

LTCT2012 Monday jan 16

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[Return to Course Program](#)

Session 1-2: Paratext 7

Purpose (Why):

To be able to teach a basic Paratext workshop including send/receive.

Learning Objectives (What):

- The participant will install Paratext 7.2.
- The participant will launch Paratext 7.2.
- The participant will effectively use the navigation toolbar to find the desired book, chapter, and verse.
- The participant will insert USFM markers (such as \c, \v, etc.) into an open project using a suitable view.
- The participant will use a virtual keyboard system (MS-Keyboards or Keyman) to type the required characters for the language.
- The participant will add footnotes.
- The participant will open reference resources for comparison, such as an English Bible and organise several windows on the screen.
- The participant will backup the project to a USB key.
- The participant will run a variety of checks to make sure all chapters and verses are present and that each element of text is correctly marked (Markers, etc.).
- The participant will use inventories and checks to make sure all characters and punctuation marks are valid for the target language.
- The participant will use the available checks to guarantee the consistency of the content using the biblical terms tool.
- The participant will check for spelling errors using the spellcheck and wordlist and make changes to the text as necessary.
- The participant will record decisions made in the project using the notes feature.
- The participant will take a snapshot of the text to mark important points in the history of the project.
- The participant will print project texts for revision or consultation by producing a PDF copy.
- The participant will use the project interlineariser to do a back translation of a project.
- The participant will review the teachers guide to identify any issues or points that need to be highlighted when teaching each module.

Learning Tasks (How):

Content:

Follow along as we work through the Paratext 7.2 training course developed by the Cameroon Branch. Over the next eight sessions we will work through these modules.

## Challenge

Now it is your turn to try that again on your own either on your own data or some sample data provided.

## Changes:

- Reflect on the skills/features you have just seen and done.
- Who in your entity will be interested in this?
- How and when can you share it with them?

## Session 3: Consulting Process

### Purpose (Why):

To develop the consulting skills of the participants

### Learning Objectives (What):

- The participants will be able to name the six typical phases of a consultation and the basic focus of each phase.
- The participants will be able to articulate what a “contract” is in consulting and why this step is important.
- The participants will be familiar with some standard principles of problem solving and see how they apply in consulting in their domain.
- The participants will understand the importance of getting feedback from the consultee on their performance in the consultation.

### Learning Tasks (How):

## Connection:

Have the participants do the following exercise: *Defining\_Consulting\_exercise.doc* (handout). 30 minutes

## Content:

Present the following powerpoint: *Key Points for Each Phase of a consultation.ppt*. 30 minutes

Present the following powerpoint: *Ivan Lowe on Problem Solving.ppt*. 20 minutes

Present the following powerpoint: *Assessment in Consulting.ppt*. 15 minutes

## Challenge

Have the participants read the following case study: *Contracting\_Case\_Study.pdf*. Then discuss in table groups. Each table group reports their findings. Then whole group discusses. 60 minutes

Have the participants discuss the following question in table groups: What are the aspects of problem solving that are specific to language technology? Each table group reports their findings. Then whole group discusses. 40 minutes

## Change

Have the participants fill out form: *LTCConsultingReviewForm.docx*. Then share in their table groups. Then discuss in whole group. 45 minutes

Session 4-5: Adapt It

## **Purpose (Why):**

To assist translators in the use of Adapt It.

## **Learning Objectives (What):**

- The participant will install Adapt It 6.1.
- The participant will setup the necessary files, folders and language settings.
- The participant will setup the Paratext collaboration feature.
- The participant will adapt text from the source to the target language, using the six basic methods of adaptation (word equivalent, make phrase, add additional gloss, leave a word untranslated, add a word to the target text, retranslate text).
- The participant will correct a variety of common mistakes.
- The participant will close the current file and work on a new file (either new chapter in the same book, different book or new book).
- The participant will add a note to explain why something was translated differently to the source text.
- The participant will move around the text efficiently.
- The participant will backup their files with MyWorkSafe.
- The participant will manually export the target text to Paratext. Now done by Paratext Collaboration but important for support people to know.
- The participant will edit the knowledgebase to make corrections.
- The participant will run a consistency check on the text.
- The participant will print a list of retractions to also check consistency.
- The participant will copy their project to another computer.
- The participant will add a free back translation to their project
- The participant will add a word-for-word back translation to their project.

## **Learning Tasks (How):**

### **Connection:**

Watch the presentation as we introduce Adapt It 6.1. As you watch, consider what aspects are new to you? What do you need to find out more about?

### **Content:**

Follow along as we work through the Adapt It 6 training course developed by the Cameroon Branch. Over the next four sessions we will work through these modules.

### **Challenge**

Now it is your turn to try that again on your own either on your own data or some sample data provided.

### **Changes:**

Reflect on the skills/features you have just seen and done.

Who in your entity will be interested in this?

How and when can you you share it with them?

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