# ESSENTIAL SKILLS PROGRESS REPORTS

The progress reports on the following pages are designed to help you monitor your progress throughout the skills reviews in the *Essential Skills* book. Complete the assigned items by the due date given by your instructor. Correct your answers using the answers and explanations in the Answer Key of the *Essential Skills* book\*, and record both the number and percentage of items answered correctly on the *student copies* of the progress reports. Identify the date on which you completed each exercise. List the numbers of any items that you would like your instructor to review in class. Then, transfer this information to the corresponding *instructor copies* of the reports and give them to your instructor. Be sure to leave the last three columns of the *instructor copies* blank; these are for your instructor's use in evaluating your progress. (Note: In the first column of each report, the numbering refers to the exercises and the page numbers refer to the locations of those exercises in the *Essential Skills* book.)

\*Consult with your instructor to determine whether you will use the Answer Key to complete the Essential Skills Progress Reports.

## ENGLISH AND WRITING SKILLS REVIEW

Total # of Items % of Items Date Possible Assigned Correct Exercise Correct Completed *Item #s to Review* **BASIC ENGLISH AND WRITING 1. Exercise 1** (p. 6) 20 2. Exercise 2 (p. 9) 15 **3. Exercise 3** (p. 17) 15 4. Exercise 4 (p. 20) 20 5. Exercise 5 (p. 24) 20 6. Exercise 6 (p. 28) 20 7. Exercise 7 (p. 35) 20 8. Exercise 8 (p. 40) 50 9. Exercise 9 (p. 43) 20 10. Exercise 10 (p. 47) 20 **INTERMEDIATE ENGLISH AND WRITING** 1. Exercise 1 (p. 52) 20 20 2. Exercise 2 (p. 57) 3. Exercise 3 (p. 67) 20 4. Exercise 4 (p. 71) 15

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<b>5. Exercise 5</b> (p. 75)	15				
<b>6. Exercise 6</b> (p. 79)	15				
<b>7. Exercise 7</b> (p. 85)	20				
<b>8. Exercise 8</b> (p. 89)	20				
<b>9. Exercise 9</b> (p. 93)	20				
<b>10. Exercise 10</b> (p. 97)	20				
<b>11. Exercise 11</b> (p. 100)	15				
	ADVANCED	ENGLISH A	AND WRI	TING	
<b>1. Exercise 1</b> (p. 104)	20				
<b>2. Exercise 2</b> (p. 107)	10				
<b>3. Exercise 3</b> (p. 113)	15				
<b>4. Exercise 4</b> (p. 116)	15				
5. Exercise 5 (p. 120)	10				
6. Exercise 6 (p. 123)	10				
<b>7. Exercise 7</b> (p. 127)	10				
8. Exercise 8 (p. 130)	10				
<b>9. Exercise 9</b> (p. 134)	10				
<b>10. Exercise 10</b> (p. 137)	20				
<b>11. Exercise 11</b> (p. 140)	5				
<b>12. Exercise 12</b> (p. 142)	5				
	WRI	TING AN	ESSAY		
<b>1. Exercise 1</b> (p. 154)	1				

## **READING SKILLS REVIEW**

	Total	# of Items		% of							
Exercise	Possible	Assigned	Correct	Items Correct	Date Completed	Item #s to Review					
BASIC READING											
<b>1. Exercise</b> (p. 175)	<b>1. Exercise</b> (p. 175) 85										
	INTERMEDIATE READING										
<b>1. Exercise</b> (p. 212)	100										
ADVANCED READING											
<b>1. Exercise</b> (p. 251)	68										

# MATH SKILLS REVIEW

	Total	# of Items		% of Items	Date	Item #s to Review
Exercise	Possible	Assigned	Correct	Correct	Completed	
	I	BASIC MAT	ГН	_		
<b>1. Exercise 1</b> (p. 284)	30					
2. Exercise 2 (p. 288)	25					
<b>3. Exercise 3</b> (p. 295)	25					
<b>4. Exercise 4</b> (p. 303)	20					
5. Exercise 5 (p. 308)	15					
6. Exercise 6 (p. 311)	20					
<b>7. Exercise 7</b> (p. 315)	10					
8. Exercise 8 (p. 321)	15					
	INTEF	RMEDIATI	E MATH	-		
<b>1. Exercise 1</b> (p. 330)	25					
<b>2. Exercise 2</b> (p. 338)	25					
<b>3. Exercise 3</b> (p. 350)	30					
<b>4. Exercise 4</b> (p. 364)	30					
5. Exercise 5 (p. 380)	45					
<b>6. Exercise 6</b> (p. 392)	30					
<b>7. Exercise 7</b> (p. 402)	15					
8. Exercise 8 (p. 408)	10					

9. Exercise 9 (p. 421)	27									
<b>10. Exercise 10</b> (p. 431)	13									
	ADVANCED MATH									
<b>1. Exercise 1</b> (p. 438)	25									
<b>2. Exercise 2</b> (p. 453)	30									
<b>3. Exercise 3</b> (p. 466)	26									
<b>4. Exercise 4</b> (p. 475)	31									
<b>5. Exercise 5</b> (p. 485)	25									
<b>6. Exercise 6</b> (p. 492)	15									
<b>7. Exercise 7</b> (p. 502)	20									
8. Exercise 8 (p. 516)	35									
<b>9. Exercise 9</b> (p. 525)	20									
<b>10. Exercise 10</b> (p. 532)	15									
<b>11. Exercise 11</b> (p. 550)	32									
<b>12. Exercise 12</b> (p. 565)	14									

## SCIENCE SKILLS REVIEW

	Total	# of Items		% of							
Exercise	Possible	Assigned	Correct	Items Correct	Date Completed	Item #s to Review					
BASIC SCIENCE											
<b>1. Exercise</b> (p. 583)	<b>1. Exercise</b> (p. 583) 76										
	INTERMEDIATE SCIENCE										
<b>1. Exercise</b> (p. 614)	82										
ADVANCED SCIENCE											
<b>1. Exercise</b> (p. 643)	115										

#### ENGLISH AND WRITING SKILLS REVIEW

Name						Student ID Num	ber					
Date	In	structor					Course/Sessi	ion Number				
	Tota	al # of Item	15	% of	D	<b>.</b>		tor Skill Evc k One Per S				
Exercise	Possible	Assigned	Correct	Items Correct	Date Completed	Item #s to Review	Mastered	Partially Mastered	Not Mastered			
BASIC ENGLISH AND WRITING												
<b>1. Exercise 1</b> (p. 6)	20											
<b>2. Exercise 2</b> (p. 11)	15											
<b>3. Exercise 3</b> (p. 21)	15											
<b>4. Exercise 4</b> (p. 25)	20											
<b>5. Exercise 5</b> (p. 31)	20											
<b>6. Exercise 6</b> (p. 36)	20											
<b>7. Exercise 7</b> (p. 47)	20											
<b>8. Exercise 8</b> (p. 53)	50											
<b>9. Exercise 9</b> (p. 62)	20											

<b>10. Exercise 10</b> (p. 68)	20												
	INTERMEDIATE ENGLISH AND WRITING												
<b>1. Exercise 1</b> (p. 74)	20												
<b>2. Exercise 2</b> (p. 81)	20												
<b>3. Exercise 3</b> (p. 94)	20												
<b>4. Exercise 4</b> (p. 100)	15												
<b>5. Exercise 5</b> (p. 105)	15												
<b>6. Exercise 6</b> (p. 110)	15												
<b>7. Exercise 7</b> (p. 118)	20												
<b>8. Exercise 8</b> (p. 125)	20												
<b>9. Exercise 9</b> (p. 131)	20												
<b>10. Exercise 10</b> (p. 136)	20												
<b>11. Exercise 11</b> (p. 142)	15												
		AD	VANCED	ENGLISH	I AND WRI	ΓING							
<b>1. Exercise 1</b> (p. 148)	20												
<b>2. Exercise 2</b> (p. 154)	10												



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<b>3. Exercise 3</b> (p. 161)	15							
<b>4. Exercise 4</b> (p. 166)	15							
<b>5. Exercise 5</b> (p. 172)	10							
<b>6. Exercise 6</b> (p. 178)	10							
<b>7. Exercise 7</b> (p. 183)	10							
<b>8. Exercise 8</b> (p. 187)	10							
<b>9. Exercise 9</b> (p. 192)	10							
<b>10. Exercise 10</b> (p. 196)	20							
<b>11. Exercise 11</b> (p. 201)	5							
<b>12. Exercise 12</b> (p. 204)	5							
		WR	ITING AN	NESSAY	<u>-</u>	-	-	-
<b>1. Exercise 1</b> (p. 220)	1							

#### **READING SKILLS REVIEW**

Name		Student ID Number								
Date	Ir	structor			Course/Sessi	ion Number				
	Tot	Total # of Items		% of Items	Date Item #s to		Instructor Skill Evaluation (Check One Per Section)			
Exercise	Possible	Assigned	Correct	Correct	Completed	Review	Mastered	Partially Mastered	Not Mastered	
BASIC READING										
<b>1. Exercise</b> (p. 247)	85									
	-	•	INTER	MEDIATI	E READING					
<b>1. Exercise</b> (p. 299)	100									
	-	-	ADV	ANCED R	READING	-		-		
<b>1. Exercise</b> (p. 353)	68									

# MATH SKILLS REVIEW

Name						Student ID Numl	ber		
Date	In	structor					Course/Sessi	ion Number	
	Tote	Total # of Items		% of Items	Date Completed	Item #s to Review	Instructor Skill Evaluation (Check One Per Section)		
Exercise	Possible	Assigned	Correct	Correct	completeu	Keview	Mastered	Partially Mastered	Not Mastered
				BASIC M	АТН				
<b>1. Exercise 1</b> (p. 400)	30								
<b>2. Exercise 2</b> (p. 407)	25								
<b>3. Exercise 3</b> (p. 416)	25								
<b>4. Exercise 4</b> (p. 426)	20								
<b>5. Exercise 5</b> (p. 433)	15								
<b>6. Exercise 6</b> (p. 438)	20								
<b>7. Exercise 7</b> (p. 443)	10								
<b>8. Exercise 8</b> (p. 450)	15								
			INTE	RMEDIA	TE MATH				
<b>1. Exercise 1</b> (p. 460)	25								
<b>2. Exercise 2</b> (p. 471)	25								

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<b>3. Exercise 3</b> (p. 486)	30						
<b>4. Exercise 4</b> (p. 504)	30						
<b>5. Exercise 5</b> (p. 524)	45						
<b>6. Exercise 6</b> (p. 539)	30						
<b>7. Exercise 7</b> (p. 551)	15						
<b>8. Exercise 8</b> (p. 559)	10						
<b>9. Exercise 9</b> (p. 572)	27						
<b>10. Exercise 10</b> (p. 585)	13						
		AD	VANCED	MATH	-	-	-
<b>1. Exercise 1</b> (p. 594)	25						
<b>2. Exercise 2</b> (p. 616)	30						
<b>3. Exercise 3</b> (p. 634)	26						
<b>4. Exercise 4</b> (p. 648)	31						
<b>5. Exercise 5</b> (p. 663)	25						
<b>6. Exercise 6</b> (p. 674)	15						
<b>7. Exercise 7</b> (p. 685)	20						

8. Exercise 8 (p. 702)	35				
<b>9. Exercise 9</b> (p. 715)	20				
<b>10. Exercise 10</b> (p. 726)	15				
<b>11. Exercise 11</b> (p. 749)	32				
<b>12. Exercise 12</b> (p. 769)	14				

#### SCIENCE SKILLS REVIEW

Name					Student ID Number							
Date	In	structor					Course/Session Number					
	Total # of Items			% of Items	Date	Item #s to	Instructor Skill Evaluation (Check One Per Section)					
Exercise	Possible	Assigned	Correct	Correct	Completed	Review	Mastered	Partially Mastered	Not Mastered			
BASIC SCIENCE												
<b>1. Exercise</b> (p. 789)	76											
INTERMEDIATE SCIENCE												
<b>1. Exercise</b> (p. 825)	82											
ADVANCED SCIENCE												
<b>1. Exercise</b> (p. 861)	115											