This workshop provides field linguistic researchers with theoretical, methodological and technical training in documentation and archiving of endangered/minority languages.

Language documentation systematically collects and “adds value” to recordings and observations of a variety of language and cultural events. It differs from descriptive approaches because its focus is on the language-use context and on the recorded data and metadata, paying attention to its quality, archiving and dissemination.

Documentation materials are used not only for linguistic study, but also for research in other fields, and as resources for language revitalization and other community and cultural activities. This workshop focuses on the creation and analysis of documentation materials and how to enhance their quality, usefulness, and usability. We will address topics including the following:

- what is “language documentation”?  
- how to maximise the quality of recording audio and video data  
- data creation and management  
- photography in documentation  
- archiving  
- mobilization for use in revitalisation
### Program

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<td>10:00-11:20</td>
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<td>Planning language documentation and group projects (AJ, PA, SR)</td>
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### Staff

- Peter K. Austin (SOAS, University of London) (PA)
- Anthony Jukes (CRLD, La Trobe University) (AJ)
- Toshihide Nakayama (ILCAA, Tokyo University of Foreign Studies) (TN)
- Sonja Riesberg (University of Cologne) (SR)
- Hideo Sawada (ILCAA, Tokyo University of Foreign Studies) (HS)

### Course co-ordinators

- For AA-Ken: Hideo Sawada
- External/SOAS: Peter K. Austin

### Language consultants

- Apriyani Arilaha, Center for Endangered Languages Documentation (CELD) speaker of Manokwari dialect of Malay (Austronesian)
- Barbara Sarangnga, Makassar Frater High School, speaker of Toraja-Sa'dan (Austronesian)
- Nawipa Dance, Japanese Language Center for International Students, Tokyo University of Foreign Studies / Jaya Pura fourth High School, speaker of Ekari (Trans-New Guinea)
- Almana Mukabenova, Council of Europe, speaker of Kalmyk (Mongolic)

### WWW

Web addresses for further resources:

  
  this site has links to essential readings for language documentation
Group projects

Practical group projects are an important and integral part of the workshop. They enable participants to work together to practise and to further develop the skills covered in the formal sessions. The projects focus on exploring language documentation through:

- roles and skills in group work
- planning in relation to documentation contexts and goals
- understanding workflow and documenting decisions
- collaboratively working towards concrete outcomes

Each participant will work within a group (of approximately 4). Groups will be assigned to a language consultant. The teaching staff will assist and advise the groups on their work. On the final day of the workshop, each group will give a presentation about their plans, activities, decisions, problems, and outcomes.

Each group will undertake two tasks.

Task A.

1. find out about an interesting linguistic phenomenon in the consultant's language
2. plan how to document it (and report to class)
   - skills
   - methods
   - activities
   - outputs
3. then document it

Task B.

1. find out about an interesting language related cultural activity or verbal art in consultant's community (eg song, riddles, poem etc)
2. plan how to document it (and report to class)
   - skills
   - methods
   - activities
   - outputs
3. then document it
Description of sessions

Wednesday February 19

Introduction to language documentation (PA)

**Purpose:**
This session introduces the theory and practice of language documentation as it has developed over the past 15 years. Examples of documentation projects will be presented to identify good practices, and areas in need of further attention. Applied language documentation will also be outlined.

**Topics include:**
- defining language documentation
- language documentation versus description
- kinds and components of documentation projects with examples
- workflows – the role of data management, archiving and dissemination
- metadata and meta-documentation
- applied documentation – putting theory and practice to work to deal with real world issues

Planning language documentation and group projects (PA, AJ)

**Purpose:**
The first part of this session will give an overview of types of language documentation project, with advice about planning a project.

The second part of the session will introduce the group project tasks. Participants will work in groups. Each group will be allocated to a language consultant. Groups will negotiate and plan, make documentation, and report and present their work to the workshop. See Group Projects for description of the tasks.

**Topics include:**
- What to document?
- Where to seek funding?
- Interdisciplinary research and working in teams


**Abstract:**
As the world's linguistic diversity continues to decline, researchers, activists and language communities have looked to language documentation, archiving and revitalization as responses and possible solutions. This presentation will discuss the present state of these activities in the light of experience over the past 20 years, and in particular how they are dealing with increased community participation, the nature of the actual language documentation materials being created, the changing roles of archives, appropriate uses of technologies, and how well they are together serving today's emphasis on ethical and effective support for communities as well as better linguistic understandings.

Following the Public Lecture, we will introduce the group projects
Thursday February 20

Audio & video (AJ)

Purpose:
Understanding the goals of audio and video recording, and how to choose and deploy equipment effectively. To make recordings of good quality, effectiveness, and ease of listening/watching.

Topics include:
- acoustic principles
- types of microphones and their uses
- choosing the right equipment for the task
- recording in noisy environments
- video camera basics
- video techniques for documentation

Photography in documentation (HS)

Purpose:
To show effective ways to use photography in language documentation (and field research in general).

Topics include:
- purposes and roles of photography in documentation
- camera types and their merits/demerits
- tips for shooting photos
- how to manage photos

Group projects design & report (groups & staff)

Purpose:
Create groups, decide roles, negotiate and select topics for the group projects. Formulate plans, methodologies, possible obstacles, and outcomes. Each group presents its plans to the whole workshop.
Fieldwork techniques & elicitation (SR)

Purpose:
To describe various methods for observing, recording and eliciting various kinds of language events, noting their strengths and weaknesses for different documentation goals and outcomes. Special focus will be on the use of linguistic and non-linguistic stimuli.

Topics include:
- elicitation, narratives, conversation, various kinds of stimuli and experiments
- pros and cons of different methods
- working with children
- examples of what works and what doesn’t

Recording with consultants (groups)

Purpose:
Groups to plan recording session, select equipment, record (audio and/or video) some documentary material, create metadata, copy to computers

Software for documentation - survey (PA, AJ)

Purpose:
The ecology of software tools for language documentation and presentation.

Topics include:
- how to choose software; their strengths and weaknesses
- workflows, moving data and analysis between software
- import and export
- Transcriber
- Toolbox
- Lexique Pro
- Flex
- ELAN, Arbil
- WeSay, SayMore

Software for documentation - practical demonstration (PA, AJ, SR)

Purpose:
Using ELAN for transcription and more

Topics include:
- Getting started
- Managing Linguistic Types and Tiers
- Importing data
- Transcribing and annotating
- Exporting for analysis and mobilisation
Saturday February 22

Data management (PA)

Purpose:
To survey the problems, principles, skills, and tools for managing data and files in a documentation corpus, which may consist of hundreds or even thousands of files.

Topics include:
- file naming
- data modelling, creating an inventory/catalogue
- techniques for text manipulation in plain text and office software
- linking information
- metadata
- character encoding

Documenting conversations (TN)

Purpose:
Introduce the importance of conversational material for documentation; types of settings and conversations; methods for prompting, recording and transcribing conversation.

Multimedia & mobilisation (AJ)

Purpose:
To show a range of existing genres and examples of resources specifically designed for language support and revitalisation, including interactive multimedia, and video.

Topics include:
- multimedia and language learning
- topics in materials development
- interfaces and navigation
- video editing and subtitling
Monday February 24

**Group project development (groups & staff)**

*Purpose:*
In these sessions, the groups will work on their project tasks, together with the language consultants. Staff will be available to provide linguistic and technical advice.

**Archiving (PA, SR)**

*Purpose:*
Archiving language documentation for preservation and dissemination

*Topics include:*
- data and file formats, issues and challenges in preservation
- organisation and selection of materials
- metadata and metadocumentation
- protocol (access management)
- working with the archive
- social-based archiving

**Individual clinics / Group project (groups & staff)**

*Purpose:*
For these sessions, participants can book a time (typically 20 mins) for individual discussion with a staff member about their own documentation projects or problems.

Tuesday February 25

**Individual clinics / Group project (groups & staff)**

*Purpose:*
For these sessions, participants can book a time (typically 20 mins) for individual discussion with a staff member about their own documentation projects or problems.

**Group project finalisation (groups & staff)**

*Purpose:*
Groups get their project task outcomes ready, and prepare a presentation about their documentation workflow.

**Project presentation (groups)**

*Purpose:*
Groups present their workflows, discussion of methodology and problems, and their documentation outcomes, to the workshop. Feedback, questions and discussion.

**Wrap-up (all)**

*Purpose:*
Participant feedback and discussion, course evaluation, group photographs