### General course information:

The assignments for Practical Manual courses are focused on the study and ministry of the biblical text and research of the required textbooks, the *Teacher’s Bible*, and *Biblical Research Library*. In the Practical Manual the student is given course requirements for lesson outlines to be prepared and taught, thesis papers to be written, and memorization of the biblical text. The student must complete all the course requirements for practical application of the studied material. The prepared material is then submitted for evaluation either to a moderator, or to a group of fellow Bible students.

- The objective of the Practical Manual requirements is ministry. Lesson outlines must be completed as a requirement of Practical Manual courses. In completing the requirements for these courses, students must keep in mind that the objective is to produce quality material for ministry of the word of God to others. The assignments of these materials are required in order to enhance one's ministry and personal relationship with God. For this reason, students should carefully prepare and present required assignments in order to be the best possible servant of the word of God he or she can be.

### Memory Verses:

- As a requirement for completing courses, memorized passages must be written on paper or quoted upon request by the study group during the study group session. Memory verses should be memorized and written in one's local language.

### Lesson Outlines:

Written expository lesson outlines must be produced from the biblical texts that are indicated for each course. The required number of presentations must be researched in the designated textbook of each course.

- Lesson outlines must be written on A4 paper.
- Lesson outlines must be two (2) pages in length if handwritten, or one (1) page if typewritten.
- Lesson outlines must be signed by two (2) different people of the audience to which the presentation was made.
- Lesson outlines must contain the date and location where the message was presented.
- Lesson outlines must be scored according to the following criteria: (1) Content of materials in reference to focus on interpreting and applying the biblical text, (2) Reference to research in the Bible and textbook, (3) Presentation of the material according to proper outline form and neatness in appearance.

### Reading:

- The BRL textbook for a courses must be read at least two (2) times.
- The biblical text of a course must be read at least five (5) times.

### Thesis paper:

If a thesis paper is required, the paper must be written according to the following requirements:

- The thesis paper is to be written with reference to research of the general content of the textbook of the particular course studied. Key teachings and concepts of a chosen Bible text of a course must be explained in reference to the content of the textbook.
- The thesis paper must be written on paper the size of A4 paper.
- The thesis paper must be ten (10) pages in length if handwritten, or five (5) typed pages.

### Bible Discussion Group & Moderators:

- If a moderator is used to assess the student’s completion of course requirements, then moderators have the responsibility of making sure the student completes all the requirements of a particular course. Moderators must assign dates for course completion, and then in a group encounter, work with all students in assessing the fulfillment of requirements of the Practical Manual.
- If a Bible Discussion Group is conducted for students to work together to assess course requirements, then each student is accountable to the entire group. The Discussion Group regularly meets in order for all students to work collectively to assess completion of course requirements. Group discussions should be conducted over the content of the course textbook, as well as for each student’s completed work. Students must be prepared to deliver lessons to the entire group, as well as to make any memory work that is required by the group as a whole. A Bible Discussion Group is a dynamic experience where Bible students can spiritually grow as each student interacts with the entire group concerning the subject of a particular course of study.

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