

Careful Team Checking Checklist v4 in development, David

Rowbory, June 2016

(For teams in Nigeria where there is no Greek or Hebrew expertise amongst translators. Assumes Hausa and English are the reference versions.)

The Team Check Process

- Agree 3 things:
 - **what** part of the translation you will check
 - **how** you will team check: (A) on computer or (B) on paper or (C) orally
 - if you will **prepare** individually first, or all check it together
- *Main translator: ☐ **Run Basic Checks**, ☐ **Mark Point in Project History**
(Optional: ☐ **Spell Check** )
 - Then share with team in print or **Send/Receive**
- Give everyone the **checklist** (p 3-4)
- Prepare a **team checking report** (p 5); agree **who** will complete it during team check
- Follow the checklist to do your team check, using plan A, B or C.

The main principle: focus on one issue at a time

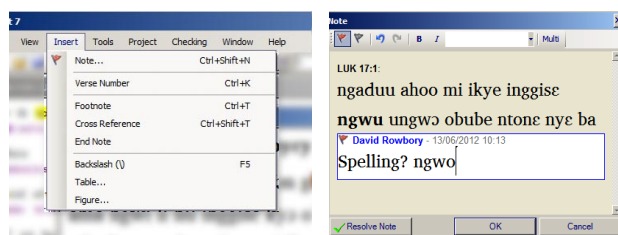
Take one item on the checklist and check every verse for that one issue. (Don't allow other issues to distract you.)

After carefully checking that one issue, return to the beginning of the passage and check the next issue. After you have read all the verses and are satisfied there are no more problems of that type, then put a ✓ in the box for that item to show you have finished checking for it.

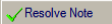
Plan A. Team checking on Computers (Paratext)

Prepare: Individual checking (optional, but recommended)

Go through the whole checklist. For each issue read the whole passage looking for that specific problem. When you find a problem add a flag: **Insert** →  **Note...** Describe the problem and what you think the translator should do. Then click OK. Only the main translator of a section can make changes to the text.



Team checking together

If you prepared for the team check individually: Send/Receive to make sure that all the notes and any corrections from the main translator have been shared with everyone. When you team check together, look first at any red flags or other project notes. When the main translator fixes the problem he should open the red flag note, describe what was fixed (and why) and Click . To be very careful, you should again go through the whole checklist for each verse.

If you are not preparing individually but are doing the whole team check together: you will not mark things with a red flag, but make sure you go through the whole checklist for each verse. I think this may take longer and be harder to do thoroughly than preparing individually and then dealing only with the issues seen.

Plan B. Team Checking on Paper

Prepare: Individual checking (optional, but recommended)

Go through the whole checklist. For each issue read the whole passage looking for that specific problem. (You can't do the checks marked with *.) When you find a problem mark it on your paper with a coloured pen. Write a note to describe the problem and what you think the translator should do. When you have read through all the verses and you have not found the problem you are looking for, then put a ✓ in the box for that problem to show you have finished your checking for it.

Together: Review all the problems found

Go through each verse and see if someone has a comment or has found a problem in it. Discuss what should be done. The translator should change the text immediately when you have decided. If you are not sure, then make a note and ask a consultant.

Plan C. Oral Team Checking

Go through the shorter checklist for oral drafting one item at a time. For each check, listen to the draft and concentrate on one issue. The oral drafting checklist is shorter than the print checklist because there are no checks for typing or Paratext issues.

The Shorter Checklist for Oral Drafting

1. Listen sentence by sentence or verse by verse to the draft, then
Listen to (or read) the reference versions (Hausa + English) and make sure that:
☐ Nothing is Added, Missed, Changed
But sometimes the source versions (Hausa/English) seem to disagree:
 - ☐ Did we record the **reason** for **our choice** of interpretation?
2. Read a large section:
☐ It flows; it sounds natural / beautiful
3. Read a large section:
☐ It is clear (But does anything need explanation?)

Team-checking Checklist — Possible problems

[* = computer only]

Content checking:

1. ☐ Compare with Hausa / English versions: nothing is Added, Missed, Changed
but sometimes the source versions (Hausa/English) seem to disagree, in that case:
 - ☐ Did we record the **reason** for **our choice** of interpretation?
2. ☐ It flows; it sounds natural / beautiful (read it aloud!)
3. ☐ It is clear AND ☐ There are footnotes where needed, or glossary entries.

Surface checking:

4. *☐ Paratext **Run Basic Checks** shows **#No errors found**.
 - Include **Markers, Chapter/Verse, Characters, Punctuation**, others (not **References**)
5. ☐ **Spelling**: Every word is spelled and divided correctly
 - *☐ **Wordlist/Spell Check**: approve or correct all words (use  or Tools→Spell Check, choose 1 book)
6. ☐ **Punctuation**: (check all of these parts together)
 - ☐ Comma , is used if it is NOT the end of a sentence. Not followed by capital letter.
 - ☐ Full stop . is used at end of sentence, followed by Capital Letter.
 - ☐ Questions are marked with ?
 - ☐ Exclamations are marked with !
 - ☐ There is **never** a space **before** a comma, full stop, colon: **.,!?:**
7. ☐ **Paragraphs**: (check all of these parts together)
 - ☐ Not too long or too short.
 - ☐ Paragraph breaks are helpful: a good place to stop briefly.
8. ☐ **Section headings**: (check all of these parts together)
 - ☐ Does it describe this section well? (in your translation)
 - ☐ Is this section heading just the same as the next/previous one?
 - ☐ Is there **Capital** only at start (like a sentence) and **no full stop at end**?
 - ☐ Check length: Is it too long? Can we make it shorter? Is it too short?
 - ☐ Is the section heading clear and powerful?
9. ☐ **Quotations**: (Remember that **Run Basic Checks** does not find all problems with quotations.)
 - ☐ Find when someone **STARTS** speaking: make sure you **OPEN** the correct quote.
 - ☐ Find when someone **STOPS** speaking: make sure you **CLOSE** the correct quote.
 - ☐ If someone is speaking and there is \p, make sure there is a **CONTINUER**.
 - ☐ Check that the correct << or < quotations are used: << *then* < *then* <<
 - ☐ Check there is a , before quotation mark. , <<
 - ☐ Make sure punctuation is normally before the end of quotation: .>>
not >>.

Big issues (several chapters or a whole book):

10. ☐ ***Biblical Terms** (set verse range, choose appropriate categories)
 - ☐ **Names**: Normal translations 'renderings' are added, with a note if appropriate.

- ☐ **Names:** Every verse has ✓ because it has the term correctly.
 - ☐ **Beings:** Renderings are added, with a note if appropriate.
 - ☐ **Beings:** Every verse has ✓ because it has the term correctly.
 - ☐ Check every other category when you have time. Add different senses if needed.
 - ☐ Make notes 📌 about any Key Terms you need to discuss with consultant.
11. ☐ Extra helps for difficult terms or ideas:
- ☐ There is a **footnote** if it is needed. (does a word or phrase need to be explained?)
 - ☐ There is a **glossary entry** if needed.
 - ☐ There is a **picture** if it is helpful.
12. ☐ Other checks: (add any you think are important, such as common confusions or mistakes in writing your language)

Final technical checks before consultant check or printing a complete book:

Book Title etc:

- ☐ Main Title is correct (\mt1 and maybe \mt2)
- ☐ Introduction is present if you want it.

Each Picture:

- ☐ Has a helpful caption
- ☐ Single column or entire page width is chosen correctly
- ☐ Has a description in English, describing the picture for the typesetter.

- ☐ **Location** has book, chapter, verse reference (eg EPH 1.10)
- ☐ **Reference** has only the chapter:verse (eg 1.10)

Team check report

Date: __/__/__	Drafter:	
Passage checked :	Other team members:	
How many changes were requested?		

Content: Accuracy issues

Content: Clarity issues

Translation policy

Spelling issues: clear mistakes

Spelling issues: no agreed rules yet

Dialect Issues

Other Recurring problems noticed

Issues to refer to the consultant or to reviewers (see over)

Recording and reporting

It's important for all teams to keep a record of their team checking. For teams to improve in their team checking they need to report to a consultant (or advisor) on their activities for further advice.

Time-wasting activities

Note these, but don't allow them to take much time:

- Spelling controversies. Don't refer to opinion but to the Reading & Writing book and the word list.
- Dialect debates.

But don't forget

Check that words are divided, sentences divided well and every detail is clear.

Tests for these checks

4. Are questions better than statements? or opposite? or does it not matter?
5. Is all language clear? Should different terms be used?
6. Is the order appropriate?