

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?