by the Spirit, let us also walk by the Spirit.</p> <p>26 But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faith, gentleness, and self-control; against such things there is no law. 27 Those who belong to Christ Jesus have crucified the flesh with its passions and desires. 28 If we live by the Spirit, let us also walk by the Spirit.</p>	<p>22But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faith, gentleness, and self-control; against such things there is no law. 24 Those who belong to Christ Jesus have crucified the flesh with its passions and desires. 25 If we live by the Spirit, let us also walk by the Spirit.</p> <p>26 But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faith, gentleness, and self-control; against such things there is no law. 27 Those who belong to Christ Jesus have crucified the flesh with its passions and desires. 28 If we live by the Spirit, let us also walk by the Spirit.</p>
From Galatians 5: <b>Proper Number of Verses</b>	
<p>22But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faith, gentleness, and self-control; against such things there is no law. 24 Those who belong to Christ Jesus have crucified the flesh with its passions and desires. 25 If we live by the Spirit, let us also walk by the Spirit?</p> <p>26 But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faith, gentleness, and self-control; against such things there is no law. 27 Those who belong to Christ Jesus have crucified the flesh with its passions and desires. 28 If we live by the Spirit, let us also walk by the Spirit.</p>	

*At the end of this chapter, there is a chart of checklists for multiple chapters. This is one format that helps proofreaders easily keep track of the chapters they have completed.*

*Note that proofreading is usually done on paper. Printed text tends to make errors more noticeable.*

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

## Exercise: Proofreading

Workbook pp. 122-124 (also reproduced at the end of this chapter in case extra copies are needed).

We will practice proofreading independently with the chapter printed on p. 124 in your Workbook (using the checklist on p. 123). Remember to go through each item on the checklist, one at a time.

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

## Notes:

*This practice should be prepared ahead of time in the source language if not using English. Participants should follow the instructions given in the Exercise to search for errors in a portion of Scripture. For those training in English, this exercise is provided using Mark 16 of the English Unlocked Literal Bible—ULB.*

Try it

*Using the English standards in this chapter, students should circle or mark errors they find in the Exercise. An “answer” sheet (for the trainer only) is included at the end of this chapter. Do NOT give students the ULB to use as a comparison. Errors should be found using only the checklist in this lesson.*

## **To the instructor training in English:**

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

Allow about 15 minutes to work, then discuss.

## Discuss:

- How hard was this exercise? What did you struggle with?
- Did you find a lot of errors or just a few?
- If the errors you found got fixed, would it make it easier for readers to understand the text?
- Do you think the ways you marked the errors you found would be clear to someone else? What do you think would be a good way to communicate them to a typist who could fix them in BTT Writer?
- Did anyone notice how much easier it was to find a particular kind of error when that was the only thing you were looking for?
- Did anyone try to “cheat” and look for multiple types of mistakes at once? Did you miss errors when you did it this way?

## Teachback:

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

## Notes:

You may choose to have participants get together in groups of 2 to 4 to discuss the exercise, and write the discussion questions on the white board.

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

*The next two pages have an answer key just for your own information, if needed for the discussion. Do not point out all the errors.*

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

**Confirm:** Participants understand that publication is a process. They also understand what proofreading is and how to perform it. They have ideas about how to create a checklist for their language standards.



## Answer Key: Mark 16 with errors highlighted

### Mark 16

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

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

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

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

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

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

## Further explanations of English exercise errors

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

Verse 2: capital needed on Very

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

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

Verse 5: delete one "were"

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

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

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

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

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

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

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

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

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

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

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

Verse 17: capital needed on They to begin last sentence

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

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

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

## Typographical Error Example (Proofreading Exercise on next page)

### From Galatians 5:

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(Proofreading Exercise begins on next page)

## Proofreading Exercise

Use the checklist with instructions below to find errors in the text of Mark 16. Skim through the text, looking for only one type of error at a time. Mark errors as you find them. You may circle them or write a suggested correction. When you complete each numbered task, mark its box. When you have finished, the group will review the exercise.

**Important:** If English is not your heart language, some English errors may be difficult to notice. As you work on this exercise, think about the kinds of errors you commonly see when your own language is written or printed.

1. Make sure the number for the chapter is at the beginning. ☐
2. There should be 20 verses in this chapter. Count through to make sure all the verse markers are present. On the side of the page, write any numbers that are missing. ☐
3. Look through the chapter text quickly to check for anything that looks odd (examples: uneven spaces between words or sentences, or inconsistent sizes of letters or numbers). ☐
4. Read through the text quickly for errors. You can simply circle them, or you can quickly write your suggestion for a change. ☐
5. Look specifically at the endings of sentences. Make sure each sentence has end punctuation (a period, a question mark, or an exclamation point, as appropriate). ☐
6. Look specifically at the beginnings of sentences to confirm that each one starts with a capital letter. ☐
7. Look only for pairs of quotation marks. Does each one have a partner? Does what is inside the pairs of quotes sound like it is what someone is saying? ☐
8. Look only for pairs of parentheses or brackets. Does each one have a partner? ☐
9. Scan through for doubled words (two words in a row that are the same), including the same word at the end of one line and the beginning of the next. ☐
10. Make sure each name is capitalized—in English, this should be done for both people and places. This also includes all names for God (Lord, Father, Son, Jesus, Holy Spirit). ☐

## Mark 16

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

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

# Proofreading and Publication: Sample Chart

Chapter 26

## Matthew, part 4

## Matthew, part 5

## Matthew, part 6

### Chapter 13 58 verses

- ☐ Verse numbers
- ☐ Chapter number
- ☐ Spacing
- ☐ Read through fast
- ☐ Ends of sentences
- ☐ Starts of sentences
- ☐ Pairs: ( ) “ “ [ ]
- ☐ Capitais on names
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

### Chapter 14 36 verses

- ☐ Verse numbers
- ☐ Chapter number
- ☐ Spacing
- ☐ Read through fast
- ☐ Ends of sentences
- ☐ Starts of sentences
- ☐ Pairs: ( ) “ “ [ ]
- ☐ Capitais on names
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

### Chapter 15 39 verses

- ☐ Verse numbers
- ☐ Chapter number
- ☐ Spacing
- ☐ Read through fast
- ☐ Ends of sentences
- ☐ Starts of sentences
- ☐ Pairs: ( ) “ “ [ ]
- ☐ Capitais on names
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

### Chapter 16 28 verses

- ☐ Verse numbers
- ☐ Chapter number
- ☐ Spacing
- ☐ Read through fast
- ☐ Ends of sentences
- ☐ Starts of sentences
- ☐ Pairs: ( ) “ “ [ ]
- ☐ Capitais on names
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

### Chapter 17 26 verses

- ☐ Verse numbers
- ☐ Chapter number
- ☐ Spacing
- ☐ Read through fast
- ☐ Ends of sentences
- ☐ Starts of sentences
- ☐ Pairs: ( ) “ “ [ ]
- ☐ Capitais on names
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

### Chapter 18 34 verses

- ☐ Verse numbers
- ☐ Chapter number
- ☐ Spacing
- ☐ Read through fast
- ☐ Ends of sentences
- ☐ Starts of sentences
- ☐ Pairs: ( ) “ “ [ ]
- ☐ Capitais on names
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

### Chapter 19 30 verses

- ☐ Verse numbers
- ☐ Chapter number
- ☐ Spacing
- ☐ Read through fast
- ☐ Ends of sentences
- ☐ Starts of sentences
- ☐ Pairs: ( ) “ “ [ ]
- ☐ Capitais on names
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

### Chapter 20 34 verses

- ☐ Verse numbers
- ☐ Chapter number
- ☐ Spacing
- ☐ Read through fast
- ☐ Ends of sentences
- ☐ Starts of sentences
- ☐ Pairs: ( ) “ “ [ ]
- ☐ Capitais on names
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

### Chapter 21 46 verses

- ☐ Verse numbers
- ☐ Chapter number
- ☐ Spacing
- ☐ Read through fast
- ☐ Ends of sentences
- ☐ Starts of sentences
- ☐ Pairs: ( ) “ “ [ ]
- ☐ Capitais on names
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

### Chapter 22 46 verses

- ☐ Verse numbers
- ☐ Chapter number
- ☐ Spacing
- ☐ Read through fast
- ☐ Ends of sentences
- ☐ Starts of sentences
- ☐ Pairs: ( ) “ “ [ ]
- ☐ Capitais on names
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

### Chapter 23 38 verses

- ☐ Verse numbers
- ☐ Chapter number
- ☐ Spacing
- ☐ Read through fast
- ☐ Ends of sentences
- ☐ Starts of sentences
- ☐ Pairs: ( ) “ “ [ ]
- ☐ Capitais on names
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

### Chapter 24 51 verses

- ☐ Verse numbers
- ☐ Chapter number
- ☐ Spacing
- ☐ Read through fast
- ☐ Ends of sentences
- ☐ Starts of sentences
- ☐ Pairs: ( ) “ “ [ ]
- ☐ Capitais on names
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_