



READING

Paragraph & Passage Comprehension

- **Paragraph types:**
 - **Expository:** Explains, describes, or informs.
 - **Technical:** Gives directions or instructions about a specific subject (e.g., instructions on how to put something together).
 - **Narrative:** Tells a story.
 - **Persuasive:** Persuades or convinces.
- **Important terms:**
 - **Topic:** The general subject of the paragraph or passage.
 - **Main idea:** The purpose of the paragraph or passage.
 - **Supporting details:** Used to explain or illustrate the main idea.
 - **Themes:** Central ideas or concepts that are explored by the paragraph or passage.
 - **Context:** The set of circumstances or facts that surround a particular event or situation.
- **Author purpose (four types):**
 - **Persuade:** Convince the reader to agree with the author (e.g., sales letters, campaign speeches).
 - **Inform:** Give information or enlighten (e.g., instructions, directions, teaching materials).
 - **Entertain:** Amuse readers (e.g., novel, short story, poem, play).
 - **Express:** Share thoughts or feelings (e.g., journal entries).
- **Text structure:**
 - **Cause and effect:** The cause is why something happened, the effect is what actually happened.

EC: I won't allow my kids to use social media unless they give me their passwords. They think I'm just being nosy, but they don't realize that I'm trying to protect them from online predators.

In this example, the effect is that the kids can't use social media unless they give the parent their password. The cause is online predators.

• **Chronological:** The events in the passage happen in the order they occur.

EC: I met my husband while we were still in high school. After we both finished college, we got married. Then we both got jobs and worked for two years before starting a family.

Here is the chronological order of the events: (1) met husband, (2) went to college, (3) got jobs, and (4) started a family.

• **Compare and contrast:** To compare means that you are looking for similarities between two or more things; to contrast means that you are looking for differences.

EC: The Notebook and Romeo and Juliet are both love stories. In both stories, two young people fall in love, and their parents don't approve of their unions. In Romeo and Juliet, the two lovers die young by their own hands.

so that they can be together. In *The Notebook*, the couple grows old together, then will themselves to die at the same time so that they, too, can be together forever. When comparing and contrasting the two stories, this passage notes that the similarities (young people fall in love, parents don't approve, they die together) and differences (one couple dies young, while the other grows old; one couple dies by their own hands, while the other will themselves to die together).

• **Order of importance:** Ideas are expressed in order of priority (from most important to least important or vice versa).

EC: The first thing I need to do today is finish my article that's due tomorrow morning. Then I need to schedule an interview, after which I need to work on my large project that's due next week.

The projects are listed in order of priority from most important to least. Finishing the article is the top priority, followed by scheduling the interview, then working on the project that is due next week.

• **Problem and solution:** The paragraph or passage presents a problem, and then offers a solution to the problem.

EC: Several people in my office have recently come down with the flu. Many of these illnesses could be prevented if people would get the shots before they get the flu and would stay home when they are sick.

The problem is that people in the office are coming down with the flu. The solution is for people to get the shots and to stay home when they are sick.

• **Sequence:** The paragraph or passage describes the steps in a process in the order that they occur.

EC: When making peanut butter fudge, first mix the sugar and milk, and then boil the mixture in a soft ball stage. Next, add the peanut butter, butter, and vanilla. Then stir and pour the hot fudge into a buttered pan.

The sequence is mix, boil, add, stir, and pour.

• **Descriptive:** The paragraph or passage provides the reader with a mental picture of what is occurring and what the writer is seeing, hearing, or feeling.

EC: When you walk through my front door, you will see my dining room on the left and my office on the right. As you walk farther into the entryway, you will see the kitchen, which opens up to the living room. From the living room, there is a door to the master bedroom on the right and a hallway on the left that leads to a bathroom and the other bedrooms.

This paragraph describes the layout of the author's house.

Informational Source Comprehension

• **Sets of directions:** This portion of the test will require you to follow a series of instructions to arrive at a correct response.

EC: Start with the number 5. + Add 7. = Subtract 3. = Multiply by 4. = Divide by 6.

Answer: 6, because:
 $5 + 7 = 12$
 $12 - 3 = 9$
 $9 \times 4 = 36$
 $36 \div 6 = 6$

Reading labels: Many products come with labels. This portion of the test will require you to read labels and pick out pertinent information.

According to the label, in which case should a patient inform the doctor?

- A. The patient has kidney disease.
- B. The patient has asthma.
- C. The patient is allergic to penicillin.
- D. The patient has cataracts.

Answer: B, because asthma is a breathing problem.

• **Printed communications:** In this portion of the test, you will be asked to interpret pertinent information from printed communications, such as ads, letters, and notices.

Notice

Flu shots will be available for free this week to all employees who choose to be vaccinated. Those who work on the first and third floors will get their shots on Tuesday. Those who work on the second and fourth floors will get their shots on Wednesday. The Tuesday shots will be given in the multipurpose room from 1:00 to 3:00 p.m. The Wednesday shots will be given in the library from 9:00 to 11:00 a.m.

If you work on the second floor, where and when should you report for your flu shot?

Answer: Wednesday, in the library, between 9:00 and 11:00 a.m.

• **Charts and graphs:** Information is often presented in the form of a chart or graph, so it is important to be able to know how to read them. In this portion of the test, you will be asked to interpret pertinent information from charts and graphs.

EC: In which quarter was the second highest number of sales?

Answer: 2nd quarter

Drug Name	Amount
Aspirin	100 mg
Penicillin	250 mg
Insulin	10 units
Vitamin C	500 mg
Calcium	1,000 mg
Iron	65 mg
Zinc	15 mg
Magnesium	300 mg
Potassium	400 mg
Sodium	2,300 mg
Phosphorus	1,250 mg
Copper	900 mg
Selenium	55 mg
Manganese	2,300 mg
Cobalt	5 mg
Nickel	100 mg
Vanadium	100 mg
Chromium	100 mg
Molybdenum	100 mg
Silicon	100 mg
Boron	100 mg
Fluorine	100 mg
Iodine	100 mg
Bromine	100 mg
Chlorine	100 mg
Sulfur	100 mg
Oxygen	100 mg
Nitrogen	100 mg
Carbon	100 mg
Hydrogen	100 mg

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Aspirin	100 mg
Penicillin	250 mg
Insulin	10 units
Vitamin C	500 mg
Calcium	1,000 mg
Iron	65 mg
Zinc	15 mg
Magnesium	300 mg
Potassium	400 mg
Sodium	2,300 mg
Phosphorus	1,250 mg
Copper	900 mg
Selenium	55 mg
Manganese	2,300 mg
Cobalt	5 mg
Nickel	100 mg
Vanadium	100 mg
Chromium	100 mg
Molybdenum	100 mg
Silicon	100 mg
Boron	100 mg
Fluorine	100 mg
Iodine	100 mg
Bromine	100 mg
Chlorine	100 mg
Sulfur	100 mg
Oxygen	100 mg
Nitrogen	100 mg
Carbon	100 mg
Hydrogen	100 mg



MATH

Order of Operations

- Calculations inside parentheses should be performed first.
- Next, do multiplication and division, moving from left to right.
- Then, do addition and subtraction, moving from left to right.

$$5 + (6 + 4 - 3) - 12$$

$$= 5 + (24 - 3) - 12$$

$$= 5 + 21 - 12 = 13$$

Addition

- The sum of two positive numbers is a positive number.
 $3 + 4 = 7$
- The sum of two negative numbers is a negative number.
 $-3 + (-4) = -7$

- The sum of one positive number and one negative number can be either a positive or a negative number, depending on which number is greater.
 $-3 + 4 = 1$ $-4 + 3 = -1$

• When adding large numbers, line them up so the right sides are aligned vertically.

144	
222	+ 45
366	

Subtraction

- Subtraction is taking away one number from another.
 $8 - 4 = 4$ $3 - 8 = 3 + (-8) = -5$
- When subtracting large numbers, line them up so the right sides are aligned vertically.

344	
289	- 45
55	

Multiplication

- The product of two positive numbers is a positive number.
 $3 \times 8 = 24$
- The product of two negative numbers is a positive number.
 $(-3) \times (-8) = 24$
- The product of a positive number and a negative number is a negative number.
 $8 \times (-3) = -24$
- When multiplying large numbers, line them up so that the right sides are aligned vertically.

Division

- The quotient of two positive numbers is a positive number.
 $8 \div 3 = 3$

- The quotient of two negative numbers is a positive number.
 $(-9) \div (-3) = 3$
- The quotient of a positive number and a negative number is a negative number.
 $(-9) \div 3 = -3$

• Long division is used to divide larger numbers.

Answer: 17

425	- 28	24	25
425			
0			
25			
25			
0			

Fractions

- **Finding the Least Common Denominator (LCD)**
- The LCD is the smallest number into which two or more denominators will

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