



READING

TEST OF ESSENTIAL ACADEMIC SKILLS

Paragraph & Passage Comprehension

- **Passage 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.
 - **Content:** 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 wills themselves to die at the same time so that they, too, can be together forever.

When comparing and contrasting the two stories, this passage points out 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 wills 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 flu 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 flu 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 to 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 memos.

Memo

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



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.

$$5 + (6 \div 4 - 3) = 13$$

$$= 5 + (24 \div 3) = 13$$

$$= 5 + 21 = 13 = 13$$

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.

$$-3 + 4 = 1 \quad -4 + 3 = -1$$

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

Subtraction

- Subtraction is taking away one number from another.

$$8 - 4 = 4 \quad 3 - 8 = 3 + (-8) = -5$$

- When subtracting large numbers, line them up so the right sides are aligned vertically.

$$\begin{array}{r} 344 \\ -289 \\ \hline 45 \end{array}$$

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

$$\begin{array}{r} 425 \div 25 = 17 \\ 25 \overline{) 425} \\ \underline{100} \\ 125 \\ \underline{100} \\ 25 \\ \underline{25} \\ 0 \end{array}$$

Fractions

Finding the Least Common Denominator (LCD)

- The LCD is the smallest number into which two or more denominators will

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Mary Laine Yarber, Robert E. Yarber



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ENGLISH FOUNDATION Lasim Muzammil, Andy, Maria Purnawati, 2024-09-17 This

book is designed as a teaching material to complement the English language learning process for students who are not studying at the English Education Study and Literature Program. The contents of this book are about English language skills that combine listening, speaking, reading, and writing skills which are equipped with language components including pronunciation, vocabulary, and grammar. The topics discussed are related to English communication in general which consists of 9 chapters. Chapter 1 deals with Personal Detail and Preferences which covers introducing one's self and identity besides telling what the students like better. Chapter 2 covers Countries and Nationalities which discusses countries and their adjectives of nationality all over the world. Chapter 3 deals with how to show and respond to directions in the students' daily lives. Chapter 4 focuses on offers and requests which become the basis of having a conversation. Chapter 5 covers determiners and quantifiers related to the use of articles and numbers. Chapter 6 deals with the degree of comparison consisting of positive, comparative, and superlative adjectives. Chapter 7 covers a discussion on telling time, date, and year which are mostly used in the students' daily lives. Chapter 8 discusses food and drink that everybody needs to have every day. The last chapter, Chapter 9, deals with foreign languages and language problems.

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Cirrus Teacher Certification Exam Team, 2018-09

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Language Use in the Two-Way Classroom

Renée DePalma, 2010-08-05

Based on an extended ethnographic study of a dual language Spanish-English Kindergarten, this book takes a critical look at children's linguistic and non-linguistic interactions and the ways that teaching design can help or hinder language development. With a focus on

official Spanish time it explores the particular challenges of supporting the minority language use as well as the teacher s strategies for doing so In bilingual classrooms teachers goals include bilingualism as well as academic achievement for all The children may share these interests but have their own agendas as well This book explores the linguistic and social interactions that may help or hinder these multiple and sometimes conflicting agendas How can teachers design educational practice that takes into consideration broader forces of language hegemony as well as children s immediate interests *The Little, Brown Handbook* Henry Ramsey Fowler, Jane E. Aaron, 1998 The Little Brown handbook for writers has been updated to keep up with changing trends The 2 most obvious changes that affect writers are the use of computer technology and the advent of the Internet a powerful and versatile research tool **Teaching Strategies, Beliefs, and Behaviors of the Hmong and General Education Teachers in the Technical College** Rosemarie Schulz, 1998 **The Brief English Handbook** Edward A. Dornan, Charles W. Dawe, 2001 KEY BENEFIT Known for its straightforward approach clear organization and comprehensive coverage this easy to use spiral bound handbook features full length coverage of composition basics in a concise and user friendly format KEY TOPICS NEW Emphasis on the writing process New organizational structure emphasizes the writing process This top down approach begins with critical thinking and the writing process followed by coverage of writing essays and paragraphs then grammar and usage NEW Writer s Clinic and Computer Clinic boxes provide readers with important information and guidelines on writing critical thinking and computer use These boxes are found throughout the handbook and guide readers through the writing process For example a Writer s Clinic box in the essay section provides readers with key strategies for self motivation in the writing process A Computer Clinic Box asks readers to critically analyze information offered on the Internet and asks them to evaluate the reliability of the online source Computers and the Internet Increased coverage of computers and the Internet is found throughout online sources and documenting electronic sources New Part Writing for Different Purposes includes material on the use of email writing online and creating a web site Expanded coverage on the basics of paragraph writing Six short chapters focus on specific aims in writing paragraphs narrative descriptive expository and argumentative This expanded coverage helps readers to gain a better understanding of the different purposes of writing Writing an Essay section is divided into 6 short chapters instead of one long one These bite sized chunks of information facilitate the comprehension and retention of this topic MARKET A Writer s Guide and Reference MultiCultural Review , 2008 **Reviewing Basic Grammar** Mary Laine Yarber, Robert E. Yarber, 2007 Odyssey William Jude Kelly, Deborah L. Lawton, 2006 Odyssey focuses on helping students build paragraph and essay writing skills while treating the writing process as a voyage of self discovery confidence building and competence building As with most traditional paragraph to essay writing books Odyssey begins with a thorough overview of the writing process introduces the various patterns of development then demonstrates each pattern of development with various essay samples Parts IV VI focus on improving grammar and paragraph development The book concludes with an anthology of

readings that take students on a reading odyssey where selections cross genres and professions All exercises have been reorganized and streamlined in the fourth edition Students will find newly titled Comprehension and Practice exercises that begin with a focus on fundamental concepts and then move into invention and the writing of short pieces Students can then proceed to Challenge exercises that call for critical thinking drafting and revision Interspersed throughout these questions sets are Collaboration exercises which are ideal for pairs and or groups of students Grammar mechanics and punctuation chapters conclude with Chapter Quick Check and Summary Editing exercises that test students understanding of all the grammar and sentence skills they have learned

The Write Start with Readings Gayle Feng-Checkett, Lawrence Checkett, 2005 Clear and straightforward The Write Start with Readings Paragraphs to Essays is a workbook designed to build writing revision and critical thinking skills by getting readers writing from the start The text models the entire writing process from prewriting to proofreading with a model paragraph and extends the writing process model to writing the introductory body and conclusion paragraphs of an essay It then continues instruction in the various modes of development teaching readers to write paragraphs and essays in each mode Provides ample practice in applying the techniques and thinking skills Also included are sample student and professional essays to encourage critical thinking and discussion A Writer s Resource appendix provides opportunities for students to work on targeted skills in grammar punctuation and ESL concerns For those interested in improving basic writing skills

The Nelson Guide to Essay Writing Grant Heckman, 2002 From idea generation to formatting and all steps in between The Nelson Guide to Essay Writing provides a succinct overview of essay writing Designed to be a brief and portable guide it will serve students well throughout their studies This text is the perfect complement to any course and can be used on its own or packaged with any of our titles

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