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CONSULTING

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A. General Branch Philosophy

1. The main function of a consultant is to help the linguist with his work. His main job is to lead and encourage the linguist, not to judge his work.

2. Use a sliding scale of acceptability for publication, not a rigid standard. Papers by less experienced or less capable members should not be expected to be as insightful as papers by more experienced members.

3. Every member can write publishable articles. Some members will need more help, others less.

4. There is no article for which an outlet cannot be found or made. (In Vietnam this entailed starting the *Mon-Khmer Studies* series.) Seldom, if ever, should an article find its final resting place in a file.

5. The main consulting load can be carried by medium-level turned-on consultants. Advanced degrees often help but are not essential.

6. What the academic world mainly wants, expects, and needs from
    S.I.L. is facts, the more the better, on the minor languages
    of the world. We are the major, and in most cases the only
    source of such information, and this is our area of greatest
    competence, so let's emphasize it. Be thankful for those in
    our midst who also make theoretical advances, but push the
    large-scale publishing of detailed language facts.

7. Advertise branch achievements anywhere and everywhere,
    deliberately cultivating a spirit of confidence and pride.

8. Emphasize the interrelation and mutual dependence of linguis-
    tics, translation, literacy, and anthropology.

B. Consultant Attitudes

1. A consultant is a helper. Any member can be a helper, whether
    formally or informally. Be a boy scout, not a traffic police-
    man.

2. Encourage the consultee with praise and sympathetic encourage-
    ment. Morale is usually the biggest problem, not lack of
    ability.

3. Take the viewpoint of a naive outsider, questioning points
    that are not clear or assumptions that are unstated.

4. Lend an unhurried listening ear. Often a consultee will solve
    his own problem just by carefully verbalizing it.

5. Suggest specific alternatives or restatements. Brainstorm
    the problem with him.

6. Help the consultee organize the paper into a clear coherent
    outline. Organization is half the battle of writing.

Some references

Johnston, C., 1975. Consultants. *Philippine Technical Memo* No. 36,
    July 1975.

Thomas, D., 1966. Suggestions on consulting. *SILUND Workpapers*
    10: 13-14.
    Also in *S.I.L. - P.N.G. T.S. Handbook*, Section 4.6.2.

C. Manuscript Roles and Responsibilities

    1. Author

        a. Decides the contents of the paper

        b. Responsible for the accuracy of the data

        c. Makes ultimate decisions on wording

        d. Responsible for typing clean copy, double-spaced, wide
            margins, no strikeovers

    2. Consultant

        a. Checks the reasonableness and consistency of the analysis

        b. Checks for consistency of terminology and abbreviations

        c. Checks accuracy and generativeness of formulas

d.   Checks conciseness and clarity of the writing

e.   Checks clarity and appropriateness of charts

f.   Checks number and clarity of examples

g.   Aids the author in resolving points 1-6 above

3.   <u>Branch Linguistic Chairman</u> (or T.S.D. Chairman or Manager)

a.   Checks that format and content are such as would be
     acceptable to the intended editor (or suggests editors
     that would be interested in the content and format)

b.   Sends manuscript to editor with his recommendation

c.   Handles ordering of reprints (often through Huntington
     Beach)

4.   <u>Editor-Publisher</u>

a.   Accepts or rejects manuscript (or he may accept it
     conditionally, requiring certain revisions)

b.   Decides on layout, type faces, underlining, adds prefatory
     material

c.   Sends to printer, receives back proofs and final copies

d.   Handles proofreading, either doing it himself or sending
     it to author

e.   Pays all bills, receives all income

f.   Distributes the finished product

Occasionally some of these roles are combined in one person, but
generally there are these four distinct steps.

D. Some Profitable Topics for Forums

    1. Presenting your current research

    2. Presenting someone else's research or article

    3. Summarizing a field of research or study

    4. Presenting a former article of yours

    5. Presenting some current or past theory of your own or from
        the literature

    6. Discussion of scriptural/theological relevance to philosophies,
        theories, applications of linguistics

    7. Discussion of translation, literacy, anthropological
        applications of linguistics

    8. Forums where all translators present share what their
        languages have on a certain point of structure

    9. Discussion of translation theory and applications

    10. Simplified introductions for non-linguists

    11. Presentation of a completed workshop project

E. Profitable Audience Participation

    1. I didn't understand point X.

    2. I disagree with point X.

    3. I agree especially with point X.

    4. I will elaborate on point X.

    5. I will present further arguments for point X.

    6. I will restate point X in different terms.

    7. What the main point is that the speaker is trying to get across.

8. Why the speaker wants to convey his main point.

9. How the speaker went about making his point. Examples and pitfalls.

10. Underlying assumptions of the speaker.

11. Further illustrations of the main point.

12. Wider applications or ramifications of the main point.

13. Draw a tree diagram of the author's results.

F. Goals of Workshops and Seminars

1. Completion of a specific project

2. Mutual stimulation and cross-fertilization

3. Acquisition of fresh theories and approaches

4. Increased familiarity with the literature