



Live Online Course Welcome Guide

Welcome to *ManhattanGMAT!*

You are about to begin your ManhattanGMAT course. You probably have some questions and concerns about what we will do together over the next nine weeks. This *Welcome Guide* will explain what you can expect from your course and Instructors. Specifically, it will cover:

- I. Course Syllabus
- II. Materials
- III. ManhattanGMAT Resource Map
- IV. ManhattanGMAT Course Policies
- V. How to Get the Most from Your Course
- VI. The Structure and Content of the GMAT
- VII. The Testing Experience & Score Reporting

I. Course Syllabus

NINE-SESSION COURSE SYLLABUS		
<u>SESSION 1:</u>	<u>DUE:</u> 1. Full-length Exam <i>(Note: If not completed for session 1, please complete by session 2.)</i>	<u>CLASS SESSION:</u> A. Introductions B. Data Sufficiency: Methods C. Course Overview D. Sentence Correction: Methods E. Preparing to Face the GMAT I
<u>SESSION 2:</u>	<u>DUE:</u> 1. Complete <i>DS – Quick Elimination</i> Lab 2. Number Properties Guide (Complete, except Official Guide Problems) 3. Sentence Correction Guide: Chapters 1 – 2 (including OG problems)	<u>CLASS SESSION:</u> A. Sentence Correction: Subject - Verb B. Critical Reasoning: Argument Structure & Diagramming C. Math: Number Properties
<u>SESSION 3:</u>	<u>DUE:</u> 1. Complete <i>CR – Diagramming</i> Lab 2. Official Guide Problems: Number Properties 3. Sentence Correction Guide: Chapter 3 (including OG problems) 4. Equations, Inequalities, VICs Guide (Complete, except Official Guide Problems) 5. Critical Reasoning Guide: Chapters 1-2	<u>CLASS SESSION:</u> A. Sentence Correction: Parallelism B. Reading Comprehension: Short Passage C. Math: Equations, Inequalities, & VICs
<u>SESSION 4:</u>	<u>DUE:</u> 1. Complete <i>DS – Yes/No Testing</i> Lab 2. Official Guide Problems: Equations, Inequalities, & VICs 3. Reading Comprehension Guide: Chapters 1 - 3 4. Sentence Correction Guide: Chapter 4 (including OG Problems)	<u>CLASS SESSION:</u> A. Sentence Correction: Pronouns B. Reading Comprehension: Long Passage C. Data Sufficiency: Manipulations

<p><u>SESSION 5:</u></p>	<p><u>DUE:</u></p> <ol style="list-style-type: none"> 1. Complete <i>RC – Prove It</i> Lab 2. Word Translations Guide: Chapters 1-3, 6, 8 3. Reading Comprehension Guide (Complete) 4. Official Guide Problems: Reading Comprehension (Partial) 5. Sentence Correction Guide: Chapter 5 (including OG Problems) 	<p><u>CLASS SESSION:</u></p> <ol style="list-style-type: none"> A. Math: Word Translations: Part I B. Critical Reasoning: Assumptions
<p><u>SESSION 6:</u></p>	<p><u>DUE:</u></p> <ol style="list-style-type: none"> 1. Complete <i>Timing Strategy</i> Lab 2. Official Guide Problems: Word Translations (Partial) 3. Official Guide Problems: Reading Comprehension (Complete) 4. Word Translations Guide (complete) 5. Critical Reasoning Guide: Chapters 3-4 (including OG Problems) 	<p><u>CLASS SESSION:</u></p> <ol style="list-style-type: none"> A. Math: Word Translations: Part II B. The AWA Essays C. Sentence Correction: Modifiers D. Mid-Course Review
<p><u>SESSION 7:</u></p>	<p><u>DUE:</u></p> <ol style="list-style-type: none"> 1. Full-length Practice Exam #2 2. Official Guide Problems: Word Translations (Complete) 3. FDP's Strategy Guide (Complete, except Official Guide Problems) 4. Sentence Correction Guide: Chapter 6 (including OG Problems) 5. Read Official Guide Chapter 10: AWA 6. Complete <i>Writing Essays</i> Lab 	<p><u>CLASS SESSION:</u></p> <ol style="list-style-type: none"> A. Math: Fractions, Decimals, & Percents B. Sentence Correction: Verbs C. Critical Reasoning: Draw A Conclusion D. Preparing to face the GMAT II
<p><u>SESSION 8:</u></p>	<p><u>DUE:</u></p> <ol style="list-style-type: none"> 1. Complete <i>PS – Strategic Speed Guessing</i> Lab 2. Official Guide Problems: FDP's 3. Geometry Strategy Guide (Complete, except Official Guide Problems) 4. Sentence Correction Guide: Chapter 7 (including OG Problems) 5. Critical Reasoning Guide: Chapter 5 (including OG Problems) 6. Review Full-Length Practice Exams #1, 2 	<p><u>CLASS SESSION:</u></p> <ol style="list-style-type: none"> A. Math: Geometry B. Critical Reasoning: Strengthen/Weaken C. Sentence Correction: Comparisons

<p><u>SESSION 9:</u></p>	<p><u>DUE:</u></p> <ol style="list-style-type: none"> 1. Complete <i>DS – Rephrasing</i> Lab 2. Official Guide Problems: Geometry 3. Sentence Correction Guide: Chapter 8 (including OG Problems) 4. Critical Reasoning Guide: Chapters 6-7 (including OG Problems) 5. Full-length Practice Exam #3 	<p><u>CLASS SESSION:</u></p> <ol style="list-style-type: none"> A. Sentence Correction: Idioms, Odds & Ends, & Wrap Up B. Program Evaluation C. Critical Reasoning: Minor Types D. Preparing to Face the GMAT III E. End-of-Course Review
<p>POST COURSE:</p>	<ol style="list-style-type: none"> 1. Complete <i>SC: Split & Resplit</i> Lab 2. Sentence Correction Guide: Chapters 9-11 (including OG Problems) 3. Critical Reasoning Guide: Chapter 8 (including OG Problems) 4. Review Full-Length Practice Exam #3 	<p><u>Practice for Test:</u></p> <ol style="list-style-type: none"> A. Assess and Attack Your Weaknesses B. Customized Problem Sets C. Timed Random Drills D. Create and Practice Your Gameplan E. Practice Exams #4 and up F. GMATPrep/Focus/Write (as necessary)

II. Materials

Please check to make sure that you have received (either by mail or upon arrival at ManhattanGMAT) the following materials:

The Eight ManhattanGMAT Strategy Guides:

1. Number Properties
2. Equations, Inequalities, & VICs
3. Word Translations
4. Fractions, Decimals, & Percents
5. Geometry
6. Critical Reasoning
7. Reading Comprehension
8. Sentence Correction

The Official Guide for GMAT Review, 11th Edition

The Official Guide for GMAT Quantitative Review

The Official Guide for GMAT Verbal Review

Test Simulation Booklet and Marker

ManhattanGMAT Stopwatch

Multimedia Headset and Microphone

If you are missing any of these materials, please let us know ASAP. The *only* materials you need for class are a NOTEBOOK and a PEN/PENCIL. All other materials are for your home study.

III. ManhattanGMAT Resource Map

Core Resources

Need	Resource
Assistance in organizing your studies	Course Syllabus Study Organizer (#3) Official Guide Tracker (#3) Official Guide Online Stopwatch (#8)
Homework Materials	ManhattanGMAT Strategy Guides GMAC® Official Guides Online Labs (#4)
Missed a class or need to see it again	Pre-recorded versions of a nine session course (#5) Recorded versions of your personal class sessions via Elluminate (#6)
Practice Exams	ManhattanGMAT Computer Adaptive Practice Exams (#1) GMATPrep® (#12)

Extras

Need	Resource
Homework Help	Live Online Homework Help (Office Hours) (#10) ManhattanGMAT Online Forums (#9)
Instruction in Math Basics	ManhattanGMAT Foundation Workshops (#14)
Extra Practice	Eight ManhattanGMAT Question Banks (#2) The Challenge Problem Archive (#7) GMAT Focus™ (#13)
Essay Feedback	Online Essay Lab (#4) GMAT Write™ (#11)
Advanced Coursework	ManhattanGMAT Quest for 750 Advanced Workshops (Quant, DS & SC) (#15)

Logistics

Need	Resource
Logistical questions about your course	Call Student Services at 212-721-7400 or 1-800-576-4628
Questions about business school admissions, essays, networking	ManhattanGMAT Online Forums (#9)
Questions about the GMAT, GMAT content, or specific problems from our Strategy Guides	ManhattanGMAT Online Forums (#9)
A study group	ManhattanGMAT Online Forums (#9)

Resource Description	How to Access
<p>1. ManhattanGMAT Computer Adaptive Practice Exams <i>(six full-length tests)</i></p> <p>Six full-length computer adaptive practice exams are delivered online using ManhattanGMAT's proprietary computer adaptive online test engine. The exams adapt to your ability level by drawing from a bank of more than 1200 unique questions of varying difficulty levels written by ManhattanGMAT's expert Instructors, all of whom have scored in the 99th percentile on the Official GMAT. All questions reflect the most up-to-date GMAT content, including newly emphasized quantitative and verbal topics.</p> <p>You may choose to take the exams timed or untimed. Set the time by section (e.g., 75 minutes for the whole section), by question (e.g., 120 seconds per question), or take as long as you need.</p> <p>You will receive a score at the end of your exam - including a total score, scaled scores, and percentiles. Our scoring algorithm is carefully calibrated and continually refined by comparing students' scores on ManhattanGMAT exams with their results on Official GMAT exams. Our scoring algorithm does not artificially produce scores that are intentionally too low (or high), as other prep companies' exams do. Our aim is to provide you with practice exams and scores that are as accurate as possible.</p> <p>At the end of each exam, you will also be provided with an in-depth review: explanations to each question, time spent on each question, approximate difficulty level of each question (e.g., 600 - 700), the topic(s) tested by each question, and more. Our sophisticated reports enable you to hone in on your particular strengths and weaknesses.</p> <p>After completing your six adaptive exams, you may reset the question pool and take additional exams if you wish.</p>	<p>1) Log into the STUDENT CENTER through the ManhattanGMAT website using your username and password.</p> <p>2) Go to the 'Cat Exams' section of the 'Practice Center' tab.</p> <p>3) Click on the start link next to New Computer Adaptive Practice Exam.</p> <p>Our proprietary exam platform runs through your web browser so there is nothing to install or download. We explicitly support the Internet Explorer web browser, though most other web browsers should work as well.</p>

<p>2. Eight ManhattanGMAT Question Banks</p> <p>ManhattanGMAT Question Banks consist of 25 extra practice questions (with detailed explanations) that test the eight main topics covered in our Strategy Guides. You may use our online timer to practice your pacing by setting time limits for each question in the bank.</p> <p>All questions included in this resource are unique and not included anywhere else in our curricular materials.</p>	<ol style="list-style-type: none"> 1) Log into the STUDENT CENTER through the ManhattanGMAT website using your username and password. 2) Go to the 'Question Banks' section of the 'Practice Center' tab. 3) Click on the start link next to the desired Question Bank.
<p>3. Course Downloads</p> <p>This page contains several files that you will find useful during your course. These will be explained in more detail by your Instructors.</p> <p>Study Organizer: Highly detailed "to-do" list that you can filter and sort. Also tracks time spent on various activities.</p> <p>Official Guide Tracker: Tracks your accuracy and speed on problems from the Official Guide. Breaks down analyses by format, topic and subtopic.</p>	<ol style="list-style-type: none"> 1) Log into the STUDENT CENTER through the ManhattanGMAT website using your username and password. 2) Go to the 'Course Downloads' section of the 'Class Resources' tab. 3) Select the desired file.
<p>4. Online Labs</p> <p>ManhattanGMAT has created nine computer-based exercises designed to build speed skills for each question type. Each lab is roughly 60 to 90 minutes long, and your course syllabus includes the lab schedule.</p> <p><i>Important:</i> The labs are a vital part of the course! Each lab includes important material that is NOT covered by your Instructors! We strongly recommend that <i>you complete the practice lab before you begin on any of the week's other assigned homework.</i></p>	<ol style="list-style-type: none"> 1) Log into the STUDENT CENTER through the ManhattanGMAT website using your username and password. 2) Go to the 'Online Labs' section of the 'Class Resources' tab. 3) Select the desired lab.
<p>5. Pre-recorded Versions of all Nine Class Sessions</p> <p>A pre-recorded version of each of the nine sessions is available online. Use this resource to view missed classes and previously attended classes.</p>	<ol style="list-style-type: none"> 1) Log into the STUDENT CENTER through the ManhattanGMAT website using your username and password. 2) Go to the 'Class Recordings' section of the 'Class Resources' tab. 3) Select the desired recording.

<p>6. Recorded Versions of All Nine of Your Classroom Sessions</p> <p>Each of your nine class sessions with your assigned Instructors is recorded and accessible through Elluminate, our Live Online e-learning platform. Use this resource to view missed or previously attended classes. Each recording becomes available for review approximately 24 hours after that week's session ends.</p>	<p>(1) Log into the ELLUMINATE platform: http://elluminate.com/member.jsp</p> <p>(2) Click on the 'Utilities' tab on the top menu and select the 'Playback' icon.</p> <p>(3) Select the date of the recorded session you would like to watch and click 'View Recorded Session List'.</p> <p>(4) Select the name of the session you would like to watch and hit the 'Play' button.</p>
<p>7. The Challenge Problem Archive</p> <p>As a ManhattanGMAT student, you have access to our archive of Challenge Problems. These problems test the most difficult quantitative concepts. We regularly add new problems to this archive. Currently we have approximately 250 problems, each complete with a clear, detailed explanation.</p>	<p>1) Log into the STUDENT CENTER through the ManhattanGMAT website using your username and password.</p> <p>2) Go to the 'Challenge Problems' section of the 'Practice Center' tab.</p> <p>3) Select from the hundreds of provided questions.</p>
<p>8. Official Guide Online Stopwatch</p> <p>Use our online stopwatch to record your answers and keep time during your practice sets. Choose the overall time limit, target time per question, and total number of problems. As you complete the set, enter your answers into screens that look and feel like the real GMAT. At the end of your set, see a list of your answers, which can be exported into our Official Guide tracker (allowing you to avoid seeing the right answer for those you answered incorrectly). Additionally, for each question you will see how your timing compared to your per-question goal and how it affected your overall timing on the entire set.</p>	<p>1) Log into the STUDENT CENTER through the ManhattanGMAT website using your username and password.</p> <p>2) Go to the 'OG Stop Watch' section of the 'Practice Center' tab.</p>
<p>9. ManhattanGMAT Online Forums</p> <p>Interact with fellow students and ManhattanGMAT Instructors. On our forum you can ask and answer questions about the GMAT, as well as specific questions about our curriculum, b-school admissions, and much more. You can even find or form study groups.</p>	<p>Log into your ManhattanGMAT account and select 'Forums'.</p>

<p>10. Live Online Homework Help (Office Hours)</p> <p>As a registered ManhattanGMAT student, you are entitled to weekly office hours—free homework help where you work live online with one of our expert Instructors from your home or office.</p> <p>You can schedule one appointment (30 minutes) per week. Note: Only one appointment can be scheduled at a time.</p> <p>During your session, you will be able to discuss and diagram problems with an Instructor in an interactive online classroom. You are able to record these sessions to review at a later time.</p> <p>If you need additional help beyond your 30 minutes per week, you may sign up for Private Tutoring, either live online or in-person. Call us at 212-721-7400 or 1-800-576-4628 for details.</p> <p><i>Note: Unused office hours do NOT roll-over to subsequent weeks. If you do not use it, you lose it!</i></p>	<ol style="list-style-type: none"> 1) Log into the STUDENT CENTER through the ManhattanGMAT website using your username and password. 2) Go to the 'Office Hours' tab and select your desired date and time. You will then be asked to specify problems that you would like to review and a phone number for the Instructor to call. 3) A confirmation email is sent as a reminder, and includes instructions for downloading and accessing the live online platform used for office hours. Please follow the instructions to complete the online set-up in advance of your first session. 4) At the scheduled meeting time, an Instructor will call to confirm the start of your session. <p>You should be ready with:</p> <ol style="list-style-type: none"> (1) A computer connected to the Internet. (2) Your books open to the problems for which you have requested help.
<p>11. GMAT Write – Essay grading available from GMAC</p> <p>MBA.com's web-based essay writing practice tool "offers you real GMAT writing prompts along with feedback on how well your essays demonstrate your ability to think critically and communicate ideas". You'll receive two unique essay prompts: one analysis of an issue and one analysis of an argument. You may write each essay twice to see your progress.</p>	<ol style="list-style-type: none"> 1) Log into the STUDENT CENTER through the ManhattanGMAT website using your username and password. 2) Go to the 'Essay Codes' section of the 'Extras' tab to get your GMAT Write access code (one free code is included with your course).

<p>12. GMATPrep – Free exams available from GMAC</p> <p>Free practice exam software is available from GMAC, publishers of the GMAT and the Official Guide for GMAT Review books.</p>	<p>Go to www.mba.com to download.</p>
<p>13. GMAT Focus – Content-specific exams available from GMAC</p> <p>MBA.com’s GMAT Focus provides a unique bank of retired GMAT quantitative questions in an adaptive GMAT-like format. The material is organized in mini 24-question quant sections. According to GMAC, “There is no limit to the number of exams you can purchase. However, if you take the GMAT Focus exam more than four times you may see questions repeated.”</p>	<p>Go to www.mba.com to purchase.</p>
<p>14. ManhattanGMAT Foundations of Math Workshops (Live Online)</p> <p>The two Foundations of Math workshops are designed to reinforce basic math concepts and skills for those students who would benefit from a refresher. Together with numerous drills, each workshop provides a clear conceptual framework, allowing students to increase their accuracy, consistency and confidence on the math section of the GMAT.</p>	<p>Contact Student Services at 212-721-7400 or 1-800-576-4628 to sign up for one or both of these add-on workshops at a discounted student rate.</p>
<p>15. Quest for 750 Advanced Workshops (Live Online)</p> <p>The Quest for 750 is a series of high-level workshops for students who have mastered a great deal of content and aspire to achieve the highest possible GMAT score. Each workshop provides strategies for some of the most difficult quant or verbal problems on the GMAT as well as ample homework for practice. Three different workshops are offered: Quant, Data Sufficiency and Sentence Correction.</p>	<p>Contact Student Services at 212-721-7400 or 1-800-576-4628 to sign up for any of these add-on workshops at a discounted student rate.</p>

IV. ManhattanGMAT Course Policies

Score Guarantees

ManhattanGMAT does NOT make any score guarantees. One of the principles guiding ManhattanGMAT is the belief that, while we provide you with the structure for success, including a rigorous curriculum and outstanding teachers, most of the work must come from you. We are confident that if you apply yourself by completing all the assigned homework, coming prepared to every class, and taking advantage of the additional resources which we provide, you will meet your GMAT goals.

Refunds/Cancellations

All payments made to ManhattanGMAT are nonrefundable. Due both to the proprietary nature of our materials and our limited class size, we are not able to provide refunds to students for any reason. This applies both to deposits and any other tuition payments.

Switching into Another Class

If you are enrolled in a course that has not yet begun, you may switch into another course with no penalty by contacting Student Services at least 48 hours prior to the start of the class you are currently enrolled in. If your course has already begun, you can switch into another upcoming course for a \$300 fee. Unfortunately, due to the strict class sizes we enforce, we cannot make any exceptions to this rule. However, you do have access to two complete sets of class recordings (a pre-recorded set of classes and recordings of your own course) in case you need to fill in any content gaps. You have access to these recordings for 3 months following the end of your course. Finally, if you believe you cannot make up the course work through the above options, you may retake the course at a discounted rate.

Retaking the Course

If you have completed a 9-session course, you are eligible to retake a course for a discounted fee. If you would like to retake a Live Online course, you can pre-pay \$600 to guarantee yourself a spot in any upcoming course. Or, you can pay \$300 to retake a Live Online course that has not sold out after its first session.

V. How to Get The Most From Your ManhattanGMAT Course

Attend Class (no matter what!)

Come to every ManhattanGMAT class and come prepared. Classroom instruction is the single most important factor leading to GMAT success, principally because of our outstanding teachers. It is imperative that you come to EVERY class as the material is taught in a way that is NOT covered in any book. Our Instructors do not simply review the material that you have practiced during the week; they apply the concepts to real GMAT problems, teaching a variety of strategies for you to use on test day.

You will get the most out of class and the course by completing the assigned homework before coming to class. Our class presentations presuppose that you have done the assigned reading and are already familiar with certain key concepts. **However, even if you do not complete the homework assignment, come to class anyway as it will prove valuable.** Don't use the "I didn't feel prepared" excuse for missing class.

Each ManhattanGMAT class session typically covers 3 topic areas in depth. The material is covered through Instructor presentations and group exercises designed to be both challenging and engaging. The focus of the sessions is always on real GMAT problems that have actually appeared on past exams.

Prioritizing Your Homework

We do recognize that you have professional and personal obligations that may make it impossible for you to finish all the assigned homework. As such, use the following guide to help you prioritize your homework assignments.

In general, emphasize quant homework first. This is because class lectures assume you have familiarized yourself with the quant material before we cover it in class. By contrast, verbal homework is typically assigned after we cover it in class.

Otherwise:

If you know your strengths and weaknesses (from CAT data, previous GMAT experience, etc.):

For your weaknesses:

1. Carefully read the Strategy Guide and do the In Action problems.
2. Watch any related online labs.
3. Complete the assigned Official Guide problems. Carefully note both In Action and Official Guide problems that confuse you, you answer incorrectly, or take you too long.
4. Thoroughly review the problems you noted. Use your Office Hours if needed.

If quant is your weakness, make it a priority to read the Strategy Guide homework before each class so that you understand the basics.

If basic algebra and/or number concepts confuse you, consider signing up for our Foundations of Math workshops **ASAP**. Talk to your Instructors to find out if this might be helpful for you.

For your strengths:

Skim the Strategy Guide homework, looking for topics you might not know. Then do the In Action problems. If a problem confuses you or you get it wrong, go back and read the section on the related topic(s). Do the Official Guide problems; using the relative ordering by difficulty employed by the Official Guide, target questions that are near your score band.

If you do NOT yet know your strengths and weaknesses, or cannot finish the homework for just one week:

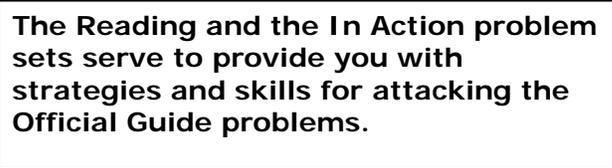
1. Complete the weekly LAB before doing anything else.

2. Then, work through the following:

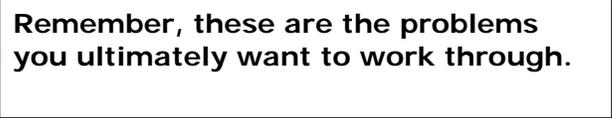
A. READING in the Strategy Guides.

B. IN ACTION problem sets in the Strategy Guides (designed to build skills in each specific content area)

C. OFFICIAL GUIDE problem sets (real problems that have appeared on past GMAT exams)



The Reading and the In Action problem sets serve to provide you with strategies and skills for attacking the Official Guide problems.



Remember, these are the problems you ultimately want to work through.

For the assigned In Action problems, it is not necessary to do every problem in every problem set. Each problem set is designed to build up one particular skill. If you have already mastered a particular skill, then do not bother doing the problem set. Do only as many problems as you need to master the skill.

Note that each In Action problem set is arranged roughly in ascending order of difficulty. Try to balance your time among all three types of work (A, B, C), keeping in mind that the Official Guide problem sets (C) are the most important. If you are pressed for time, try to do a little bit of each (as opposed to spending all your time Reading and no time working through problems).

3. Take exams according to the schedule on the syllabus.

4. If you have extra time left over, work through the difficult math problems in the Challenge Problem Archive online, or get a jump on the next week's homework.

Catching Up On Missed Work

If you fall behind in your work, do NOT try to catch up all at once. It is better for you to do the work for the upcoming session and go back at a later point to make up the work you were unable to finish for previous classes. For example, if you were unable to complete the work for Session 4, you should complete the work for Session 5 so that you can get the most from Session 5. Otherwise, you will always be one step behind for the rest of the course.

Ultimately, you may need to play catch-up *after* the course. However, in terms of maximizing your in-class experience, it is NOT advisable to play catch-up during the course itself.

General Study Suggestions

The most effective students make the most of their precious study time. Here are some general suggestions:

1. ALWAYS practice Official Guide problems with a stopwatch. NEVER practice In Action problems with a stop watch.
2. For In Action problems in Strategy Guides and when practicing individual Official Guide questions, check the solution AFTER EACH PROBLEM.
3. For timed drills of groups of Official Guide questions, check solutions after completing the ENTIRE SET
4. Practice consistent scrap paper techniques as if it were test day.
5. Track your work in an organized fashion (notebook, OG Tracker). Keep a list of questions that you answer wrong, take you too long, or simply confuse you. Review these problems thoroughly; figure out what you did not understand, come up with alternate solution strategies, solve it again about a week later to "seal in" the learning, and then one more time a few weeks later to make sure.
6. Practice more frequently for shorter periods, NOT less frequently for longer periods.
7. Review your work, not just the answer, for EVERY problem. Even the problems you understand have something to teach you. Do you know alternate solution strategies? Do you understand the traps? Can you solve it faster?

VI. The Structure & Content of the GMAT

The chart below lays out the structure of the GMAT and the time allotted per section:

The Format of the GMAT	# of Questions	Time
The AWA Essays Analysis of an Argument Analysis of an Issue	1 1	30 min. 30 min.
Optional Break		10 min.
Quantitative Problem Solving (22) Data Sufficiency (15)	37	75 min.
Optional Break		10 min.
Verbal Sentence Correction (14-15) Critical Reasoning (13 -14) Reading Comprehension (13-14)	41	75 min.
Total Time		3 hours 30 min. (plus breaks)

The following pages delve into each exam section in-depth. Each question type is described in detail and accompanied by an annotated image that will help you understand its particular format.

Please note that all images are taken from PowerPrep® software. PowerPrep is the predecessor to GMATPrep, the practice testing software available from GMAC, which is not affiliated in any way with ManhattanGMAT.

The AWA (Essay Section)

The AWA consists of two 30-minute essays: (1) Analysis of an Argument and (2) Analysis of an Issue.

These essays do NOT count towards your overall score out of 800. Instead, they are scored separately on a 6-point scale (0 = lowest / 6 = highest). Your essay score will appear on the official score report sent to the schools to which you apply.

There are 115+ potential essay topics for each essay type. Most of these topics can be found in the back of *The Official Guide for GMAT Review*. The topics you will see on test day will likely be taken from these lists.

We will discuss the essays in depth in Session 6. You will have an opportunity to practice writing essays and to get feedback through GMAT Write, MBA.com's web-based essay writing practice tool.

The screenshot shows the GMAT Test - Section 2: Analytical Writing 2 interface. At the top, a teal header displays the time '00:29' and the section title. Below this, a white box contains instructions: 'Read the statement and the instructions that follow it, and then make any notes that will help you plan your response. Begin typing your response in the box at the bottom of the screen.' The main content area features a quote: '“The presence of a competitor is always beneficial to a company. Competition forces a company to change itself in ways that improve its practices.”' Below the quote, the task is defined: 'Discuss the extent to which you agree or disagree with the opinion stated above. Support your views with reasons and/or examples from your own experience, observations, or reading.' A callout bubble labeled 'The Task.' points to this instruction. Below the task, a large white text area is labeled 'Space to write your essay.' To the right of this area, a vertical toolbar contains buttons for 'Cut', 'Paste', and 'Undo'. A callout bubble points to these buttons, stating: 'Available commands. Notice that spell-check and grammar-check are NOT available!'. At the bottom of the screen, a teal navigation bar contains several buttons: 'Test Quit', 'Section Exit', 'Time' (with a clock icon), 'Help' (with a question mark icon), 'Answer Confirm', and 'Next' (with a right arrow icon). A callout bubble at the top right points to the quote, stating: 'The Topic. (This is the ISSUE essay).'

Problem Solving (Quantitative)

These are "classic" multiple-choice math problems. There are 5 choices – you select one. There are approximately 22 of these problems in the quantitative section (out of 37 total).

We divide all the quantitative questions into 5 general CONTENT areas:

- Number Properties (Session 2)
- Equations, Inequalities, and VICs (Session 3)
- Word Translations (Sessions 5 & 6)
- Fractions, Decimals, and Percents (Session 7)
- Geometry (Session 8)

There is also a Problem Solving lab on Strategic Speed Guessing.

Our Problem Solving philosophy centers on identifying the concept being tested in order to select the best strategy for solving the problem. Is it a probability question? Is it a rate problem? Each type requires a different approach and we will show you how to determine which approach is best.

The screenshot shows a GMAT Test interface. At the top, a teal header bar contains the time '01:14', the section title 'GMAT Test - Section 3: Quantitative', and the question number '3 of 37'. The main content area is white with a black border. It contains a word problem: 'On 3 sales John has received commissions of \$240, \$80, and \$110, and he has 1 additional sale pending. If John is to receive an average (arithmetic mean) commission of exactly \$150 on the 4 sales, then the 4th commission must be'. Below the problem are five radio button options: '\$164', '\$170', '\$175', '\$182', and '\$185'. A speech bubble points to the problem text, stating: 'The Problem. (22 of the 37 quantitative questions appear in this Problem Solving format.)'. Another speech bubble points to the answer choices, stating: '5 answer choices. When answer choices are numbers, they are listed in ascending order.' At the bottom, there is a navigation bar with buttons for 'Test Quit', 'Section Exit', 'Time', 'Help', 'Answer Confirm', and 'Next'.

Data Sufficiency (Quantitative)

This math format is unique to the GMAT. You are given a question and two pieces of information. Your task is to determine whether the information provided is sufficient to answer the question asked. Approximately 15 of the 37 math questions are in this format.

Because they are unfamiliar to most students, Data Sufficiency problems usually present a greater challenge than Problem Solving problems. In fact, students who are "good" at Data Sufficiency are usually "good" at Problem Solving, but the reverse is not always the case!

Therefore, you should make sure to allot ample time for studying and practicing Data Sufficiency. It is not a skill you can pick up on the fly. In fact, if you have time to work on only 3 math questions tomorrow, 2 of them should be Data Sufficiency.

There are 2 Data Sufficiency lessons in the course (Session 1 *DS Basics & Rephrasing* and Session 4 *DS Manipulations*). There are also 3 Data Sufficiency labs: one on Quick Elimination, one on Yes/No Testing, and one on Rephrasing. Finally, there are special Data Sufficiency sections in each math Strategy Guide.

The screenshot shows a GMAT Test interface for Section 3: Quantitative, question 12 of 37, with a timer at 01:14. The question stem asks how long it will take to fill a rectangular swimming pool with water. Two statements are provided: (1) Water will be pumped in at the rate of 240 gallons per hour (1 cubic foot = 7.5 gallons), and (2) The pool is 60 feet long and 25 feet wide. The answer choices are: (A) Statement (1) ALONE is sufficient, but statement (2) alone is not sufficient. (B) Statement (2) ALONE is sufficient, but statement (1) alone is not sufficient. (C) BOTH statements TOGETHER are sufficient, but NEITHER statement ALONE is sufficient. (D) EACH statement ALONE is sufficient. (E) Statements (1) and (2) TOGETHER are NOT sufficient. Callouts explain that the question stem and the two statements provide the information, and that the five answer choices are standard for every Data Sufficiency problem. The interface includes buttons for Test/Quit, Section/Exit, Time, Help, Answer/Confirm, and Next.

01:14 GMAT Test - Section 3: Quantitative 12 of 37

The Question Stem. (15 of the 37 quantitative questions appear in this Data Sufficiency format.)

An empty rectangular swimming pool has uniform depth.
How long will it take to fill the pool with water?

(1) Water will be pumped in at the rate of 240 gallons per hour (1 cubic foot = 7.5 gallons).

(2) The pool is 60 feet long and 25 feet wide.

The TWO statements (or clues) provide information.

These same 5 answer choices appear in this exact order for EVERY Data Sufficiency problem.)

Statement (1) ALONE is sufficient, but statement (2) alone is not sufficient.

Statement (2) ALONE is sufficient, but statement (1) alone is not sufficient.

BOTH statements TOGETHER are sufficient, but NEITHER statement ALONE is sufficient.

EACH statement ALONE is sufficient.

Statements (1) and (2) TOGETHER are NOT sufficient.

Test Section Time ? Answer Help Confirm Next

Critical Reasoning

These questions test your ability to analyze the logic of an argument. You will be given a short argument and asked a question about its logic. You will have to select the best of five potential answers. Roughly 13 or 14 of the 41 verbal questions will be in this format.

Our Critical Reasoning philosophy centers on understanding the underlying structure of each argument and developing the ability to *diagram* each argument quickly and effectively. A diagram is a list of numbered and labeled points that you write on your scrap paper. Writing is the key to unpacking each Critical Reasoning argument.

In Session 2, you will learn about Argument Structure and how to Diagram. In Sessions 5, 7, 8, and 9, you will learn about each of the CR question types: Find the Assumption, Draw A Conclusion, Strengthen or Weaken the Conclusion, and Minor Question Types.

There is also a Critical Reasoning lab exercise on Diagramming.

01:13 GMAT Test - Section 4: Verbal 19 of 41

The Argument, which is usually 2 to 4 sentences long.

A proposed change to federal income tax laws would eliminate deductions from taxable income for donations a taxpayer has made to charitable and educational institutions. If this change were adopted, wealthy individuals would no longer be permitted such deductions. Therefore, many charitable and educational institutions would have to reduce services, and some would have to close their doors.

The Question.

The argument above assumes which of the following?

The 5 answer choices. Each choice is one sentence.

- Without the incentives offered by federal income tax laws, at least some wealthy individuals would not donate as much money to charitable and educational institutions as they otherwise would have.
- Money contributed by individuals who make their donations because of provisions in the federal tax laws provides the only source of funding for many charitable and educational institutions.
- The primary reason for not adopting the proposed change in the federal income tax laws cited above is to protect wealthy individuals from having to pay higher taxes.
- Wealthy individuals who donate money to charitable and educational institutions are the only individuals who donate money to such institutions.
- Income tax laws should be changed to make donations to charitable and educational institutions the only permissible deductions from taxable income.

Test Section Time
Quit Exit

? Help Answer Confirm Next

Sentence Correction

A complete sentence is presented with a portion of the sentence underlined. 5 answer choices follow (1 presenting the underlined portion as written and 4 presenting alternative versions), and you are asked to pick the grammatically correct answer. Approximately 14 or 15 of the 41 verbal questions are in this format.

Our Sentence Correction philosophy centers on learning the rules for every grammatical principle tested on the exam. We want you to get away from total reliance on your ear, since your ear ("it sounds better") is not as much of a stickler as your brain. For homework after session 1, you will begin reading about Sentence Correction: Grammar, Meaning, Concision. Almost all classroom lessons and subsequent homework assignments will delve into one of the following grammatical topics:

- Basics
- Subject-Verb Agreement
- Parallelism
- Pronouns
- Modifiers
- Verbs (Tense, Voice, and More)
- Comparisons
- Idioms and Odds & Ends

There is also a Sentence Correction lab exercise on Splitting and Resplitting.

01:14 GMAT Test - Section 4: Verbal 7 of 41

You are asked to evaluate the UNDERLINED portion of the sentence.

It has been estimated that the annual cost to the United States of illiteracy in lost industrial output and tax revenues is at least \$20 billion a year.

Answer choices two through five present alternate versions of the underlined portion of the sentence.

The FIRST answer choice is always the same as the original sentence.

- the annual cost to the United States of illiteracy in lost industrial output and tax revenues is at least \$20 billion a year
- the annual cost of illiteracy to the United States is at least \$20 billion a year because of lost industrial output and tax revenues
- illiteracy costs the United States at least \$20 billion a year in lost industrial output and tax revenues
- \$20 billion a year in lost industrial output and tax revenues is the annual cost to the United States of illiteracy
- lost industrial output and tax revenues cost the United States at least \$20 billion a year because of illiteracy

Test Section Time Help Answer Confirm Next

Reading Comprehension

A reading passage (some long, some short), several questions relating to the passage, 5 answer choices for each question, you pick the best answer. You will see 4 passages, each followed by approximately 3 or 4 questions. Thus, a total of 13 or 14 of the 41 verbal questions are in this format.

The passage remains on the left side of your test screen while the questions appear, one at a time, on the right side of the screen. You do not see all the questions at once. You have to answer the first question before seeing the second question, and so forth. You do NOT need to memorize any of the text.

Our Reading Comprehension philosophy centers on understanding the underlying structure of the passage without getting lost in the nitty-gritty details. Two writing strategies form the core of our approach: The *Skeletal Sketch* for long passages and the *Headline List* for short passages. By effectively sketching passages, you are able to focus your reading on key structural points. These points provide you with the structure to return to the passage to find "proof-texts" that contain the answers to challenging detail questions.

Sessions 3 and 4 attack the Reading Comprehension beast. In addition to an extended strategy lesson, there is an in-depth Reading Comprehension lab ("Prove It").

The screenshot shows a GMAT test interface. At the top, it displays "01:14", "GMAT Test - Section 4: Verbal", and "3 of 41". The main area is divided into two sections: "Questions 3 to 5" and "Beginning". The passage text is on the left, and the question and answer choices are on the right. A scroll bar is visible between the passage and the question. Callouts provide additional information: one points to the passage text stating "The passage will remain on the left side of the screen during all of the questions.", and another points to the question area stating "You will only see one question at a time!". A third callout points to the scroll bar stating "Use the scroll bar to see the rest of the passage." At the bottom, there are buttons for "Test Quit", "Section Exit", "Time", "Help", "Answer Confirm", and "Next".

01:14 GMAT Test - Section 4: Verbal 3 of 41

Questions 3 to 5 Beginning

During the 1960's and 1970's, the primary economic development strategy of local governments in the United States was to attract manufacturing industries. Unfortunately, this strategy was usually implemented at another community's expense: many manufacturing facilities were lured away from their moorings elsewhere through tax incentives and slick promotional efforts. Through the transfer of jobs and related revenues that resulted from this practice, one town's triumph could become another town's tragedy.

In the 1980's the strategy shifted from this zero-sum game to one called "high-technology development," in which local governments competed to attract newly formed high-technology manufacturing firms. Although this approach was preferable to victimizing other geographical areas by taking their jobs, it also had its shortcomings:

The author of the passage mentions which of the following as an advantage of high-technology development?

- It encourages the modernization of existing manufacturing facilities.
- It promotes healthy competition between rival industries.
- It encourages the growth of related industries.
- It takes full advantage of the existing workforce.
- It does not advantage one local workforce at the expense of another.

Test Quit Section Exit Time ? Help Answer Confirm Next

VII. The Testing Experience & Score Reporting

Though you have just begun your GMAT preparation and the road ahead may seem long, you should give some thought to the final step in your GMAT journey: taking the official exam!

Scheduling Your GMAT Exam

You may take the GMAT on any day of the year except Sundays and holidays. We suggest you schedule the exam several weeks before you want to take it in order to be assured the date, time, and testing center of your choice. We generally recommend that you take the GMAT shortly after the completion of your ManhattanGMAT course—within several weeks of your last class. Of course, it is important that you feel confident and prepared, so if you feel that you need additional time to study or make up missed work, you should wait until you are ready.

Note that you are permitted to take the GMAT only **once every 31 days** and a total of **five times in a 12-month period**. You should leave yourself enough time to take the exam twice. The first time can be considered a "warm up" if you do not receive a score you are happy with. Keep in mind that business schools do NOT frown upon retakes – almost every business school only considers your BEST score. In fact, business schools will expect you to retake the exam if your first attempt does not yield a score that will make you realistically competitive for their programs.

The GMAT Testing Experience

Register for the exam at www.mba.com. The fee is \$250 in the U.S.

You may not bring anything into the testing room. This includes paper, writing utensils, stopwatches, calculators, etc.

You will be given a small scratch-paper booklet of laminated sheets and two dry-erase pens when you enter the testing room. (ManhattanGMAT's Test Simulation Booklet is designed to mimic this scratch-paper.) If you fill up your booklet, raise your hand, and the proctor will bring you a new booklet (you must turn in your old booklet). Even if you have not completely filled the booklet by a break, turn it in so that you begin each section with a fresh booklet.

Scores and Score Reporting

At the end of the exam, you will be asked by the computer whether you want to view or cancel your score. If you choose to view your score, you will be shown your score onscreen and it will become a permanent part of your GMAT record.

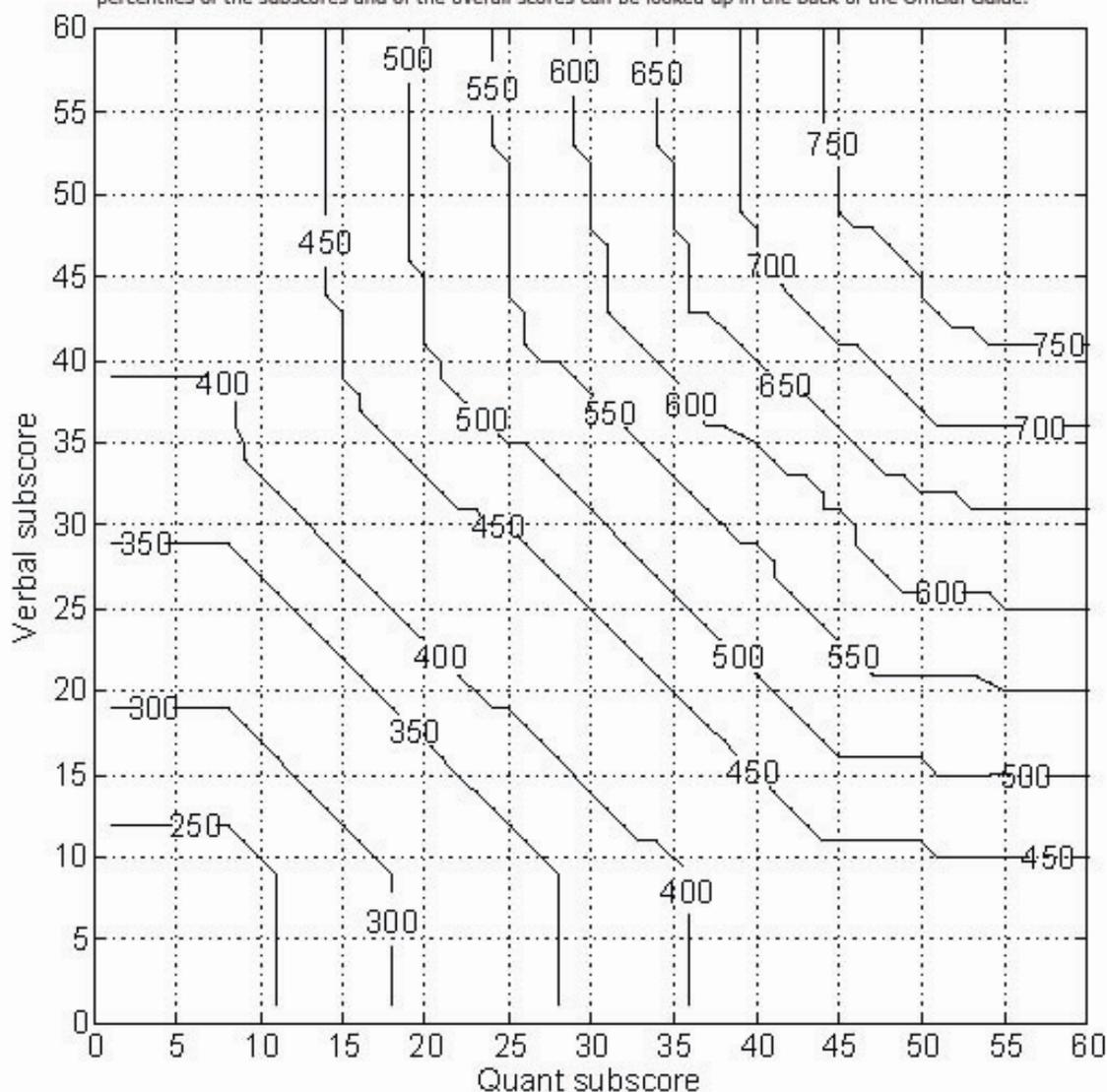
If you decide not to view your score (i.e., "cancel" your score), you will NOT be shown your score and you will NOT know what score you would have received. (In fact, the computer does not even bother to calculate your score.)

The following table describes how your quantitative and verbal subscores combine to determine your overall GMAT score. The scale is based on input from students' scores and should not be relied upon as definitive. It is also subject to change from GMAC at any time.



How Sub-Scores Determine Your Overall GMAT Score

Instructions: Find your quantitative sub-score on the horizontal axis, and find your verbal sub-score on the vertical axis. Plot the resulting point on the chart. If the point lands on a jagged line, find the overall score associated with that line. For instance, 40 Quant and 35 Verbal together correspond to a 600 (approximately). If the point doesn't land on a line, then the overall score would be between the nearby scores. For instance, 45 Quant and 40 Verbal correspond to a score between 650 and 700, but closer to 700. Notice that there are many combinations of sub-scores that result in any particular overall score. The percentiles of the sub-scores and of the overall scores can be looked up in the back of the Official Guide.



Disclaimer: This scale is based on input from students' scores, and should not be relied upon as definitive. It is also subject to change from GMAC at any time.

You should NOT cancel your score unless you have objective reasons for believing that you did not perform well (for example, running out of time after only a few questions). Do NOT cancel your score simply because you felt the exam was hard. The adaptive nature of the exam makes the exam feel difficult for everyone. Even if you did not perform as well as you would have liked, it is important to know where you stand relative to your goal so that you can focus your preparation for your second attempt. Also, by choosing to view your score, you will – at the very least – be able to gauge your relative strength in each section, since you will see separate raw scores and percentiles for the quantitative and verbal sections.

Prior to beginning the exam, you may select up to 5 schools to receive score reports for free. Additional schools may be selected after the exam for a fee of \$28 per school.

Your official score report will be available approximately 2 to 3 weeks after your test date. At the test center, however, you will receive an "unofficial" report listing your quantitative and verbal subscores and percentiles and your overall score and percentile. Your AWA (essay) score does NOT appear on your unofficial report but will be included on your official report.

Your official score report will list all of your valid GMAT scores—those from exams that you have taken within the last 5 years. If you cancel your exam, the word "cancelled" will appear on the score report.