

A JOB ANALYSIS
FOR
THE CERTIFIED
BROADCAST CAPTIONER

Prepared by the
National Court Reporters Association Task Force

Prepared January 2003

THE CERTIFIED BROADCAST CAPTIONER (CBC)

A JOB ANALYSIS

This job analysis was prepared by the National Court Reporters Association Task Force. In January 2003, a panel of experts in the Broadcast Captioning field revised this job analysis originally produced in December 2000. The resulting document describes the overall professional practice domains and associated tasks, as well as the underlying knowledge, skills, and abilities that are essential for a Certified Broadcast Captioner.

The Certified Broadcast Captioner abides by all rules and regulations affecting the captioning profession and is in compliance with the NCRA Code of Professional Ethics at all times.

The Certified Broadcast Captioner possesses the knowledge, skill, and ability to produce accurate, simultaneous translation and display of broadcasts utilizing realtime translation software.

Rubric for Certified Broadcast Captioner (Developed January 2003)

35%	10.00	WRITING REALTIME
	10.01	Realtime translation system
	10.02	Role of the broadcast captioner
	10.03	Speaker identification
	10.04	Style, and format for realtime translation
	10.05	Conflict-free theory
	10.06	Techniques for developing and retaining brief forms
	10.07	Dictionary development and maintenance
	10.08	Writing realtime, 180 words per minute on literary matter for five minutes at
96% accuracy	10.09	Writing conflict-free theory
	10.10	Writing numbers, roman, cardinal, ordinal
	10.11	Using flag alphabet to spell words letter by letter
	10.12	Conceptualize translation prior to input (to control output)
25%	20.00	LANGUAGE SKILLS
	20.01	English, including grammar, punctuation, sentence structure, spelling, and vocabulary
	20.02	Terminology specific to the broadcast
	20.03	Listening and writing for continuity, sense, and detail of the broadcast
	20.04	Recognizing and preventing potential errors in translation
	20.05	Inserting appropriate punctuation symbols while writing realtime
25%	30.00	REALTIME WRITING IN THE BROADCAST ENVIRONMENT
	30.01	Role of technical personnel
	30.02	Role of support staff
	30.03	Available hardware and software technology
	30.04	Newsroom systems/interfaces
	30.05	Public relations
	30.06	Broadcast preparation
	30.07	Quality control
	30.08	File review/post production procedures
	30.09	Broadcast industry
	30.10	Broadcast production format and materials
	30.11	Current events
	30.12	Broadcast/news production equipment
	30.13	Audience
	30.14	Recordkeeping
	30.15	Troubleshooting
	30.16	Work well with others
	30.17	Simultaneously listen to broadcast, write realtime, and read translation output
	30.18	Write parentheticals
	30.19	Use word substitutions without altering the meaning of the broadcast
	30.20	Timing
15%	40.00	RESEARCH
	40.01	How to locate appropriate research material
	40.02	Extract appropriate information
	40.03	How to enter information into computer dictionary
	40.04	Use information while writing realtime
	40.05	Retain and recall information while writing realtime

The Certified Broadcast Captioner

A Job Analysis

An entry-level certified broadcast captioner possesses the knowledge, skill, and ability to produce accurate, simultaneous translation and display of live broadcasts utilizing realtime translation software.

I WRITING REALTIME

Writes spoken words, with punctuation, by means of a conflict-free Reporting system to provide instantaneous translation.

Knowledge of:

- K-1 Realtime translation system
- K-2 Role of the broadcast captioner
- K-3 Speaker identification
- K-4 Style, and format for realtime translation
- K-5 Conflict-free theory
- K-6 Techniques for developing and retaining brief forms
- K-7 Dictionary development and maintenance

Skills:

- S-1 Writing realtime at 180 words per minute on literary matter for five minutes at 96% accuracy
- S-2 Writing conflict-free theory
- S-3 Writing numbers, roman, cardinal, ordinal
- S-4 Using flag alphabet to spell words letter by letter

Abilities:

- A-1 Conceptualize translation prior to input (to control output)

II LANGUAGE SKILLS

Detects and corrects mishearings during realtime translation and anticipates and prevents mistranslations.

Knowledge of:

- K-1 English, including grammar, punctuation, sentence structure, spelling, and vocabulary
- K-2 Terminology specific to the broadcast

Skills:

- S-1 Listening and writing for continuity, sense, and detail of the broadcast
- S-2 Recognizing and preventing potential errors in translation

S-3 Inserting appropriate punctuation symbols while writing realtime

III

REALTIME WRITING IN THE BROADCAST ENVIRONMENT

Possesses the knowledge or procedures applicable to this specific realtime environment.

Knowledge of:

- K-1 Role of technical personnel
- K-2 Role of support staff
- K-3 Available hardware and software technology
- K-4 Newsroom systems/interfaces
- K-5 Public relations
- K-6 Broadcast preparation
- K-7 Quality control
- K-8 File review/post production procedures
- K-9 Broadcast industry
- K-10 Broadcast production format and materials
- K-11 Current events
- K-12 Broadcast/news production equipment
- K-13 Audience
- K-14 Recordkeeping

Abilities:

- A-1 Troubleshooting
- A-2 Work well with others
- A-3 Simultaneously listen to broadcast, write realtime, and read translation output
- A-4 Write parentheticals
- A-5 Use word substitutions without altering the meaning of the broadcast
- A-6 Timing

IV

RESEARCH

Utilizing all available resources to prepare for realtime.

Knowledge of:

- K-1 How to locate appropriate research material
- K-2 Extract appropriate information
- K-3 How to enter information into computer dictionary
- K-4 Use information while writing realtime

Abilities:

- A-1 Retain and recall information while writing realtime