

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 TOTAL OF 30 COURSE HOURS

30

English (7 of 30 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, 8, 10-12	97-103	41, 123, 190
3	b) Pronoun Usage	13-16	104-111	41, 99, 114, 175, 186
	c) Adjectives versus Adverbs	22, 24, 26	111-115	
	d) Double Negatives	29	115	
	e) Nouns and Noun Clauses	31-32	116-118	
	f) Faulty or Illogical Comparisons	35-36	118-121	
	g) Verb Tense	39	122-127	35, 114, 175
h) Sequence and Verb Tense	48-49	128-130	35, 114, 175	

Course Timing Suggestions

TOTAL OF 30 COURSE HOURS

30

English (continued – 7 of 30 hours)

Course Hour	Course Concept Outline	Items	Teacher's Guide Page(s)	Essential Skills Teacher's Guide
4	i) Diction	51, 53, 56	130-134	
	2. Sentence Structure			
	a) Run-On Sentences			
	b) Comma Splices			
	c) Fragments	61-62	138-139	29, 170
	d) Problems of Coordination and Subordination	63	139-142	
	e) Faulty Parallelism	71-72	142-143	110, 182
	f) Incomplete Split Constructions			
	g) Misplaced Modifiers	76-77	145-147	109
5	h) Unintended Meanings			
	3. Punctuation			
	a) Commas	81-90	149-158	61, 66, 135, 141, 195
	b) Semicolons	101-102	158-160	203
	c) Colons			
	d) End-Stop Punctuation			
	e) Dashes			
	f) Quotation Marks			
	g) Apostrophes			
h) Punctuating for Clarity Exercise				
6	D. Rhetorical Skills Review			
	1. Strategy			
	a) Appropriate Supporting Material	116, 125	169-171	
	b) Effective Opening, Transitional, and Concluding Sentences	117, 122	171-172	79, 153
	c) Main Idea	118, 127	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, 123	175-177	
	3. Style			
	a) Conciseness			
b) Clarity of Meaning				
c) Idiomatic Expression				
7	E. General Strategies	136-145	186-190	
	III. Quizzes			
	IV. Review			
	V. Strategy Summary			
	Flex Time	Pre-Test		

Course Timing Suggestions

TOTAL OF 30 COURSE HOURS

30

Reading (7 of 30 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	
2	II. Lesson			
	A. Preliminaries		273-274	
	B. Facts about Passages		275-276	
	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
3	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	14-15	284	231, 240, 278, 290, 334, 342
4	D. Strategies			
	1. Three Reading Comprehension Levels		285-286	
	2. Using the Three Comprehension Levels		286	
	3. Five Steps to Approaching Passages			
	a) Label Passages as "Easy" or "Hard"		286	
	b) Preview First and Last Sentences of Selection		286-287	
	c) Preview Item Stems		287	
d) Read the Passage		287		
5	e) Answer the Items	16-24	287-288	
	4. Item-Type Strategies			
	a) Main Idea Clues	25-27	292-294	
	b) Explicit Detail Clues	28	294-295	
6	c) Vocabulary Clues	29-33	295-296	
	d) Development Clues	34-35	297	
	e) Implied Idea Clues	36-37	297-298	
	f) Application Clues	38	298-299	
	g) Voice Clues	39	299	

Course Timing Suggestions

TOTAL OF 30 COURSE HOURS

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Reading (continued – 7 of 30 hours)

Course Hour	Course Concept Outline	Items	Teacher's Guide Page(s)	Essential Skills Teacher's Guide
7	E. Paired Passages			
	F. Further Use of Reading Strategies			
	G. Pre-Assessment Examples			
	III. Quizzes			
	IV. Review			
	V. Strategy Summary			
	Flex Time	Pre-Test		

Writing (3 of 30 hours)

Course Hour	Course Concept Outline	Items	Teacher's Guide Page(s)	Essential Skills Teacher's Guide
1	I. Test Mechanics			
	A. Overview		409-410	
	B. Anatomy	Essay	411-412	
	C. Pacing		413	
	D. Time Trial	Essay	414-415	
	E. Game Plan		416-417	
2	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	
3	III. Quizzes			
	A. Quiz I	Essay	439-443	
	B. Quiz II			
	C. Quiz III			
	IV. Strategy Summary		455	
	Flex Time	Pre-Test		

Course Timing Suggestions

TOTAL OF 30 COURSE HOURS

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Mathematics (7 of 30 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	
2	II. Lesson			
	A. Preliminaries		483-485	
	B. Item-Types			
	1. Arithmetic	1	486	
	2. Algebra	3-5	486-488	
	3. Coordinate Geometry	7	488	
	4. Geometry	8-9	489	
	5. Trigonometry	11	490	
	6. Statistics and Probability	12	490	
	7. Data Representation			
3	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	
4	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	37-39	506-507	
	d) The "Flying-X" Method			
	e) Decimal-Fraction Equivalent			
	3. Complicated Arithmetic Application Items—Bridge the Gap		510-511	
	4. Common Arithmetic Items			
5. Arithmetic Strategy: "Test-the-Test"	88-93	540-542		

Course Timing Suggestions

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Mathematics (continued – 7 of 30 hours)

Course Hour	Course Concept Outline	Items	Teacher's Guide Page(s)	Essential Skills Teacher's Guide
5	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			
	9. Geometry Strategies			
a) "Guesstimating"	226-228	642-643		
b) Measuring	229-230	644-645		
c) "Meastimating"	231	645-646		
H. Trigonometry Review and Strategies				
I. Statistics and Probability Review and Strategies				
J. Data Representation Review and Strategies				
6-7	III. Quizzes			
	IV. Review			
	V. Strategy Summary			
	Flex Time	Pre-Test		

Course Timing Suggestions

TOTAL OF 30 COURSE HOURS

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Science (6 of 30 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		741-742	
2	D. General Strategies		742-744	
	E. Data Representation Review and Strategies			
	1. Graphs			
	a) Straight Lines		744-745	
	b) Parabolic Curves		745	
	c) Graph Reading Strategy	1-3	746-748	779
	2. Tables			
	a) Understanding the Nature of Data	4-5	748-749	784
	b) Recognizing Trends	6-8	749-750	
	c) Drawing Conclusions	9	751	
3	3. Typical Data Representation Items	10-22	752-756	
	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			
	4. Typical Research Summary Items	41-51	768-772	
5. Research Summary Strategies	52-74	773-786	820	
4	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	
5-6	III. Quizzes			
	A. Quiz I	1-16	801-806	
	B. Quiz II	1-16	807-813	
	C. Quiz III	1-16	814-820	
	IV. Review			
V. Strategy Summary		841-842		
	Flex Time	Pre-Test		