

Using the Matrix: Identify the statement in columns A, B, or C that best describes your level for each editing category. Students are required to demonstrate competency in several editorial tasks. If you primarily identify with statements from the A or B columns, you may benefit from the Specialization in Developmental Editing. If you primarily identify with statements from the C column, the Specialization in Developmental Editing may not be right for you at this time.

	A	B	C
<p>Reading and Writing <i>If English is not your native language, you must have advanced English skills to qualify for this program. To see if you qualify, refer to the C1 level on the <u>CEFR self-assessment grid</u>.</i></p>	<p>I can read and understand virtually all forms of English, including several different national dialects.</p> <p>I can write clear and complex letters, reports or articles with an effective logical structure using American English.</p>	<p>I can understand long and complex texts that use American English.</p> <p>I can express myself in clear, well-structured text, using American English. I can write about complex subjects and select a writing style appropriate to the reader.</p>	<p>I can read articles and reports concerned with contemporary problems and can understand contemporary literary prose.</p> <p>I can write clear, detailed text on a wide range of subjects using American English.</p>
<p>Research <i>Pursuit of learning, inquiry or examination of data or information about a particular subject.</i></p>	<p>I'm able to engage with multimedia reference materials, search databases, and categorize inquiries by discipline or area to document and interpret information.</p>	<p>I can use a dictionary or reference source to independently look up words to improve the understanding of text. I can conduct research and use multiple reference sources.</p>	<p>I need support navigating research tools and sources.</p>
<p>Communication Skills <i>Developmental Editors require strong communication skills to accurately convey information to an author/client.</i></p>	<p>Verbal: I can express myself fluently.</p> <p>Verbal and Non-verbal: I can engage in coherent conversations about my specialty and new topics with diverse audiences. I can present a clear description or argument in an appropriate style.</p>	<p>Verbal: I can express myself fluently.</p> <p>Verbal and Non-verbal: I can use language flexibly and effectively for social and professional purposes and present clear, detailed descriptions.</p>	<p>Verbal: I can interact with a degree of fluency.</p> <p>Verbal and Non-verbal: I can present clear, detailed descriptions, and explain a viewpoint.</p>
<p>Communication Tools <i>Email, Outlook, Slack, Microsoft Teams, Discord, etc.</i></p>	<p>I frequently use several email accounts and channels. I know how to set up auto-reply, sync my accounts to my calendar, and other functions.</p>	<p>I frequently use several email accounts and channels.</p>	<p>I occasionally use email for personal and/or professional communication.</p>
<p>File Management <i>Saving and organizing files on a desktop, cloud, or other networks.</i></p>	<p>I utilize multiple cloud-storage options and desktop-storage options. I can create a file directory to organize files for easy sorting and retrieval.</p>	<p>I know how to manage files on my desktop or through cloud storage, and I can locate the files after I've saved them.</p>	<p>I know how to manage files on my desktop or on my phone, but I'm not sure if they are on my machine or in the cloud.</p>
<p>Exploration and Experimentation <i>What is your comfort level with learning new technologies?</i></p>	<p>I try out and incorporate new tools into my work on a regular basis. I am confident in adopting new tools.</p>	<p>I try out new tools on a regular basis. I can usually navigate them with assistance until I gain confidence.</p>	<p>I prefer to use tools that I am comfortable with. I've used most of my technology tools for five years or more.</p>