

# 1 Organizing your thoughts, ideas, and plans

## 1. Questions to ask

- What kind of project am I undertaking? .....
- What are the outcomes? .....
- What are the steps I need to take to implement it?.....
- How is the community involved? .....
- Who is this for?.....
- What kind of media? (i.e. text, audio, video, photo) .....
- What is my skill/experience/preparation level? .....
- Do I have or need permission/IRB and how will I obtain it?.....
- Timeline, funding and budget?.....
- Are there any ethical issues? .....

Keep things basic for now – this is just to gather your thoughts. These points can then be used in another document (i.e. project proposal) where you can elaborate on the details.

## 2. Project design

- Pre and post session tasks.....
- Making plans with speakers (hours, frequency) .....
- Equipment.....
- Archiving and sharing.....
- Elicitation plan .....
- Educational/community resources .....

Start thinking about length and frequency of your elicitation sessions: 2 hour meetings (with breaks) are typical

## 2. Resources

- Hardware .....
- Software .....
- Other tools .....
- Money .....

Includes notebooks, computers, recorders, mics, cameras, smartphone/tablets, etc. Notetaking/transcription, spreadsheet (record keeping), apps, audio/video editing, etc.

## 2 Types of language documentation

### 1. Elicitation

- a. Direct elicitation: .....
- b. Testing judgments: .....

These are **not** mutually exclusive: you can have multiple types of documentation in one project

### 2. Observation

- a. Prompting
- \* "Show me" .....
  - \* "Tell me" .....
  - \* Other .....
- b. Passive observing
- \* Recording conversations .....
  - \* "Fly on the wall" .....
  - \* Other .....

## 3 Types of media

- With language elicitation and/or observation there are (at least) four kinds of media:
  1. Text .....
  2. Audio .....
  3. Video .....
  4. Photo .....
  5. Other .....

## 4 Sharing and archiving

1. Community .....
2. Educational resources .....
3. Archiving .....
4. Accountability .....

Consider coordinating your plans with language teachers

What kind of media outcomes? Will the media be duplicated? Where will it be archived? Who will have access?