



Aspiring Fire Officers

"Fire Officer Training"

Promotional Written Exercises

Why Are They Administered?

- Determine candidates 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 your 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 paper 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



Questions?



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