



Accelerating Bible Translation

# T3: Train the Trainer

## Participant Workbook

For use with the MAST Bible translation methodology in  
Church Owned Bible Translation projects.



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Compiled by Wycliffe Associates to assist churches in completing Church Owned Bible Translation. Download or print this resource for free from COBT.info. For personal assistance with your translation training, please contact us at COBT@wycliffeassociates.org.

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# Chapter 1: Introduction to Wycliffe Associates

For this commandment which I command you today is not too mysterious for you, nor is it far off. It is not in heaven, that you should say, "Who will ascend into heaven for us and bring it to us, that we may hear it and do it?" Nor is it beyond the sea, that you should say, "Who will go over the sea for us and bring it to us, that we may hear it and do it?" But the word is very near you, in your mouth and in your heart, 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 2014, Wycliffe Associates developed and tested a new Bible translation method.
- Mobilized Assistance Supporting Translation: \_\_\_\_\_
- MAST 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 MAST Bible translation for their own language.
- Teamwork and collaboration support a clear and accurate translation.

YOUR NOTES:

### 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 MAST 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 MAST process makes translation  
faster,  
more accurate,  
and more natural  
than any previous method.**

YOUR NOTES:

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:

*"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, Chapter 1:**

- Bible translation has traditionally been done *for* people groups by foreigners.
- Wycliffe Associates (WA) was established to assist translators.
- Native speakers can create a more natural and accurate translation, and complete it faster than foreigners.
- WA now partners with local churches to empower native speakers to translate the Bible.
- Our Vision is "A Bible in Every Language."

# Chapter 2: Statement of Faith

Let us hold fast the confession of our hope without wavering, for He who promised is faithful (Heb. 10:23).

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**

# Statement of Faith

Chapter 2

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

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

**Deuteronomy 6:4**

**John 10:30**

**1 Peter 1:10-11**

YOUR NOTES:

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

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

**Romans 5:12**

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

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

**1 John 2:2**

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

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

**Romans 3:24-25a**

# Statement of Faith

Chapter 2

## 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 have not shunned to declare to you the whole counsel of God. Therefore take heed to yourselves and to all the flock, among which the Holy Spirit has made you overseers, to shepherd the church of God which He purchased with His own blood (Acts 20:27-28).

YOUR NOTES:

We have 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?
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### **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.

## 3. Responsibility

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

YOUR NOTES:

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. Typically, at least some are multilingual and have a certain skill in transferring messages from one language to another. The knowledge of more than one language without having to spend years learning it also sets them up 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 that others outside the community don't have. This responsibility is for evangelism and discipleship. Scripture translation into the heart language of the people is an essential part of that responsibility.

**Accountability:** The local believers are accountable to one another and to God for the accuracy, clarity, and accessibility of Scripture in their heart language.

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

Example:

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

**Ability  
Authority  
Responsibility  
Accountability**

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?**

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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.

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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.

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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.

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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.

**Ability  
Authority  
Responsibility  
Accountability**

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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.

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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 join the training with his wife. During the training, this young man read the Scriptures, heard the gospel, and was saved.

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## **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 with all diligence, for out of it spring the issues of life (Prov. 4:23).  
Walk in wisdom toward those who are outside, redeeming 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

YOUR NOTES:

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?**

## 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?

YOUR NOTES:

## 6. Lead Future Generations to Update and Revise.

The local church takes ownership of **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?
- What is your role in sharing the vision of COBT with others?

## Exercise: COBT 6 Behaviors Scenario Match

### 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
- Lead Future Generations to Update

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

**Consider the following stories. Which behavior is being exhibited?**

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.

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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.

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3. A translation team had completed their draft translation through each of the MAST eight steps. The pastors from the language community planned a regular time to meet together to undertake doctrine checking by using the Wycliffe Associates, 'Reviewers guide' doctrine checking resource.

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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.

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

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.

## **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.
  - Encourage generational ownership.

# Chapter 5: Open Copyright License

You shall not steal, nor deal falsely, nor lie to one another (Lev. 19:11).

YOUR NOTES:

## Copyright versus Creative Commons

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

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

### Impact Story:

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

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

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

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

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

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

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

Copyright keeps us from...

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

# Open Copyright License

Chapter 5

Copyright is not bad. It protects writers and artists.

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

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

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

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

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

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

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

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

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

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

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

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

Matthew 10:8b

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

YOUR NOTES:

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

YOUR NOTES:

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

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

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

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

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

### Review of Core Concepts:

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

## Creative Commons Attribution-ShareAlike 4.0 International Human-Readable Summary

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

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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 to whom it is due, when it is in the power of your hand to do so. Do not say to your neighbor, "Go, and come back, and tomorrow I will give it," when you have it with you (Prov. 3:27-28).

YOUR NOTES:

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

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

No translation will ever be perfect!

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

### Impact Story:

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

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

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

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

Ecclesiastes 11:2 and 4.

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

- How could you address these concerns?

YOUR NOTES:

Revision requires feedback!

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

Remember: language changes over time, making revisions necessary.

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

## Include the whole church!

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

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

### Review of Core Concepts:

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

## Chapter 7: MAST Preparation: Meaning-Based Translation

So they read distinctly from the book, in the Law of God; and they gave the sense, and helped them to understand the reading (Neh. 8:8).

YOUR NOTES:

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

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

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

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

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

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

- Natural
- Clear
- Accurate

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

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

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

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

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

## Exercise: Meaning-Based Translation

Please translate the following sentences into your heart language:

"I am very blessed to be here today.

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

YOUR NOTES:

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### 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: MAST Preparation: Quality Assessment

[The Jews in Berea] were more fair-minded than those in Thessalonica, in that they received the word with all readiness, and searched the Scriptures daily to find out whether these things were so (Acts 17:11).

Beloved, do not believe every spirit, but test the spirits, whether they are of 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 owns a translation of the Bible?
- Who is the expert in your heart language?

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

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

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

## 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.**
- 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.
- 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 MAST checking steps and during the refinement process.

YOUR NOTES:

## Exercise 1: Qualities, Definitions, and Questions

### **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.

### **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.

### **Step 3: Questions**

Now that each quality has been defined, work together to think of 1 -3 questions for each quality. These must 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.**

## Quality Assessment: Exercise 2

Practice using the quality assessment guide:

**Instructions: Compare the passage below to the “source text” (Unlocked Literal Bible, ULB) and use your Quality Assessment Guide to check for any errors..**

“Translation”

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

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 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.

## Source Text

### Matthew 1:18–25 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.

Discuss:

- Did your Quality Assessment Guide catch these problems? \_\_\_\_\_

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

- How would you suggest correcting them?

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- Did you find other problems?

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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 9: MAST Process: Drafting Steps

Then Jeremiah called Baruch the son of Neriah; and Baruch wrote on a scroll of a book, at the instruction of Jeremiah, all the words of the LORD which He had spoken to him (Jer. 36:4).

YOUR NOTES:

**MAST is a process to create meaning-based translations. It first focuses the translator on natural wording of the meaning, then applies careful checking to assure accuracy and completeness.**

**MAST:**

- Mobilized** -- Many people working together to advance Bible translation globally
- Assistance** --partnering with the local church worldwide
- Supporting** -- Providing training to the local church – processes, resources, and tools
- Translation** --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?

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

YOUR NOTES:

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**.

Read and then blind draft each chunk, one at a time, until all the chunks in that passage are written. (There is no time limit.)

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 checked and refined.

# MAST Process: Drafting Steps

Chapter 9

### Exercise:

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.

## MAST Process: Drafting Steps

Chapter 9

## MAST Steps

M.A.S.T.—Mobilized Assistance Supporting Translation



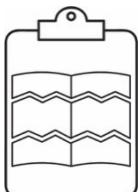
**Step 1: Consume** – (On your own) Read the whole portion of text for understanding. Everyone will privately read their passage of scripture, trying to understand both the meaning and details of the text to get a general overview of the text.

(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 passage. 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.

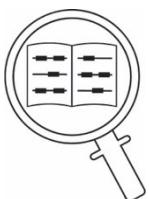


**Step 5: Self-Check** – (On your own) Open the source text and look at it again. Compare what you have written to the source text and make appropriate changes. Make sure that all the key elements are included – check details, key words, and key terms. You may use any resources such as translation notes, 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-forword 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. In other words, if that 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.

## M.A.S.T. - Mobilized Assistance Supporting Translation



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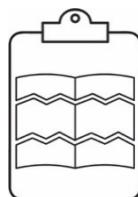
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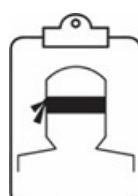
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# MAST Process: Drafting Steps

Chapter 9



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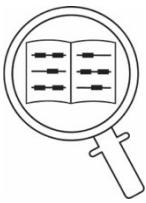
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- What do you think will happen if you skip any of these steps?

## 1. Without Consume:

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YOUR NOTES:

## 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?

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

- MAST is an 8-step process for producing meaning-based translations that sound natural and clear in the target language.
- The first four steps of MAST 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 10: MAST Process: Checking Steps

Two are better than one, because they have a good reward for their labor. For if they fall, one will lift up his companion. But woe to him who is alone when he falls, for he has no one to help him up (Eccl. 4:9-10).

YOUR NOTES:

MAST: 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 14.

### 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.

YOUR NOTES:

## 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?

A resource called Translation Words will help with this step. (See Chapter 14.)

YOUR NOTES:

**Step 8:** \_\_\_\_\_  
With two new partners as checkers, read your translation out loud to them one verse at a time.

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

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

**Make sure nothing is:**

- Missing
- Incorrect
- awkward, or
- unclear

Work until everyone is satisfied that the translation meets the \_\_\_\_\_ Guide that the translators agreed upon.

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

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

*Exercise:*

Use these steps to check your translated passage on pages 33-34. Partner with others as needed.

- 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 MAST step will result in a quality translation.

Look at your Quality Assessment Guide.

- What qualities on your list can you check during the checking steps of MAST?

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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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5. \_\_\_\_\_

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6. \_\_\_\_\_

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7. \_\_\_\_\_

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8. \_\_\_\_\_

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YOUR NOTES:

**Review of Core Concepts:**

- The last four steps of MAST 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.

## Chapter 11: Divine Familial Terms

For [our Lord Jesus Christ] received from God the Father honor and glory from the Excellent Glory: "This is My beloved Son, in whom I am well pleased" (2 Pet. 1:17).

When He had been baptized, Jesus came up immediately from the water; and behold, the heavens were opened to Him, and He saw the Spirit of God descending like a dove and alighting upon Him. And suddenly a voice came from heaven, saying, "This is My beloved Son, in whom I am well pleased" (Matt. 3:16-17).

YOUR NOTES:

**Divine Familial Terms:** How the terms *Father* and *Son* are used for God and Jesus.

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

**What are the three terms (or names) the Bible uses for the three persons of God?**

\_\_\_\_\_, \_\_\_\_\_,

\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

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

Why do you think that translating “Father” and “Son” literally is so important?

- The Bible is \_\_\_\_\_ and we should translate it the way He communicated it.
- The doctrine of the \_\_\_\_\_ is affirmed.
- The gospel message is \_\_\_\_\_.

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.

YOUR NOTES:

## Divine Familial Terms

The God the Father Terms resource has a chart for checking terms. Following is a sample (pages 5-7) of the Terms guide. The complete guide can be found online:

- through this link: Click [here](#)
- <https://bibleineverylanguage.org/resources/>
- Go to “Resources” tab.
- Scroll down and click “RG Reviewers’ Guide”.
- Click on the “Father and Son Terms Guides” folder.

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:

Verse	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> .	In this column, you will write the word for “Father” used in the verse you are reviewing.	In this column, you will write any notes.

### Exercise—Guided Practice:

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

Workbook pp. 49-50 lists questions you should ask yourself about each verse when reviewing a translation. 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.

Using the Terms Table (p. 51), look up the first verse in any translation you choose.

- What word is used for “Father” in that translation?
- Is it a common word?
- Does it accurately represent the relationship between God the Father and Jesus?

Translation teams should have these Guides available for reference throughout their entire translation process.

## “God the Father” terms table

### How to use the terms table

This section 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	
Matthew 5:45	τοῦ πατρὸς ὑμῶν τοῦ ἐν οὐρανοῖς	your <b>Father</b> who is in heaven	Dad	
Matthew 5:48	ώς ὁ πατὴρ ὑμῶν ὁ οὐράνιος τέλειός ἔστιν	as your heavenly <b>Father</b> is perfect	Papa	5:48 This word is different. Do we need it?
Matthew 6:1	παρὰ τῷ πατρὶ ὑμῶν τῷ ἐν τοῖς οὐρανοῖς	from your <b>Father</b> who is in heaven	Pops	6:1 I do not think this is appropriate .

## Terms Table

Verse reference	Greek	English	Your language <sup>1</sup>	Comments
Matthew 5:16	τὸν πατέρα ύμῶν τὸν ἐν τοῖς οὐρανοῖς	your <b>Father</b> who is in heaven		
Matthew 5:45	τοῦ πατρὸς ύμῶν τοῦ ἐν οὐρανοῖς	your <b>Father</b> who is in heaven		
Matthew 5:48	ώς ὁ πατὴρ ύμῶν ὁ οὐράνιος τέλειός ἔστιν	as your heavenly <b>Father</b> is perfect		
Matthew 6:1	παρὰ τῷ πατρὶ ύμῶν τῷ ἐν τοῖς οὐρανοῖς	from your <b>Father</b> who is in heaven		
Matthew 6:4	ὁ πατὴρ σου ὁ βλέπων ἐν τῷ κρυπτῷ ἀποδώσει σοι	your <b>Father</b> who sees in secret will reward you		
Matthew 6:6	πρόσευξαι τῷ πατρὶ σου ... ὁ πατὴρ 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, we 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 these terms are translated?**

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

**YOUR NOTES:**

**Review of Core Concepts:**

- God intentionally referred to Himself as “Father” and Jesus as His Son when He inspired Scripture.
- These familial terms of the Godhead (Divine Familial Terms) must be translated accurately, or important theological truths will be lost.

# Chapter 12: Oral and Written Translation

Then those who feared the LORD spoke to one another, and the LORD listened and heard them; so a book of remembrance was written before Him for those who fear the LORD and who meditate on His name (Mal. 3:16).

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

YOUR NOTES:

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

Genesis 11:1 -9

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

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

These are two of the types of oral communities:

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

## Who should make the decision on which format to use?

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**What should be considered in making that decision?**

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

**If there is a writing system:**

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

**If there is no commonly used writing system:**

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

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

YOUR NOTES:

**Review of Core Concepts:**

- Some communities are more comfortable communicating important messages orally.
- There is Bible translation software available for these communities to preserve their oral preferences.
- Only the local Church can decide the format that is best for their language community.
- The final format should be decided before translation begins, as it will determine what software can be used.

# Chapter 13: Software Tools for Translating

So [Joseph] gathered up all the food of the seven years which were in the land of Egypt, and laid up the food in the cities; he laid up in every city the food of the fields which surrounded them (Gen. 41:48).

YOUR NOTES:

**All software and resources from Wycliffe Associates are free.**

Wycliffe Associates is committed to providing free software for:

- Translation
- Preservation
- Storage
- Use
- Revision

**Several software options are available for download at [bibleineverylanguage.org](http://bibleineverylanguage.org).**

Software choice should be based on format.

**Remember that it is the \_\_\_\_\_ who decides which translation**

**format to use:**

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

**Plans for your translation:**

- **Will you have an oral or a written translation?**
  
- **How many people in your community read and write?**
  
- **How will those who do not read or write be able to hear the Scriptures in your language, once your translation is complete?**

YOUR NOTES:

## Software for Written Translations

### **BTTWriter** --tablet or computer

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

### **Autographa** --simpler program

- Great for teams with low computer literacy
- Checking resources are NOT available within this program.

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

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

## Software for Audio translations

### **BTT Recorder**

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

### **Orature**

- Allows audio recordings of current written translations.
  - Also serves as a platform for creating oral translations.
  - Includes audio source files.
- **When you think about your language community, which of these tools might best serve your needs?**

# Software Tools for Translating

Chapter 13

- What would be the benefits and challenges of the program(s) you're considering?

YOUR NOTES:

Psalm 102:18

Our goal: to preserve the Scriptures for

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

**Review of Core Concepts:**

- Wycliffe Associates offers free software tools for translation.
- The translation team should choose a program that will easily produce the community's desired translation format.
- BTT Writer, Autographa, and V-MAST are programs designed for written translation.
- BTT Recorder and Orature are programs designed for oral translation.

# Chapter 14: Checking Resources

But all things that are exposed are made manifest by the light, for whatever makes manifest is light (Eph. 5:13).

YOUR NOTES:

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 MAST process:** at least \_\_\_\_\_ translators in reviewing and checking every passage.

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

## Checking resources for the MAST 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 --notes for each verse of the Bible. (discuss the verse's context, background, figures of speech, and how others have translated hard-to-understand concepts and abstract terms)

Translation Words --similar to a dictionary of Biblical terms with meanings and suggestions for alternate words with the same meaning.

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

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

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

# Checking Resources

Chapter 14

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

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

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

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

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

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

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

These resources are also available in BTT Writer and  
VMAST, because they are built in.

**YOUR NOTES:**

# Checking Resources

Chapter 14

Exercise: Matthew 12:9 -14.

## Translation Notes

- What do you think “Behold” means?

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- What is a “withered hand”? \_\_\_\_\_

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- Why did the Pharisees ask Jesus a question?

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**Translation Words** -a list of 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

These resources help ONLY during the

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steps.

YOUR NOTES:

## Review of Core Concepts:

- Careful checking is part of ensuring an accurate translation.
- Checking resources are essential to help translators' understand the text in its original language and affirm the accuracy of their translation.
- Two checking resources available through bibleineverylanguage.org are Translation Notes and Translation Words.

# Chapter 15: Refinement and Revision

Give instruction to a wise man, and he will be still wiser; teach a just man, and he will increase in learning (Prov. 9:9).

YOUR NOTES:

**After translators have completed the eight steps of MAST, they have a working translation that is ready to be used.**

**Then they should look for feedback on that translation from other Christians in their heart language community.**

**Ensuring Quality requires Community Participation in Revision.**

**The role of the community is to:**

- use the translation
- provide feedback
- and make suggestions for refinement.

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

Ecclesiastes 4:9-12

- Why would be helpful to include others?

**Resources:** (found on bibleineverylanguage.org)

**Reviewers' Guide:** asks questions of readers in the community to confirm understanding.

- It is a collection of documents to help local churches evaluate **naturalness** and **completion**.
- It can be used online, downloaded to flash drives, or printed.
- It is not comprehensive.
- It covers passages in every book, including some of the most difficult ones to understand.
- It helps assure that the hardest parts are clear and complete.

# Refinement and Revision

Chapter 15

**Have reviewers read the Users' Manual first!**

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

- **Why are Bible translations revised?**
- **How is the refinement process part of quality assurance?**
- **How is revision part of quality assurance?**
- **What do you think the response would be from Christians in your community who are asked to help with refinement?**

**YOUR NOTES:**

## **Review of Core Concepts:**

- After the 8 steps of MAST, translators should invite all believers in the heart language community should use and give feedback on the translation.
- Refinement is the process of making the translation even better before it is officially published.
- Revision involves periodic updates on the translation to reflect changes in the language.
- Wycliffe Associates has created a series of Reviewers' Guides to assist with these processes.

# Chapter 16: Completion Timeline Strategies

For which of you, intending to build a tower, does not sit down first and count the cost, whether he has enough to finish it – lest, after he has laid the foundation, and is not able to finish, all who see it begin to mock him, saying, “This man began to build and was not able to finish” (Luke 14:28-30).

YOUR NOTES:

Plan with the \_\_\_\_\_ in mind.

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

What things should be considered as translators develop a plan?

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

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Possible issues/challenges: \_\_\_\_\_

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Resources in our community: \_\_\_\_\_

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# Completion Timeline Strategies

Chapter 16

## **Timeline of Goals**

52 weeks in a year

New Testament: about 8,000 verses.

The NT could be completely drafted in

\_\_\_\_\_ with six translators drafting about 25  
verses per week.

Old Testament: about 23,000 verses.

The OT could be completely drafted in

\_\_\_\_\_ with six translators drafting about 25  
verses per week.

Consider the group you are planning to train.

**How many translators are there? \_\_\_\_\_**

**How many verses do you think each could draft  
in a week? \_\_\_\_\_**

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

**Will you need to recruit more translators? \_\_\_\_\_**

**If so, how will you do that?** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**How will you get together to do the checking  
steps?**

**YOUR NOTES:**

# Completion Timeline Strategies

Chapter 16

**Could you plan a weekly or monthly group checking?**

## YOUR NOTES:

**Will you do checking together or online?**

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

**What value do you see in making a goal?**

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

### **What other questions might be helpful?**

## **Review of Core Concepts:**

- Project leaders should plan from the beginning to finish well.
  - There will be challenges, but planning ahead and assessing community resources to face those challenges can keep teams from getting discouraged.
  - The leadership team is responsible for motivating and keeping translators accountable.

# Chapter 17: Cultural and Social Considerations

But why do you judge your brother? Or why do you show contempt for your brother? For we shall all stand before the judgement seat of Christ...

Therefore let us not judge one another anymore, but rather resolve this, not to put a stumbling block or a cause to fall in our brother's way (Rom. 14:10, 13). All things are lawful for me, but not all things are helpful; all things are lawful for me, but not all things edify. Let no one seek his own, but each one the other's well-being (1 Cor. 10:23-24).

After these things I saw, and behold, a great multitude, which no man could number, out of every nation and of *all* tribes and peoples and tongues, standing before the throne and before the Lamb, arrayed in white robes, and palms in their hands (Revelation 7:9)

YOUR NOTES:

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

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

**Exercise:**

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

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

# Cultural and Social Considerations

Chapter 17

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

- When thinking about the MAST process, which steps might cause difficulty from a cultural context?
  
- How can you deal with each challenge to lead to a positive result for the translation team?

YOUR NOTES:

Working as a team requires:

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

## Other Helpful Verses:

Ephesians 5:20

Romans 14:1

# Cultural and Social Considerations

Chapter 17

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

- Faith in the Lord Jesus Christ
- Bilingual ability in the Gateway language and the Heart language to be translated.
- Biblical knowledge
- Experience with computers/technology.
- Existing relationships between the translators
- Involving women in the translation team (consider Lydia in Acts 16)
- Involving young people in the translation team to support generational ownership (consider Paul's relationship with Timothy)

YOUR NOTES:

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

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

## **Review of Core Concepts:**

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

# Chapter 18: Community Acceptance

So Ezra the priest brought the Law before the assembly of men and women and all who could hear with understanding on the first day of the seventh month. Then he read from it in the open square that was in front of the Water Gate from morning until midday... And Ezra opened the book in the sight of all the people, for he was standing above all the people; and when he opened it, all the people stood up. And Ezra blessed the LORD, the great God. Then all the people answered, "Amen, Amen!" while lifting up their hands. And they bowed their heads and worshiped the LORD with their faces to the ground (Neh. 8:2-3a, 5-6).

YOUR NOTES:

**Each language community has unique cultural expectations for sacred teachings.**

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

1 Corinthians 9:22

- **What makes a Bible translation acceptable to your language community?**
  
- **What are some cultural and social challenges that may affect the translation effort of the local church?**
  
- **What suggestions do you have for overcoming the challenges you have identified?**

## **Community Acceptance Exercise Part 1**

*Discuss the following questions. Having your translation team think through these questions will help your team plan for your community's acceptance of the translated Scripture. (There is a table in Part 2 for you to record your plan.)*

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

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

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

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

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

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

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

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

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## Community Acceptance Exercise Part 2:

### **Community Acceptance Plan**

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

Action Step	Who is Responsible?	Check when Completed

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

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

YOUR NOTES:

#### Review of Core Concepts:

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

# Chapter 19: Scripture Accessibility

You shall teach [these words of mine] to your children, speaking of them when you sit in your house, when you walk by the way, when you lie down, and when you rise up. And you shall write them on the doorposts of your house and on your gates (Deut. 11:19-20).

YOUR NOTES:

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

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

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

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

## Review of Core Concepts:

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

## Accessibility Exercise

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

Make a plan using the chart on the final page.

1. Have you chosen text or audio for your translation product?

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

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

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### Print Translations

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

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

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

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

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5. Where will the books be made available?

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# Scripture Accessibility

Chapter 19

## Digital Text Translations

1. Do people in your language community access digital text? \_\_\_\_\_
  - a. How many people do this? (Most adults, a few adults, young people?)
2. How do they access digital text?

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- a. Do they have to go far to get access to the internet? \_\_\_\_\_
- b. Do they read online? \_\_\_\_\_
- c. What devices do they use? \_\_\_\_\_
- d. Do they download texts and save them on their devices? \_\_\_\_\_
- e. What formats do they download? (pdf, epub, something else?)  
\_\_\_\_\_
- f. Do they share what they have downloaded with other people?  
\_\_\_\_\_

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

- a. Will they have easy access to the internet? \_\_\_\_\_
- b. Will they be able to navigate the website? \_\_\_\_\_

4. Will people want to read the digital text offline? \_\_\_\_\_ If so, there are two ways of dealing with it.

- a. Is there someone who could be trained to download the translation and share it with others? \_\_\_\_\_
- b. Is there someone who could be trained to make the app?  
\_\_\_\_\_

## Audio Translations

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

## Accessibility Plan

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

Action Step	Who is responsible?	Check when Completed

## Chapter 20: Scripture Engagement

And the LORD commanded us to observe all these statutes, to fear the LORD our God, for our good always, that He might preserve us alive, as it is this day. Then it will be righteousness for us, if we are careful to observe all these commandments before the LORD our God, as He has commanded us (Deut. 6:24-25).

Therefore whoever hears these sayings of Mine, and does them, I will liken him to a wise man who built his house on the rock: and the rain descended, the floods came, and the winds blew and beat on that house; and it did not fall, for it was founded on the rock (Matt. 7:24-25).

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

YOUR NOTES:

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

- **How is Scripture already being used in your community?**
  
- **What are some ways that Scripture was used in the Bible itself?**
  - Nehemiah 8:1-8 \_\_\_\_\_
  - Philemon \_\_\_\_\_
  - Exodus 15, Psalms \_\_\_\_\_
  - 2 Timothy 3:16,17 \_\_\_\_\_

The Reviewer's Guide for checking the Scripture with the community also has several sections called the Application Guides.

The Application Guides are designed to be used in a small group with a **qualified leader** to guide the discussion.

The Bible makes certain claims for itself and the work that it will accomplish.

YOUR NOTES:

The Biblical Impact Questionnaire is a tool to measure the impact that the newly translated Scripture is having in the community.

Discuss:

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

**Review of Core Concepts:**

- The church will need to plan ways to engage the community in using the newly translated Scripture.
- WA provides Reviewers' Guides and Application Guides for Doctrines to assist the church in using Scripture in the community.
- The Bible will bring change in a community; the Biblical Impact Questionnaire helps the church identify these positive changes.

# Chapter 21: Sharing Church Owned Bible Translation with Others

The things that you have heard from me among many witnesses, commit these to faithful men who will be able to teach others also (2 Tim. 2:2).

YOUR NOTES:

Matthew 28:19-20: The Great Commission

- **How does Bible translation fit into the Great Commission?**
- **Are there language communities around you who still need scripture?**
- **What do you think the Christians from those communities would say if you shared your Bible experience with church-owned Bible translation?**
- **Would others be interested in how they could translate scripture for their people?**

## Impact Story:

George Banda heard from a pastor friend about the MAST translation process. He traveled to our checking workshop, not knowing what he was coming to in hopes of learning more. Banda is a pastor of a church with 9 languages represented. When his car broke down on the journey, he left it and found public transportation. He told us he could not go home until he had an answer for the people of his church.

- **Imagine that a pastor like George Banda showed up at your translation workshop. What would you tell him about Bible translation?**

- Who is qualified to invite other people to do translation?
- Did you feel qualified to translate when you were first invited to join a translation team?
- Are you motivated to tell others about COBT?

YOUR NOTES:

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

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

## Chapter 22: Why MAST Works

I will praise You, for I am fearfully and wonderfully made; marvelous are Your works, and that my soul knows very well (Ps. 139:14).

YOUR NOTES:

MAST--based on God's design of the human brain

### 1. The Cone of Experience

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

Deuteronomy 17:18 -19

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

### Cone of Experience



Figure A

Before the draft:

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

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

## 2. Sense and Meaning.

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



Figure B

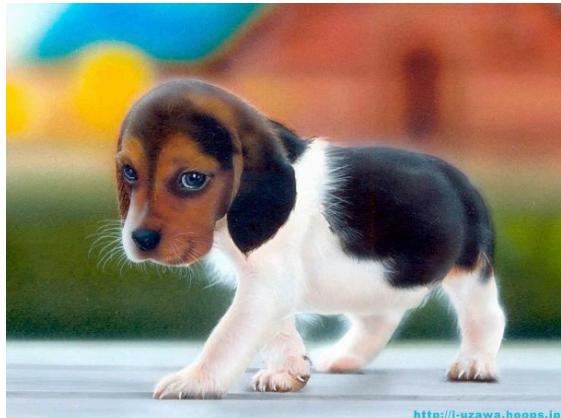


Figure C

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

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

Meaning depends on:

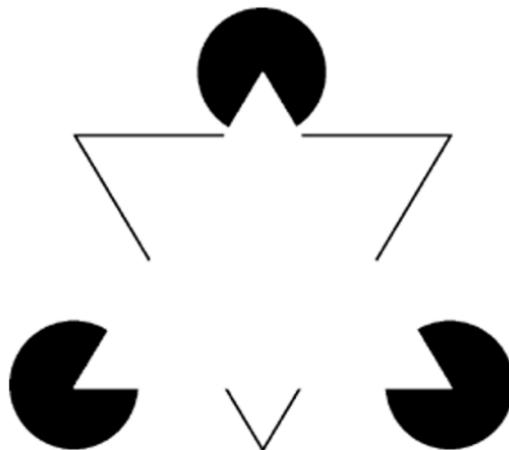
- personal experience
- personality
- past learning
- perception
- preference

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

YOUR NOTES:

## 3. Connecting the Dots

- How many triangles do you see?



YOUR NOTES:

Figure D

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

This is called **connecting the dots**.

- Which of the MAST checking steps helps check for this error? \_\_\_\_\_

## 4. Short-term and Long-term Memory

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

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

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

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

We call this our **working memory**.

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

## Timing in the drafting steps:

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

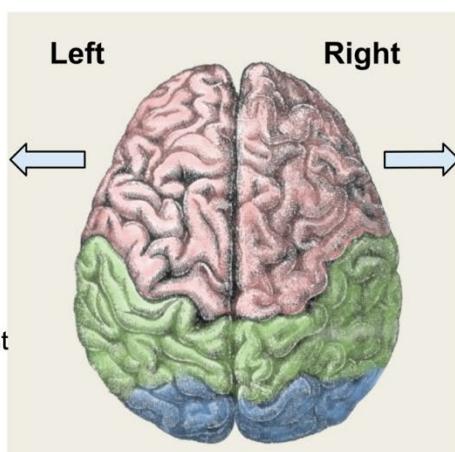
**Verbalize and Chunk** use \_\_\_\_\_ **memory**, so they should directly follow the **Consume** step and be completed within **7 to 10 minutes**.

## 5. Right Brain, Left Brain

YOUR NOTES:

### Using both sides is best

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



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

- Which list best describes how you usually think?

Figure E

# Why MAST Works

Chapter 22

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

This is called **lateralization**.

**MAST Drafting Steps:** Designed to alternate between right- and left-brain strengths.

**MAST Checking Steps:** Designed to use both sides of the brain.

YOUR NOTES:

## Lateralization

MAST Steps use both sides

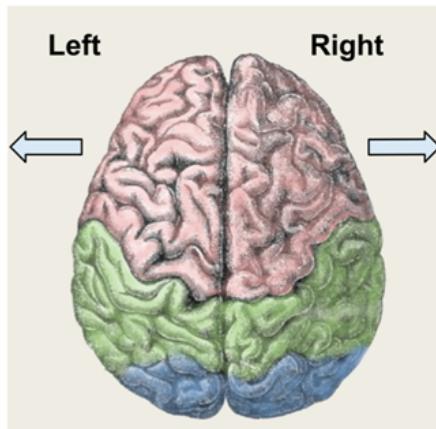
Left-side steps

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Right-side steps

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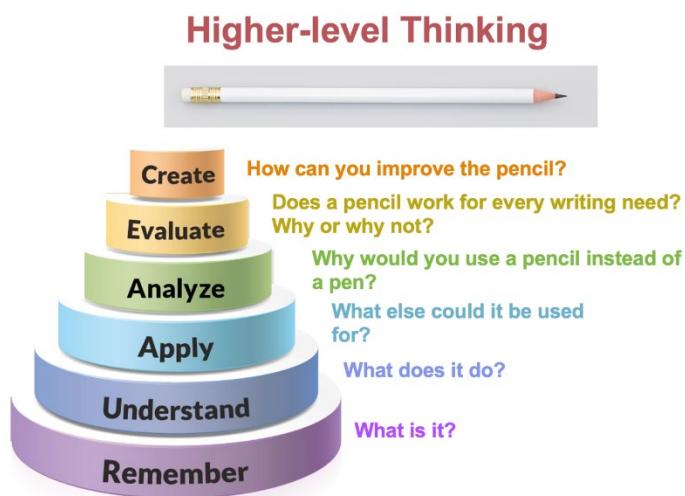
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Figure F

## 6. Higher-level Thinking.

### *Bloom's Taxonomy*

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

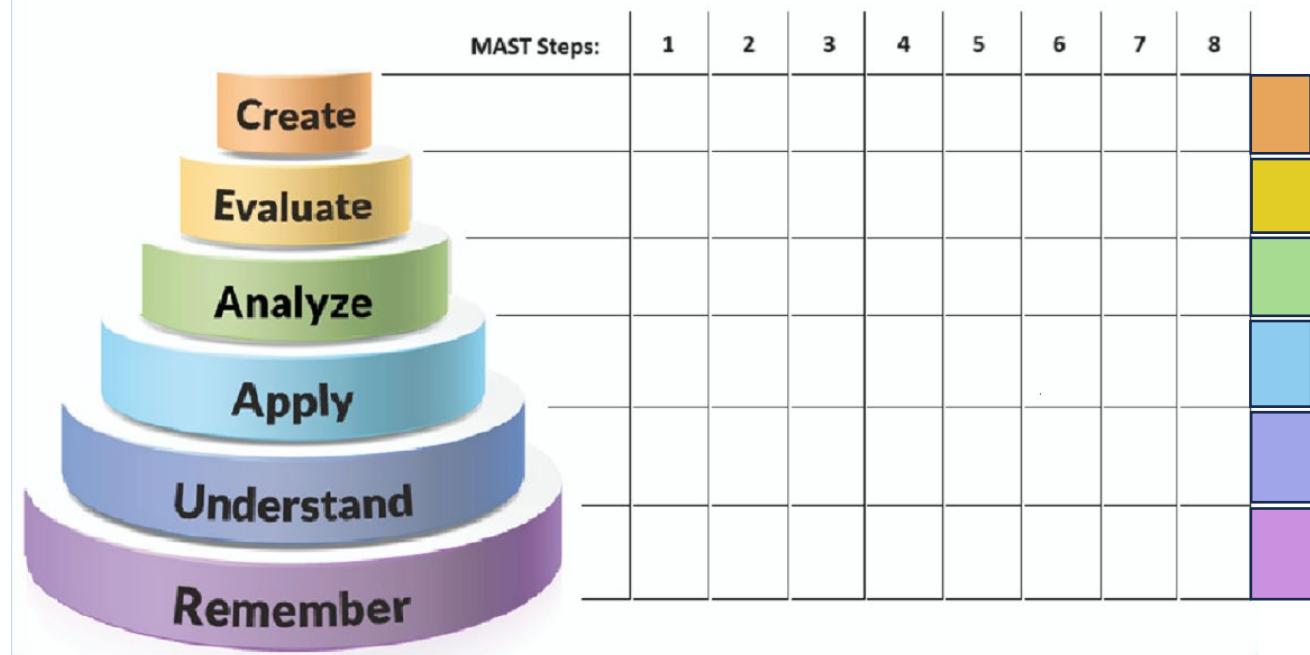


YOUR NOTES:

Figure G

Figure H

## MAST and Levels of Thinking



## **Review of Core Concepts:**

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

# Chapter 23: Workshop Planning

Without counsel, plans go awry, but in the multitude of counselors they are established (Prov. 15:22).

YOUR NOTES:

## How to Prepare for Your MAST Workshop

### 1. Prayer:

Remember that spiritual warfare is real.

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

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

### 2. Leadership:

Before you train your translation team, consider the different leadership roles that will need to be filled.

The leadership team will be:

- teaching/training
- motivating
- setting goals
- gauging progress
- keeping translators accountable
- making sure the drafts go through all 8 steps
- making sure the translation is uploaded properly
- communicating with the community
- keeping track of many details

Ask yourselves...

- Who is good at organization?
- Who has skills in administration?
- Do you have someone who loves to type, or someone who can help others with the technology?
- Is there someone who can keep track of the chapter assignments and progress?
- Who is good at teaching and communicating?
- Who can motivate the translators?

You may choose to share responsibilities, or to divide tasks.

YOUR NOTES:

### **3. Devotions:**

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

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

Some devotional ideas:

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

### **4. Caring for Translators' Needs:**

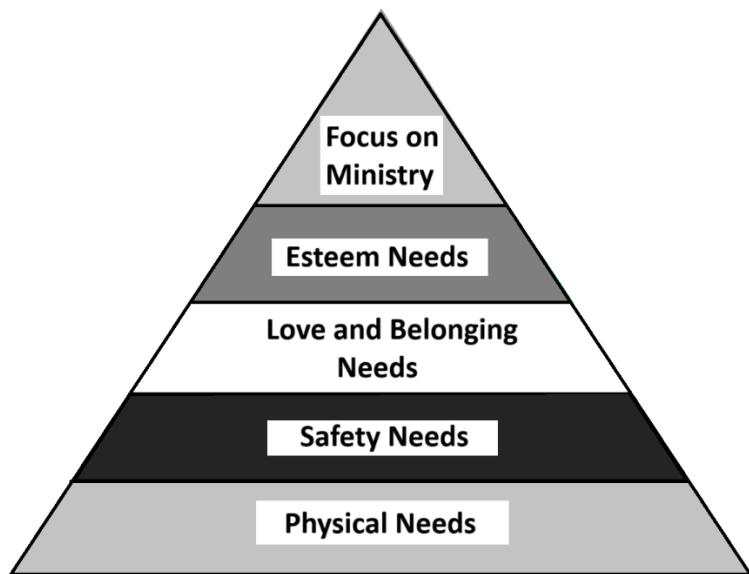
Create an environment that allows the translators to achieve their best work.

#### **Maslow's Hierarchy of Needs**

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

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

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



YOUR NOTES:

Figure I

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

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

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

\_\_\_\_\_.

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

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

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

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

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

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

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

- **For your training, what are some ways you could provide for your team members' basic needs?**
  
- **How can you meet higher level needs?**

YOUR NOTES:

## Values-Based Learning

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

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

**There are 5 Principles of Values-Based Learning:**

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

## Exercise: Symbols for Values-Based Learning

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

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

## 5. Location/Set up:

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

- **How can you plan for set-up that will meet lower-level needs?**
- **How can needs for belonging and esteem be addressed?**

YOUR NOTES:

- **What practical things are necessary for a workshop?**

YOUR NOTES:

A helpful checklist:

- ✓ location
- ✓ tables
- ✓ chairs
- ✓ paper/pencils
- ✓ Workbooks for each translator
- ✓ source texts (Plan in advance what book(s) you will have translators start with, and have the source texts ready for them. Some teams are able to finish drafting entire books of the Bible during their training practice!)
- ✓ technology (computers, keyboards, internet, electricity; projector and screen, if slides will be used)
- ✓ white board/easel/markers (or chalkboard/chalk)
- ✓ space for small groups
- ✓ accommodations for those who attend, such as food and lodging

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

Your team will set your own goals,

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

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

YOUR NOTES:

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

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

## **Review of Core Concepts:**

- Conducting a MAST translation workshop requires careful planning.
- Before the workshop, two important steps are regular prayer, and organizing your team of leaders with clear roles and responsibilities.
- Translators' needs must be met, so they can function at the highest level of thought.
- Translators will achieve more if they feel valued.

## Chapter 24: Team Skills Inventory

For as we have many members in one body, but all the members do not have the same function, so we, being many, are one body in Christ, and individually members of one another. Having then gifts differing according to the grace that is given to us, let us use them... (Rom. 12:4-6a).

There are diversities of gifts, but the same Spirit.  
There are differences of ministries, but the same Lord.  
And there are diversities of activities, but it is the same God who works all in all (1 Cor. 12:4-6).

YOUR NOTES:

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

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

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

Romans 12:4–5

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

### **Personality Types**

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

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

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

- Why do personalities matter when building translation teams?

YOUR NOTES:

When assembling a team, look for \_\_\_\_\_ personalities to include instead of all similar ones. A team approach invites all personalities to be involved.

Summary chart:

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

*Why do shapes matter in translation?*

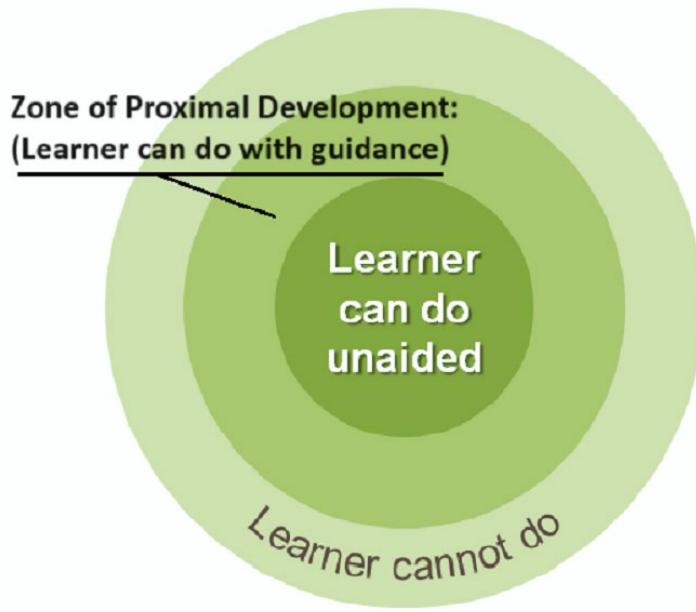
- All personalities have something to contribute to the project.
- God created each one with different focus, orientations, and objectives.
- Historically, squares have had the primary responsibility for translation.
- A team approach invites all personalities to be involved.

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

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

## Learning Patterns

### Zone of Proximal Development:



YOUR NOTES:

Figure J

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

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

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

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

This theory suggests that translators of

\_\_\_\_\_ skill levels will learn more from each other than a beginner and an expert working together.

## Scaffolding



YOUR NOTES:

Figure K

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

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

### What do we learn from these theories?

1. If we place low-competency (LC) translators with high-competency (HC) translators, this will not actually help the LC translators. Instead, it will put a heavy load on the HC translator.
2. Grouping LC translators with others who are only slightly more advanced than they are will provide the support they need.
3. A scaffold for LC translators might be to give them an easier or shorter portion to begin translating.

## Conducting a team skills inventory:

A Team Skills Inventory should be done at the beginning of a workshop. The information gathered will help you assign translators to groups based on these two theories.

YOUR NOTES:

### **Preparation:**

- Master chart
- 6 stations, 5-7 minutes each
- 6 facilitators (one for each station)

### **Station 1: Gateway Language (GL) Fluency**

- Have the mother-tongue translator (MTT) read a 5-verse selection (such as Mark 8:1-5).
  - Rate their level of smoothness and clarity 1 (low) to 5 (high).
- Ask them to answer the following:
  - Summarize what you just read.
  - Who is in this story?
  - What happened?
    - Rate their ability to answer you in the GL, 1-5.
- Have each MTT introduce themselves in the gateway Language and share three things about themselves.
  - Rate their ability to do this, 1-5.
- Next, have the translators write down something about you or another translator in the GL.
  - Rate their writing 1-5.

GL Final Score: Average.

### **Station 2: English Fluency (Optional)**

If English is being assessed separately, follow the same procedure as you used in the GL assessment.

### **Station 3: Heart language Fluency—to be done in pairs.**

- Tell the translators to each introduce themselves to their partner or group in their heart language and share three things about themselves.

- Rate their ability to do this from 1-5.
- Have each translator write down something about you or the other translator in their heart language and read it out loud to the other person.
  - Rate their writing 1-5.
  - Rate their reading 1-5.

HL Final Score: Average.

YOUR NOTES:

## Station 4: Thinking Skill Level

- Ask the translator to spin around in a 360-degree circle while standing. Note which way they spin—left or right.
- Ask the translator which traits best describe them and note their answer:
  - LEFT BRAIN FUNCTIONS
    - uses logic
    - detail oriented
    - facts rule
    - words and language
    - present and past
    - math and science
  - RIGHT BRAIN FUNCTIONS
    - uses feeling
    - "big picture" oriented
    - creative problem solver
    - imagination rules
    - symbols and images
    - present and future
    - philosophy & religion

# Team Skills Inventory

Chapter 24

- Ask the translator to identify which picture items in the following illustration best describe them, and/or which side of the brain fits them better. Note “L” or “R” by their name.

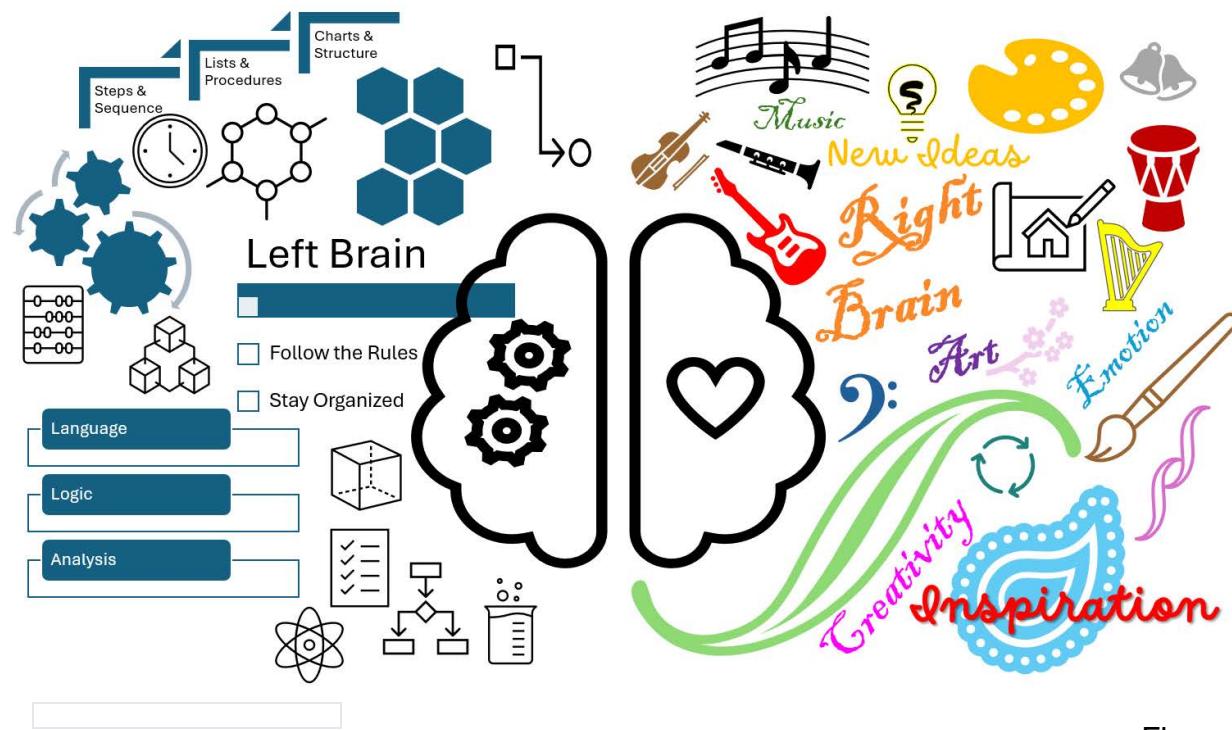


Figure L

- Show the translators this picture and ask which one of the four shapes best represents them.
  - Ask why they think that shape represents them. Compare their answers to the list of qualities above for Right-Brain and Left-Brain thinkers. Mark them L or R based on their answer.

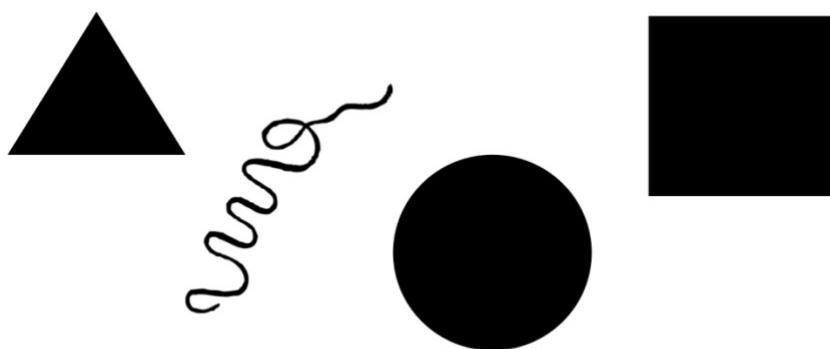


Figure M

- Ask the translator these two questions while you hold up a pencil or pen:
  - What is this?
    - If they say something simple, put an “A” beside their name. If they say something beyond naming the item, like “it’s an instrument for recording,” then put a “B” beside their name.
  - What would you like to say about it?
    - If they say something simple, put another “A” beside their name. If they say something about how it impacts/changes things, or if they compare it to something, or if they talk about how it could be improved, put another “B” beside their name.

Give each a final score of an R or L based on their scores for the first four questions, and an A or B based on their score on the last two questions. (Their score will look like RB, RA, LB, or LA.)

*RB --Right brained, deep thinker and processor*

*RA --Right brained, takes things as they come, simple processor*

*LA --Left brained, simple processor*

*LB --Left brained, deep thinker and processor*

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

## Station 5: Biblical familiarity

- Ask the translator how they would rate themselves on knowing/studying the Bible, 1 (low) to 5 (high).
  - Write their score down.
- Ask the translator if they can name the books of the New Testament to you.
  - Write down YES/NO
  - Rate them from 1-5 on ease, competence, and completion.
- Ask the translator if they can tell you who wrote Romans, Revelation, and Hebrews.
  - Write down their score from 1-5 as follows:
    - 1—they can’t name any
    - 2—they can name one

YOUR NOTES:

- 3—they can name 2 out of 3
- 4—they can name 2 and struggled with Hebrews
- 5—they knew the first two and that Hebrews has an unknown author.
- Ask the translator how much of the Bible they have read or heard read.
  - Give a score of 4 if they say all the NT; give a score of 5 if they say the whole Bible; if they answer bits and pieces, rate them between 1-3.
- Ask the translator if they have any formal Bible training.
  - Mark down the name of the school they attended and any degrees.
  - Rate them from 1-5 on Biblical education.

Biblical Familiarity Final Score: Average.

YOUR NOTES:

## Station 6: Technology Skills

- Have the translator turn on the computer/tablet.
  - Rate their ability 1-5.
- Have the translator follow your verbal directions to open the writing app.
  - Rate their ability 1-5.
- Have the translator type three sentences in the app (written in any language).
  - Rate their typing skill level 1-5.

Technology Skills Final Score: Average.

## Learning from the Assessment:

- After completing the assessment, what kind of things do you know about your translators?
- How might knowing these things help you to lead a more successful workshop?

## Assigning Scripture for translation:

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

- **Which group should work on Romans?**

\_\_\_\_\_

**Philippians?** \_\_\_\_\_

**1 Corinthians?**

\_\_\_\_\_

- **What benefit do you see in this structure?**

- **Do you see any challenges which might arise during this process?**

- **Do you have any ideas that might make it work better for you?**

- **Can you provide any suggestions which might get leaders better prepared to administer the assessment?**

YOUR NOTES:

## **Review of Core Concepts:**

- A translation team needs a variety of different people, so that the translation will be of high quality and will communicate effectively to all people in the community.
- Before grouping your translators in pairs or teams, you will want to consider their personality and assess their skill levels in: the Gateway Language; the Heart Language; thinking style; Bible knowledge; and technology awareness.
- Teams that group different personalities together can draw out the strengths of each person and accomplish more.
- Translators with similar skill levels can help each other attain their full potential if they work together.
- We can provide “scaffolding”, or layers of support, to a student to allow them to reach higher skill levels.

# Chapter 25: Spiritual Terms

These things we also speak, not in words which man's wisdom teaches but which the Holy Spirit teaches, comparing spiritual things with spiritual. (1 Cor. 2:13).

YOUR NOTES:

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

**The Spiritual Terms resource:**

- designed to help translators evaluate the translation of key spiritual terms throughout your whole New Testament.

Remember that in Step \_\_\_\_\_ of MAST, translators chose which key words and terms to check for each chapter.

**After the whole New Testament is drafted, they will want to check key spiritual terms separately, as an added layer for confirming consistency and accuracy.**

One hundred words have been chosen in advance. The evaluation will touch many parts of the New Testament instead of just one chapter at a time.

**The goal:**

- check verses across \_\_\_\_\_ New Testament books.
- confirm that the translation of key spiritual terms has been \_\_\_\_\_ and \_\_\_\_\_.

The resource provides verses for each word. This selection of verses is **not** complete or exhaustive.

An exhaustive list is available for a thorough review of any terms where issues are found.

# Spiritual Terms

Chapter 25

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

YOUR NOTES:

These terms have an abstract or spiritual meaning. They are based on Greek words that may have various meanings. They may even have a symbolic meaning that could be missed if not fully understood. Here are some examples:

1. \_\_\_\_\_ (1 Peter 2:24)
2. \_\_\_\_\_ (Ephesians 1:5)
3. \_\_\_\_\_ (Matthew 16:17, 1

Corinthians 15:39, Romans 8:13)

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

## How to Use the Spiritual Terms Resource

- A team of people (preferably the translation team) should work together. (They can break out into groups of 2 to 4 and split up the work.)
- The resource is available through your Wycliffe Associates contact, or on DOC (online).
- For each term listed, one or more definitions will be given. Then several verses (up to 15) will be shown, with the gateway language for that verse in one column and the heart language for that verse in the other column.
- The word or words will be bold in the source language, but not in the heart language column.
- Verses in the list should be read one after the other, and the term identified should be

evaluated as it is used in the verses. If the term has multiple meanings, determine the intended meaning in the verse being checked. Confirm that the correct translation has been used. All verses with the same meaning of the word should have a similar or same translation.

- If reviewers find anything that causes concern, the team should work together on any necessary changes.
  - First, look at the definitions of the word and consider which one is used in the source text. Then, determine what translation will be most easily understood without losing accuracy. If they have internet access, they can look at definitions for the Strong's numbers for the word.
  - They may use other resources such as [Translation Notes](#), [Translation Words](#), [Greek Words for Translators](#), or the [Unlocked Greek Grammar](#).
  - They may consult spiritual leaders in their community.

If any concerns are found, the team can use the exhaustive list of verse references to check every verse where that term appears.

YOUR NOTES:

### Exercise: Key Spiritual Terms Evaluation

Here is a sample portion of the [Spiritual Terms](#) resource, reviewing the terms “Abba,” “adoption,” “angel,” and “anger.” Check the verses in a common translation in your language. (The translation text provided in the example is the CEV, but you may use another translation if you prefer.)

For each verse, look at the function of the Spiritual Term in the source text, and then the translation. Decide whether the chosen word or phrase in the translation successfully conveys the correct meaning of the term in that verse.

## Spiritual Terms Evaluation Exercise

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

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

### Abba (G5)

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

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

Most translations transliterate this from the Greek word.

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

### adoption (G5206)

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

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

# Spiritual Terms

Chapter 25

Romans 9:4

They are Israelites. They have **adoption**, the glory, the covenants, the gift of the law, the ministry in the temple, and the promises.

Romans 9:4

They are the descendants of Israel, and they are also God's chosen people. God showed them his glory. He made agreements with them and gave them his Law. The temple is theirs and so are the promises that God made to them.

Galatians 4:5

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

Galatians 4:5

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

Ephesians 1:5

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

Ephesians 1:5

God was kind and decided that Christ would choose us to be God's own adopted children.

## angel (G32)

This word can mean:

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

Matthew 1:20

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

Matthew 1:20

While Joseph was thinking about this, an angel from the Lord appeared to him in a dream. The angel said, "Joseph, the baby that Mary will have is from the Holy Spirit. Go ahead and marry her.

Matthew 4:11

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

Matthew 4:11

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

Mark 1:13

He was in the wilderness forty days being tempted by Satan. He was with the wild animals, and the **angels** served him.

Mark 1:13

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

Luke 16:22

It came about that the beggar died and was carried away by the **angels** to Abraham's side. The rich man also died and was buried,

Luke 16:22

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

# Spiritual Terms

Chapter 25

Acts 12:10	Acts 12:10
After they had passed by the first guard and the second, they came to the iron gate that led into the city; it opened for them by itself. They went out and went down a street, and the <b>angel</b> left him right away.	They went past the two groups of soldiers, and when they came to the iron gate to the city, it opened by itself. They went out and were going along the street, when all at once the angel disappeared.
1 Corinthians 13:1	1 Corinthians 13:1
Suppose that I speak with the tongues of men and of <b>angels</b> . But if I do not have love, I have become a noisy gong or a clanging cymbal.	What if I could speak all languages of humans and even of angels? If I did not love others, I would be nothing more than a noisy gong or a clanging cymbal.
2 Corinthians 12:7	2 Corinthians 12:7
To keep me from exalting myself because of the surpassing greatness of the revelations, a thorn in the flesh was given to me, a <b>messenger</b> from Satan to afflict me—so I would not exalt myself.	Of course, I am now referring to the wonderful things I saw. One of Satan's angels was sent to make me suffer terribly, so that I would not feel too proud.
Galatians 3:19	Galatians 3:19
What, then, was the purpose of the law? It was added because of transgressions until the descendant of Abraham would come to whom the promise had been made. The law was ordained through <b>angels</b> by the hand of an intermediary.	What is the use of the Law? It was given later to show that we sin. But it was only supposed to last until the coming of that descendant who was given the promise. In fact, angels gave the Law to Moses, and he gave it to the people.
2 Thessalonians 1:7	2 Thessalonians 1:7
and relief to you who are afflicted and to us as well, when the Lord Jesus is revealed from heaven with his mighty <b>angels</b>	but he will give you relief from your troubles. God will do the same for us, when the Lord Jesus comes from heaven with his powerful Angels
1 Timothy 5:21	1 Timothy 5:21
I solemnly command you, before God and Christ Jesus and the chosen <b>angels</b> , to keep these commands without partiality, and to do nothing out of favoritism.	In the presence of God and Christ Jesus and their chosen angels, I order you to follow my instructions! Be fair with everyone, and don't have any favorites.
Hebrews 1:5	Hebrews 1:5
For to which of the <b>angels</b> did God ever say, "You are my Son, today I have become your Father"?	God has never said to any of the angels, "You are my Son, because today I have become your Father!" Neither has God said

# Spiritual Terms

Chapter 25

Or to which of the <b>angels</b> did God ever say, "I will be a Father to him, and he will be a Son to me"?	to any of them, "I will be his Father, and he will be my Son!"
1 Peter 3:22	1 Peter 3:22
Christ is at the right hand of God. He went into heaven. <b>Angels</b> , authorities, and powers must submit to him.	Christ is now in heaven, where he sits at the right side of God. All angels, authorities, and powers are under his control.
2 Peter 2:4	2 Peter 2:4
For if God did not spare the <b>angels</b> who sinned, but delivered them into hell to be kept in chains of darkness until the judgment,	God did not have pity on the angells that sinned. He had them tied up and thrown into the dark pits of hell until the time of judgment.
Revelation 5:11	Revelation 5:11
Then I looked and heard the sound of many <b>angels</b> who encircled the throne and the living creatures and the elders. Their total number was ten thousands of ten thousands and thousands of thousands.	As I looked, I heard the voices of a large number of angels around the throne and the voices of the living creatures and of the elders. There were millions and millions of them,

## anger (3709, 3710, 3949)

This word can mean feeling or showing strong displeasure, hostility, or wrath.

Mark 3:5	Mark 3:5
He looked around at them with <b>anger</b> , and he was grieved by their hardness of heart, and he said to the man, "Stretch out your hand." He stretched it out, and his hand was restored.	Jesus was angry as he looked around at the people. Yet he felt sorry for them because they were so stubborn. Then he told the man, "Stretch out your hand." He did, and his bad hand was healed.
Luke 3:7	Luke 3:7
So John said to the crowds who were coming out to be baptized by him, "You offspring of vipers! Who warned you to run away from the <b>wrath</b> that is coming?"	Crowds of people came out to be baptized, but John said to them, "You bunch of snakes! Who warned you to run from the coming judgment?"
Romans 1:18	Romans 1:18
For the <b>wrath</b> of God is revealed from heaven against all ungodliness and unrighteousness of people who through unrighteousness hold back the truth.	From heaven God shows how angry he is with all the wicked and evil things that sinful people do to crush the truth.
Romans 5:9	Romans 5:9
Much more, then, now that we are justified by his blood, we will be saved by him from the <b>wrath</b> of God.	But there is more! Now that God has accepted us because Christ sacrificed his life's blood, we will also be kept safe from God's anger.

# Spiritual Terms

Chapter 25

Ephesians 2:3	Ephesians 2:3
Once we all lived among these people, fulfilling the evil desires of our flesh, and carrying out the desires of the flesh and of the mind. We were by nature children of <b>wrath</b> , like the rest of humanity.	Once we were also ruled by the selfish desires of our bodies and minds. We had made God angry, and we were going to be punished like everyone else.
Ephesians 4:26	Ephesians 4:26
Be <b>angry</b> and do not sin. Do not let the sun go down on your <b>anger</b> .	Don't get so angry that you sin. Don't go to bed angry
Ephesians 6:4	Ephesians 6:4
Fathers, do not provoke your children to <b>anger</b> . Instead, raise them in the discipline and instruction of the Lord.	Parents, don't be hard on your children. Raise them properly. Teach them and instruct them about the Lord.
Colossians 3:6	Colossians 3:6
It is for these things that the <b>wrath</b> of God is coming on the sons of disobedience.	God is angry with people who disobey him by doing these things.
1 Thessalonians 1:10	1 Thessalonians 1:10
and to wait for his Son from heaven, whom he raised from the dead—Jesus, who rescues us from the <b>wrath</b> to come.	They also tell how you are waiting for his Son Jesus to come from heaven. God raised him from death, and on the day of judgment Jesus will save us from God's anger.
1 Thessalonians 5:9	1 Thessalonians 5:9
For God did not appoint us for <b>wrath</b> , but to obtain salvation through our Lord Jesus Christ,	God doesn't intend to punish us, but wants us to be saved by our Lord Jesus Christ.
Revelation 11:18	Revelation 11:18
The nations were enraged, but your <b>wrath</b> has come. The time has come for the dead to be judged and for you to reward your servants the prophets and God's holy people, and those who feared your name, both the unimportant and the mighty. The time has come for you to destroy those who are destroying the earth."	When the nations got angry, you became angry too! Now the time has come for the dead to be judged. It is time for you to reward your servants the prophets and all your people who honor your name, no matter who they are. It is time to destroy everyone who has destroyed the earth.

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

YOUR NOTES:

## Review of Core Concepts:

- Spiritual Terms should be checked across the entire New Testament after it is drafted to ensure that the whole team of translators accurately translated these terms.
- Wycliffe Associates provides the resource [Spiritual Terms](#) to support translation teams in checking that the spiritual terms are translated clearly and consistently.
- The Spiritual Terms resource is an audit of selected verses (up to 15) of 100 terms. The team may choose to check spiritual terms more thoroughly if desired.

# Chapter 26: 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 (2 Cor. 8:10-11).

YOUR NOTES:

Plan from the beginning with the end in mind!

- **What happens to your translation after you've finished the 8 steps of MAST?**
  - community \_\_\_\_\_
  - refine the translation

After the community refinement process is complete, you will be able to begin the process of publication.

Formats for publication (discussed in Chapter 12):

- Printed
- digital
- online
- app
- audio

The publication process will vary depending on the type of Bible your community needs. **Your church and community are the only ones who can decide what publication format to produce.**

This chapter focuses on the process for a **printed Bible**.

This part of the process **generally takes at least four months after all books are completed, community checked, refined, and uploaded to our server.**

Steps include:

- thorough proofreading by your community and the WA team
- conversations between WA and your community about your language's grammar rules

# Proofreading and Publication

Chapter 26

- decisions by your translation team about formatting and grammar
- corrections by the translation team
- completion of the formatting

## During the translation process:

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

As checking is completed and revisions are made:  
The translation team will make edits in BTT Writer and upload completed books.

(Some teams choose to have one person manage the final drafts in BTT Writer, so that final uploads will have entire books in one file, rather than separate files for separate chapters).

## Clean files are best!

- Consistent punctuation
- Consistent capitalization
- Correct verse markers

**The fewer issues there are with uploaded files, the faster the publication process can go.**

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

**Your community are the only authorities on your language!**

The more you have worked together to make decisions about your translation, and the more you carefully review your translation, the more acceptable your translation will be to your community.

The last review: **proofreading** (discussed below)

YOUR NOTES:

## When you are ready to publish your translation:

WA offers training and assistance with publication tools.

- Online digital publication: Your translation will be freely hosted online at bibleineverylanguage.org.
- Offline digital publication: We can assist with building an app, or train someone on your team to build the app for your translation.
- Print translation: We assist you with the steps
  1. WA will convert uploaded (repository) files to an editable format.
  2. WA will review the files for proper formatting and consistent typing (punctuation, capitalization, verse markers, etc.)
  3. WA will share issues and questions with your team.
  4. Your team will decide what needs to be changed and how to correct it.
  5. Your team will make changes and re-upload the files to the repository.
  6. WA will convert the corrected files.
  7. Steps 2-6 will be repeated as many times as necessary.
  8. WA will create a PDF proof, and send it to your community for review.

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

When your community has made all corrections and accepted the final proof, the Bible can go to print.

Generally, communities use a local printer of their choice to publish their translation. Sometimes they have funds for this, but if not, WA can assist with fundraising.

YOUR NOTES:



## Print Workflow Details

- Upload clean files to the repository .
- Request Printing via your WA contact.
- WA Team converts repos to USFM and does initial “cleaning.”
- WA Team reviews issues and submits unresolved issues back to church partner.
- Translation team reviews issues and uploads revisions.
- WA Team produces PDF.
- Church partner reviews PDF (corrections made if needed).
- PDF approved. Final PDF sent to printer.



**Minimum: 4 Months**

### Proofreading

The \_\_\_\_\_ step before publication.

**As you know, checking is done in the last 4 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?**

YOUR NOTES:

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

Proofreading: checks for correct punctuation and formatting.

Most errors found during proofreading are \_\_\_\_\_ (or typographical) errors.

**Typographical errors \_\_\_\_\_ change the message!** Consider these English examples:

"Call me Pat."	"I'm sorry I love you."
"Call me, Pat."	"I'm sorry. I love you."

Punctuation affects meaning. Just as voice inflection and facial expression can change the meaning of what someone says aloud, in many languages, small differences like this can change the meaning of what is written.

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

YOUR NOTES:

Correct punctuation, capitalization, accent marks, and formatting are all important to clearly communicate what the Scripture says.

These kinds of errors often happen during  
\_\_\_\_\_ Corrections must be done  
\_\_\_\_\_ Bibles are printed and distributed.

A correctly printed translation also shows the community that it has been done  
\_\_\_\_\_ and well.

# Proofreading and Publication

Chapter 26

## Typographical Error Example

From Galatians 5:

22 But the fruit OF the spirit is love joy) peace, patience, Kindness, goodness, Faith, gentleness, and selfcontrol against such things there is no law . 24 those who belong to christ Jesus have cRucified the flesh with its passionsa nd desires25 If we live by the Spirit, let us also walk" by thespirit?

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

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

YOUR NOTES:

Proofreading finds these kinds of typing errors in the text, and also checks for verse numbers in the Scripture.

Each language has its own rules for punctuation and capitalization. Some languages do not have a fully developed set of rules yet. The translators will need to decide what rules and format they will follow. They may need to consult with leaders in the community.

# Proofreading and Publication

Chapter 26

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

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

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

1. Beginnings of sentences—each one starts with a capital letter.
2. Endings of sentences—each one has end punctuation appropriate for the sentence type.
3. Quotation marks—each one has a partner. (Long quotations with multiple paragraphs have opening quotes at the beginning of each paragraph, but only final quotes at the end.)
4. Parentheses or brackets pairs—each should have a partner.
5. Capitalization—names of people and places begin with a capital letter.
6. Miscellaneous—there can be other errors in punctuation, capitalization, accent marks, or spacing.
7. Proper number of verses. (The checklist will include how many verses are in each chapter.)
8. Chapter heading—correct number for the chapter of the book and consistent spacing around it.

YOUR NOTES:

**Proofreading requires a different kind of “looking” than other types of review.**

Select individuals within the translation team who **care about details in printed material and notice them.**

- Proofreaders should look at **one chapter at a time.**
- They should use the Proofreading Checklist 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 in BTT Writer that the proofreaders found. Then the corrections can be saved, and the updated text can be uploaded to the Wycliffe Associates Content Server (WACS).

YOUR NOTES:

## Proofreading Exercise

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

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

**Checklist:**

# Proofreading and Publication

Chapter 26

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

<sup>5</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>6</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>7</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>8</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>9</sup> She went and told those who were with him, while they were mourning and weeping. <sup>10</sup> They heard that he was alive and that he had been seen by her, but they did not believe. <sup>11</sup> After these things he appeared in a different form to two of them as they were walking out into the country. They went back and told the rest, but they did not believe them.

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

<sup>16</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.

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

YOUR NOTES:

On the following page is a chart containing checklists from multiple chapters. This is a helpful format to help proofreaders keep track of their progress with many chapters. If you would like charts like this for each book, please reach out to your WA contact person.

## Review of Core Concepts:

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

# Proofreading and Publication: Sample Chart

Chapter 26

## Matthew, part 4

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
- 
- 

## Matthew, part 5

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
- 
- 

## Matthew, part 6

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
- 
-

# **Answer Key**

## **Workbook Answer Key**

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# Answer Key

## Chapter 1: Introduction to Wycliffe Associates

- Wycliffe Associates was established in 1967.
- Mobilized Assistance Supporting Translation: MAST

## 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

## 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

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

Consider the following stories. Which behavior is being shown?

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

### Chapter 8: MAST Preparation: Quality Assessment

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

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

Instructions: Compare the passage below to the “source text” (Unlocked Literal Bible, ULB) and use your Quality Assessment Guide to check for any errors.

“Translation”

Matthew 1:18–25 Sample Draft for Checking

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 (**“Holy” is missing from the draft**) Spirit.

19 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.

20 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.

21 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.

22 Now all this happened to fulfill what was spoken by the **Lord (“L” should be capitalized)** 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.” (this phrase is missing)**

24 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.

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

# Answer Key

## Chapter 9: MAST Process—Drafting Steps

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

### Chapter 10: MAST Process—Checking Steps

MAST: designed to create meaning - based translations.

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

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

Step 7: ***Key Word Check***

Step 8: ***Verse-by-Verse Check***

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

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

5. Without Self-edit

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

6. Without Peer-edit

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

7. Without Key Word Check

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

8. Without Verse-by-Verse Check

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

## Answer Key

### Chapter 11: Divine Familial Terms

What are the three terms (or names) the Bible uses for the three persons of God?

Father, Son, Holy Spirit

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

- Christ
- Messiah
- Son of Man
- Son of God

(In addition to others)

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

- Father
- Almighty
- Lord

(In addition to others)

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

- Comforter/Helper/Advocate
- Spirit of God
- Spirit of truth

(In addition to others)

Why do you think that translating “Father” and “Son” literally is so important?

- The Bible is God's Word and we should translate it the way He communicated it.
- The doctrine of the Trinity is affirmed.
- The gospel message is preserved.

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

- Biological, male parent

## Answer Key

- Ancestor
  - Someone older
  - God the Father of the Israelites
  - God the Father of a person
- What essential doctrines of Christianity are affected by how these terms are translated?

Answers include:    The Deity of Jesus  
God's love for humanity  
The Trinity

## Chapter 12: Oral and Written Translation

These are two of the types of oral communities:

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

- Who should make the decision on which format to use?

the believers (the local church) in that community

## Chapter 13: Software Tools for Translating

Software choice should be based on format.

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

Psalm 102:18

Our goal: to preserve the Scriptures for future generations

# Answer Key

## Chapter 14 Checking Resources

The MAST 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)**

**Exercise: Translation Notes Matthew 12:9 -14.**

o What do you think “Behold” means? **It alerts us to a new person in the story.**

o What is a “withered hand”? **a “paralyzed” or “crippled” hand**

o Why did the Pharisees ask Jesus a question? **They wanted to accuse Jesus of sinning.**

These resources help ONLY during the **Checking** steps.

## Answer Key

### Chapter 16: Completion Timeline Strategies

Plan with the end in mind.

#### Timeline of Goals

52 weeks in a year

New Testament: about 8,000 verses.

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

Old Testament: about 23,000 verses.

The OT could be completely drafted in 3 years with six translators drafting about 25 verses per week.

### Chapter 19: Scripture Accessibility

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

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

### Chapter 20: Scripture Engagement

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

- Nehemiah 8:1-8 group teaching
- Philemon individual teaching
- Exodus 15, Psalms singing
- 2 Timothy 3:16,17 training, correction

### Chapter 22: Why MAST Works

#### 1. The Cone of Experience

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

#### 2. Sense and Meaning

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

## Answer Key

### 3. Connecting the Dots

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

### 4. Short-term and Long-term Memory

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

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

Timing in the drafting steps:

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

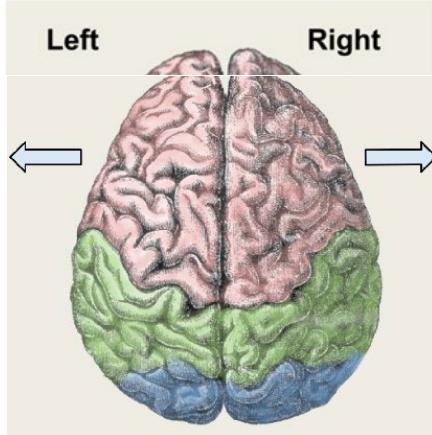
Verbalize and Chunk use working memory, so they should directly follow the Consume step and be completed within 7 to 10 minutes.

## Lateralization

MAST Steps use both sides

### Left-side steps

- Consume**
- Chunk**
- Self-edit**
- Peer-edit**



### Right-side steps

- Verbalize**
- Blind draft**

**Key word check**

**Verse-by-verse check**

Figure F

## Answer Key

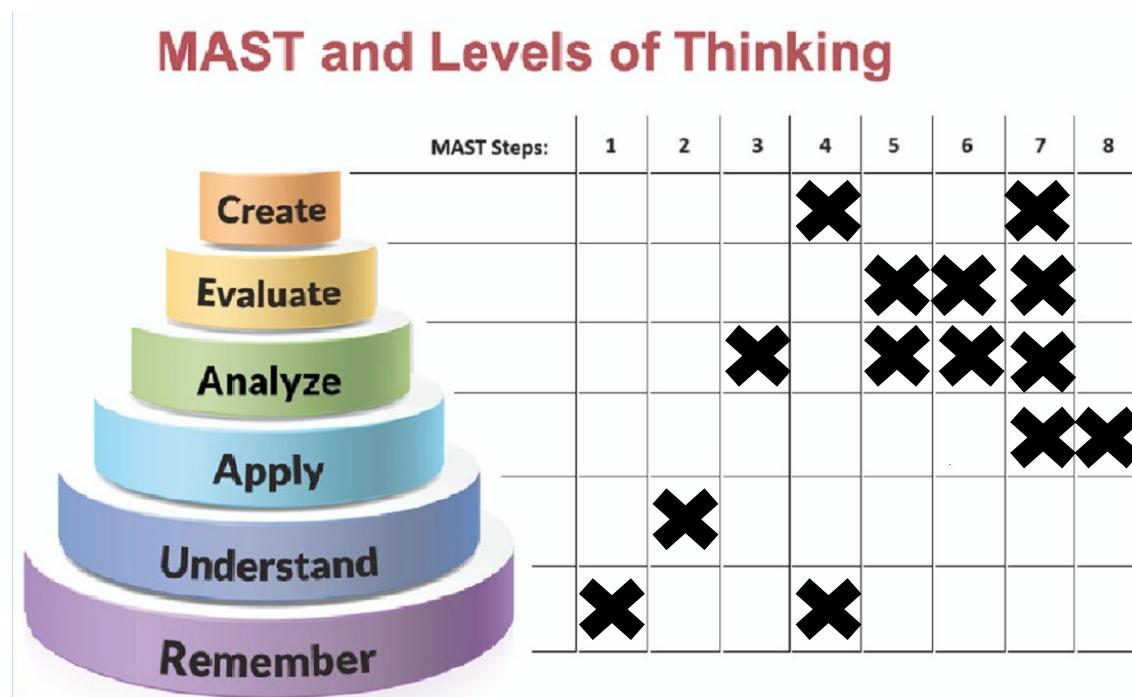


Figure H

### Chapter 23: Workshop Planning

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

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

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

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

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

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

### Values-Based Learning

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

## Answer Key

There are 5 Principles of Values-Based Learning:

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

**Honesty: Ephesians 4:25**

**Common Interest: Philippians 2:1-2**

**Praise: 1 Thessalonians 5:11**

**Protection: Acts 20:35**

**Service: Matthew 20:26-28**

## **Chapter 24: Team Skills Inventory**

When assembling a team, look for **different** personalities to include instead of all similar ones. A team approach invites all personalities to be involved.

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

- o Which group should work on Romans? **Level 5**
- o Philippians? **Level 1 or 2**
- o 1 Corinthians? **Level 4 or 5**

## **Chapter 25: Spiritual Terms**

Remember that in Step **7** of MAST, translators chose which key words and terms to check for each chapter.

## Answer Key

The goal:

- check verses across several New Testament books.
- confirm that the translation of key spiritual terms has been consistent and clear.

These terms have an abstract or spiritual meaning. They are based on Greek words that may have various meanings. They may even have a symbolic meaning that could be missed if not fully understood. Here are some examples:

1. tree (1 Peter 2:24)
2. adoption (Ephesians 1:5)
3. flesh (Matthew 16:17, 1 Corinthians 15:39, Romans 8:13)

## Chapter 26: Proofreading and Publication

- What happens to your translation after you've finished the 8 steps of MAST?
  - community checking
  - refine the translation

### Proofreading

The last step before publication.

Most errors found during proofreading are typing (or typographical) errors.

Typographical errors CAN change the message!

Correct punctuation, capitalization, accent marks, and formatting are all important to clearly communicate what the Scripture says.

These kinds of errors often happen during typing. Corrections must be done before Bibles are printed and distributed.

A correctly printed translation also shows the community that it has been done carefully and well.