



General Test Preparation Resources

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Test Preparation Resources

Note: Not all of the resources on the following pages will contain information that is relevant for the test you are taking. It is suggested that you find the material in each resource relevant to your test.

General Test Taking Strategies

For some test takers, especially those who are anxious about testing or those who are unfamiliar with testing environments, it is helpful to develop general test taking strategies for taking tests. Below are some books that may be helpful.

Books

- Casbarro, J. (2003). *Test Anxiety & What You Can Do About It*. National Professional Resources, Inc.
- Driscoll, R. (2003). *Tame test anxiety: Proven Anxiety Reduction Training [Abridged Audio CD]*. Frontiers Press.
- Flippo, R. F. (2000). *Testwise (2nd Edition)*. Torrance, CA: Good Apple/Frank Schaffer Publications.
- Gilbert, S. D. (1998). *How To Do Your Best on Tests*. HarperTrophy.
- Hammer, H. (1998). *ARCO General Test Practice for 101 U.S. Jobs (4th ed.)*. New York: Macmillan Publishing Company, Incorporated.
- Johnson, S. (1997). *Taking the Anxiety Out of Taking the Test: A Step-By-Step Guide*. New Harbinger Publications.
- Lawler, J., & Powers, R. (2003). *ASVAB for Dummies (Chapter 3: Test-taking and Study Techniques)*. New York, NY: Wiley Publishing, Inc.
- Meyers, J. N. (2000). *The Secrets of Taking Any Test: Learn the Techniques Successful Test-Takers Know*. Garden Grove, CA: LearningExpress, LLC.
- Na, G. F. (1999). *Guide to Standardized Test Preparation*. Globe Fearon.
- Newman, E. (1996). *No More Test Anxiety: Effective Steps for Taking Tests & Achieving Better Grades (1st Ed. w/ Audio CD)*. Learning Skills Publications, LLC.
- Research and Education Association Staff (1992). *REA's Math Builder for Admission and Standardized Tests*. Piscataway, NJ: Research and Educational Association.
- Rozakis, L. (2002). *Test Taking Strategies & Study Skills for the Utterly Confused*. New York: McGraw-Hill.

Logic and Reasoning

Books

Chesla, E. (2002). Reasoning Skills Success in 20 Minutes a Day. New York, NY: Learning Express.

Clarke, B. R. (2003). Brain Busters! Mind-Stretching Puzzles in Math and Logic. Mineola, NY: Dover Publications.

Learning Express (1999). 501 Challenging Logic and Reasoning Problems. New York: Learning Express.

Lochhead, J. (2001). Thinkback: A User's Guide to Minding the Mind. Mahwah, N.J. : L. Erlbaum Associates.

Pine, R. C. (1999). Essential Logic: Basic Reasoning Skills for the Twenty-First Century. New York: Oxford University Press.

Whimbey A., & Lochhead, J. (1999). Problem Solving and Comprehension. Mahwah, N.J. : Lawrence Erlbaum Associates.

Wylie, C. R. (1957). 101 Puzzles in Thought and Logic (Math & Logic Puzzles). New York: Dover Publications.

Other Activities

- Puzzles, games, and hobbies that involve logic and reasoning (e.g., brainteasers, board games like Clue, etc.)
- Television shows or videos that involve logic and reasoning
- Websites and computer software that have interactive activities related to logic and reasoning (e.g., Sim City)

Reading Comprehension

Books

- Boone, R. (1996). *Reading Comprehension: What You Need to Know About Developing Your Test-Taking Skills*. Chicago: NTC/Contemporary Publishing Company.
- Burke, C. L., Goodman, Y.M., & Watson, D.J. (1996). *Reading Strategies: Focus on Comprehension*. Katonah, NY: Richard Owen Publications.
- Hoyt, L. (1998). *Revisit, Reflect, Retell: Strategies for Improving Reading Comprehension*. Portsmouth, NH: Heinemann Publishing.
- Learning Express & Tarabell, S. (1999). *501 Reading Comprehension Questions*. Garden Grove, CA: Learning Express, LLC.
- Miller, J.M. (1991). *Improve Your Reading, Improve Your Job*. Lanham, MD: Crisp Publications.
- Princeton Review (2006). *Cracking the GED 2006 (Test Prep)*. Princeton, NJ: Author.
- Rockowitz, M., Brownstein, S.C., Peters, M., Wolff, I.K., Bolton, J.M., Felstein, R., Ramsey, S., Gotlib, L. (2006). *How to Prepare for the GED*. New York: Barron's Publishing.
- Steck-Vaughn (1997). *Complete GED Preparation*. Austin, TX: Author.

Other Activities

- Reading and analyzing books, websites, newspapers, or magazine articles for comprehension
- Websites and computer software that have interactive activities related to reading comprehension
- Join a book club that holds discussions around various books
- College/trade school courses in literature and reading

Math Problem Solving and Computation

Books

- Abbott, P. (2003). *Teach Yourself Algebra*. New York: McGraw-Hill.
- Berry, J., Graham, T., & Berry, E. (2003). *Schaum's A-Z Mathematics*. New York: McGraw-Hill.
- Bobrow, J. (1985). *Math Review For Standardized Tests (Cliffs Test Prep)*.
- Carman, R., & Carman, M. (2001). *Quick Arithmetic: A Self-Teaching Guide*. Hoboken, New Jersey: Wiley, John & Sons, Incorporated.
- Covington, J., Ewen, I., J. Kaplan, Smith, D., & Weinfeld, M. *Kaplan Essential Review: High School Mathematics I*. New York: Kaplan.
- Erdsneker, B., Erdsneker, B., & Haller, M. (1998). *Arco Civil Service Arithmetic and Vocabulary (13th ed.)*. New York: Macmillan Publishing company, Incorporated.
- Ewen, I., Weinfeld, M., Covington, J., & Smith, D. (1999). *Mathematics I*. New York, NY: Kaplan Educational Centers and Simon & Schuster.
- Fry, R. (2000). *Ace Any Test*. Franklin Lakes, NJ: Career Press, Incorporated.
- Galko, F. D. (2002). *Improve Your Math*. New York, NY: LearningExpress, LLC.
- Graham, A. (2002). *Teach Yourself Basic Mathematics*. New York: McGraw-Hill Companies, The.
- Howett, J. (2003). *GED Mathematics Workbook*. New York: McGraw-Hill Companies, The.
- Immergt, B. & Smith, J. B. (1994). *Arithmetic and Algebra... Again*. New York: McGraw-Hill.
- Johnson, T. (2002). *Teach Yourself Mathematics*. New York: McGraw-Hill.
- Kaplan Educational Centers, Scheele, A., & Stanton, R. (1997). *Kaplan Math Power*. Kaplan Press. New York, New York: Simon & Schuster.
- Lawler, J., & Powers, R. (2003). *ASVAB for Dummies*. New York, NY: Wiley Publishing, Inc.
- Learning Express, & Tarbell, S. (1999). *1001 Math Problems*. Garden Grove, CA: Learning Express, LLC.
- McGraw-Hill's GED (2004). *Pre-GED*. New York: McGraw-Hill.
- Miller, B. (2003). *Bob Miller's Basic Math and Pre-Algebra for the Clueless*. New York: McGraw-Hill.
- Miller, B. (2000). *Geometry for the Clueless*. New York: McGraw-Hill.

- Ostrow, S. A. (2002). *ASVAB: Armed Services Vocational Aptitude Battery*. United States: Arco.
- Prindle, A., & Prindle, K. (2003). *Math the Easy Way*. Barrons Educational Series.
- Rich, B. (2002). *Elementary Algebra*. New York: McGraw-Hill.
- Rich, B. (2001). *Geometry*. New York: McGraw-Hill.
- Spiegel, M. R., & Moyer, R. (2000). *College Algebra*. New York: McGraw-Hill.
- Seiter, C. (1996). *Everyday Math for Dummies*. Indianapolis, IN: IDG Books Worldwide.
- Wayne, D. (2001). *How to Solve Word Problems in Mathematics (How to Solve Word Problems)*. New York: McGraw-Hill.

Other Activities

- Puzzles and games that involve math and computation skills (e.g., number games, flash cards, etc.)
- Television shows or videos that teach math and arithmetic
- Websites and computer software that have interactive activities related to arithmetic and math (e.g.,
- www.math.com)
- College/trade school courses in algebra or basic mathematics

Mechanical and Spatial Skills

Books

- Beiser, A. (2003). *Applied Physics Crash Course*. New York: McGraw-Hill.
- Lawler, J., & Powers, R. (2003). *ASVAB for Dummies*. New York, NY: Wiley Publishing, Inc.
- Marget, R., & Ludescher, M. (1998). *Basic Mechanics Book*. McGraw-Hill's GED. (2004). *Pre-GED*. New York: McGraw-Hill.
- Ostrow, S. A. (2002). *ASVAB: Armed Services Vocational Aptitude Battery*. United States: Arco.
- Reif, F. (1995). *Understanding Basic Mechanics*. Wiley Text Books.
- Turner, D. (1976). *Mechanical Aptitude and Spatial Relations Tests; the Complete Study Guide for Scoring High*. United States: Arco
- Wiesen, J. (2003). *How to Prepare for the Mechanical Aptitude and Spatial Relations Test*. Hauppauge, NY: Barron's Educational Series, Incorporated.

Other Activities

- Puzzles, games, and hobbies that involve mechanical and spatial skills (e.g., erector sets, building models, rockets, etc.)
- Television shows or videos that teach concepts of the physical sciences (e.g., Bill Nye the Science Guy, Eureka!)
- Websites and computer software that have interactive activities related to physics (e.g., www.easyphysics.net)
- Seminars that teach specific skills (e.g., construction, electronics, mechanics, etc.)
- College/trade school courses in physics and the sciences

Language Skills

Books

Brett, E. (1993). *Easy English: Basic Grammar and Usage*. Menlo Park, CA: Crisp Publications.

Folse, K.S., Gabriella, J., Hadeed, L., Ivone, J., Muchmore-Vokoun, A., Vestri Solomon, E., & Yoshi, M. (2000). *100 Clear Grammar Tests*. Ann Arbor, MI: University of Michigan Press.

Learning Express (Ed.) (2000). *1001 Vocabulary and Spelling Questions*. Garden Grove, CA:

Learning Express, LLC.

Learning Express (2002). *501 Grammar & Writing Questions 2e*. New York: Learning Express, LLC.

Stilman, A. (1997). *Grammatically Correct: The Writer's Essential Guide to Punctuation, Spelling, Style, Usage and Grammar*. Cincinnati, OH: F&W Publications.

William Strunk, W., White, E.B. & Angell, R. (2002). *The Elements of Style*, Fourth Edition.

Other Activities

- Reading and editing others' papers, emails, and documents
- Use flashcards with commonly misspelled words
- Websites and computer software that have interactive activities related to spelling, grammar, punctuation, and word usage
- College, trade school or adult education courses in English and grammar