

Instructions for Translating *ONE on ONE with GOD* books from English into Other Languages

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Thank you for your willingness to help us make disciples and produce disciple-makers through translating *One on One with God* and its leader's guide into a new language! We pray that you will be blessed as you complete this task. This document contains general and specific instructions that will help you with your translation work. Please do not hesitate to contact us with any questions you may have.

General guidelines for translating *BOTH* workbook and leader's guide

1. Be sure to **pray** as you translate the books. You will need God's wisdom as you make decisions about what words and versions of Scripture in your language best communicate the principles and thoughts presented in the English books.
2. You have received the text of the English books as Microsoft Word files. We recommend that you save the original files and then open and rename the files as work copies in your language. Use these files to produce a workbook (student book) file and a leader's guide file in your language. You may simply type over the existing text; do not change the font or font sizes or alter the numbering or bullets as used in the English books. Please notice the bold and italicized words and apply that formatting to the corresponding words in your language. If you need us to do so, we are happy to do the final layout.
Important note: Please disable the autocorrect feature in your software's spell checker.
3. In general, you should translate the non-Scripture text of the books with a focus on achieving **verbal equivalence** as much as possible. In other words, your goal should be to reproduce the exact English words in your language's equivalent words. But at times you will find it necessary to aim for **dynamic equivalence**, which is attempting to reproduce the functional *meaning* of the words. This will be especially true when translating some English idioms or expressions that do not have equivalent terms in your language. If you have questions about what something means in the English books, do not hesitate to contact us.
4. *One on One with God* and its leader's guide incorporate quotes from several different English versions of the Bible. Feel free to likewise use different versions of the Bible in your language, if they are available.
 - Always substitute the best, most understandable version of the Bible available in your language in place of our English version as long as it clearly communicates the truth that is being expressed.
 - When you substitute your version for the English version, please check the wording of the text that follows the Scripture. You may need to change some of the text (including blanks and questions) so that it makes sense with your Scripture quote.
5. Our books frequently quote the Amplified Bible (AMP) and the Living Bible (LIV) paraphrase, which are English versions that often do not have an equivalent in other languages.
 - We suggest that you use two Scripture quotations to convey the sense of the AMP and LIV passages. First, type the Scripture from the version of the Bible in your language that is closest in meaning to the AMP or LIV passage. Then type your personal translation of the AMP or LIV passage that appears in the English book. Thus the reader will see the Scripture in a modern language and an "enriched" form, helping him or her to more easily see the truth being presented.
 - See the examples, below, of what these Scriptures look like when in final laid-out (side-by-side) form.

**“Porque mi
primordial
propósito,
es que yo
pueda
conocerle...”**

a fin de conocer a Cristo,
experimentar
el poder que se manifestó en
su resurrección,
participar en sus sufrimientos
y llegar a ser
semejante a él en su muerte.

Filipenses 3:10 (NVI)

**“Porque mi
propósito
determinado
es que yo le
conozca a
Él”**

[Porque mi propósito
determinado es] que
yo le conozca a Él, que
progresivamente llegue
a estar más profunda e
íntimamente cercano a Él
percibiendo, reconociendo y
entendiendo, las [maravillas
de su Persona] más poderosa y
más claramente. Y de la misma
manera pueda llegar a conocer
el poder sobreaabundante de su
resurrección [el cual esta sobre
los creyentes]; y además que
pueda compartir con Él sus
sufrimientos de manera que sea
transformado continuamente
[en espíritu a Su imagen] en
Su muerte, [en la esperanza]

Filipenses 3:10
(traducida de *The Amplified Bible*)

II. 為什麼讓耶穌基督作我生活的中心和主？

通過找出以下的經文來得著答案，並填寫空白。

A. 參見：歌羅西書1：15-19

愛子是那不能看見之
神的像，是首生的，
在一切被造的以先。
因為萬有都是靠祂造
的，無論是天上的，
地上的；能看見的，
不能看見的；或是有
位的，主治的，執政
的，掌權的；一概都
是藉著祂造的，又是
為祂造的。祂在萬有
之先；萬有也靠祂而
立。祂也是教會全體
之首。祂是元始，是
從死裏首先復生的，
使祂可以在凡事上居
首位。因為父喜歡叫
一切的豐盛在祂裏面
居住。（和合本）

基督是那不可見的神的形
像，祂在神造萬物以先已
經存在。事實上，**基督自
己是一切的創造者，無
論是天上的、地上的、
能看見的、不能看見的、
靈界的王和王國，以及統
治者、掌權的，一切都是
藉著祂造的，又是為著祂
的使用和榮耀造的。祂在
萬有之先，也正是祂的大
能把萬事連在一起。祂是
教會之首，教會是由祂的
人所組成的身體，也是祂
建立的。祂是一切從死裏
復活的帶領者，所以祂是
萬事的開始；因為神想要
祂自己的一切在祂兒子裏
面。（LIV）**

LEFT: *Philippians 3:10 in the Spanish Nueva Versión Internacional; to its right is the translator's personal translation of the passage from the Amplified Bible.*

ABOVE: *Colossians 1:15-19 in a Traditional Chinese translation of the Bible; to its right is the translator's personal translation of the same passage from the Living Bible.*

Specific guidelines for translating the workbook

1. It is **essential** that you translate the *One on One with God* workbook **page for page**; your finished Word file should have 288 pages as does the English workbook. The text on each page of your translation should match the words on the corresponding page in the English workbook. In other words, make sure that everything on p. 1 of the English workbook is included on p. 1 of your new translation and the same for all other pages in the workbook. You may want to look at a hard copy or a PDF file of this book.
2. In some restricted areas it may be wise not to include the forewords or the authors' information. It may also be wise not to include pp. 228-232 ("Helpful Bible Study Tools"). **Only include these pages if you think they will be helpful.**
3. But at the same time, it is **essential** that all the page numbers in your new translation of the workbook match the page numbers of the English workbook. If you choose to leave out any pages as suggested in #2 (above), leave a blank page where the omitted page should have been and place the heading "Notes" at the top of the blank page.

Specific guidelines for translating the leader's guide

1. Follow all the above guidelines with this exception: It is not essential that the leader's guide in your language has the same number of pages as the English leader's guide.

2. Many times the leader's guide *refers* to page numbers in the workbook. Do not change these numbers. Because the pages in both the English and new translation of the workbook are the same, the page numbers referred to by the leader's guide will be correct.

Graphics used in the books

You will notice several graphics that are used in the workbook and leader's guide. We will create those graphics for you in your language when you send us the words that we should use. Please complete and return to us the document [Graphics_translation_instructions_interactive.pdf](#).

Printing information

If we do the layout for you, we will prepare PDF files of each book that may be printed on two paper sizes: A5 and LH. Choose the size that works best for your printer.

- A5 is a standard page size used for books in much of Europe and other countries outside Canada and the U.S. The pages are 148 mm wide by 210 mm tall.
- LH stands for "letter half," which means half the size of a standard American letter-sized sheet of paper. A standard American sheet of paper is 8.5 inches (215.9 mm) wide by 11 inches (279.5 mm) tall, so the letter half size pages of our books are 5.5 inches (139.7 mm) wide by 8.5 inches (215.9 mm) tall.

We also prepare a Word file giving instructions for inserting yellow page dividers (beginning each session with a yellow page for ease of use). This is optional but may be helpful.