

# Table of Contents

---

<b>Introduction</b> .....	<b>1</b>
About This Book .....	1
Organization of the Test .....	1
Session One .....	2
Session Two .....	2
The Multiple-Choice Format .....	2
Scoring .....	3
<b>Listening and Writing for Information and Understanding</b> .....	<b>5</b>
Passage One .....	5
Guidelines .....	6
Notes .....	8
Written Response .....	10
Passage Two .....	12
Guidelines .....	12
Notes .....	15
Written Response .....	17
Passage Three .....	19
Guidelines .....	19
Notes .....	21
Written Response .....	24
Passage Four .....	24
Guidelines .....	25
Notes .....	28
Written Response .....	30
Passage Five .....	32
Guidelines .....	32
Notes .....	35
Written Response .....	37
<b>Reading and Writing for Information and Understanding</b> .....	<b>39</b>
Passage One .....	39
Guidelines .....	39
Essay .....	47
Pro (For): .....	47
Con (Against): .....	47
Passage Two .....	48
Guidelines .....	48
Essay .....	55
Positive: .....	55
Negative: .....	55

Passage Three . . . . . 56  
 Guidelines . . . . . 56  
 Essay . . . . . 62  
     Pro (For):. . . . . 63  
     Con (Against): . . . . . 64  
 Passage Four . . . . . 64  
 Guidelines . . . . . 65  
 Essay . . . . . 71  
 Passage Five . . . . . 73  
 Guidelines . . . . . 74  
 Essay . . . . . 80  
 Passage Six . . . . . 82  
 Guidelines . . . . . 82  
 Essay . . . . . 88  
     Pro (For):. . . . . 88  
     Con (Against): . . . . . 89  
 Passage Seven . . . . . 90  
 Guidelines . . . . . 91  
 Essay . . . . . 96  
 Passage Eight . . . . . 98  
 Guidelines . . . . . 98  
 Essay . . . . . 105

**Reading and Writing for Literary Response . . . . . 107**

Selection One . . . . . 107  
 Guidelines . . . . . 107  
     Controlling Idea Essay Outline . . . . . 113  
 Selection Two . . . . . 114  
 Guidelines . . . . . 115  
     Controlling Idea Essay Outline . . . . . 121  
 Selection Three . . . . . 122  
 Guidelines . . . . . 122  
     Controlling Idea Essay Outline . . . . . 128  
 Selection Four . . . . . 129  
 Guidelines . . . . . 130  
     Controlling Idea Essay Outline . . . . . 136  
 Selection Five . . . . . 137  
 Guidelines . . . . . 137  
     Controlling Idea Essay Outline . . . . . 143

<b>Reading and Writing for Critical Analysis and Evaluation . . . . .</b>	<b>145</b>
Essay One . . . . .	146
Essay Two . . . . .	147
Essay Three . . . . .	148
Essay Four . . . . .	149
Essay Five . . . . .	150
Essay Six . . . . .	151
Essay Seven . . . . .	152
Essay Eight . . . . .	153
Essay Nine . . . . .	155
<b>How to Write an Essay . . . . .</b>	<b>157</b>
Prewriting: How to Begin a Writing Assignment . . . . .	157
The Steps in Writing . . . . .	157
Types of Writing . . . . .	158
Understanding Your Assignment . . . . .	158
Understanding Your Audience . . . . .	159
Guidelines for Choosing a Topic . . . . .	160
Topic vs. Thesis . . . . .	160
Writing a Thesis Statement . . . . .	161
Avoiding Fallacies . . . . .	162
The Main Idea in Narratives and Personal Essays . . . . .	162
Prewriting: How to Research and Organize . . . . .	163
Finding Examples and Evidence . . . . .	163
Brainstorming, Taking Notes, and Outlining . . . . .	164
Using the Computer for Research . . . . .	164
The Importance of Specific Details . . . . .	164
Plagiarism . . . . .	165
Quoting and Paraphrasing . . . . .	165
The Writing Assignment . . . . .	166
The Research Paper . . . . .	166
Essays Arguing a Position from a Single Text . . . . .	166
Essays Analyzing a Literary Work . . . . .	167
Narrative, Descriptive, and Autobiographical Essays . . . . .	167
Writing . . . . .	167
Working from a Thesis Statement . . . . .	168
Spatial or Chronological Organization . . . . .	168
Dividing a Subject into Categories . . . . .	169
Organizing Essays of Comparison . . . . .	170
Inductive or Deductive Patterns of Organization . . . . .	170

Order of Examples and Evidence . . . . .	171
Connecting Paragraphs in an Essay . . . . .	171
Outlining . . . . .	171
Informal Outlines . . . . .	172
Formal Outlines . . . . .	172
Sentence Outlines and Topic Outlines . . . . .	173
Drafting . . . . .	173
Suggestions for Introductions . . . . .	174
The Paragraph . . . . .	175
Paragraph Length . . . . .	176
Paragraph Unity . . . . .	176
Paragraph Coherence . . . . .	177
Connecting Sentences Through Ideas . . . . .	177
Connecting with Words and Phrases . . . . .	178
Conclusions . . . . .	179
What to Avoid . . . . .	180
Suggestions for Conclusions . . . . .	180
Revising and Editing . . . . .	181
Titles . . . . .	181
Reviewing the First Draft . . . . .	182
Writing and Editing a Draft . . . . .	182
Spell-Checking, Grammar-Checking, and Search-and-Replace Functions . . . . .	183
Preparing the Final Draft . . . . .	183
Checklist . . . . .	183
Purpose, Audience, and Tone . . . . .	184
Examples, Evidence, and Details . . . . .	184
Structure . . . . .	184
Language and Style . . . . .	184
Sentence Construction . . . . .	185
Grammar . . . . .	185
<b>Self-Evaluation Test with Answer Explanations . . . . .</b>	<b>187</b>
Answer Sheet . . . . .	187
Session One . . . . .	190
Part A . . . . .	190
Guidelines . . . . .	190
Notes . . . . .	193
Multiple-Choice Questions . . . . .	194
Part B . . . . .	196
Guidelines . . . . .	196
Multiple-Choice Questions . . . . .	200

---

Session Two . . . . .	202
Part A . . . . .	202
Guidelines . . . . .	202
Multiple-Choice Questions . . . . .	205
Part B . . . . .	208
Critical Lens . . . . .	208
Guidelines . . . . .	208
Answer Key . . . . .	209
Answer Explanations . . . . .	210
Session One, Part A . . . . .	210
Response: Part A . . . . .	211
Session One, Part B . . . . .	212
Response: Part B . . . . .	213
Session Two, Part A . . . . .	214
Response: Part A . . . . .	215
Guidelines . . . . .	216
Controlling Idea Essay Outline . . . . .	216
Critical Lens Essay . . . . .	217
<b>Sample Critical Lens Essay Questions . . . . .</b>	<b>219</b>
Essay One . . . . .	219
Critical Lens . . . . .	219
Guidelines . . . . .	219
Essay Two . . . . .	220
Critical Lens . . . . .	220
Essay Three . . . . .	220
Critical Lens . . . . .	220
Essay Four . . . . .	220
Critical Lens . . . . .	220
Essay Five . . . . .	220
Critical Lens . . . . .	220
Essay Six . . . . .	221
Critical Lens . . . . .	221
Essay Seven . . . . .	221
Critical Lens . . . . .	221
Essay Eight . . . . .	221
Critical Lens . . . . .	221
Essay Nine . . . . .	221
Critical Lens . . . . .	221
Essay Ten . . . . .	222
Critical Lens . . . . .	222

Essay Eleven . . . . .	222
Critical Lens . . . . .	222
Essay Twelve . . . . .	222
Critical Lens . . . . .	222
Essay Thirteen . . . . .	222
Critical Lens . . . . .	222
Essay Fourteen . . . . .	223
Critical Lens . . . . .	223