



ΕΛΛΗΝΟΑΜΕΡΙΚΑΝΙΚΗ ΕΝΩΣΗ
Σωματείο Κοινωνικό, Εκπαιδευτικό και Πολιτιστικό

HELLENIC AMERICAN UNION
An educational public charity

English Language Program

Course Description

Course Name: GMAT Preparation Course

Course code: GMAT Prep

GMAT

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This course focuses on thoroughly familiarizing students with the level, format, content and the computer adaptive nature of the test and on teaching students strategies for all three sections (Analytical Writing Assessment, Quantitative, and Verbal) of the test.

Aim: The aims of this course are:

- To develop students' strategic techniques for dealing with each section of the test
- To develop students' test taking skills - ability to guess, work at an appropriate pace, and make decisions under pressure
- To develop students' analytical writing skills
- To develop students' quantitative (mathematical) reasoning skills
- To develop students' reading sub-skills
- To develop students' critical thinking/reasoning skills
- To develop students' awareness of stylistic conventions and grammatical rules of standard written English
- To help students practice on authentic tests

Requirements: In order to attend this course, former Hellenic American Union students are expected to be at least at a B2 level in English as outlined by the Common European Framework of Reference (CEFR).

Students at this level:

- Can understand the main ideas of complex text on both concrete and abstract topics, including technical discussions in his/her field of specialisation.
- Can interact with a degree of fluency and spontaneity that makes regular interaction with native speakers quite possible without strain for either party.
- Can produce clear, detailed text on a wide range of subjects and explain a viewpoint on a topical issue giving the advantages and disadvantages of various options.

Duration: Lessons last two or three hours and take place two or three times a week. During intensive schedules, the course lasts 4 weeks; lessons last three hours and take place daily. Lessons begin at 10 minutes past the hour scheduled. Each lesson includes 1 twenty-minute break. For example, when a course is offered 18:20-21:20, the lesson will begin at 18:30 and end at 21:20, with the break at 19:50-20:10. Lessons reconvene regardless of student absence.

Components: Analytical Writing Assessment, Quantitative, and Verbal Sections

- The **analytical writing assessment** component consists of two separate writing tasks—Analysis of an Issue and Analysis of an Argument.
- The **quantitative section** consists of two types of multiple-choice questions —Problem Solving and Data Sufficiency. Both types of questions require knowledge of: arithmetic, algebra, integers, geometry, coordinate geometry, descriptive statistics, counting methods (combinations, permutations), discrete probability, advanced probability, word problems, etc.
- The **Verbal section** consists of three types of multiple-choice questions — Reading Comprehension, Critical Reasoning, and Sentence Correction
- The **reading component** consists of reading and analyzing authentic passages of up to 350 words long, covering topics ranging from the social sciences, physical or biological sciences, to business-related areas (marketing, economics, human resource management, etc.).
- The **critical reasoning component** consists of reading authentic arguments and analyzing argument construction, evaluating arguments, and formulating and evaluating a plan of action.
- The **sentence correction component** covers stylistic conventions and grammatical rules of standard written English. The following grammatical aspects are consolidated in class: tense/aspect, subject-verb-agreement, pronoun reference and agreement, subjunctive, parallelism, modifiers, comparisons, idioms, ellipsis, negatives, active vs. passive, redundancy, etc.

Tests:

- The course will include at least 3 paper-based tests. An in-class test at the beginning of the course used as a diagnostic test, at least one take-home test used as a progress test, and a final take-home test at the end of the course used as an exit test.
- A lab session in which students will become familiarized with the mechanics of taking a computer-adaptive test by using the GMAT® Tutorials. The tutorials cover such topics as: using a mouse, entering responses, moving on to the next question, using the word processor, and accessing the Help function.
- Extra computer-lab hours so students can practice on computer-adaptive tests outside teaching hours even after they have completed the course.

Assessment: Students do not receive a final percentage grade at the end of the course. However, their progress is recorded as follows:

- One mock examination used as diagnostic test, one mid-term mock examination used as a progress test and one final mock examination used as an exit test.

Regulations:

- Students are expected to involve themselves constructively in all class activities and discussions and to adhere to the teacher's instructions.
- Homework assignments are to be completed by the deadline set by the instructor. Exceptions to this policy will be considered on an individual basis.
- Students are expected to attend every lesson on time. Students course status may be affected if they are absent for more than ten hours.