To: **GMATScore GMAT® Course Registrants**
From: **GMATScore Course Administrator**
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Format of the GMAT®

Format of the GMAT®			
	Questions	Time	Scaled Score / Percentile
Analytical Writing			
Analysis of an Issue	1	30 min	
Analysis of an Argument	1	30 min	0 – 6 / 0 – 99
Optional break		10 min	
Quantitative	37	75 min	0 – 60 / 0 – 99
Problem Solving			
Data Sufficiency			
Optional break		10 min	
Verbal	41	75 min	0 – 60 / 0 – 99
Reading Comprehension			
Critical Reasoning			
Sentence Correction			
Total Time & Score	220 – 230 min	200 – 800 / 0 – 99	

Each of the three sections of the GMAT® is described briefly. Though the test starts with the Analytical Writing Assessment section, we will discuss the three sections in the following order: Quantitative, Verbal, and Analytical Writing Assessment.

Sections of the GMAT®: Quantitative

The GMAT® Quantitative section measures your ability to reason quantitatively, solve quantitative problems, and interpret graphic data.

Two types of multiple-choice questions, intermingled throughout the Quantitative section are:

§ Problem solving
§ Data sufficiency

Both types of questions require basic knowledge of:

§ Arithmetic
§ Elementary algebra
§ Geometry (no formal proofs)
§ Word problems/translations

The topics usually tested in each of the above areas are given below.

Arithmetic

§ Properties of integers
§ Fractions
§ Decimals
§ Real numbers
§ Ratio and proportion
§ Percents
§ Powers and roots of numbers
§ Descriptive statistics
§ Sets
§ Counting methods
§ Discrete probability

Algebra

§ Simplifying algebraic expressions
§ Equations
§ Solving linear equations with one unknown
§ Solving two linear equations with two unknowns
§ Solving equations by factoring
§ Solving quadratic equations
§ Exponents
§ Inequalities
§ Absolute value
§ Functions

Geometry

- § Lines
- § Intersecting lines and angles
- § Perpendicular lines
- § Parallel lines
- § Convex polygons
- § Triangles
- § Quadrilaterals
- § Circles
- § Rectangular solids and cylinders
- § Coordinate geometry

Word Problems

- § Rate problems
- § Work problems
- § Mixture problems
- § Interest problems
- § Discount
- § Profit
- § Sets
- § Geometry problems
- § Measurement problems
- § Data interpretation

The two types of questions tested in the Quantitative section are described briefly below.

Problem solving

Problem solving questions are designed to test your basic mathematical skills and understanding of elementary mathematical concepts, as well as your ability to reason quantitatively, solve quantitative problems, and interpret graphic data. The mathematics knowledge required to answer the questions is no more advanced than what is generally taught in a secondary school or high school mathematics class. You are asked to solve each problem and select the best of the five answer choices given.

<u>Data sufficiency</u>

Data sufficiency questions are designed to measure your ability to analyze a quantitative problem, recognize which given information is relevant, and determine at what point there is sufficient information to solve a problem. In these questions, you are to classify each problem according to the five *fixed* answer choices, rather than find a solution to the problem.

Each data sufficiency question consists of a question, often accompanied by some initial information, and two statements, labeled (1) and (2), which contain additional information. You must decide whether the information in each statement is sufficient to answer the question or - if neither statement provides enough information - whether the information in the two statements together is sufficient. It is also possible that the statements in combination do not give enough information to answer the question.

It is important to become familiar with data sufficiency problems before you take the actual GMAT® test. It is important to practice on sample questions so that you are thoroughly comfortable with the answer choices. All data sufficiency questions have the *same* answer choices; memorizing them will save you some time on test day. If you start reading the instructions for data sufficiency questions on exam day (while the clock timer still ticking), you are at a significant disadvantage compared to the astute test taker who digs into the questions right away. Save a few precious minutes on test day by working on data sufficiency problems and getting familiar with the basic strategies and answer choices.

The five fixed answer choices are (in the test, the answer choices A through E will be replaced by radio buttons):

A   if statement (1) ALONE is sufficient to answer the question but statement (2) alone is not sufficient;

B   if statement (2) ALONE is sufficient to answer the question but statement (1) alone is not sufficient;

C   if the two statements TAKEN TOGETHER are sufficient to answer the question, but NEITHER statement ALONE is sufficient;

D   if EACH statement ALONE is sufficient to answer the question;

E   if the two statements TAKEN TOGETHER are still NOT sufficient to answer the question.

This leads to following elimination strategy:

Condition	Eliminate the following choices
If (1) is sufficient	B, C, E
If (1) is not sufficient	A, D
If (2) is sufficient	A, C, E
If (2) is not sufficient	B, D
If (1) is not sufficient and (2) is not sufficient A	A, B, D

In data sufficiency questions, it helps to 'diagram' your strategy; the figure below helps you narrow down and eliminate answer choices.

Diagram your strategy
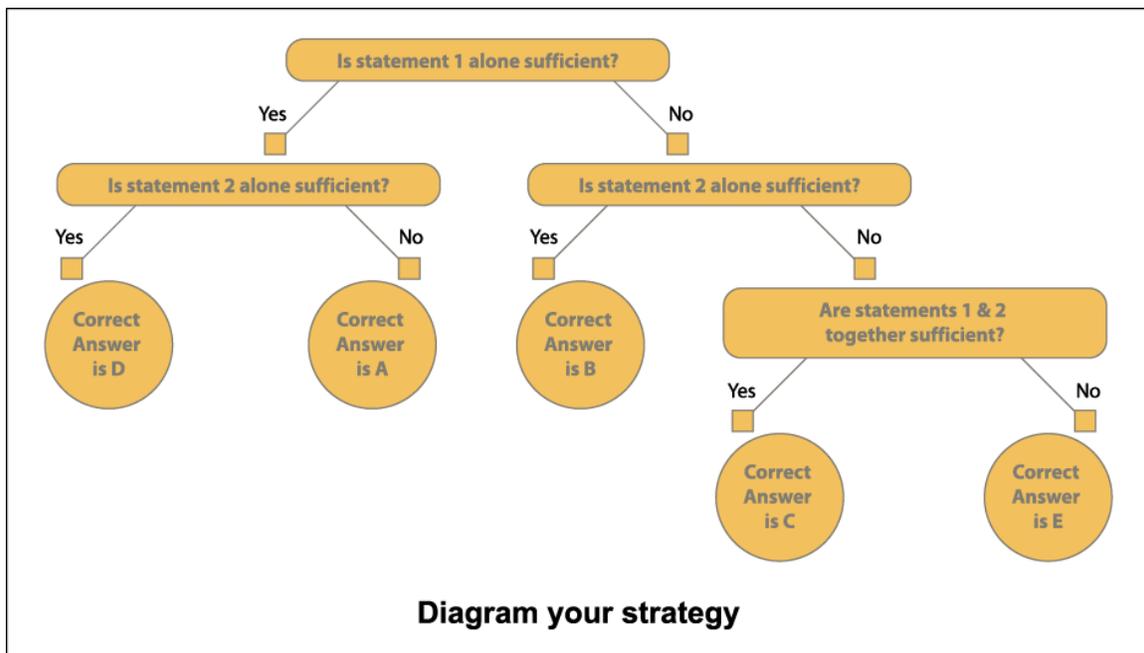
Sections of the GMAT®: Verbal

The Verbal section uses multiple-choice questions to measure your ability to read and comprehend written material, to reason and evaluate arguments, and to correct written material to conform to standard written English. Because the Verbal section includes content from a variety of topics, you may be generally familiar with some of the material; however, neither the passages nor the questions assume knowledge of the topics discussed.

Three types of multiple-choice questions, intermingled throughout the Verbal section, are:

§   Reading comprehension
§   Critical reasoning
§   Sentence correction

The three types of questions tested in the Verbal section are described briefly below.

Reading Comprehension

Reading comprehension questions are intermingled with critical reasoning and sentence correction questions throughout the Verbal section of the exam.

Reading comprehension questions measure your ability to (1) understand, (2) analyze, and (3) apply information and concepts, presented in the written form of a passage of text. You will be asked questions on the basis of what is stated or implied in the passage; no specific prior knowledge of the material is necessary.

You will have 75 minutes to complete the Verbal section, or an average of about 1-3/4 minutes to answer each question. Keep in mind, however, that you will need time to read the written passages-and that time is not factored into the 1-3/4 minute average.

You should therefore plan to proceed *more quickly* through the reading comprehension questions to give yourself enough time to read the passages thoroughly.

The GMAT® reading comprehension questions evaluate your ability to do the following:

§   Understand words and statement
§   Understand logical relationships between points and concepts
§   Draw inferences from facts and statements
§   Understand and follow the development of quantitative concepts as they are presented in written material

There are six kinds of reading comprehension questions:

§   Main idea or primary purpose
§   Description: Supporting ideas
§   Extension: Inferences
§   Application: Applying information to a context outside the passage itself
§   Writing technique: Logical structure
§   Style, tone, and attitude

Critical Reasoning

Critical reasoning questions measure your ability to reason effectively in the following areas:

- § Argument construction
- § Argument evaluation
- § Formulating and evaluating a plan of action

Sentence Correction

Sentence correction questions present a statement in which words are underlined. The questions ask you to select from the answer options the best expression of the idea or relationship described in the underlined section. The first answer choice always repeats the original phrasing, whereas the other four provide alternatives. These questions require you to be familiar with the stylistic conventions and grammatical rules of standard written English and to demonstrate your ability to improve incorrect or ineffective expressions.

Sentence correction questions ask you to recognize and potentially correct at least one of the following grammar rules. However, these rules are *not* exhaustive.

- § Agreement
     Noun-verb agreement
     Pronoun agreement
- § Diction
- § Grammatical construction
     Fragments
     Run-on sentences
     Wordy and redundant constructions
- § Idiom
- § Logical predication (modifiers)
- § Parallelism
- § Rhetorical construction
- § Verb form

Sections of the GMAT®: Analytical Writing Assessment (AWA)

The Analytical Writing Assessment consists of two 30-minute writing tasks: Analysis of an Issue and Analysis of an Argument.

The issue and argument that you will find on the test concern topics of general interest, some related to business and some pertaining to a variety of other subjects. It is important to note, however, that no AWA question presupposes any specific knowledge of business or other specific content areas. Only your capacity to write analytically is assessed.

The two types of tasks in the AWA section are described briefly below.

Analysis of an Issue

You must analyze a given issue or opinion and then explain your point of view on the subject by citing relevant reasons and/or examples drawn from your experience, observations, or reading.

For the Analysis of an Issue question:
§   Be careful about taking a position
§   Avoid presenting a "catalog" of examples

Analysis of an Argument

You must read a brief argument, analyze the reasoning behind it, and then write a critique of the argument. In this task, you are not asked to state your opinion but rather to analyze the one given. You may, for example, consider what questionable assumptions underlie the author's thinking, what alternative explanations or counterexamples might weaken the conclusion, or what sort of evidence could help strengthen or refute the argument.

For the Analysis of an Argument question:
§   Focus on the task of analyzing and critiquing a line of thinking or reasoning
§   Develop fully any examples you use
§   Discuss alternative explanations or counterexamples
§   Make sure your response reads like a narrative