

PLANNING A SCHEDULE FOR THE COURSE

Cambridge courses are built upon a data-driven model. Programs utilizing the Cambridge Assessment Service receive customized lesson plans based upon the test results of their students. Follow these plans for the most sure-fire way to cover the topics of most value to your students.

Some clients do not use the data service and therefore don't receive customized lesson plans. Below we have included timing suggestions for some common program lengths: 12, 30, and 60 hours. Note that these course lengths do not account for the administration of the pre- and post-assessments.

When scheduling your course, be sure to allow for at least three weeks between the post-assessment and the actual test. This will give your students time to examine their post-assessment reports and review any remaining areas of weakness.

Course Timing Suggestions					12
TOTAL OF 12 COURSE HOURS					
English (2 of 12 hours)					
Course Hour	Course Concept Outline	Items	Teacher's Guide Page(s)	Essential Skills Teacher's Guide	
1	I. Test Mechanics				
	A. Overview		75-76		
	B. Anatomy	1-4	77-80		
	C. Pacing		81-82		
	D. Time Trial	1-8	83-85		
	E. Game Plan		86-90		
	II. Lesson				
A. Preliminaries		91-96			
B. Item-Types		96-97			
2	C. Usage and Mechanics Review				
	1. Grammar and Usage				
	a) Subject-Verb Agreement	1-2	97-103	41, 123, 190	
	b) Pronoun Usage	15	104-111	41, 99, 114, 175, 186	
	c) Adjectives versus Adverbs				
	d) Double Negatives				
	e) Nouns and Noun Clauses				
	f) Faulty or Illogical Comparisons	35	118-121		
	g) Verb Tense				
	h) Sequence and Verb Tense				
i) Diction	51, 53, 56	130-134			

Course Timing Suggestions

TOTAL OF 12 COURSE HOURS

12

English (continued – 2 of 12 hours)

Course Hour	Course Concept Outline	Items	Teacher's Guide Page(s)	Essential Skills Teacher's Guide
2	2. Sentence Structure			
	a) Run-On Sentences			
	b) Comma Splices	59	137-138	
	c) Fragments	62	138-139	29, 170
	d) Problems of Coordination and Subordination			
	e) Faulty Parallelism	71	142-143	110, 182
	f) Incomplete Split Constructions			
	g) Misplaced Modifiers	76	145-147	109
	h) Unintended Meanings			
	3. Punctuation			
	a) Commas	81-82	149-158	61, 66, 135, 141, 195
	b) Semicolons			
	c) Colons			
	d) End-Stop Punctuation			
	e) Dashes			
	f) Quotation Marks			
	g) Apostrophes			
	h) Punctuating for Clarity Exercise			
	D. Rhetorical Skills Review			
	1. Strategy			
	a) Appropriate Supporting Material	116	169-171	
	b) Effective Opening, Transitional, and Concluding Sentences	117	171-172	79, 153
	c) Main Idea	118	172-173	
	d) Audience	119	173	
	2. Organization			
	a) Sentence-Level Structure	124	174	
	b) Paragraph-Level Structure	120	174-175	10, 79, 153
	c) Passage-Level Structure	121	175-177	
	3. Style			
	a) Conciseness	128	179-183	19, 93, 160
b) Clarity of Meaning				
c) Idiomatic Expression				
E. General Strategies	136-145	186-190		
III. Quizzes				
IV. Review				
V. Strategy Summary				
	Flex Time	Pre-Test		

Course Timing Suggestions

TOTAL OF 12 COURSE HOURS

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Reading (3 of 12 hours)

Course Hour	Course Concept Outline	Items	Teacher's Guide Page(s)	Essential Skills Teacher's Guide
1	I. Test Mechanics			
	A. Overview		259-260	
	B. Anatomy	1-4	261-263	
	C. Pacing		264	
	D. Time Trial	1-3	265-266	
	E. Game Plan		267-271	
	II. Lesson			
	A. Preliminaries		273-274	
B. Facts about Passages		275-276		
2	C. Item-Types			
	1. Main Idea	1-2	277-279	231, 240, 278, 290, 334, 342
	2. Explicit Detail	3-5	279-280	231, 241, 282, 292, 335, 344
	3. Vocabulary	6	280	235, 244, 285, 296, 338, 348
	4. Development	7-8	281	233, 243, 283, 294, 337, 346
	5. Implied Idea	9-11	282-283	237, 246, 287, 297, 339, 350
	6. Application	12-13	283-284	237, 246, 287, 297, 339, 350
	7. Voice	14	284	231, 240, 278, 290, 334, 342
3	D. Strategies			
	1. Three Reading Comprehension Levels			
	2. Using the Three Comprehension Levels			
	3. Five Steps to Approaching Passages			
	a) Label Passages as "Easy" or "Hard"			
	b) Preview First and Last Sentences of Selection			
	c) Preview Item Stems			
	d) Read the Passage			
	e) Answer the Items	16-24	287-292	
	4. Item-Type Strategies			
	a) Main Idea Clues	25	292-294	
	b) Explicit Detail Clues	28	294-295	
	c) Vocabulary Clues	29	295-296	
	d) Development Clues	34	297	
	e) Implied Idea Clues	36	297-298	
	f) Application Clues	38	298-299	
	g) Voice Clues	39	299	
E. Paired Passages	40	300-307		
F. Further Use of Reading Strategies		308-343		
G. Pre-Assessment Examples				

Course Timing Suggestions

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Reading (continued – 3 of 12 hours)

3	III. Quizzes			
	IV. Review			
	V. Strategy Summary			
	Flex Time	Pre-Test		

Writing (1 of 12 hours)

Course Hour	Course Concept Outline	Items	Teacher's Guide Page(s)	Essential Skills Teacher's Guide
1	I. Test Mechanics			
	II. Lesson			
	A. Preliminaries		419-421	
	B. Composing the Essay		421-428	
	C. Essay Writing Strategies			
	1. Begin with the Prompt		428	207
	2. Write Only on the Assigned Topic		428	207
	3. Do Not Try To Do Too Much		428	208
	4. Outline the Essay	Essay	428-431	209
	5. Organize Ideas into Paragraphs		431-436	210
	6. Write Using Correct Grammar		436	214
	7. Punctuate and Spell Correctly		436	214
	8. Write Clearly, Concisely, and Legibly		436-437	214
	9. Proofread the Essay		437	216
		III. Quizzes		
	IV. Strategy Summary			
	Flex Time	Pre-Test		

Mathematics (3 of 12 hours)

Course Hour	Course Concept Outline	Items	Teacher's Guide Page(s)	Essential Skills Teacher's Guide	
1	I. Test Mechanics				
	A. Overview		461-462		
	B. Anatomy	1-4	463-465		
	C. Pacing		466		
	D. Time Trial	1-5	467-468		
	E. Game Plan		469-473		
	F. Calculator Exercise	1-10	473-478		
		II. Lesson			
	A. Preliminaries		483-485		
B. Item-Types		486-491			

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Mathematics (continued – 3 of 12 hours)

2	C. General Strategies			
	1. Use the Figures	13-16	492-493	
	2. Use the Answer Choices			
	a) Answer Choices Are Arranged in Order			
	b) Wrong Choices Correspond to Conceptual Errors	17	494	
	3. Pay Special Attention to “Signal” Words	18-19	495-497	
	4. Answer the Question Being Asked	22, 24, 30	497-501	
	5. Carefully Consider “Cannot Be Determined...”	31	501-502	
	6. Additional Helpful Hints		502-503	
	D. Arithmetic Review and Strategies			
	1. Simple Manipulations—Just Do It!	32-33	503-504	395
	2. Complicated Manipulations—Look for Shortcuts			
	a) Simplifying	34	505	
	b) Factoring	35-36	505-506	423
	c) Approximation	37-38	506-507	
d) The “Flying-X” Method				
e) Decimal-Fraction Equivalents				
3. Complicated Arithmetic Application Items—Bridge the Gap				
4. Common Arithmetic Items				
5. Arithmetic Strategy: “Test-the-Test”	88-93	540-542		
3	E. Algebra Review and Strategies			
	1. Manipulating Algebraic Expressions			
	2. Evaluating Sequences			
	3. Solving Algebraic Equations or Inequalities with One Variable			
	4. Expressing and Evaluating Algebraic Functions			
	5. Solving Algebraic Equations with Two Variables			
	6. Solving Simultaneous Equations			
	7. Solving Quadratic Equations and Relations			
	8. Algebra Strategies: “Test-the-Test” and “Plug-and-Chug”	158-161, 169	588-595	
	F. Coordinate Geometry Review and Strategies			
	G. Geometry Review and Strategies			
	1. Geometry Notation			
	2. Lines and Angles			
	3. Triangles			
	4. Rectangles and Squares			
	5. Circles			
	6. Properties of Tangent Lines			
	7. Complex Figures			
8. Solids	222	640-641		
9. Geometry Strategies				
a) “Guesstimating”	226-227	642-643		
b) Measuring	229-230	644-645		

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Mathematics (continued – 3 of 12 hours)

	c) “Measuring”			
	H. Trigonometry Review and Strategies			
	I. Statistics and Probability Review and Strategies			
	J. Data Representation Review and Strategies			
	III. Quizzes			
	IV. Review			
	V. Strategy Summary			
	Flex Time	Pre-Test		

Science (3 of 12 hours)

Course Hour	Course Concept Outline	Items	Teacher's Guide Page(s)	Essential Skills Teacher's Guide
1	I. Test Mechanics			
	A. Overview		723-725	
	B. Anatomy	1-4	726-730	
	C. Pacing		731	
	D. Time Trial	1-6	732-733	
	E. Game Plan		734-737	
	II. Lesson			
	A. Preliminaries		739-740	
	B. Facts about the Science Test		740-741	
	C. Item-Types			
2	D. General Strategies			
	E. Data Representation Review and Strategies			
	1. Graphs			
	2. Tables			
	3. Typical Data Representation Items			
	4. Data Representation Strategies	23-40	757-765	787
	F. Research Summary Review and Strategies			
	1. Understanding Design of Experiment			
	2. Predicting Results			
	3. Evaluating Data			
3	4. Typical Research Summary Items	41-51	768-772	
	5. Research Summary Strategies	52-74	773-786	820
	G. Conflicting Viewpoints Review and Strategies			
	1. Predicting Results			
	2. Spotting the Assumptions			
	3. Picking the Best Argument			
	4. Typical Conflicting Viewpoints Items	75-85	788-792	
	5. Conflicting Viewpoints Strategies	86-103	793-800	859
	III. Quizzes			
	IV. Review			
V. Strategy Summary				
	Flex Time	Pre-Test		

