Promotional Written Exercises

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Why are they administered?

Determine candidate's ability to:

- Compose and articulate thoughts
- Produce a written document in a limited amount of time
- Identify administrative skills of each candidate

How are they graded?

Usually by an “expert”

- For content – subject knowledge
- Grammar – punctuation – spelling
- Format

How are topics selected?

- Current events in the fire service
- Pressing issues in <u>your</u> department
- World events relating to the fire service (terrorist events)

Specific topics to expect:

Current events:

- How to increase diversity
- Where to cut the budget
- How to improve morale
- How to increase revenue
- How to increase visibility in the community

Before you begin to write:

Determine the proper format:

- Staff Study report
- Essay

This will help you develop your paper

Brainstorming and Clustering

- Write down everything that comes into your mind
- Free word association
- Identify those which apply to your topic

Identify 3-4 ideas

- Identify supporting documentation
- Put into logical order

Develop a thesis statement

- Should be specific
- Should be at the end of the first paragraph
- Should be supported by the rest of the document

Thesis Statement

- An analysis of the Morganville Fire Department’s reveals that the ethnic diversity of the department does not represent the community.

The body of the paper should:

Provide supporting evidence such as:

- Ethnic diversity of all firefighters
- Ethnic diversity of the community
- A clear plan of how to increase diversity in the fire department

Conclusion

- Should be stated clearly – do not be ambiguous
- Based on evidence presented

Prepare by writing an essay

- Determine a topic
- Develop a timeframe (2 hours)
- Set time bench marks
- Write your essay
- Forward your essay to a SME
- Correct your weaknesses

Be proficient in how to:

- Spell check a document
- Use the Thesaurus
- Save your work to a disc or a flash drive