



OCCUPATIONAL TITLES

- Peace Corps/Vista Volunteer
 - Marketing Trainee
 - Community Relations Specialist
 - Public Relations Writer
 - Press Representative
 - Documents Analyst
 - Procedures Analyst
 - Program Planner
 - Information Specialist
 - Special Concerns Advocate
 - Research Analyst
 - Personnel Relations
 - Publicity Coordinator
 - Research & Development
 - Retailing/Buying
 - Research Publication Editor
 - Interviewer
 - Communications/Public Relations
 - Writer
 - University/College Faculty*
 - Journalist
 - Information Specialist
 - Columnist
 - Public Opinion Analyst
 - Copywriter
 - Script Writer (Radio/TV)
 - Editor/Freelance
 - Announcer (Radio/TV)
 - Copy Editor
 - Reporter
 - Convention Organizer
 - Critic
 - Acquisitions Editor
 - Copy Editor
 - Project Editor
 - Sales Representative
 - Publicity and Promotion Manager
 - Advertising Manager
 - Production Manager
 - Contracts and Permission Administration
 - Data Processor
 - Public or Private School Teacher*
 - College Administration
 - English as a Second Language Instructor*
 - Sales Writer
 - Editor/Proofreader
 - Advertising Traffic Manager
- *May require additional education and/or training.*

TYPICAL WORK ACTIVITIES

- Composing, writing
- Enlightening, guiding
- Working independently
- Helping
- Acting, performing
- Selecting and training
- Informing, organizing
- Teaching, explaining
- Solving problems
- Leading discussions

EMPLOYMENT SETTINGS

- Advertising departments & firms
- Foundations
- Human services agencies
- Business/industry
- Foreign services
- Libraries
- Business corporations
- Literary periodicals
- Colleges & schools
- Magazines and newspapers
- Department stores
- Political action groups
- Educational institutions
- Public relations firms
- Film companies
- Publishing companies
- Research & Development firms
- Radio/TV stations
- Education department
- Travel agencies
- Government Printing Office
- Library of Congress

SKILLS & ABILITIES

- Influencing and persuading
- Reading for tone and attitude
- Reading for ideas
- Informing and explaining
- Editing
- Rewriting and Editing
- Interpreting instructions
- Simplifying jargon
- Adapting ideas
- Accuracy
- Seeing connections
- Weighing values
- Working in groups
- Comparing and summarizing
- Questioning conventions
- Gathering information
- Arguing logically
- Analyzing complex ideas
- Generating new ideas
- Defining
- Thinking independently
- Designing/Directing Projects
- Problem solving
- Excellent writing skills
- Interpreting confused language

INTERNET SITES AND PROFESSIONAL ASSOCIATIONS

- National Council of Teachers of English: www.ncte.org
- Teachers of English to Speakers of Other Languages: www.tesol.org
- American Association of Intensive English Programs: www.aaiep.org
- Society of Professional Journalists: <http://spj.org>
- Language Teachers' Professional Associations: www.csun.edu/~hcedu013/profassoc.html
- American Dialect Society: www.americandialect.org

- Jobs for English Majors: www.iusb.edu/~eng/careers.html
- English as a Second Language Resources: www.pacificnet.net/~sperling/jobcenter.html
- The Linguist List: www.linguistlist.org
- Resources for Translation Professionals: www.xlation.com