

# **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.

# 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