

# 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?