

# CODESP

The Cooperative Organization for the Development  
of  
Employee Selection Procedures

## PARAEDUCATOR / INSTRUCTIONAL AIDE TUTORIAL

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# APPLICATION PROCESS

To pass the paper screening process you must submit a quality application.

Be thorough. Do not leave spaces blank or questions unanswered. Don't write, "See Resume".

Do not assume that the screening or human resource staff will know information about you. Always explain in detail, even if you are a current employee or a substitute employee.

If relevant, include any non-paid volunteer experience, all training, education and paid work experience.

Promptly mail all name, address, and telephone number changes. Indicate the exact title of the job for which you have an application on file.

Make sure you carefully proof all information including spelling, and check for all required signatures.

Make sure you print neatly or use a typewriter and correct any errors neatly.

Make sure you are aware of application deadlines and, if possible, hand-carry your application to the Human Resource Department.

# TEST PREPARATION

Before the test: If you have not been to the test center before, check the directions and visit the location before the day of the test.

Get a good night's sleep. Eat a high energy breakfast and plan to get to the test site at least 15 minutes early.

Bring along your letter/card inviting you to take the test and identification.

Bring along a watch and monitor your own time to stay on pace.

Wear layered clothing so you can adjust to the temperature in the room.

# TEN TIPS TO IMPROVE TEST PERFORMANCE

1. Read directions carefully and follow them
2. Budget your time wisely
3. Read each question completely
4. Look for key words
5. When in doubt, GUESS
6. Eliminate obvious wrong answers
7. Check other questions for clues
8. Answer easy questions first
9. Don't read too much into a question
10. Mark your answer sheet properly

# ENGLISH – LANGUAGE ARTS

## PROOFREADING/SPELLING

These questions test spelling skills in a proofreading format. You are presented with a passage. Each line of the passage is considered one test question. You are asked to read the passage and indicate how many spelling errors are contained in each line. In some cases, a spelling error will occur because the wrong form of a word that has several correct spellings is used. The different correct spellings of such words have different meanings; for example, “no” and “know”. Be sure to look for these kinds of errors.

### **SAMPLE**

**This section consists of a passage of written material. The lines are numbered in the left margin. You are to read the passage and indicate how many spelling errors are contained in each line by using the following key:**

- a = The line contains no spelling errors.**
- b = There is one (1) spelling error in the line.**
- c = There are two (2) spelling errors in the line.**
- d = There are three (3) or more spelling errors in the line.**

- 1. The main reason for training is to inprove the work being done by**
- 2. employees in there present jobs and to meet the system and program goals of**
- 3. the agency. It is the responsability of managers to suport and encourage teh**
- 4. use of skills learned in training classes. Training will be done during normal**
- 5. work hours and will be paied for by the employer.**

### Solutions:

1. The correct choice is **b**. There is one spelling error. The word “improve” is misspelled as “inprove”.
2. The correct choice is **b**. The word “there” is not spelled correctly for the use of the word in this sentence. In this case, we need the plural, possessive pronoun “their”, so one spelling error is found in this line.
3. The correct choice is **d**. There are three misspelled words in this line: “responsibility”, “support” and “the”.
4. The correct choice is **a**. The line contains no spelling errors.
5. The correct choice is **b**. This line contains one spelling error. The word “paied” is misspelled and should be “paid”.

## **READING COMPREHENSION**

To answer these types of questions you must indicate the most appropriate statement relating to the selection on the basis of whether it: 1) accurately paraphrases portions of the selection; 2) adequately summarizes the selection; or 3) presents an inference that can reasonably be drawn from the selection.

<b>SAMPLE</b>
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**For the following item, read the paragraph and select the choice which best reflects the content of the passage.**

**“The major causes of injuries are slips and falls. Tools, parts, and other objects should not be left lying around. Grease droppings, oils, sludge, and especially polymers should be cleaned up as soon as possible. Warning signs, railings and covers can protect against low piping, open tanks and open manholes or hatches. The simple knowledge of proper lifting techniques, such as bending the knees and lifting using the legs, can save many strained or injured backs.”**

**According to the above paragraph, which one of the following is the primary cause of injury?**

- a. **improper lifting techniques**
- b. **grease or polymer burns**
- c. **slips and falls**
- d. **low piping**

**Solution:** To answer this question, evaluate each choice.

Choice **a** lists improper lifting techniques as the primary cause of injury. The paragraph states that only “the simple knowledge of lifting techniques, bending the knees and lifting using the legs, can save many strained or injured backs”. Therefore this choice is incorrect.

Choice **b** lists grease or polymer burns as the primary cause of injury. The paragraph states only that “grease droppings, oils, sludge and especially polymers should be cleaned up as soon as possible”. Therefore this choice is incorrect.

Choice **c** lists slips and falls as the primary cause of injury. The paragraph states: “The major causes of injuries are slips and falls”. **This choice is correct.**

Choice **d** lists low piping as the primary cause of injury. The paragraph states that only “warning signs, railings, and covers can protect against low piping, open tanks and open manholes or hatches”. Therefore this choice is incorrect.

## **MAIN THEME OF A PARAGRAPH**

These questions ask you to first read a paragraph and then choose an answer based on the main idea of the paragraph. The correct answer usually restates the main idea using different wording or requires that you draw a conclusion from the contents of the paragraph.

<b>SAMPLE</b>
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**A successful weight loss program must contain a specific plan designed to achieve healthy weight loss for an individual. An appropriate plan, without necessary determination to carry it out, is useless. Determination, without a well-defined plan, will only achieve partial success.**

The **MAIN** theme of this paragraph is

- a. **A well-defined plan will assure the success of a weight loss program.**
- b. **A high degree of determination is necessary and sufficient for a highly successful weight loss program.**
- c. **It's impossible to develop a successful weight loss program.**
- d. **Two important ingredients of a successful weight loss program are a well-defined plan and a sincere resolve to implement that plan.**

**Solution:** To answer this question, evaluate each choice.

Choice **a** only contains one of the points: a well-defined plan; therefore, this choice is only partially correct.

Choice **b** also only lists one of the points: determination; therefore, this choice is only partially correct.

Choice **c** is not supported by evidence within the paragraph; therefore, this choice is incorrect.

Choice **d** restates the idea presented in the paragraph. **This choice is correct.**

## **LOGICAL SEQUENCE OF A PARAGRAPH**

Some questions ask you to evaluate a paragraph for a smooth, logical progression of ideas. This is known as logical sequencing. First, it is important to know the structure of a paragraph. The **topic sentence** is the first sentence of a paragraph; it introduces the main theme. The **supporting sentences** give details and develop the main theme; they usually follow the topic sentence. The **closing sentence** wraps up the paragraph by restating the main theme, drawing a conclusion, or presenting a transition to another paragraph.

Some questions to ask when evaluating a paragraph's logical sequence are:

- What is the main theme of the paragraph?
- In what order should the ideas follow?
- Are there ideas that are an extension of the main theme?
- Are there ideas that can't be understood until other things are explained?

<b>SAMPLE</b>
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The following paragraph may not be in logical sequence. Read the sentences and select the best order for them.

(1) Shoppers are tired of battling crowds at malls and shopping centers. (2) One drawback is the delay in receiving merchandise, but some Internet vendors offer fast shipping for an additional fee. (3) They also enjoy the convenience of being able to shop 24 hours a day, seven days a week. (4) Holiday shopping on the Internet has grown dramatically in the past few years.

- a. 2, 1, 3, 4
- b. 4, 1, 3, 2
- c. 1, 4, 2, 3
- d. correct as written

**Solution:** To answer this question, evaluate each choice.

Choice **a** is incorrect because the sentences are not logically ordered: it first presents a supporting sentence (a sentence that is an extension of another idea), then two sentences that don't necessarily relate to the first (but flow with one another), and a closing sentence that is disjointed from the first three sentences.

Choice **b** presents the sentences in a logical order: a topic sentence, 2 supporting sentences, and a closing sentence that could transition to another paragraph. **This choice is correct.**

Choice **c** is incorrect because the sentences are not logically ordered: it presents a topic sentence, then two sentences that relate to the topic and each other, but don't directly develop the topic sentence, and a closing sentence that is disjointed from the first three sentences.

Choice **d** is incorrect because the sentences are not logically ordered: it presents a topic sentence, then one sentence that does not relate to the first (since Internet shopping hasn't been introduced yet), a third sentence that is misplaced, and a closing sentence that is disjointed from the first three sentences.

## **KEY WORD**

In certain multiple choice questions there will be key words that need to be considered when selecting answers. Examples of key words are best, worst, first, only, and never.

<b>SAMPLE</b>
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**A child has fallen and is bleeding. The first thing you should do is**

- a. call a doctor
- b. apply a bandage to the wound
- c. wash the wound
- d. apply direct pressure to the wound

**Solution:** The key word is "first". Although the other steps may be taken, the **first** step is to control the bleeding by applying direct pressure. Choice **d** is therefore correct..



## **ENGLISH GRAMMAR**

These types of questions measure your knowledge of grammar, punctuation, and sentence structure.

<b>SAMPLE</b>
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**Choose the sentence that represents the best English usage.**

- a. Of the two runners, Bob is the worst.
- b. Of the two runners, Bob is the better.
- c. Bob is the worst of the two runners
- d. Bob is the best of the two runners.

**Solution:** To answer this question, evaluate each choice.

Choice **a** is incorrect. The correct way to write the sentence is: Of the two runners, Bob is worse.

Choice **b** is correct.

Choice **c** is incorrect. The correct way to write the sentence is: Bob is the worse of the two runners.

Choice **d** is incorrect. The correct way to write the sentence is: Bob is the better of the two runners.

## **BASIC WORD MEANINGS**

A **prefix** is added to the beginning of a word to give the word a new meaning.

A **suffix** is added to the end of a word to give the word a new meaning.

By becoming familiar with these prefixes and suffixes you can better answer all types of English questions, from vocabulary to reading comprehension.

<b>Prefix</b>	<b>Meaning</b>	<b>Suffix</b>	<b>Meaning</b>
pre-	before	-ette	small
post-	after	-ess	female
un-	not, opposite	-ize	make
in-	not	-ist	a person who
sub-	under	-ian	one who
inter-	between	-ish	having the quality of
mis-	not or bad	-less	without
dis-	not, opposite	-ous	having
trans-	across	-able	is, can be
anti-	against	-ness	having
pro-	in favor of	-or	one who
sub-	under	-ion	act of
super-	above	-en	made of

Understanding the following terminology will help you determine what the question asks for.

**Synonyms** are words that are the same in meaning.

**Antonyms** are words that are opposite in meaning.

**Verbs** are words that show action.

**Adverbs** are words that modify verbs.

**Nouns** are words that name a person, place, thing or idea.

**Pronouns** are words that take the place of one or more nouns.

**Adjectives** are words that modify or describe a noun or pronoun. They answer the questions what, which one, how much, and how many?

**Conjunctions** are words that join together words, phrases, clauses, or sentences.

**Prepositions** are words that show a relationship between a noun or pronoun and another word in the sentence, such as on, over, from, to, by, through, or between.

# GENERAL MATH

## KEY WORDS AND CONVERTING WORDS TO EQUATIONS

Sometimes math questions use key words to indicate what operation to perform. Becoming familiar with these key words will help you determine what the question is asking for.

OPERATION	OTHER WORDS WHICH INDICATE THE OPERATION
<b>Addition</b>	increased by; more than; combined together; total of; sum; added to. The symbol + means add
<b>Subtraction</b>	decreased by; minus; less; difference between/of; less than; fewer than. The symbol - means subtract
<b>Multiplication</b>	of; times; multiplied by; product of (For example $4 + 4 + 4$ equals $4 \times 3$ ). The symbols $\times$ and $\cdot$ both mean multiply.
<b>Division</b>	per; a; out of; ratio of; quotient of; percent (divide by 100). The symbol $\div$ means divide.
<b>Equal</b>	is; are; was; will be; gives; yields; sold for The symbol = means equal.
<b>Per</b>	divided by
<b>Percent</b>	divide by 100 The symbol % means percent.

Here are some examples of words converted to equations.

WORDS	EQUATIONS
What is the sum of 8 and y?	$8 + y$
4 less than y	$y - 4$
y multiplied by 13	$13y$
The quotient of y and 3	$y / 3$
The difference of 5 and y	$5 - y$
The ratio of 9 more than y to y	$(y + 9) / y$
Nine less than the total of a number (y) and two	$(y + 2) - 9$ or $y - 7$

## FRACTIONS

In order to accurately solve fraction problems, it is important to distinguish between the numerator and denominator.

**Numerator:** top number

**Denominator:** bottom number

### ADDING OR SUBTRACTING FRACTIONS

Adding or subtracting fractions with the same denominator is straightforward.

<b>SAMPLE</b>	$\frac{5}{13} + \frac{6}{13}$
<i>The denominator remains the same, Add the top numbers</i>	$\frac{5 + 6}{13}$
<i>Answer</i>	$\frac{11}{13}$

If you do not have a common denominator (see *SIMPLIFYING FRACTIONS*, below), make one by multiplying the first denominator and the second denominator together.

<b>SAMPLE</b>	$\frac{3}{5} + \frac{2}{7}$
<i>Find the common denominator by multiplying five by seven</i>	$5 \times 7 = 35$
<i>To get new numerators, multiply the numerator by the same number as the denominator was multiplied by</i>	$3 \times 7 = 21$ $2 \times 5 = 10$
<i>Insert the new numbers into the numerator and add the fractions</i>	$\frac{21}{35} + \frac{10}{35}$
<i>Answer</i>	$\frac{31}{35}$

### **MULTIPLYING FRACTIONS**

Multiply the numerator times the numerator and the denominator by the denominator.

<b>SAMPLE</b>	$\frac{1}{4} \times \frac{3}{5}$
	$\frac{1 \times 3}{4 \times 5}$
<i>Answer</i>	$\frac{3}{20}$

Simplify the fraction (see *SIMPLIFYING FRACTIONS*, below) before and after you multiply; this will simplify the problem. (The problem may be calculated without simplifying the fractions, but it will be harder to simplify at the end.)

<b>SAMPLE</b>	$\frac{12}{15} \times \frac{5}{6}$
<i>Simplify <math>\frac{12}{15}</math> by dividing both numbers by 3</i>	$\frac{12 \div 3}{15 \div 3} \times \frac{5}{6}$
	$\frac{4}{5} \times \frac{5}{6}$
	$\frac{20}{30}$
<i>Simplify by dividing by 10</i>	$\frac{20 \div 10}{30 \div 10}$
<i>Answer</i>	$\frac{2}{3}$

**DIVIDING FRACTIONS**

Since division is the opposite of multiplication, first invert (flip over) one fraction, then multiply.

<b>SAMPLE</b>	$\frac{1}{5} \div \frac{2}{3}$
<i>Invert <math>\frac{2}{3}</math> and multiply</i>	$\frac{1 \times 3}{5 \times 2}$
<i>Answer</i>	$\frac{3}{10}$

**SIMPLIFYING FRACTIONS**

Try dividing both the numerator and the denominator by each prime number.

- Use the rules of divisibility.
- Start with 2: Even numbers (ones that end with 2, 4, 6, 8, or 0) can be divided by two without a remainder.
- Then go to 3: Find the sum of the digits (add the digits together). If the sum can be divided by three then the number is divisible by 3.
- Next try 5: Numbers that end with 5 or 0 are divisible by five.
- Go on to 7, 11, 13, 17, and so on: Unfortunately, there is no easy way to determine whether the number will be divisible by these – you just have to try dividing by each. But you can stop trying when the number is smaller than the divisor.

<b>SAMPLE</b>	<b>Simplify</b> $\frac{26}{65}$
<i>Twenty-six can be divided by two without a remainder (because it is even), but 65 can't</i>	$26 \div 2 = 13$ YES $65 \div 2 = 32.5$ NO
<i>The digits do not add up to three</i>	$2 + 6 = 8 \div 3$ NO $6 + 5 = 11 \div 3$ NO
<i>Sixty-five can be divided by five without a remainder, but 26 can't</i>	$65 \div 5 = 13$ YES $26 \div 5 = 5.2$ NO
<i>Try 7</i>	$26 \div 7 = 3.7$ NO $65 \div 7 = 9.3$ NO
<i>Try 11</i>	$26 \div 11 = 2.4$ NO $65 \div 11 = 5.9$ NO
<i>Try 13 - and it works!</i>	$26 \div 13 = 2$ YES $65 \div 13 = 5$ YES
<i>Answer</i>	$\frac{2}{5}$

**WRITING A DECIMAL AS A FRACTION****SAMPLES**

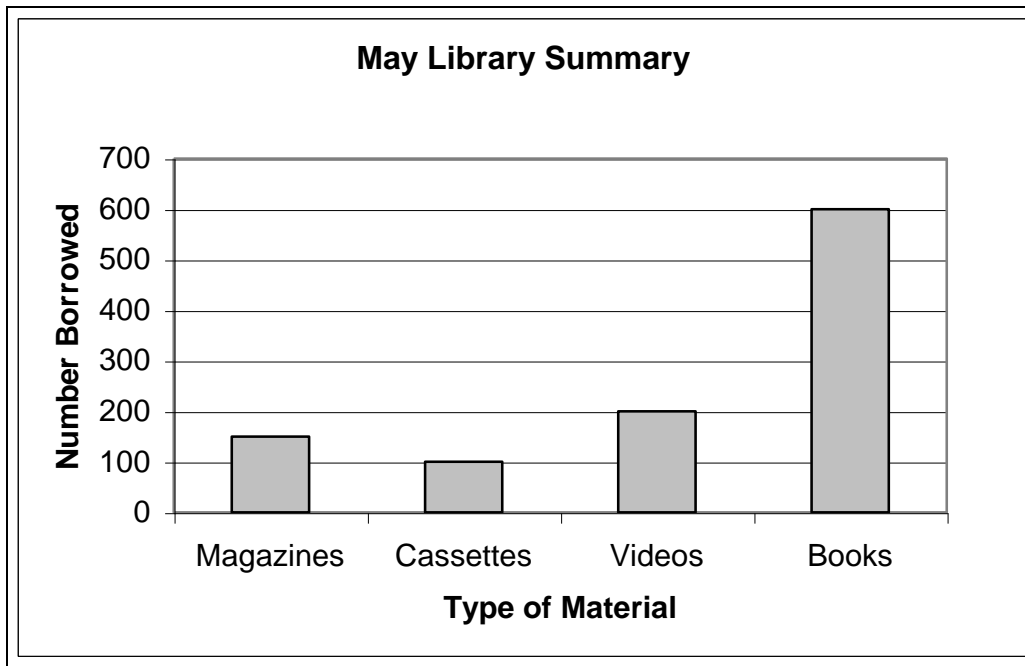
<b><i>Instructions</i></b>	<b>Decimal</b>	<b>Fraction</b>	<b>Final Answer</b>
<i>For a number in the tenths place, remove the decimal, divide by ten, and simplify</i>	<b>.5</b>	$\frac{5}{10}$	$\frac{1}{2}$
<i>For a number in the hundredths place, remove the decimal, divide by 100, and simplify</i>	<b>.05</b>	$\frac{5}{100}$	$\frac{1}{20}$
<i>For a number in the thousandths place, remove the decimal, divide by 1,000, and simplify</i>	<b>.005</b>	$\frac{5}{1,000}$	$\frac{1}{200}$

## READING TABLES AND CHARTS

Some questions test the ability to understand, interpret and use information in tables and charts. Often answering these questions depends on looking in the correct places for information. It is important to know that the horizontal row at the bottom is the x-axis and the vertical column on the left side is the y-axis.

### SAMPLES

Use this chart to answer the following questions.



According to the May Library Summary, what was the number of videos borrowed in May?

- a. 100
- b. 150
- c. 200
- d. 300

**Solution:** This question just requires you to extract information from the chart.

- Begin by determining what information the question asks for.
- Look for the number borrowed (on the left vertical column or y axis) for videos (a type of material found on the horizontal row at the bottom or x axis).
- Find the videos column, then look to the left and read the number that lines up with the top of the videos column.

Choice **a** is the number of cassettes borrowed in May; therefore, this choice is incorrect.

Choice **b** is the number of magazines that was borrowed in May; therefore, this choice is incorrect.

Choice **c** is correct because the top of the “videos” bar meets the line for 200.

Choice **d** does not correspond to any of the numbers on the chart; therefore, this choice is incorrect.

**According to the May Library Summary, what percent of the total number of items borrowed were cassettes and videos?**

- a. 9.52 %
- b. 19.05 %
- c. 28.57 %
- d. 35.00 %

**Solution:** This question requires you to extract information from the chart and then calculate a percentage.

- Begin by determining what information the question asks for: cassettes plus videos compared to the total number of materials borrowed.
- Add up all of the columns to obtain the total ( $150 + 100 + 200 + 600 = 1,050$ ).
- Find the cassettes and videos numbers ( $100 + 200 = 300$ ).
- Divide the number of cassettes and videos by the total and multiply by 100 ( $300 \div 1,050 = .2857 \times 100 = 28.57\%$ ).

Choice **a** is only the percentage of cassettes borrowed in May; therefore, this choice is incorrect.

Choice **b** is only the percentage of videos borrowed in May; therefore, this choice is incorrect.

Choice **c** is correct because the number of cassettes and videos (300) divided by the total (1,050) and multiplied by 100 is equal to 28.57.

Choice **d** is only the answer if, in the last step, 1,050 is divided by 300 and then multiplied by 10; therefore this choice is incorrect.



**STATISTICS**

Find the average (also known as the mean) by adding the sum of the data and dividing that sum by the number of data elements.

<b>SAMPLE</b>	<b>What is the average of 79, 67, 81, 99, 88, and 72?</b>
<i>The six data elements</i>	79, 67, 81, 99, 88, and 72
<i>Add the numbers</i>	$79 + 67 + 81 + 99 + 88 + 72 = 486$
<i>Divide by the number of data elements</i>	$486 \div 6$
<i>Answer</i>	<b>81</b>

**EXPONENTS**

An exponent is a superscript, or small number written at the top right corner of a number, variable, or parenthesis (for example,  $3^4$ ). This tells you to multiply 1 by the number as many times as the exponent says.

<b>SAMPLE</b>	<b>Simplify <math>3^4</math></b>
<i>Multiply one by three multiplied by itself four times</i>	$1 (3 \times 3 \times 3 \times 3)$
	$1 (81)$
<i>Answer</i>	<b>81</b>

<b>SAMPLE</b>	<b>Simplify <math>-3^4</math></b>
<i>The location of the negative sign is not contained inside the parentheses, so the sign will be attached at the end</i>	$-3^4$
<i>Simplify the exponent first</i>	$1 (3 \times 3 \times 3 \times 3)$
	$1 (81)$
	81
<i>Add the negative at the end</i>	- 81
<i>Answer</i>	<b>- 81</b>

<b>SAMPLE</b>	<b>Simplify <math>(-3)^4</math></b>
<i>The location of the negative sign is contained inside the parentheses, so</i>	$(-3)^4$
<i>instead of carrying down the negative sign, each three is made negative</i>	$1 (-3 \times -3 \times -3 \times -3)$
	$1 (81)$
	81
<i>Answer</i>	<b>81</b>

When multiplying exponents, add the superscripts

<b>SAMPLE</b>	<b>Simplify <math>x^{16}x^2</math></b>
<i>Add the superscripts <math>^{16}</math> and <math>^2</math></i>	$x^{16+2}$
<i>Answer</i>	<b><math>x^{18}</math></b>

When dividing exponents, subtract the superscripts:

<b>SAMPLE</b>	<b>Simplify</b> $\frac{x^6}{x^2}$
<i>Subtract the superscripts <sup>6</sup> and <sup>2</sup></i>	$x^{6-2}$
<i>Answer</i>	$x^4$

When raising a product to a power, multiply exponents:

<b>SAMPLE</b>	<b>Simplify</b> $(x^2x)^3$
<i>Multiply the exponent on each variable inside the parentheses by the exponent outside of the parentheses</i>	$x^{2 \times 3} x^{1 \times 3}$
<i>Add the superscripts</i>	$x^6 x^3$
<i>Answer</i>	$x^9$

### **SOME OTHER TIPS ON EXPONENTS**

- Anything to the zero power equals one:

<b>SAMPLE</b>	$1002^0 = 1$
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- Zero to any power except zero is always zero:

<b>SAMPLE</b>	$0^{1,250} = 0$ ; but $0^0 = 1$
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- For any number raised to the first power, simply remove the exponent:

<b>SAMPLE</b>	$1002^1 = 1002$
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- Ten to any power can be simplified by placing the number of zeros the exponent says after a one:

<b>SAMPLE</b>	$10^3 = 1,000$
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## PRE-ALGEBRA AND ALGEBRA

### SPECIAL NOTATION FOR MULTIPLICATION AND DIVISION WITH VARIABLES

Here are some examples of special notations and what they mean:

- $2b$  means  $2 \times b$
- $2(a + 5)$  means twice the sum of a number ( $a$ ) and five (add a number, represented by the letter  $a$ , to 5, then multiply by 2)
- $bc$  means  $b \times c$
- $4bc$  means  $4 \times b \times c$
- $d/5$  means  $d \div 5$

### ALGEBRA WORD PROBLEMS

In algebra you solve problems by essentially making two groups, one for each side of an equation. An unknown number or value is represented by a letter (for example:  $x$ ).

#### BASIC STEPS

- 1) Define the variable
- 2) Translate the problem into an equation and plug in known values
- 3) Solve the equation
- 4) Go back to the problem and plug in the new value to obtain the answer

<b>SAMPLE</b>	<b>A car dealership has 15 new cars and 12 used cars. How many cars do they have?</b>
<i>Define the unknown variable</i>	Let $x$ = Total Cars
<i>Translate the problem into an equation and insert known values</i>	$15 + 12 = x$
<i>Solve the equation</i>	$27 = x$
<i>Answer</i>	<b>There are 27 Total Cars.</b>

### CONSECUTIVE INTEGER WORD PROBLEMS

<b>SAMPLE</b>	<b>Two consecutive numbers have a sum of 71. What are the numbers?</b>
<i>Define the unknown variables: Since two numbers are unknown, in order to solve it you must use only one variable (such as <math>x</math>) in the equation.</i>	Let $x$ = The first consecutive number Let $x + 1$ = The second consecutive number
<i>Translate the problem into an equation and insert known values</i>	$x + (x + 1) = 71$
<i>Solve the equation</i>	$x + (x + 1) = 71$
<i>Remove parentheses</i>	$2x + 1 = 71$

<i>Subtract 1 from each side</i>	$-1 + 2x + 1 = 71 - 1$ $2x = 70$
<i>Divide both sides by 2</i>	$\frac{2x}{2} = \frac{70}{2}$ $x = 35$
<i>Go back to the problem and insert new values</i>	35 = The first consecutive number $35 + 1 =$ The second consecutive number
<i>Answer</i>	<b>35 &amp; 36</b>

Other tips for consecutive number word problems:

- When solving for negative consecutive numbers, ignore the negative sign and do not do anything differently. Keep the x positive and when you have obtained your answer, add the negative sign.
- When solving for even or odd consecutive numbers, add a space to the equation. For example: The next consecutive number after 15 can be found by adding 1 to it. The next even/odd number can be found by adding 2.

<b>SAMPLE</b>	<b>Two consecutive ODD numbers have a sum of 40. What are the numbers?</b>
<i>Define the unknown variable</i>	Let x = The first consecutive odd number Let x + 2 = The second consecutive odd number
<i>Translate the problem into an equation and insert known values</i>	$x + (x + 2) = 40$
<i>Remove parentheses</i>	$x + x + 2 = 40$
<i>Solve the equation</i>	$2x + 2 = 40$
<i>Subtract 2 from each side</i>	$-2 + 2x + 2 = 40 - 2$
	$2x = 38$
<i>Divide both sides by 2</i>	$\frac{2x}{2} = \frac{38}{2}$ $x = 19$
<i>Go back to the problem and insert new value</i>	19 = The first consecutive odd number 21 = The second consecutive odd number
<i>Answer</i>	<b>19 &amp; 21</b>

## ORDER OF OPERATIONS

1. **Parenthesis and Brackets** from the inside out.
2. **Exponents** of numbers or parenthesis.
3. **Multiplication and Division** in the order they appear.
4. **Addition and Subtraction** in the order they appear.

<b>SAMPLE</b>	<b>Simplify the following expression: <math>2 + (3 - 1)3^2</math></b>
<i>Simplify parenthesis &amp; brackets from the inside out (subtract 1 from 3)</i>	$2 + (3 - 1) 3^2 =$ $2 + (2) 3^2$
<i>Simplify exponents (<math>3^2</math> becomes 9)</i>	$2 + (2) 3^2 =$ $2 + (2) 9$
<i>Simplify multiplication and division (multiply 2 and 9)</i>	$2 + (2) 9 =$ $2 + 18$
<i>Simplify addition and subtraction (combine like terms)</i>	$2 + 18 =$ $20$
<i>Answer</i>	<b>20</b>

## SIMPLIFYING EXPRESSIONS

1. **Combine like terms**
2. **Simplify multiplication**
3. **Distribute a number or sign in to parenthesis**
4. **Use the FOIL Method to multiply two or more parenthesis**
5. **Simplify Exponents of a number**

<b>SAMPLE</b>	<b><math>a \times a^4</math></b>
<i>The first a doesn't have a visible exponent, so its exponent is 1</i>	$a^1 \times a^4$
<i>Add the exponents</i>	$a^{1+4} =$ $a^5$
<i>Answer</i>	<b><math>a^5</math></b>

### 1. Combine like terms

Combine or add up all of the like terms.

Examples of like terms:

$2x, 45x, x, 0x, -26x, -x$  because they are all  $x$  with a coefficient

$15, -2, 27, 9043, 0.6$  because they are all constants

$3y^2, y^2, -y^2, 26y^2$  because they are all  $y^2$  with a coefficient

For comparison, below are a few examples of unlike terms:

$17x, 17z$  because they are different letter variables

$15y, 19y^2, 31y^5$  because they are different powers or exponents

$19x, 14xy$  because they both have the letter  $x$  but the second term has another variable in it

<b>SAMPLE</b>	<b><math>5x + 7x</math></b>
<i>Add like terms</i>	$5x + 7x = 12x$
<i>Answer</i>	<b><math>12x</math></b>

<b>SAMPLE</b>	<b><math>14a + 7 + 21a</math></b>
<i>Organize like terms together</i>	$14a + 21a + 7$
<i>Add like terms</i>	$14a + 21a + 7 = 35a + 7$
<i>Answer</i>	<b><math>35a + 7</math></b>

## 2. Simplify multiplication

### Same Variables

When multiplying same letter variables, keep the letter and add exponents.

<b>SAMPLE</b>	<b><math>a \times a</math></b>
<i>Neither a has a visible exponent, so their exponents are both 1</i>	$a^1 \times a^1$
<i>Add the exponents</i>	$a^{1+1} = a^2$
<i>Answer</i>	<b><math>a^2</math></b>

### Different Variables

<b>SAMPLE</b>	<b><math>y^5 \times a^2</math></b>
<i>The terms cannot be multiplied by simply adding the exponents because each multiplier is a different letter</i>	$y^5 \times a^2$
<i>Answer</i>	<b><math>y^5 a^2</math></b>

<b>SAMPLE</b>	<b><math>a^2 \times a^3 y^2</math></b>
<i>Add the exponents of <math>a^2</math> and <math>a^3</math></i>	$a^5 \times y^2$
<i>Answer</i>	<b><math>a^5 y^2</math></b>

## 3. Distribute a number or sign in to parenthesis

<b>SAMPLE</b>	<b><math>6(2 + 4a)</math></b>
<i>Remove parentheses and multiply each term by six</i>	$(6 \times 2) + (6 \times 4a)$
<i>Answer</i>	<b><math>12 + 24a</math></b>

**4. Use the FOIL Method to multiply two or more parenthesis**

First - Multiply the first term in each parenthesis.

Outer - Multiply the outer term in each parenthesis.

Inner - Multiply the inner term in each parenthesis.

Last - Multiply the last term in each parenthesis.

<b>SAMPLE</b>	<b>(3 + 7x) (6 + 2x)</b>
<i>Multiply the first term</i>	(3 + 7x) (6 + 2x) = $6 \times 3 = 18$ 18
<i>Multiply the outer terms</i>	(3 + 7x) (6 + 2x) = $3 \times 2x = 6x$ 18 + 6x
<i>Multiply the inner terms</i>	(3 + 7x) (6 + 2x) = $7x \times 6 = 42x$ 18 + 6x + 42x
<i>Multiply the last terms</i>	(3 + 7x) (6 + 2x) = $7x \times 2x = 14x^2$ 18 + 6x + 42x + 14x <sup>2</sup>
<i>Combine like terms</i>	18 + 6x + 42x + 14x <sup>2</sup> = 18 + 48x + 14x <sup>2</sup>
<i>Answer</i>	<b>18 + 48x + 14x<sup>2</sup></b>

**5. Simplify Exponents of a number.**

See the EXPONENTS section for a review

**PRIME FACTORIZATION**

A **prime number** is a positive integer greater than one that can only be divided by itself and one. Some examples are 2,3,5,7,11,13, 17, and 19.

A **composite number** is a positive integer greater than one that has more than one divisor other than one and itself.

Some examples are 4,6,9,15, and 21.

One is neither a prime nor a composite number.



**WAYS TO OBTAIN THE PRIME FACTOR**

- Repeatedly divide by prime numbers.
- Choose any pair of factors and split these factors until all the factors are prime.
- Work backwards from the answers, seeing which one is BOTH only prime numbers, *and* produces the correct product

<b>SAMPLE</b>	<b>What is the prime factorization for 68?</b>
<i>Divide by 2 (a prime number)</i>	$68 \div 2 = 34$
<i>The correct way to represent prime factorization</i>	$2 \times 34$
<i>Divide 34 by 2 and you are left with 17 (a prime number)</i>	$34 \div 2 = 17$
<i>Answer</i>	$2 \times 2 \times 17$

**GREATEST COMMON FACTOR (GCF/GCD)**

The **greatest common factor** is the largest integer that is a common factor of all the given integers.

**FIND THE GCF BY:**

- Finding the prime factorization of each integer.
- The GCF is the product of all prime factors common to every number.

<b>SAMPLE</b>	<b>What is the greatest common factor of 8 and 44?</b>
<i>Find the prime factorization of each integer</i>	$8 = 2 \times 2 \times 2 \times 1$ $44 = 2 \times 2 \times 11 \times 1$
<i>List the common prime factors</i>	8: $2 \times 2 \times 1$ 44: $2 \times 2 \times 1$
<i>Multiply the common prime factors</i>	$2 \times 2 \times 1 = 4$
<i>Answer</i>	<b>4</b>

**LEAST COMMON DENOMINATOR (LCD/LCM)**

The **least common denominator** (multiple) is the smallest integer that is a common multiple (denominator) of the given integers.

**FIND THE LCD BY:**

- Finding the prime factorization of each integer.
- Take the greatest power on **each** prime and multiply them to obtain the LCD.

<b>SAMPLE</b>	<b>What is the least common denominator of 12, 50, and 90?</b>
<i>Find the prime factorization of each integer</i>	12 = $2 \times 2 \times 3 \times 1$ 50 = $2 \times 5 \times 5 \times 1$ 90 = $2 \times 3 \times 3 \times 5 \times 1$
<i>List the prime factors with the greatest power of all the given integers</i>	12: $2^2$ 50: $5^2$ 90: $3^2$
<i>Multiply the prime factors</i>	$2^2 \times 5^2 \times 3^2$
<i>Answer</i>	<b>900</b>

## **FACTORING**

Factoring is writing a math expression as a product of factors. For example: writing 14 as (2)(7), where 2 and 7 are factors of 14. Factoring can also be done with trinomial and polynomial expressions.

- **FIRST**--always factor as much as you can! Often all terms in an expression have a common factor, first group the like terms and then find the greatest common factor and extract it (this is like the distributive law in reverse).

<b>SAMPLE</b>	<b>Factor <math>5x + 7x</math></b>
<i>x is a factor of both <math>5x</math> and <math>7x</math>, extract x and add the contents of the parentheses</i>	$x(5 + 7)$
<i>Answer</i>	<b><math>12x</math></b>

<b>SAMPLE</b>	<b>Factor <math>14a + 7 + 21a</math></b>
<i>Organize like terms</i>	$14a + 21a + 7$
<i>Since a is a factor of both <math>14a</math> and <math>21a</math>, extract a and add the content of the parentheses</i>	$a(14 + 21) + 7$
<i>Answer</i>	<b><math>35a + 7</math></b>

**TRINOMIALS**

- FIRST--always factor as much as you can! Often all terms in an expression have a common factor, first group the like terms and then find the greatest common factor and extract it (this is like the distributive law in reverse).
- Next Reverse the FOIL method to get the factored form:
  1. Set up a product of two expressions, where parentheses hold each of the two expressions.
  2. Find the factors that go in the first positions.
  3. Determine the sign for each expression by looking at the signs before the second and third terms in the trinomial:
    - two negative signs: the signs in each expression are opposite with the larger number being negative
    - two positive signs: the signs are both positive
    - negative then a positive: the signs are both negative
    - positive and negative: the signs are opposite and the larger number is positive
  4. Find the factors that go in the last positions.
- Check your work

<b>SAMPLE</b>	<b>Factor the trinomial: <math>x^2 - 4x - 32</math></b>
Reverse the FOIL method to get the factored form	$x^2 - 4x - 32$
Since $x$ multiplied by itself equals $x^2$ , place one $x$ in each parenthesis	$(x +/- \underline{\quad})(x +/- \underline{\quad})$
Since the signs on the 2 <sup>nd</sup> and 3 <sup>rd</sup> trinomial terms are both negative, the signs of the second term in each factor must be opposite	$(x - \underline{\quad})(x + \underline{\quad})$
What two numbers multiplied by one another would equal 32?	Possibilities: 32 and 1 16 and 2 8 and 4
Since the signs on the 2 <sup>nd</sup> and 3 <sup>rd</sup> trinomial terms are both negative, the larger multiple will have a negative sign	Possibilities: -32 and 1 -16 and 2 - 8 and 4
Out of the possibilities, which pair added to one another equals -4?	- 8 and 4
Plug these into the equation	$(x - 8)(x + 4)$
Check your work by using FOIL on the two factors	$x^2 - 8x + 4x - 32$
Simplify	$x^2 - 4x - 32$
Answer	<b><math>(x - 8)(x + 4)</math></b>

## POLYNOMIALS

There is no shortcut to factoring polynomials. First memorize some special types of polynomials, and then practice. Here are some extremely useful polynomial identities:

Perfect squares

$$a^2 + 2ab + b^2 = (a + b)^2$$

$$a^2 - 2ab + b^2 = (a - b)^2$$

Difference of squares

$$a^2 - b^2 = (a + b)(a - b)$$

Others

$$(a + b) \times c = ac + bc$$

$$(a - b) \times c = ac - bc$$

$$a^3 + b^3 = (a + b)(a^2 - ab + b^2)$$

$$a^3 - b^3 = (a - b)(a^2 + ab + b^2)$$

## STRATEGIES

- **FIRST**--always factor as much as you can! Often all terms in an expression have a common factor, first group the like terms and then find the greatest common factor and extract it (this is like the distributive law in reverse).
- Look for perfect squares:  
 $a^2 + 2ab + b^2 = (a + b)^2$   
 $a^2 - 2ab + b^2 = (a - b)^2$
- Look for the difference of squares:  
 $a^2 - b^2 = (a + b)(a - b)$
- Factor by trial and error
- Reverse the FOIL method to get the factored form:
  1. Set up a product of two expressions, where parentheses hold each of the two expressions.
  2. Find the factors that go in the first positions.
  3. Find the factors that go in the last positions.
- Check your work

<b>SAMPLE</b>	<b>Factor <math>a^2 - 81</math></b>
<i>Since <math>9^2 = 81</math>, this looks like a difference of squares</i>	$(a + 9)(a - 9)$
<i>Check your work by using FOIL</i>	$a^2 + 9a - 9a - 81$
<i>The positive and negative <math>9a</math> cancel each other out</i>	$a^2 - 81$
<i>Answer</i>	<b><math>(a + 9)(a - 9)</math></b>

<b>SAMPLE</b>	<b>Factor <math>3x^2 + 9x + 6</math></b>
<i>Factor out 3</i>	$3(x^2 + 3x + 2)$
<i>Factor by trial and error, since the second and third term in the parentheses are positive, the signs in each factor must be positive</i>	$3(x + \underline{\quad})(x + \underline{\quad})$
<i>What two numbers multiplied by one another would equal 2 and added to one another would equal 3? How about 2 and 1?</i>	$3(x + 2)(x + 1)$
<i>Check your work by using FOIL on the two factors in parentheses</i>	$3(x^2 + 2x + 1x + 2)$
<i>Simplify</i>	$3(x^2 + 3x + 2)$
<i>Distribute the 3</i>	$3x^2 + 9x + 6$
<i>Answer</i>	<b><math>3(x + 2)(x + 1)</math></b>

## SAMPLE ALGEBRA PROBLEMS

<b>SAMPLE</b>	<b>Name the like terms in <math>7s + 9y + y</math></b>
<i>Answer</i>	<b><math>9y, y</math></b>

<b>SAMPLE</b>	<b>Explain why <math>7a + 8z - 9x</math> is in simplest form.</b>
<i>Answer</i>	<b>It has no like terms and no parentheses.</b>

<b>SAMPLE</b>	<b>Explain why <math>6 + 2(x - 4)</math> is not in simplest form.</b>
<i>Answer</i>	<b>The two has not been distributed to the terms in the parentheses, and then simplified by combining like terms.</b>

<b>SAMPLE</b>	<b>Simplify <math>r + 3(s + 7r)</math></b>
<i>Distribute the 3 to the contents of the parenthesis</i>	$r + 3(s) + 3(7r) =$ $r + 3s + 21r$
<i>Organize like terms</i>	$1r + 21r + 3s$
<i>Combine like terms</i>	$1r + 21r + 3s =$ $22r + 3s$
<i>Answer</i>	<b><math>22r + 3s</math></b>

<b>SAMPLE</b>	<b>Simplify <math>8 + (-7)</math></b>
<i>Adding a negative number is the same as subtracting that number</i>	$8 - 7$
<i>Answer</i>	<b>1</b>

<b>SAMPLE</b>	<b>If <math>14 = j - (-20)</math>, what is the value of <math>j</math>?</b>
	$14 = j - (-20)$
<i>Subtracting a negative number is the same as adding a positive number</i>	$14 = j + 20$
<i>Subtract 20 from both sides</i>	$-20 + 14 = j + 20 - 20$
<i>Answer</i>	<b><math>-6 = j</math></b>

<b>SAMPLE</b>	<b>How is the product <math>3 \times 3 \times 3</math> expressed in exponential notation?</b>
<i>Set up the equation</i>	$3^1 \times 3^1 \times 3^1$
<i>When multiplying, add the exponents</i>	$3^{1+1+1}$
<i>Answer</i>	<b><math>3^3</math></b>

<b>SAMPLE</b>	<b>What is the value of <math>3t^5</math> if <math>t = 2</math>?</b>
<i>Replace <math>t</math> with 2</i>	$3(2^5)$
<i>Simplify exponents</i>	$3(2 \times 2 \times 2 \times 2 \times 2)$
	$3(32)$
<i>Answer</i>	<b>96</b>

<b>SAMPLE</b>	<b>Simplify <math>2(a + 5)</math></b>
<i>Distribute the 2 to parenthesis</i>	$2(a) + 2(5)$
<i>Answer</i>	<b><math>2a + 10</math></b>

<b>SAMPLE</b>	<b>Simplify <math>(-4a^5b)(8a^2)</math></b>
<i>Multiply like terms beginning with -4 and 8</i>	$-32(a^5b)(a^2)$
<i>Multiply <math>a^5</math> and <math>a^2</math></i>	$-32(a^7)(b)$
<i>Answer</i>	<b><math>-32a^7b</math></b>

<b>SAMPLE</b>	<b>Solve <math>\frac{10}{y} = \frac{7}{y+3}</math></b>
<i>Cross multiply</i>	$10(y + 3) = 7y$
<i>Solve for <math>y</math>, begin by distributing the 10</i>	$10y + 30 = 7y$
<i>Combine like terms, begin by subtracting <math>10y</math> from both sides</i>	$-10y + 10y + 30 = 7y - 10y$
	$30 = -3y$
<i>Divide both sides by -3</i>	$\frac{30}{-3} = \frac{-3y}{-3}$
<i>Answer</i>	<b><math>-10 = y</math></b>

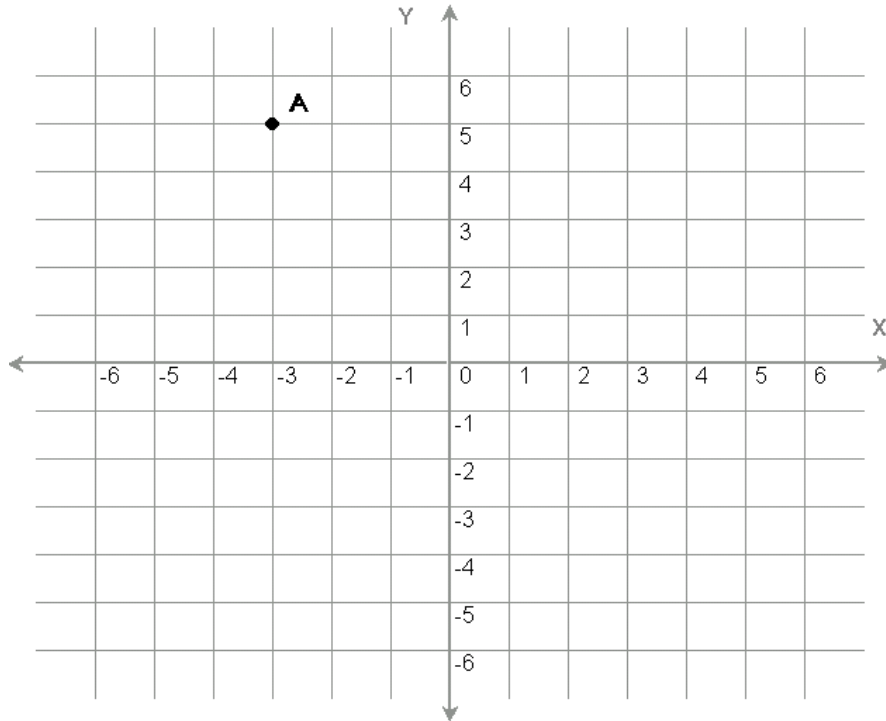
# THE COORDINATE SYSTEM

## GRID GRAPHS

The location of any point on a grid can be indicated by an **ordered pair** of numbers (X,Y) where X represents the number of units on the horizontal line stemming away from zero (called the x-axis), and Y represents the number of units on the vertical line stemming away from zero (called the y-axis). The X is always listed first, and the Y is always listed second in an ordered pair.

The numbers in an ordered pair are called **coordinates**.

For example if the x-coordinate is -3 and the y-coordinate is 5, the ordered pair for the point would be (-3,5).



## SLOPE COORDINATES

The **x-intercept** is the point where a line crosses the x-axis. It is found by setting  $y = 0$  and solving the resulting equation.

The **y-intercept** is the point where a line crosses the y-axis. It is found by setting  $x = 0$  and solving the resulting equation.

<b>SAMPLE</b>	<b>What are the coordinates of the x-intercept of the line <math>4y - x = 5</math>?</b>
<i>Set up the equation</i>	$4y - x = 5$
<i>Set <math>y = 0</math> and solve for <math>x</math></i>	$4(0) - x = 5$
	$-x = 5$
<i>Multiply both sides by -1</i>	$(-1)-x = (-1) 5$ $x = - 5$
<i>Answer</i>	<b><math>(- 5, 0)</math></b>



# GEOMETRY

## BASICS

- The angles of any four sided figure always add up to  $360^\circ$
- Two lines are **perpendicular** ( $\perp$ ) when they meet at a  $90^\circ$  angle
- Two lines are **parallel** ( $\parallel$ ) when they never intersect
- **Bisect** means to cut in half

## SQUARES

- Each of the 4 sides are always equal in length
- Each of the 4 angles is always equal to  $90^\circ$
- The area (A) of a square is found by squaring the measurement of one side
  - $A = s^2$
- Find the perimeter by adding up the length of all the sides
  - Perimeter =  $4s$

## RECTANGLES

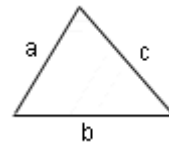
- Opposite sides are always equal
- Each of the 4 angles is always equal to  $90^\circ$
- The area of a rectangle is found by multiplying the rectangle's length by its width
  - $A = lw$
- Find the perimeter by multiplying the length by two and the width by two and adding those products
  - Perimeter =  $2l + 2w$

## CIRCLES

- There are  $360^\circ$  in a circle
- Radius = distance from the center to any point on the edge of the circle ( $r$ )
- Diameter = straight line distance from one point on the circle to another, passing through the center point ( $d$ )
- $\text{Pi} = 3.14$  (B)
- The area of a circle is found by multiplying Pi by the radius squared
  - $A = Br^2$
- Circumference is the distance around the outside of the circle, find it by multiplying two by Pi by the radius
  - Circumference =  $2Br$

## TRIANGLES

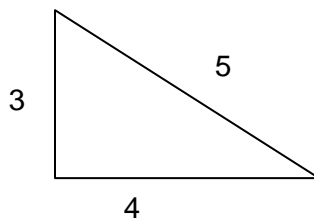
- Each of the 3 angles will always add up to  $180^\circ$
- On right triangles two sides intersect to form a  $90^\circ$  angle
- The area of a triangle is found by multiplying the triangle's base by its height and dividing the product in half
  - $A = \frac{1}{2} bh$
- Find the perimeter by adding up the length of all the sides



- A hypotenuse is the side of a right triangle that is opposite the right ( $90^\circ$ ) angle. By using the Pythagorean theorem one can find the length of an unknown side of a right triangle.
  - The Pythagorean Theorem is:  $a^2 + b^2 = c^2$ , where c equals the hypotenuse.

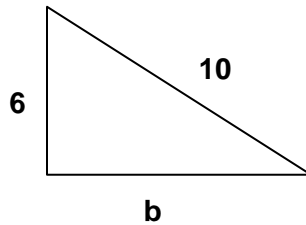
**SAMPLE**

In the right triangle below, the length of side  $a = 3$ , the length of side  $b = 4$  and the hypotenuse (side  $c$ ), has a length of 5. Using the Pythagorean Theorem ( $a^2 + b^2 = c^2$ ), we see that  $3^2 + 4^2 = 5^2$ .



**SAMPLE**

Determine the length of side  $b$ , given that side  $a = 6$  and side  $c = 10$



<i>Use the Pythagorean Theorem</i>	$a^2 + b^2 = c^2$
<i>Plug in known values</i>	$6^2 + b^2 = 10^2$
<i>Combine like terms (subtract <math>6^2</math> from both sides)</i>	$b^2 = 10^2 - 6^2$
<i>Simplify exponents (<math>1 \times 10 \times 10</math>) - (<math>1 \times 6 \times 6</math>)</i>	$b^2 = 100 - 36$
	$b^2 = 64$
<i>Obtain the square root of 64 (<math>b^2 = 8^2</math>)</i>	$\sqrt{b^2} = \sqrt{64}$
<i>Answer</i>	<b><math>b = 8</math></b>

# MATH DEFINITIONS

Use the following glossary to review math definitions and concepts.

## MATH GLOSSARY

### A

<b>Acute Angle</b>	An angle that is less than a right angle ( $90^\circ$ ).
<b>Angle</b>	A figure formed when two rays meet at their endpoints. The common endpoint is the vertex.
<b>Area</b>	The number of square units inside of a shape or needed to cover the surface.
<b>Average</b>	A number that is the sum of the terms in a group, divided by the number of terms in that group. An average is also referred to as a mean.

### B

<b>Base</b>	In $10^3$ , the base is 10. The base is used as a factor as many times as given by the exponent (3). That is $10^3 = 10 \times 10 \times 10$ .
<b>Bisect</b>	To divide something in two.

### C

<b>Circle Graph</b>	A type of statistical graph used to compare parts of a whole.
<b>Circumference</b>	Distance around a circle.
<b>Coefficient</b>	Any of the factors of a product considered in relation to a specific factor.
<b>Common Multiple</b>	A number that is a multiple of two or more numbers.
<b>Composite Number</b>	A positive integer greater than one that has more than one divisor other than one and itself.
<b>Congruent</b>	Congruent figures match or fit exactly and have the same size and shape.
<b>Consecutive</b>	"In order," usually from smallest to largest.
<b>Constant</b>	A number that is assumed not to change value.
<b>Coordinate of a Point</b>	A number associated with the point on a number line.

### D

<b>Decimal</b>	A number with one or more places to the right of the decimal point.
<b>Degree</b>	A unit of measure for an angle.
<b>Denominator</b>	The number below the fraction bar in a fraction.

**D**

<b>Diameter</b>	Any line segment that passes through the center of the circle connecting two points on the circle.
<b>Difference</b>	The answer in subtraction.
<b>Distributive Property</b>	For any numbers a, b, and c, $a(b + c) = ab + ac$ and $(b + c)a = ba + ca$ .
<b>Divisible</b>	A number is divisible by another number if the remainder is 0 after dividing.

**E**

<b>Equation</b>	An expression with a variable and an equal sign.
<b>Equivalent</b>	Fractions that name the same number. $1/2$ , $2/4$ , and $3/6$ are equivalent fractions.
<b>Estimate</b>	An approximate rather than an exact answer.
<b>Evaluate</b>	To find the value of an expression by replacing variables with numbers.
<b>Even number</b>	A number that ends in 0,2,4,6 or 8.
<b>Exponent</b>	In $10^3$ the exponent is 3. The exponent tells how many times the base, 10 is used as a factor. $10^3 = 10 \times 10 \times 10$ .

**F**

<b>Factor</b>	Numbers or symbols that when multiplied together form a product or that divide another number or symbol.
<b>Formula</b>	An equation that states a rule for the relationship between certain quantities.
<b>Fraction</b>	A number that shows part of a whole unit. Example: $1/2$

**G**

<b>Graph</b>	A drawing used to show information.
<b>Greater Than (&gt;)</b>	The symbol used to compare two numbers or equations when the greater number is on the left.
<b>Greater Than (<math>\geq</math>)</b>	The symbol used to compare two numbers or equations when the greater or equal number is on the left.
<b>Greatest Common Factor (GCF)</b>	The largest integer that is a common factor of all the given integers.
<b>Grid</b>	Parallel and perpendicular line segments on which points are plotted.

**H**

**Hundredth** One of 100 equal parts. In the decimal 0.86, the digit 6 is in the hundredths' place.

**I**

**Integer** All numbers but fractions.

**L**

**Least Common Denominator (LCD)** The smallest integer that is a common multiple (denominator) of the given integers.

**Less Than (<)** The symbol used to compare two numbers when the lesser number is on the left.

**Less Than or Equal To ( $\leq$ )** The symbol used to compare two numbers when the lesser or equal number is on the left.

**Line** A set of points that go on and on in both directions.

**Line Graph** A graph that connects points to show how data changes over time.

**Line Plot** A graph that shows data along a number line. Each x represents one number in the data set.

**Line Segment** Part of a line. It has two endpoints.

**M**

**Mean** A number that is the sum of the terms in a group, divided by the number of terms in that group. The mean is also known as the average.

**Median** The middle number in a set of data when the data are arranged in order from least to greatest.

**Mixed Number** A number containing a whole number part and a fraction part, such as  $2\frac{1}{2}$ .

**Mode** The number or numbers that occur most often in a collection of data.

**Multiple** The product of a whole number and any other whole number.

**Multiplication** An operation between two or more numbers, called factors, to find a product. For example,  $5 + 5 + 5$  is the same as  $5 \times 3$ .

**N**

**Negative Number** Any number less than zero.

**Number Line** A line that shows numbers in order.

**Numerator** The number above the fraction bar in a fraction.

O

**Odd Number** A number that ends in 1,3,5,7, or 9.

**Ordered Pair** A pair of numbers that give the location of points on a coordinate grid.

P

**Parentheses ( )** Grouping symbols. They can show which operation should be done first or multiplication in equations such as  $2(3 + 4) = 2 \times 7$ .

**Percent** A ratio with a denominator of 100. For example 5% and  $5/100$  name the same number.

**Perimeter** The distance around the outside of a figure.

**Perpendicular Lines** Lines that intersect to form right angles.

**Pi (B)** The ratio of the circumference of a circle to the diameter of a circle.  
 $B = 3.14$ .

**Plot** To locate and mark the point named by an ordered pair on a grid.

**Point** An exact location. Points are usually named with capital letters.

**Positive Number** Any number greater than zero.

**Prime Number** A positive integer greater than one that can only be divided by itself and one.

**Probability** The chance that an event will happen.

**Product** The answer in multiplication.

**Property of One for Division** Any number divided by 1 is that number. Any number except 0 divided by itself is 1.

**Property of One for Multiplication** The product of any number and 1 is that number.

Q

**Quotient** The answer in division.

R

**Radius** Any line segment that connects the center of a circle to a point on the circle.

**Range** The difference between the greatest number and the least number in a set of data.

**Ray** Part of a line. It has one endpoint and continues on and on in one direction.

**R**

<b>Rectangle</b>	A quadrilateral with both pairs of opposite sides parallel. There are four right angles.
<b>Remainder</b>	The number left over when division is complete.
<b>Right Angle</b>	An angle that equals $90^\circ$ .
<b>Rounding</b>	Expressing a number to the nearest ten, hundred, thousand, and so on.
<b>Rules of negative and positive when multiplying or dividing</b>	If there are an even amount of negative signs, the answer is positive. If there are an odd amount of negative signs, the answer is negative.

**S**

<b>Simplest form</b>	A fraction in which the only common factor of the numerator and denominator is one.
<b>Subtraction</b>	To take away one number from another.
<b>Sum</b>	The answer in addition.

**T**

<b>Tenths</b>	One or more of ten equal parts of a whole. In the decimal 0.86, the digit 8 is in the tenth's place.
<b>Triangle</b>	A polygon with 3 sides and 3 points of intersection.

**V**

<b>Variable</b>	A symbol that stands for a number.
<b>Vertex</b>	The point where two rays meet.
<b>Volume</b>	The amount of space inside a solid shape.

**X**

<b>x-axis</b>	The horizontal axis in a coordinate grid.
<b>x-coordinate</b>	The first number in an ordered pair.
<b>x-intercept</b>	The point where the line crosses the x-axis (when $y=0$ in an equation).

**Y**

<b>y-axis</b>	The vertical axis in a coordinate grid.
<b>y-coordinate</b>	The second number in an ordered pair.

Y

**y-intercept**                      The point where the line crosses the y-axis (when  $x=0$  in an equation).

Z

**Zero Property of Division**                      Zero divided by any number except zero is zero. You cannot divide a number by zero.

**Zero Property of Multiplication**                      The product of any number and zero is zero.



## **ABILITY TO ASSIST**

To study for questions related to the ability to assist in instruction, it is important to think about the role of a Paraeducator / Instructional Aide and to answer questions based on this role. Paraeducators / Instructional Aides should have knowledge of basic child guidance and development characteristics and principles and appropriate ways to manage student behavior.

Paraeducators / Instructional Aides also need to:

- Follow instructions provided by the teacher (verbal and written).
- Be positive when interacting with students, parents, and school personnel.
- Communicate and be respectful while interacting with students and families from diverse cultures.
- Keep student information confidential (personal information, test results, medical history, etc.).
- Tutor students (individually and in small groups).
- Watch and help students in other learning environments (library, computer lab).
- Score teacher-developed tests and file information accurately.

### **SAMPLE**

**When communicating with parents from a different culture, it is most important to**

- do all of the talking so they feel more comfortable**
- be respectful of the differences between your culture and theirs**
- realize that their level of communication is not as refined as yours**
- point out your cultural differences at the beginning of the conversation**

**Solution:** To answer this question, evaluate each choice.

Choice **a** is incorrect. Successful communication involves both speaking and listening.

Choice **b** is correct. Being respectful of cultural differences encourages open communication.

Choice **c** is incorrect. Being from another culture doesn't mean that their level of communication is better or worse than yours.

Choice **d** is incorrect. Pointing out cultural differences may create a negative communication environment. It is best to focus on similarities between both of you, such as concern for their child

## **WRITING SAMPLE**

For writing samples, you are given a topic to write on and instructions which clarify what to pay attention to while writing (this is called a prompt). Often there is a time limit as well.

Your handwriting needs to be CLEAR. If the reader has to spend time deciphering your writing, you may score lower.

Here are some other tips for completing the writing sample:

### **ORGANIZE YOUR THOUGHTS AND WRITE CLEARLY**

- Clearly cover all of the ideas suggested in the prompt.
- Give a clear sense of the purpose of your writing by beginning with a meaningful introductory sentence describing the topic
- A complete essay includes an introduction, a body, and a conclusion.
- Give specific details (don't include irrelevant details) and create concrete images and examples that support the topic and main points.
- Vary your sentences so the sample is appealing to read.
- Link your ideas.
- Know your audience and purpose and choose your language accordingly.

### **CORRECTLY USE CAPITAL LETTERS, PUNCTUATION, WORDS, AND SENTENCE STRUCTURE**

- Capitalize proper nouns and use "I".
- Use commas in a series.
- Do not depend on slang; use proper English (subject-verb agreement; case and reference of pronouns).
- Use clear sentences with few run-ons and few or no fragments.
- Begin and end sentences correctly.
- ALWAYS proofread for grammar, spelling, punctuation, and sentence structure errors.