Guidelines for adapting Teaching Material to another language, culture and country

Contact:	This course has been developed by Institute for the Deaf and Hard of hearing Ljubjana, Slovenia E mail of institution: info@zgnl.si https://www.zgnl.si/

Theme	Decisions	Person responsible	deadline	Done (date)
Project organization and planning	Project group skills In the project group for this material, you need professionals with knowledge and competence in Sign Language acquisition. Write the specific parts of this concept, that you will translate and adapt into your language: • Student book, • Teacher book, • Adapting and developing learning materials for DHH pupils • Contact info Teacher Book: - If the skills of reading English is high in your country, you can decide to use the English edition of the teacher book, yet you need to make available in your own language descriptions of the specific grammatical adaptions you have made. Project phases: 1. Target groups: Pupils learning both spoken/written and sign language? Pupils learning only spoken/written language, who has challenges with this? 2. First translation of text and Sign Language 3. Quality assurance of translations by people with high qualifications in spoken and sign language 4. Recording the videos			

	5. Graphics drawing or chosen 6. Add the text and graphics to the lay-out of the book 7. Quality assurance by colleagues 8. Revisions 9. Text for webplatform adapted, translated, QA, uploaded 10. Check webplatform 11. Publishing final edition, if a printed book is chosen 12. Dissemination It is possible to make this whole process yourselves, but it takes lots of time. We suggest collaboration with other professionals on making the videos and the lay-out. Format of the book: You can decide if you want only a printed book or an E-Book – or both. - If you choose only e-book, you can also choose to print the worksheets for the pupils to work on. - E-book is a good format for distance teaching - E-book format is most flexible regarding choosing specific pages for your individual pupil			
Production and dissemination of the material - partners	Who will you contact to produce or collaborate with producing the material? • Record Sign Language videos • Graphics: Graphic adaptions and new graphic drawings or Sign Language clip-art • Printing by a publisher? • Distribution: Which network or stakeholder will you use to distribute this? Is there a national institution, that could distribute this for free?			
Adaptions: **What parts of the product needs adaptions to culture and schoolsystem, language, national sign language?**	Student book: Names in the book – turn them into common names from your language/country. Grandparents - choose of they live in the same house or the same village. Grammar Beware, that the grammar of both the spoken and signed languages of your country may be different from what is shown in the English version (which is actually not about learning English, but learning Slovenian – but translated into English).			

	• Are the grammatical features that children acquire <u>first</u> in your language used and shown in the Student book? If not, you may need some adaptions of the content in the Student book. • Do you want to delete or add other grammatical features? • Which grammatical adaptions are necessary? (both for spoken/written language and for national sign language): Write the specific parts that you want to adapt - for example: Take away dual, add this/that, plural of animals, 'more examples of different past tense forms' 'Sign language, chapter 1: Proforms: Indexfinger and flat hand' Teacher book: Introduction – what parts needs to be changed? Recommendations from experts – will you keep this? Adaptions that reflect the changes you have made to the Student book. Videos of sign language Translate the text into your national sign language and add these to the youtube-channel TRAP UP. Trap-Up Erasmus + program - YouTube Contact the developer for assistance.			
The guide 'Adapting and developing learning materials for DHH pupils'	The guide gives a general introduction on how to adapt any teaching material to each pupil and specifically about adding signs and sign language. Is this a good and telling introduction to new 'teachers of DHH pupils'? Will you translate the full guide or only parts of it?			
Test your product prototype by colleagues – make revisions	Ask your colleagues for input to the product and their understanding of it before it is released, make revisions and have the final edition printed / E-book format.			
Upload materials to webplatform	Contact the project management from Denmark – see 'Contacts' at the webplatform See 'General recommendations' for your preparation of materials for the webplatform Check your page of the webplatform			
Dissemination	Make a dissemination plan on how you want to inform about your material in your country: • Conferences, seminars • Article in professional magazine • Webinar • Meetings			

Checklist

Theme	job	Done
Project organization and planning	Project group	
	Parts of material to adapt	
	Timeline	
	Format (print / E-book)	
	Dissemination plan	
Production and dissemination of the material – partners	Sign language quality check	
	Videos production	
	Graphic signs / sign clip-art	
	Printing books	
	Distribution of material	
Adaptions to Student Book and Teacher Book:	Words / signs	
	Grammar	
The guide 'Adapting and developing learning materials for DHH pupils'	Parts to translate/adapt	
Test your product prototype by colleagues – make revisions	Tested by colleagues	
	Revisions made	
Upload materials to webplatform	Webpage text	
	Sign language videos on youtube-channel	
	Pdf's done	
	Webplatform check	
Dissemination	Conferences / seminar	
	Meetings	
	Articles	