
















“Script Writing” MCD502

Importance Skills

-  Writing - Communicating effectively in writing as appropriate for the needs of the audience.
-  Reading Comprehension - Understanding written sentences and paragraphs in work related documents.
-  Critical Thinking - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
-  Judgment and Decision Making - Considering the relative costs and benefits of potential actions to choose the most appropriate one.
-  Active Learning - Understanding the implications of new information for both current and future problem-solving and decision-making.
-  Active Listening - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
-  Complex Problem Solving - Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
-  Speaking - Talking to others to convey information effectively.
-  Social Perceptiveness - Being aware of others' reactions and understanding why they react as they do.
-  Time Management - Managing one's own time and the time of others.
-  Monitoring - Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
-  Persuasion - Persuading others to change their minds or behavior.
-  Coordination - Adjusting actions in relation to others' actions.
-  Learning Strategies - Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
-  Negotiation - Bringing others together and trying to reconcile differences.

■ ■ Service Orientation - Actively looking for ways to help people.

■ ■ Instructing - Teaching others how to do something.

Importance Knowledge

■ ■ English Language - Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

■ ■ Communications and Media - Knowledge of media production, communication, and dissemination techniques and methods. This includes alternative ways to inform and entertain via written, oral, and visual media.

■ ■ Fine Arts - Knowledge of the theory and techniques required to compose, produce, and perform works of music, dance, visual arts, drama, and sculpture.

■ ■ Sales and Marketing - Knowledge of principles and methods for showing, promoting, and selling products or services. This includes marketing strategy and tactics, product demonstration, sales techniques, and sales control systems.

■ ■ Psychology - Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.

■ ■ Clerical - Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.

■ ■ Philosophy and Theology - Knowledge of different philosophical systems and religions. This includes their basic principles, values, ethics, ways of thinking, customs, practices, and their impact on human culture.















■ ■ Sociology and Anthropology - Knowledge of group behavior and dynamics, societal trends and influences, human migrations, ethnicity, cultures and their history and origins.

■ ■ Computers and Electronics - Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.

■ ■ History and Archeology - Knowledge of historical events and their causes, indicators, and effects on civilizations and cultures.

Customer and Personal Service - Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Importance **Styles**

-  Persistence - Job requires persistence in the face of obstacles.
-  Initiative - Job requires a willingness to take on responsibilities and challenges.
-  Innovation - Job requires creativity and alternative thinking to develop new ideas for and answers to work-related problems.
-  Independence - Job requires developing one's own ways of doing things, guiding oneself with little or no supervision, and depending on oneself to get things done.
-  Achievement/Effort - Job requires establishing and maintaining personally challenging achievement goals and exerting effort toward mastering tasks.
-  Attention to Detail - Job requires being careful about detail and thorough in completing work tasks.
-  Dependability - Job requires being reliable, responsible, and dependable, and fulfilling obligations.
-  Integrity - Job requires being honest and ethical.
-  Stress Tolerance - Job requires accepting criticism and dealing calmly and effectively with high stress situations.
-  Adaptability/Flexibility - Job requires being open to change (positive or negative) and to considerable variety in the workplace.
-  Analytical Thinking - Job requires analyzing information and using logic to address work-related issues and problems.
-  Self Control - Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.
-  Cooperation - Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.
-  Concern for Others - Job requires being sensitive to others' needs and feelings and being understanding and helpful on the job.

Leadership - Job requires a willingness to lead, take charge, and offer opinions and direction.



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