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?

AspiringFireOfficers.com