



READING

TEST OF ESSENTIAL ACADEMIC SKILLS

Key Ideas & Details

- **Summarize a text.**
- **Topic:** The subject of the text. "Who or what am I reading about?"
- **Topic sentences:** It should appear near the beginning of the paragraph and include the main idea.
- **Controlling ideas:** "What is important to know about it?"
- **Key ideas:** "How do these controlling ideas illustrate the topic sentence?" Key ideas, or supporting details, develop the idea in the topic sentence. To find the key ideas, ask the following of the topic sentence: who, what, when, where, why, and how?
- **Infer the logical conclusion.**
- **Ask:** "What can I infer based on what I've just read?"
- **Inference:** A conclusion reached by critical thinking, reading between the lines, and applying logic to facts and evidence while recognizing context clues.
- **Key terms:** Words that provide sequence or chronology; are descriptive; and convey value, judgment, and opinion. They are necessary to understanding context and can provide explicit and implicit information.
- **Conclusion:** A deduction made about an unstated outcome based on predictions, details, evidence, and events.
EX: The sluggish children watch the sun begin to set while dirt clung to their sweaty clothing.
Conclusion: It was hot, so the children moved around slowly, waiting for the air to cool.
- **Follow events in a sequence.**
- **Sequential signal words:** First, second, next, last, then, finally, while, before, now, when, after, at the beginning, prior to, afterward, subsequently.

Chronological signal words

When	How often	Length of time
Today	Always	All year
Yesterday	Rarely	All season
Later	Often	All day
Now	Never	Since
Last year	Seldom	One day

- **Specific directions:** From left to right, after it has set, carefully and with, choose all that apply, from top to bottom.
- **Identify information in printed communications.**
- In this section, you will be asked to interpret pertinent information from printed communications, such as ads, letters, and memos.

Memo

Flu shots will be available for free this week to all employees who choose to be vaccinated. Those who work on the first and third floors will get their shots on Tuesday. Those who work on the second and fourth floors will get their shots on Wednesday. The Tuesday shots will be given in the multipurpose room from 1:00 to 3:00 p.m. The Wednesday shots will be given in the library from 9:00 to 11:00 a.m.

If you work on the second floor, where and when should you report for your flu shot?
Answer: Wednesday, in the library, between 9:00 and 11:00 a.m.

- **Identify information in charts and graphs.**
- Information is often presented in the form of a chart or graph, so it is important to know how to read them. In this section, you will be asked to interpret pertinent information from charts and graphs.

EX: In which quarter was the second highest number of sales?

Answer: 2nd quarter

Key Terms

- **Controlling idea:** The main idea of a text.
- **Key ideas:** Ideas that support the controlling idea.



■ 1st Qtr
■ 2nd Qtr
■ 3rd Qtr
■ 4th Qtr

MATH

Order of Operations

- Calculations inside parentheses should be performed first.
- Next, do multiplication and division, moving from left to right.
- Then, do addition and subtraction, moving from left to right.

EX:

$$\begin{aligned} 5 + (6 + 4 - 3) - 13 \\ = 5 + (24 - 3) - 13 \\ = 5 + 21 - 13 \\ = 26 - 13 \\ = 13 \end{aligned}$$

- **Explicit:** Clearly stated.
- **Implicit:** Something not clearly stated; indicated subtly.
- **Logic:** The framework of reasoning used to understand ideas.

Craft & Structure

Passage types

- **Personified:** Portrays strong opinions to make the reader feel, think, or behave in a certain way.
- **Problem and solution:** Presents a problem and then offers a solution.
EX: Several people in my office have recently come down with the flu. Many of these illnesses could be prevented if people would get the shots before they got the flu and would stay home when they are sick.
The problem is that people in the office are coming down with the flu. The solutions are for people to get flu shots and to stay home when they are sick.
- **Expository:** Informs, explains, or tells how to; uses only facts and examples.
- **Cause and effect:** The cause is why something happened; the effect is what happened.
EX: I won't allow my kids to use social media unless they give me their passwords. They think I'm just being nosy, but they don't realize that I'm trying to protect them from online predators.
In this example, the effect is that the kids can't use social media unless they give the parent their password. The cause is online predators.
- **Compare and contrast:** To compare means that you are looking for similarities; to contrast means that you are looking for differences.
EX: *The Notebook* and *Romeo and Juliet* are both love stories. In both stories, two young people fall in love, and their parents don't approve of their unions. In *Romeo and Juliet*, the two lovers die young by their own hands so that they can be together. In *The Notebook*, the couple grows old together, then wills themselves to die at the same time so that they, too, can be together forever.
When comparing and contrasting the two stories, this passage points out the similarities (young people fall in love; parents don't approve; they die together) and differences (one couple dies young, while the other grows old; one couple dies by their own hands, while the other wills themselves to die together).
- **Narrative:** Tells a story to entertain, inform, or challenge.

Key Terms

- **Fact:** Statement that can be proven.
- **Opinion:** Statement that cannot be proven; has a basis in facts but depends on the author's belief.
- **Bias:** Tendency toward a preconceived idea; emotionally charged words and figurative language.
- **Stereotype:** Biased belief about a person or idea.

Integration of Knowledge & Ideas

Key Terms

- **Primary source:** A firsthand document created at the time in question (e.g., letters, diaries, recordings, and images) that have not been altered from their original state. It is the only thing separating a reader from the creator.
- **Degree of separation:** Number of steps removed from an origin. An original photograph is a primary source, but a book with the photo would be a secondary source, increasing the degree of separation.
- **Prediction:** A reader's guess of what could happen.
- **Inference:** More subtle than a prediction.
- **Theme:** A broad, foundational concept, or universal concern, addressed by the author in a given medium. Ask: "What are the big ideas the artist is engaging with?" "How are those ideas addressed?"
- **Argument:** A point the author believes. Ask: "What am I being asked to do or believe?" Reasons, or evidence, are given to support the argument.

Evaluating Data

- **Ask:** "What data is most relevant to you?"
- **Ask:** "What additional sources of information could help you?"
- **Ask:** "How does all of this fit together, and what does it mean?"

Fractions

Finding the Least Common Denominator (LCD)

- The LCD is the smallest number into which two or more denominators will divide evenly; this number is used for adding and subtracting fractions.

EX: What is the LCD of $\frac{1}{3}$ and $\frac{2}{4}$? The smallest number that is divisible by both 3 and 4 is 12, so the LCD is 12.

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Table of Contents Nursing Teas Guide Quick Study Academic

1. Understanding the eBook Nursing Teas Guide Quick Study Academic
 - The Rise of Digital Reading Nursing Teas Guide Quick Study Academic
 - Advantages of eBooks Over Traditional Books
2. Identifying Nursing Teas Guide Quick Study Academic
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Nursing Teas Guide Quick Study Academic
 - User-Friendly Interface
4. Exploring eBook Recommendations from Nursing Teas Guide Quick Study Academic
 - Personalized Recommendations
 - Nursing Teas Guide Quick Study Academic User Reviews and Ratings
 - Nursing Teas Guide Quick Study Academic and Bestseller Lists
5. Accessing Nursing Teas Guide Quick Study Academic Free and Paid eBooks
 - Nursing Teas Guide Quick Study Academic Public Domain eBooks
 - Nursing Teas Guide Quick Study Academic eBook Subscription Services

- Nursing Teas Guide Quick Study Academic Budget-Friendly Options
- 6. Navigating Nursing Teas Guide Quick Study Academic eBook Formats
 - ePub, PDF, MOBI, and More
 - Nursing Teas Guide Quick Study Academic Compatibility with Devices
 - Nursing Teas Guide Quick Study Academic Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Nursing Teas Guide Quick Study Academic
 - Highlighting and Note-Taking Nursing Teas Guide Quick Study Academic
 - Interactive Elements Nursing Teas Guide Quick Study Academic
- 8. Staying Engaged with Nursing Teas Guide Quick Study Academic
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Nursing Teas Guide Quick Study Academic
- 9. Balancing eBooks and Physical Books Nursing Teas Guide Quick Study Academic
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Nursing Teas Guide Quick Study Academic
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Nursing Teas Guide Quick Study Academic
 - Setting Reading Goals Nursing Teas Guide Quick Study Academic
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Nursing Teas Guide Quick Study Academic
 - Fact-Checking eBook Content of Nursing Teas Guide Quick Study Academic
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
- 14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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