

NO RTEC JOB SPECIFIC SKILLS COMPETENCY

WRITER

DOT: 131.067-046

CORE SKILL COMPETENCIES/INDICATORS:

1. Able to select and/or find a focus for a subject matter based on assignment or personal interest . (S, IN)
2. Able to conduct research and make notes to retain ideas, develop factual information, and/or obtain authentic detail through personal observation, library resources, and interviews. (I, S, IN)
3. Able to select and organize material and develop appropriate arrangement or outline. (R, IN)
4. Able to develop factors (i.e., theme, plot, order, characterization, climax, and dnouement) and put into words that effectively communicate to the reader. (IN)
5. Able to demonstrate correct and effective use of appropriate grammar. (S, IN)
6. Able to demonstrate appropriate proof reading marks to review, revise, and/or correct manuscripts/stories for publication. (S, IN)
7. Able to appropriately and effectively confer with publishers regarding manuscript/ story changes. (I, S, IN)
8. Able to effectively communicate scientific and/or technical information to a non technical audience. (S, IN)
9. Able to write effective manuscript/story abstracts and/or summaries. (S, IN)
10. Able to oversee preparation of illustrations, photographs, diagrams, and charts for use in manuscripts/stories. (R, I, S, IN)
11. Able to effectively present finished and/or draft manuscripts/stories to publishers or other appropriate agencies/ departments. (R, I, S, IN)
12. Able to type at least 45 word per minutes with 90% accuracy. *(Requires additional documentation.)* (T)
13. Able to operate a personal computer and standard word processing software package (identify). (T, IN)
14. Able to appropriately format and structure manuscripts/stories in written form. (R, S, IN)