AccelePrep for the WorkKeys Test Lesson Plan

Use the Course Timing Suggestions below to plan and implement your course. Each course hour features topics from the course concept outline that you should cover in class. Cambridge recommends that you cover all material in this course. The items you should cover in class are listed in the "Items" column.

Lesson Plan Instructor Summary

TOTAL OF 9 COURSE HOURS

Applied Math (3 of 9 hours)

Course Hour	Course Concept Outline	Items	Student Text Page	Teacher's Guide Page	Full Item Sequence
1	**I. Fast Track to Applied Math**		7	15	
	A. Demystifying the Applied Math Test	*Examples*	8	16	*Examples*
	B. Anatomy of Applied Math		11	19	
	1. Inside the Applied Math Directions		11	19	
	2. Inside the Applied Math Formula Reference Sheet	*Example*	12	20	*Example*
	3. Inside the Applied Math Diagrams		14	23	
	4. Inside the Applied Math Skills and Difficulty Levels	*Examples*	14	23	*Examples*
	5. Inside the Applied Math Answer Choices		22	30	
	C. Pacing		23	32	
	D. The Cambridge Game Plan		25	34	
	1. Quickly Preview the Test, but Skip the Directions		25	34	
	2. Know, but Don't Memorize, the Formulas		25	34	
	3. Prioritize the Big Ten		26	35	
	4. Answer the Question That Is Being Asked	*Examples*	26	35	*Examples*
	5. Eliminate Answer Choices that Cannot Be Correct	*Example*	27	36	*Example*
	6. Use the Answer Choices to Check Your Math		28	37	
	7. Don't Go Calculator Crazy		28	38	
	8. Eliminate Choices and Guess		29	39	
	9. Two Attack Plans		29	39	
	Power Practice	1–4	30	40	1–4
2	**II. HyperReview Applied Math**		35	45	
	A. Six Major Categories of Items		37	47	
	1. Basic Operations	*Examples*	37	47	*Examples*
	Power Practice 1	1–3	39	50	1–3
	2. Fractions	*Examples*	40	51	*Examples*
	Power Practice 2	1–3	44	55	1–3
	3. Percentages, Ratios, and Proportions		45	57	
	a. Percentages	*Examples*	45	57	*Examples*
	b. Ratios	*Examples*	47	59	*Examples*
	c. Proportions	*Examples*	48	60	*Examples*
	Power Practice 3	1–4	52	64	1–4
	4. Unit Conversions	*Examples*	53	66	*Examples*
	Power Practice 4	1–3	55	68	1–3

Applied Math (3 of 9 hours, continued)					
Course Hour	Course Concept Outline	Items	Student Text Page	Teacher's Guide Page	Full Item Sequence
2	5. Geometric Measurement		56	70	
	a. Perimeter and Area	*Examples*	56	70	*Examples*
	b. Volume	*Examples*	58	71	*Examples*
	Power Practice 5	1–3	60	74	1–3
	6. Applied Math Reasoning		61	76	
	a. Basic Statistics	*Examples*	61	76	*Examples*
	b. Comparisons	*Example*	64	79	*Example*
	c. Identifying Errors	*Example*	65	80	*Example*
	d. Identifying Equations	*Example*	66	80	*Example*
	Power Practice 6	1–5	68	83	1–5
3	**III. Try It Out! Applied Math Practice**	1–30	71	87	1–30

Lesson Plan Instructor Summary

TOTAL OF 9 COURSE HOURS

Workplace Documents (3 of 9 hours)

Course Hour	Course Concept Outline	Items	Student Text Page	Teacher's Guide Page	Full Item Sequence
1	**I. Fast Track to Workplace Documents**		82	102	
	A. Demystifying the Workplace Documents Test		84	104	
	B. Anatomy of Workplace Documents		85	105	
	1. Inside the Workplace Documents Directions		85	105	
	2. Inside the Workplace Documents Passages		85	105	
	3. Inside the Workplace Documents Questions	*Examples*	86	106	*Examples*
	C. Pacing		88	108	
	D. The Cambridge Game Plan		89	109	
	1. Begin in Preview Mode		89	109	
	2. Don't Memorize—Organize		89	109	
	3. Mark Up Your Test		89	109	
	4. Pay Attention to Underlying Concerns		90	110	
	5. Eliminate Choices and Guess		90	110	
	Power Practice 1	1–5	91	111	1–5
	Power Practice 2	1–5	94	114	1–5
2	**II. HyperReview Workplace Documents**		97	119	
	A. Eight Major Categories of Items		99	121	
	1. Main Idea	*Example*	100	122	*Example*
	2. Explicit Detail	*Example*	100	122	*Example*
	3. Implied Idea	*Example*	101	123	*Example*
	4. Sequence	*Example*	103	125	*Example*
	5. Vocabulary	*Example*	103	125	*Example*
	6. Generalization	*Example*	103	125	*Example*
	7. Cause and Effect	*Examples*	105	127	*Examples*
	8. Author's Voice	*Example*	106	128	*Example*
	B. Workplace Documents Walk-Through		108	131	
	1. Memos and Letters		108	131	
	Power Practice 1	1–4	109	132	1–4
	2. Directions and Procedures		110	134	
	Power Practice 2	1–4	112	135	1–4
	3. Notices and Bulletins		113	138	
	Power Practice 3	1–3	114	138	1–3
	4. Policies and Regulations		115	140	
	Power Practice 4	1–8	117	141	1–8
3	**III. Try It Out! Workplace Documents Practice**	1–25	121	149	1–25

Lesson Plan Instructor Summary

TOTAL OF 9 COURSE HOURS

Graphic Literacy (3 of 9 hours)

Course Hour	Course Concept Outline	Items	Student Text Page	Teacher's Guide Page	Full Item Sequence
1	**I. Fast Track to Graphic Literacy**		137	167	
	A. Demystifying the Graphic Literacy Test		138	168	
	B. Anatomy of Graphic Literacy		139	169	
	1. Inside the Graphic Literacy Directions		139	169	
	2. Inside the Graphics		139	169	
	a. Tables	*Example*	140	170	*Example*
	b. Forms	*Example*	140	170	*Example*
	c. Graphs	*Example*	141	171	*Example*
	d. Diagrams	*Examples*	142	172	*Examples*
	3. Inside the Item Difficulty Levels		144	174	
	C. Pacing		145	175	
	D. The Cambridge Game Plan		146	176	
	1. Quickly Preview the Test Section, but Skip the Directions		146	176	
	2. Prioritize the First Fifteen		146	176	
	3. Skip the Graphic		146	176	
	4. Pay Attention to Trigger Words	*Example*	147	177	*Example*
	5. Answer the Question That Is Being Asked		148	178	
	6. Read Carefully	*Example*	148	178	*Example*
	Power Practice 1	1–5	149	179	1–5
	Power Practice 2	1–5	154	184	1–5
2	**II. HyperReview Graphic Literacy**		158	189	
	A. Three Fundamental Types of Questions		160	190	
	1. Comprehension	*Examples*	160	190	*Examples*
	2. Analysis	*Examples*	161	191	*Examples*
	3. Application	*Examples*	163	193	*Examples*
	Power Practice 1	1–5	166	196	1–5
	B. Four Main Categories of Data Presentation		170	201	
	1. Tables		170	201	
	a. What Is the Purpose of Data Tables?		170	201	
	b. Tables Items Illustrated	*Examples*	171	202	*Examples*
	Power Practice 2	1–5	173	204	1–5
	2. Forms	*Examples*	177	208	*Examples*
	Power Practice 3	1–5	179	210	1–5
	3. Graphs		183	215	
	a. Bar Graphs		183	215	
	b. Line Graphs		184	216	
	c. Pie Charts		185	217	
	d. Graphs Items Illustrated	*Examples*	185	217	*Examples*
	Power Practice 4	1–5	187	219	1–5
	4. Diagrams	*Examples*	191	224	*Examples*
	Power Practice 5	1–5	193	226	1–5
3	**III. Try It Out! Graphic Literacy Practice**	1–30	197	231	1–30