

Project Process

Outcome:

1. confidence in knowing what each translator needs to know and do at a particular time
2. quality of work will always be high because of understanding each task

What you will learn:

1. what you need to do in Stage 1, 2, 3, and 4
(draft, internal review, external review, community checking)
2. the tasks for each stage repeat
(Study, Edit, Refine, Check)
3. how to apply knowledge and skill for each task at each stage

Focus... to know what I must do right now, and know how to do it well...

KNOW - STUDY

Be aware of the questions and topics for each task (see handout *Stages, Steps and Tasks*)

SKILL - PRACTICE

a fundamental skill for each task is using layouts well.. have available proper resources in some respects, the entire Paratext program is needed (at times) to accomplish the tasks

Apply:

Have I saved work layouts for Study/Editing, for Review, for Checking?

Review of desired outcome:

as I work

I will NOT... be quick to EDIT – I will first STUDY

I will NOT... be quick to REFINE – I will carefully EDIT

I will NOT... be quick to FINISH – I will spend time to REFINE

I will NOT... tell others I have finished – until I have run the CHECKS

