

ARCO

Everything you need to
score high on the

GMAT

with Computer-Adaptive
Tests on Disk

最新 GMAT 考试指南

(计算机版)

T. H. 马丁森

BWPC - S&S 英语考试指导系列

附软盘

世界图书出版公司

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[美] ~~T. E. 穆尔森~~ 编著

Macmillan · USA

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Arco Everything you need to score high on the GMAT with Computer-Adaptive
Tests on Disk 9th Edition

T.H.Martinson

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Arco 最新 GMAT 考试指南 (计算机版)

第 9 版 (附软盘)

[美] T.H. 马丁森 编著

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BWPC-S&S 版前言

GMAT(Graduate Management Admission Test)是由美国商业经济管理专业研究生入学考试委员会(GMAC)委托美国教育考试中心(ETS)负责主办的商业经营管理专业的研究生资格考试。目前,该考试在我国每年举办3次,分别在1月、3月和10月。打算到美国商学院或美国高校经济与管理等系科深造的人需要参加这项考试。为帮助中国考生更好地准备GMAT,接触到最新考试动向,世界图书出版公司北京公司经Simon & Schuster国际出版公司授权,在中华人民共和国重印出版与发行世界权威的“ARCO最新GMAT考试指南”。

本书是《Arco GMAT考试指南》的最新版本,是根据计算机考试的要求编写的。本书分7个部分,使考生能较全面地、充分地准备GMAT。第1部分为GMAT概况;第2部分为1套摸底测试题及其答案和讲解,帮助考生在复习前了解自己的强项和薄弱环节,从而复习起来有的放矢,加强薄弱环节的练习;第3—5部分为GMAT三类考题(分析写作评估、语文类、数学类)的介绍、应试策略和答题技巧等;第6部分为5套模拟试题,并附答案和详尽的题解;第7部分为GMAT数学复习。为使考生能熟悉计算机化考试的形式,上机进行实践演练,本书附带软盘一张,并专门给出了软盘使用说明。

自1995年7月世界图书出版公司北京公司同Simon & Schuster国际出版公司联合推出《BWPC-S&S英语考试指导系列》以来,该系列书一直受到读者的普遍欢迎。本书是该系列之一,是我们同Simon & Schuster国际出版公司的继续合作。我们希望此书的出版能够为广大考生助一臂之力,在考试中取得好成绩,进入理想的院校。千里之行始于足下,祝您成功!

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1998年5月

BEFORE YOU BEGIN



HOW WILL THIS BOOK HELP YOU?

Taking the GMAT is a skill; and as such, it shares some things in common with other skills such as playing basketball or singing opera. These are skills that can be improved by coaching, but ultimately improvement also requires practice. This book gives you both.

- Part One provides essential general information about the GMAT and about taking the computer-adaptive test (CAT) version of the exam. Part Two is a full-length Diagnostic Test that is your first chance to work with samples of every GMAT question type. It can show you where your skills are strong—and where they need some shoring up.
- Parts Three through Five are the coaching program. They analyze each question type for you and give you powerful strategies for taking on the test on its own terms. These strategies are based on 20-plus years of careful study of the GMAT, both in its paper-based form and in its newer CAT version.
- Part Six contains five Practice Tests followed by a detailed analysis of each question. The detailed analysis is very important because it is there that you can learn from your mistakes.
- Part Seven is a full-scale review of GMAT mathematics. If your math skills are rusty and need refreshing, this section is for you.

ABOUT THE AUTHOR

Professor Thomas H. Martinson is widely acknowledged to be America's leading authority on test preparation. Educated at Harvard University with an advanced degree and twelve years of postgraduate research, Professor Martinson has published over three dozen books on test preparation. He is routinely invited to lecture on test preparation and related topics at top colleges and universities throughout the United States and abroad.

ALL ABOUT ARCO

ARCO is America's leading publisher of test guides. Our 60 years of helping test-takers raise their scores makes us the longest-running and most reliable authority in the field. With a staff of test-smart coaches, writers, and editors, we track all the latest test developments, research the most effective test-prep techniques, and produce the best-selling study guides and software used successfully by more than 50 million test-takers.

ARCO'S GMAT WITH COMPUTER-ADAPTIVE TESTS ON DISK

SOFTWARE USER'S MANUAL

HIGHLIGHTS OF THIS BOOK/DISK PACKAGE

ARCO's *GMAT with Computer-Adaptive Tests on Disk* is the most versatile and comprehensive preparation program for the GMAT. You get all the advantages of ARCO's acclaimed *GMAT* plus the most dynamic interactive test-taking software available. This easy-to-use, graphically appealing software program features:

- A database of thousands of test items which lets you take as many sample tests as you choose
- A test structure that closely simulates the actual CAT
- Two ways to take the test: timed Test Mode or untimed Study Mode
- Clear, easy-to-read text, high-quality graphics, and accurate mathematical equations
- A scoring function that automatically tracks your performance over as many tests as you take

INSTALLING GMAT WITH COMPUTER-ADAPTIVE TESTS ON DISK SOFTWARE

To install ARCO's *GMAT with Computer-Adaptive Tests On Disk* software, follow these steps:

1. Insert the ARCO disk in drive A or B.
2. From the Windows Program Manager, choose File/Run.
3. If you inserted the disk in drive A, type **a:setup** and click the **OK** button. (If you inserted the disk in drive B, type **b:setup** and click the **OK** button.)
4. Follow on-screen prompts to complete the software installation process.
5. All necessary files are copied to your hard drive. An ARCO Program Group and Program Icon are created for your use in running the software.

GETTING STARTED

1. Double click the **ARCO GMAT CAT** icon.
2. Choose File/Create New Test. A new test is automatically generated for you.
3. Choose File/Open Existing Test.
4. Choose a section of the test. You have the option of taking an entire exam, or working on any one of the sections in a practice session. The sections are:
 - Verbal (sentence correction, critical reasoning, and reading comprehension)
 - Quantitative (problem solving and data sufficiency)

5. Click the **Mode** button to choose Test Mode or Study Mode (see the "Choosing a Mode" section below). Then click **OK**.
6. Click the **Traffic Light** button at the bottom center of the screen to begin. The light turns green to indicate the start of the test. In Test Mode, as soon as the light turns green, the timer at the bottom right begins its countdown.

CHOOSING A MODE

ARCO's CAT software can be used in one of three different modes: Test Mode, Study Mode, or (in certain instances) Special Study Mode.

Test Mode

- Test Mode is designed to simulate the conditions you will face on test day.
- You are allowed a specified amount of time to complete each section: 75 minutes for the Verbal section and 75 minutes for the Quantitative section.
- Once you begin a section in Test Mode, the timer displays the time remaining for that section.
- When your allotted time for a particular section is up, you will not be able to answer any more questions within that section.
- If you need to stop taking a test section before your time is up, you can do so at any time by clicking the **Stop Sign** button. When you are ready to return to the test, the computer will "remember" your answers and (if you stopped in the middle of a section) how much time you have remaining and where you left off on the test.
- After stopping a section of the test, you can evaluate your performance immediately with the Test Score and Comparison functions (see "Scoring the Test").

Study Mode

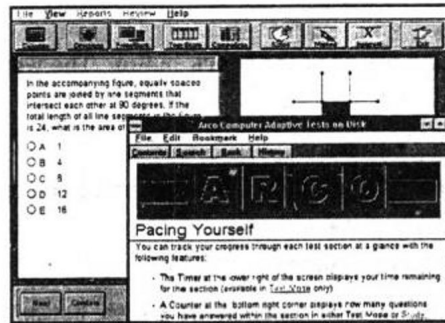
- Study Mode allows you to work through the test at your own pace, free of any time pressure.
- In Study Mode, you have unlimited time to complete each section.
- As you answer questions in Study Mode, you receive immediate feedback as to whether your answer is correct or incorrect. You can try as many answers as you like.
- After stopping a section of the test, you can evaluate your performance immediately with the Test Score and Comparison functions (see "Scoring the Test").
- After stopping a section of the test, you can review questions that you marked, noted, or answered incorrectly (see "Evaluating Your Performance").

Special Study Mode

- This mode is available after a test section is completed (i.e., you have answered all the questions within the section, or the time has run out for the section). It allows you to review questions that you marked, noted, or answered incorrectly. See "Evaluating Your Performance" for more information about the features of Special Study Mode.

VIEWING THE QUESTIONS

After you click the **Traffic Light** button, the first test question will appear on the screen.



Questions appear on the left side of the screen. Reading passages or diagrams related to the question appear at the right.

When applicable, you may fully display the graphics on the right side of the screen in one of three ways: click the **Front/Back** button, choose View/Bring Graph to Front, or click on the graphic.

To fully display the question, click the **Front/Back** button again, choose View/Send Graph to Back, or click on the question.

To view the directions, click the **Directions** button (or choose View/Directions). Directions for the displayed question appear in a moveable window. When you are finished viewing the directions, click **OK**.

If you choose to use a **calculator** in Study Mode, click the Calculator button (or choose View/Calculator). When you are finished using the calculator, click **Off**.

ANSWERING THE QUESTIONS

To answer a question, click on the circle (radio button) next to the letter of your answer choice. The circle turns black. If you change your mind, click on another circle. The first circle becomes clear, and the second selected circle will turn black. You must select an answer for every question in the section (this simulates the actual CAT).

After selecting an answer, click the **Next** button at the bottom left of the screen. After clicking the Next button, you must click the **Confirm** button to confirm your answer choice and move on to the next question. Once you click the **Confirm** button, you will be unable to return to the question. (You can change your answer at any point prior to clicking the **Confirm** button.) This also simulates the actual CAT.

WORKING ON THE QUESTIONS

Several features let you mark questions so you can review them later.

Marking Questions

- To flag a question you are working on, click the **Mark** button. The word "Mark" appears red.

Taking Notes

- To make notes on a question, click the **Note** button. The Note dialog box opens and you can type any comments or notes you'd like to store.
- When you are finished, click **OK**. The word "Note" appears red.
- To delete a note, open the Note dialog box and click the **Delete** button.

Receiving Instant Feedback on Correct or Incorrect Answers (available only in Study Mode)

- In Study Mode, the top of the question box indicates that a question is **Unanswered** until you answer it. It then changes to either **Correct** or **Incorrect** depending on your answer choice.

To learn more about using these features, see "Evaluating Your Performance."

PACING YOURSELF

You can track your progress through each test section at a glance with the following features:

- The **Timer** displays your time remaining for the section (available in Test Mode only).
- The **Counter** displays how many questions you've answered within the section in either Mode.

COMPLETING THE TEST

- Once you've finished a section of the test, click the **Stop Sign** button. The traffic light will turn red and the timer will stop.
- After completing a section, you can continue to another section of the test by choosing File/Open Existing Test and selecting the section you want to work on next. A check mark appears in front of any sections that you have completed.
- If you are working in Test Mode and you run out of time, a dialog box will appear and alert you that time is up for the section. Click **OK**.
- If you are in Test or Study Mode and need to stop the test before you have finished a section, click the **Stop Sign** button. You can re-enter the section in either Mode by choosing File/Open Existing Test and re-selecting the section. When you re-enter the section, your work will have been saved and the timer will pick up where you left off.

SCORING THE TEST

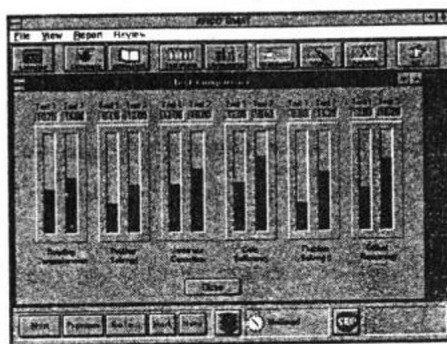
You can evaluate your performance at any time.

Test Score

- After clicking the **Stop Sign** button, click the **Test Score** button (or choose Reports/Score Current Test) to display your scores.
- Click the **Print** button for a printed score report.
- When you are finished viewing your score report click **Close**.

Comparison Chart

- Arco's CAT software automatically retains your scores for all the tests you take. You can use the Comparison Chart function to compare your performance on any two tests you have taken.
- After clicking the **Stop Sign** button, click the **Comparison** button (or choose Reports/Comparison Chart).
- The Test Comparison dialog box opens, and you see "Comparison Test 1" on the left and "Comparison Test 2" on the right.
- Click on the arrow to the right of "Comparison Test 1" to see a pull-down menu of all the tests you have taken, listed by test number and date taken. Choose the test you would like to see. Do the same for "Comparison Test 2." The screen looks similar to the following:



- The program presents you with two sets of charts showing how well you did.
- When you are finished viewing the comparison chart click **Close**.

EVALUATING YOUR PERFORMANCE

There are two ways to review questions you've marked, noted, or answered incorrectly within a particular section: Study Mode and Special Study Mode.

1. If you are working on a section in Study Mode, you can review your work after pressing the **Stop Sign** button.
2. If you have completed a section (by either answering all the questions or running out of time) you can re-enter the section in Special Study Mode. To do this, choose File/Open Existing Test. The completed section appears with a check mark next to it. Click **Yes** on the dialog box that appears. Then click the **Traffic Light**.

Noted Questions

- To view your notes, click the **Noted** button (or choose Review/Noted Questions).
- A movable dialog box appears with a list of questions which include notes.
- To view a note for a particular question on the list, click on the question and click **Display**. The question and its correct answer appears, along with your note in a movable Note box.
- Click **OK** to close the Note box or **Delete** to delete your note.
- Click **Directions** to view Directions for the question. The Directions box is movable. Click **OK** to close the Directions box.
- Click **Close** when you are finished viewing the list of noted questions.

Marked Questions

- To view marked questions, click the **Marked** button (or choose Review/Marked Questions).
- A movable dialog box appears with a list of questions which you marked.
- To view a particular question on the list, click on the question and click **Display**. The question appears along with its correct answer.
- Click **Directions** to view Directions for the question, if you wish. The Directions box is movable. Click **OK** to close the Directions box.
- Click on **Note** to view any notes you made on the question, if applicable. The Note box is movable. Click **OK** to close the Note box or **Delete** to delete your note.
- Click **Close** when you are finished viewing the list of marked questions.

Incorrectly Answered Questions

- To view all the questions in the section that you answered incorrectly, click the **Incorrect** button (or choose Review/Incorrectly Answered Questions).
- A movable dialog box appears with a list of each question which you answered incorrectly.
- To view a particular question, click on the question and click **Display**. The question appears along with the correct answer.
- Click **Directions** to view Directions for the question, if you wish. The Directions box is movable. Click **OK** to close the Directions box.
- Click on **Note** to view any notes you made on the question, if applicable. The Note box is movable. Click **OK** to close the Note box or **Delete** to delete your note.
- Click **Close** when you are finished viewing the list of incorrectly answered questions.

No special action is required to exit Study Mode.

To exit Special Study Mode, click the **Stop** button.

TAKING A NEW TEST

If you would like to take a new CAT, choose File/Create New Test. Note that when you choose this option and click **Yes**, the current test is replaced with a new one. Because your CAT software contains thousands of test items, you can take as many tests as you choose.

EXITING THE PROGRAM

- If you are working on a section in Test or Study Mode, click the **Stop Sign** button.
- To exit the program click **Exit** (or choose File/Exit).

《ARCO 最新 GMAT 考试指南（计算机版）》

软件使用说明

本书要点

《ARCO 最新 GMAT 考试指南（计算机版）》是备考 GMAT 实用大全。你可获得最富动态化交互式考试软件的所有优点。它操作简便，图形化界面具有如下特点：

- 数据库拥有数千道试题可供任意选择
- 试题结构与 CAT 真题非常接近
- 可选择两种测试方式：限时测试模式或不限时学习模式
- 文本清晰、易读，高质量图表和精确的数学方程式
- 自动评分系统

GMAT 计算机化考试（CAT）软件的安装

按以下步骤安装 ARCO GMAT CAT 软件：

1. 将软盘插入 A 或 B 驱动器
2. 在 Windows 程序管理器，选择 FILE 下的 RUN
3. 若软盘插入“A”驱动器，键入 a:setup，再单击“OK”键（若软盘插入“B”驱动器，键入 b:setup，再单击“OK”键）
4. 屏幕显示完成，表明软件已安装
5. 将所有必要的文件装入硬盘，为你使用运行软件创建 ARCO 程序组和运行文件图标

GETTING STARTED（开始）

1. 双击 ARCO GMAT CAT 图标
2. 选择 FILE 下的 Create New Test，将自动生成一个新试题
3. 选择 FILE 下的 Open Existing Test
4. 选择试题中的某一部分。在练习部分可选择整套试题或任何一部分试题：
 - 语文能力（句子改正、评论推理和阅读理解）
 - 数学能力（试题解答和数据充分性）
5. 单击“Mode”键，选择测试或学习模式（参见“Choosing a Mode”），再击“OK”键
6. 单击屏幕下方中间的“红绿灯” (Traffic Light)，测试开始。绿灯亮时表示测试开始。在测试模式中，绿灯一亮，屏幕右下角的计时器就开始计时

CHOOSING A MODE（选择模式）

ARCO CAT 软件可选择三种不同模式：测试模式、学习模式和特殊学习模式。

Test Mode（测试模式）

- 测试模式模拟实际考试
- 在特定的时间内完成每一部分的测试：语文能力部分 75 分钟，数学能力部分 75 分

钟

- 一旦开始某一部分测试，计时器就显示本部分答题剩余时间
- 当本部分时间用完后，就不能再答题
- 若想在规定时间前结束测试，可随时单击“Stop”键。若想返回继续测试，计算机将记忆已答题、（若是中途停止）记忆剩余时间及何处中断
- 某一部分测试结束后，可马上获得分数和比较结果（参见“Scoring the Test”）

Study Mode（学习模式）

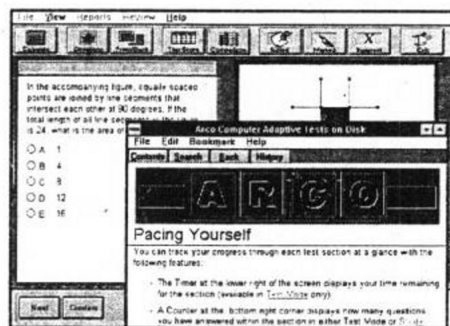
- 学习模式可按自己的步骤完成测试，无时间限制压力
- 学习模式中完成每一部分测试不受时间限制
- 在学习模式中解答试题，无论答案正确与否，可马上返回修改，不限次数
- 停止某一部分测试后，通过测试得分和比较可马上评估测试结果（参见“Scoring the Test”）
- 停止某一部分测试后，可复习曾做过标记、注释或答错的题（参见“Evaluating Your Performance”）

Special Study Mode（特殊学习模式）

- 这种模式只有在完成测试后（如已答完该部分所有试题或答题时间已过），才可复习曾做过标记、注释或答错的试题。（参见“Evaluating Your Performance”）

VIEWING THE QUESTIONS（查看试题）

单击“Traffic Light”键后，屏幕显示最初的测试题：



屏幕左侧显示试题，屏幕右侧显示试题相关的阅读段落或图表。

单击“Front/Back”键，选择“View/Bring Graph to Front”或单击图表，可使图表完整显示在屏幕右侧。

再击“Front/Back”键，选择“View/Send Graph to Back”或单击试题，可完整地显示试题。

单击“Directions”键或选择“View/Directions”，可在可移动窗口中显示试题提示，单击“OK”键，退出查看提示。

在学习模式中，如要使用计算器，单击“Calculator”键或选择“View/Calculator”。单击“Off”键，退出使用计算器。

ANSWERING THE QUESTIONS (解答试题)

解答试题：单击答案选择字母边的圆圈，圆圈变成黑点。假如你要改变答案只需单击另一圆圈，原黑点消除，现圆圈变成黑点。本部分每道题必须选择一个答案（这模拟真实 CAT）。

解答试题后，单击屏幕左下方的“Next”键。解答下一道题前，单击“Confirm”键，确认所选答案。一旦单击“Confirm”键后，将无法返回上一道试题，单击“Confirm”键前可任意修改答案（此步骤也是模拟真实 CAT）。

WORKING ON THE QUESTIONS (试题处理)

可选择几种方式处理试题，供以后复习

Marking Questions (标注试题)

- 单击“Mark”键，标注试题，“Mark”呈红色

Taking Notes (注释试题)

- 注释试题：单击“Note”键，出现注释对话框，可键入评论或注释
- 单击“OK”键结束，“Note”呈红色
- 消除注释：打开注释对话框，单击“Delete”键

Receiving Instant Feedback on Correct or Incorrect Answers (即时反馈正确或不正确答案，仅限于学习模式)

- 在学习模式中，问题框上方显示“Unanswered”字样，答完后显示对或错
需要了解更多情况，参见“Evaluating Your Performance”

PACING YOURSELF (进度控制)

可选择以下功能适应答题进度：

- 计时器显示本部分答题剩余时间（仅限于测试模式）
- 计数器显示已完成本部分答题数

COMPLETING THE TEST (完成测试)

- 完成某一部分测试后，单击“Stop Sign”键，红灯亮，计时器停止计时
- 完成某一部分测试后，可单击“File/Open Existing Test”键，选择欲测试的下一部分，在已答完的部分前有“✓”符号
- 在测试模式中，超过时限将出现对话框，提示时间已到，单击“OK”键结束
- 在测试或学习模式中，需要提前结束某一部分测试时，可单击“Stop Sign”键。选择“File/Open Existing Test”，可重新进入该部分，并可选择这部分继续测试，计时器将继续计时

SCORING THE TEST (判卷)

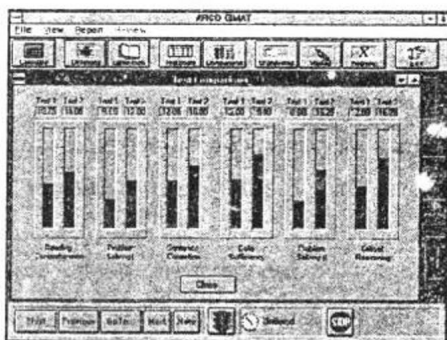
可随时评估测试情况。

Test Score (测试得分)

- 单击“Stop Sign”键后，再击“Test Score”键(或者选择“Reports/Score Current Test”)，可显示得分情况
- 单击“Print”键，可打印得分报告
- 阅览完毕，单击“Close”键退出

Comparison Chart (比较图表)

- ARCO 的 ACT 软件自动保留各次测试的得分，可使用“Comparison Chart”功能，比较任意两次测试情况
- 单击“Stop Sign”键后，再击“Comparison”键或选择“Reports/Comparison Chart”
- 打开测试比较对话框，“Comparison Test 1”在左边，“Comparison Test 2”在右边
- 单击“Comparison Test 1”右边的箭头，出现下拉菜单显示所有已完成的测试，按测试题号和日期排列。选择某一你想阅览的测试。同样操作“Comparison Test 2”，屏幕显示如下：



- 程序提供两组图表显示两次测试情况
- 阅览完毕，单击“Close”键退出

EVALUATING YOUR PERFORMANCE (自我评价)

在“Study Mode”或“Special Study Mode”中有两种复习方法，复习你曾做过标记、注释或答错的试题：

1. 在学习模式中，单击“Stop Sign”键，可复习做过的试题
2. 在特殊学习模式中，完成了某一部分测试后(含完成所有试题或测试时间已到)，你还可以重新进入该部分，可选择“File/Open Existing Test”。已完成部分后显示“✓”符号。单击对话框中的“Yes”键，再击“Traffic Light”

Noted Questions (注释试题)

- 查看注释：单击“Note”键或选择“Review/Noted Questions”
- 活动对话框显示包括注释的试题表
- 查看该表中某道题的注释：单击该问题，再击“Display”键，显示该题和正确答案以及可移动注释框中的注释

- 单击“OK”键，退出注释框或单击“Delete”键删除注释
- 单击“Directions”键，查看试题提示。提示框可移动。单击“OK”键退出提示框
- 单击“Close”键，结束查看加注试题

Marked Questions (标注试题)

- 查看标注试题：单击“Marked”键或选择“Review/Marked Questions”
- 活动对话框显示包括已标注的试题表
- 查看表中某道题：单击该题，再击“Display”键，显示该题及其正确答案
- 单击“Directions”键，查看该题提示。提示框可移动。单击“OK”键，退出提示框
- 单击“Note”键，查看你对该题所做的注释。注释框可移动。单击“OK”键退出提示框或单击“Delete”键，删除所做的注释
- 单击“Close”键，结束查看标注试题

Incorrectly Answered Questions (答错的题)

- 查看某部分所有答错的题：单击“Incorrect”键或选择“Review/Incorrectly Answered Questions”
- 活动对话框显示所有答错的题
- 查看某道题：单击该题，再击“Display”键，显示该题及其正确答案
- 单击“Directions”键，查看该题提示。提示框可移动。单击“OK”键，退出提示框
- 单击“Note”键，查看你对该题所做的注释。注释框可移动。单击“OK”键，退出注释框或单击“Delete”键，删除注释
- 单击“Close”键，结束查看标注试题

退出“Study Mode”无特别要求。

退出“Special Study Mode”，单击“Stop”键。

TAKING A NEW TEST (进行一次新的测试)

若想进行一次新的 CAT，选择“File/Create New Test”，单击“Yes”确认后，可进行新的测试。该 CAT 软件包括几千道试题，可供任意选择。

EXITING THE PROGRAM (退出程序)

- 在测试或学习模式中，单击“Stop Sign”键退出
- 单击“Exit”或选择“File/Exit”退出该程序

10

Top Ways to Raise Your Score

When it comes to taking the new computer-adaptive GMAT, some test-taking skills will do you more good than others. There are concepts you can learn, techniques you can follow, and tricks you can use that will give you the biggest “bang for your buck.” Here’s our pick of the Top 10:

- 1. Make a study plan and follow it.** The right GMAT study plan will help you get the most out of this book in whatever time you have. *See Chapter 1.*
- 2. Learn the directions in advance.** If you already know the directions, you won’t have to waste precious test time reading them. You’ll be able to jump right in and start answering questions as soon as the test clock starts. *See Chapter 2.*
- 3. Don’t get bogged down on any one question.** Since you have to answer questions in order to keep moving, you can’t afford to get stuck on any one problem. *See Chapter 2.*
- 4. In reading comprehension, read for structure, not details.** When you read GMAT passages, don’t stop for details. Most of the questions will ask about the structure of the passage, rather than specific facts. *See Chapter 5.*
- 5. In sentence corrections, save time by skipping the first choice.** It always repeats the original sentence, so there’s no point in reading it. *See Chapter 6.*
- 6. In critical reasoning questions, start by finding the conclusion.** Since the conclusion is the main point of the argument, it’s the key to answering every question of this type. *See Chapter 7.*
- 7. If a problem-solving math question stumps you, work backwards from the answers.** The right answer has to be one of the five choices. Since the choices are arranged in size order, starting with (C) will result in the fewest calculations. *See Chapter 8.*
- 8. In data sufficiency questions, do only as much work as you have to.** Your task is only to decide if you have enough information to answer the question. You don’t have to solve it. *See Chapter 9.*
- 9. In the analytical writing assessment, use the “three main points” approach.** This plan will give your essay structure and strength. *See Chapter 10.*
- 10. Polish up rusty math skills with the GMAT Math Review.** If your math skills need some shoring up, the Math Review covers all the basic concepts of arithmetic, elementary algebra, and geometry that you’re likely to encounter on the GMAT. *See Chapters 11, 12, and 13.*