

PLATO Course ACT WorkKeys—Reading for Information—Leveled

Course Overview

The development of the PLATO Course ACT WorkKeys—Reading for Information—Leveled aligns Plato Courseware with the strands and topics assessed on the ACT WorkKeys Test for Reading for Information. The course is divided into five levels based on the complexity of the topics covered. The modules within each unit target the essential concepts as assessed on the ACT Workkeys Test for Reading for Information. The course focuses on developing skills required for effective workplace communication.

Course Goals

By the end of this course, you will:

- Define words using clues in the passage.
- Find the main idea of a paragraph.
- Predict what comes next as you read.
- Find what you need in a document without reading every word.
- Recognize the order of events in a passage.
- Study methods for labeling steps in a sequence.
- Follow a set of directions in order.
- Learn vocabulary words.
- Draw conclusions by using clues in the text and your prior knowledge.
- Recognize cause and effect in text.
- Use what you know to help you understand what you read.
- Find important information in a text.
- Interpret information from both text and graphics in a passage.
- Follow directions with if-then-else statements.
- Find causes and effects in directions.
- Use cause and effect to solve problems.
- Use a strategy to read directions effectively.
- Read hidden information in a text using context clues and your prior knowledge.
- Summarize information.
- Use prior knowledge to help you understand what you read.
- Use questions and answers to understand expository text.
- Make inferences about expository text.
- Locate important information in expository text.

- Summarize expository text.
- Summarize important information in expository text.
- Find and understand information from a passage using a graphic.
- Understand the basic parts of a business letter.
- Find the topic and the purpose of a business letter.
- Find the details that support the topic and purpose of a business letter.
- Decide what to do after reading a business letter.
- Use reading strategy with business letters.
- Choose which parts of a text to read first to find information.
- Use text-aids to write pre-reading questions.
- Locate information within the text based on questions about the text.
- Prepare for review using highlighting or underlining, taking notes, and building tables.
- Study some word parts that are common in the social sciences.
- Evaluate the quality of facts that support a stated opinion.
- Use reading-strategies on non-textbook passages.
- Recognize historical allusions in what you read.
- Improve your understanding of history using both expository text and narrative resources.
- Make a timeline to help you study history.
- Use rules to learn science vocabulary.
- Combine the information from science texts and visual aids.
- Use a reading strategy to learn and understand information in science texts.

General Skills

To participate in this course, you should be able to do the following:

- Complete basic operations with word processing software, such as Microsoft Word or Google Docs.
- Complete basic operations with presentation software, such as Microsoft PowerPoint or Google Docs presentation.
- Perform online research using various search engines and library databases.
- Communicate through email.

For a complete list of general skills that are required for participation in online courses, refer to the Prerequisites section of the Plato Student Orientation document, found at the beginning of this course.

Course Materials

- notebook
- pencils or ink pens
- computer with Internet connection and speakers or headphones
- Microsoft Word or equivalent
- Microsoft PowerPoint or equivalent

Course Structure

Reading for Information - Level 3

Summary

In level 3, you will identify word meanings using clues in the text around it. You will also find the main idea of a paragraph, when stated explicitly or indirectly. You will predict what comes next in a passage and recognize the order of events in a text. You will learn to find information in a document without scanning every word. You will also learn how to label steps in a sequence and follow a given set of directions. Finally, you will undertake some modules to improve your vocabulary.

Reading for Information - Level 4

Summary

In level 4, you will draw conclusions from a passage using clues in the text and your prior knowledge. You will find the cause-and-effect relationship in a text. You will also learn to use prior knowledge to understand what you read. You will learn to identify important information in a text. You will learn to interpret information from both text and graphics in a passage. Then, you will undertake some modules to improve your vocabulary. You will understand directions by interpreting if-then-else statements and finding cause-effect relationships. You will also learn to read directions effectively.

Reading for Information - Level 5

Summary

In level 5, you will find word meanings using context clues. You will also learn to find the meaning hidden between the lines using context clues and your prior knowledge. You will learn to locate information in a passage and summarize information. You will then undertake some modules to improve your vocabulary.

Reading for Information - Level 6

Summary

In level 6, you will find word meanings using context clues. You will undertake some modules to improve your vocabulary. You will learn to use prior knowledge and a question-answer strategy to help you understand expository text. You will draw inferences based on your reading of expository text. You will learn to locate important information in expository text and summarize it. You will also study how to use a graphic to find and understand information in a passage. The

latter part of the section focuses on business letters. You will learn about the basic parts of a business letter. You will learn how to identify the topic and purpose of such letters. You will also use a reading strategy for business letters and decide what action needs to take after reading the letter.

Reading for Information - Level 7

Summary

In level 7, you will learn to choose the parts of a text to read in order to find information. You will prepare pre-reading questions using text aids and locate information within text based on such questions. You will prepare for review using highlights or underlines, taking notes, and building tables. You will improve your vocabulary, especially for subjects related to social sciences and sciences. You will use reading strategies on non-textbook passages and evaluate the quality of facts that support an opinion. You will learn to recognize historical allusions in your reading and use a timeline to help you study history. You will also learn to combine information from science texts and visual aids and use a reading strategy for understanding scientific texts.