

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
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 CEFR self-assessment grid.</i>	I can read and understand virtually all forms of English, including several different national dialects. I can write clear and complex letters, reports or articles with an effective logical structure using American English.	I can understand long and complex texts that use American English. 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.	I can read articles and reports concerned with contemporary problems and can understand contemporary literary prose. I can write clear, detailed text on a wide range of subjects using American English.
Research <i>Pursuit of learning, inquiry or examination of data or information about a particular subject.</i>	I'm able to engage with multimedia reference materials, search databases, and categorize inquiries by discipline or area to document and interpret information.	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.	I need support navigating research tools and sources.
Communication Skills <i>Developmental Editors require strong communication skills to accurately convey information to an author/client.</i>	Verbal: I can express myself fluently. 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.	Verbal: I can express myself fluently. Verbal and Non-verbal: I can use language flexibly and effectively for social and professional purposes and present clear, detailed descriptions.	Verbal: I can interact with a degree of fluency. Verbal and Non-verbal: I can present clear, detailed descriptions, and explain a viewpoint.
Communication Tools <i>Email, Outlook, Slack, Microsoft Teams, Discord, etc.</i>	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.	I frequently use several email accounts and channels.	I occasionally use email for personal and/or professional communication.
File Management <i>Saving and organizing files on a desktop, cloud, or other networks.</i>	I utilize multiple cloud-storage options and desktop-storage options. I can create a file directory to organize files for easy sorting and retrieval.	I know how to manage files on my desktop or through cloud storage, and I can locate the files after I've saved them.	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.
Exploration and Experimentation <i>What is your comfort level with learning new technologies?</i>	I try out and incorporate new tools into my work on a regular basis. I am confident in adopting new tools.	I try out new tools on a regular basis. I can usually navigate them with assistance until I gain confidence.	I prefer to use tools that I am comfortable with. I've used most of my technology tools for five years or more.