



# GMAT & TOEFL Overview



## GMAT: Graduate Management Admission Test

- Used by over 3,000 business schools as an assessment tool
- Designed for applicants for study in business & management
- Used as predictor of academic performance
- Delivered in English
- Conducted as Computer Adaptive Test (CAT)

EBS Master Programmes: GMAT required for admission



## What it tries to evaluate:

- Basic analytical writing skills
- Mathematical skills
- Verbal skills

## What it does not evaluate:

- Knowledge of business
- Job skills
- Specific content in your undergraduate course work
- Subjective qualities: motivation, creativity, interpersonal skills

# Test Format Overview



## Analytical Writing Assessment (AWA):

- Two writing tasks: **Analysis of an Issue & Analysis of an Argument**
  - 30 minutes for each one

## Quantitative Section: **Data Sufficiency & Problem Solving**

- 37 multiple choice questions, 75 minutes in total

## Verbal Section:

- Reading comprehension
- Critical reasoning
- Sentence correction
- 41 multiple choice questions, 75 minutes in total

Total test time: 3 ½ hours plus two optional breaks

# CAT: How Does it Work?



- Large pool of potential questions (candidates get different questions)
- Sections start with moderate difficulty
- The relative difficulty of the next questions is based on the answers to previous questions; if you answer questions correctly the next questions will be more difficult
- You cannot go back to previous questions
- Not finishing a section is worse than selecting wrong answers



## How is your score determined?

- By the number of questions you answer
  - Whether you answer questions correctly or incorrectly
  - By the level of difficulty
- 
- Questions are weighted according...
    - To their difficulty
    - And other statistical properties
    - But not by their position in the test

# Scores II



- Total score range: 200 – 800
- No passing or failing, but schools will set their own level
- Scores above 700 and below 250 unusual
- Two-thirds around 400-600 (EBS 2009 intake: average of 610 points)
- Official scores available to you and selected institutions within 20 days

# Test Registration Process



- GMAT: offered all over the world throughout the year
- Check test center and seat availability on-line
  - In Germany: Frankfurt, Munich, Hamburg, Berlin
- On-line registration entails registration on [www.mba.com](http://www.mba.com)
  - Have credit card information ready!
- **IMPORTANT:** when scheduling, ensure that spelling of name and birth date exactly match your ID document

# Look and Feel of a Test Center



- Standardization at each test center, whether in Kuala Lumpur or Frankfurt



# AWA: Structure & Composition



- **Tests your ability to think critically, organize your thoughts and communicate in writing**
- Two types of writing samples required
  - Analysis of an issue
  - Analysis of an argument
- No pre-existing knowledge required
  - General topics, current events, business situations
- You must take a position and provide sound, logical arguments that are well-organized and concise
  
- EBS requires that applicants complete the AWA



*“The primary responsibility of citizens is to obey their nation’s civil and criminal laws.”*

Discuss the extent to which you agree or disagree with the opinion stated above. Support your views with reasons and/or examples from your own experience, observations, or reading.

# Quantitative Section



- Measures ability to solve quantitative problems and interpret graphic data through:
  - Problem solving questions
  - Data sufficiency questions
- Both types of questions require knowledge of:
  - Arithmetic
  - Elementary algebra
  - Commonly known concepts of geometry
- Can be word problems, straight calculations, or interpretation of tables & graphs

# Example: Problem Solving Question



## Question:

If  $u > t$ ,  $r > q$ ,  $s > t$ , and  $t > r$ , which of the following must be true?

- I.  $u > s$
- II.  $s > q$
- III.  $u > r$

- (A) I only
- (B) II only
- (C) III only
- (D) I and II
- (E) II and III

**Answer: (E)**

# Verbal Section :Goals & Components



Measures your ability to

- Read and comprehend written material: 2 to 4 passages with 200 – 400 words and 10 -15 MC questions
  - Factual questions, main idea questions, inference questions, and tone questions
- Critical Reasoning: analyze and evaluate arguments, draw inferences
- Correct written material to conform to standard written English (= Sentence Correction)

# Example: Sentence Correction



Which of the following is correct?

It was us who had left before he arrived?

- (A) us who had left before he arrived
- (B) we who had left before he arrived
- (C) we who had went before he arrived
- (D) us who had went before he arrived
- (E) we who had left before the time he had arrived

Correct answer: (B)

# Preparing for the GMAT



- The bad news: you have to study and practice hard
- The good news: you can dramatically improve your score through practice!
- Set a realistic target date for taking the test
- Go online and check out resources
  - Google: “GMAT Preparation“ or “GMAT Study Tips“ or similar combinations
- Obtain test books, CD-ROMs and download free tests (see list of resources) to practice
- Make sure to practice computer-based tests
- EBS offers a GMAT Workshop
  - October 17

# Costs



- Test fee: **\$250 worldwide**
- Taxes apply (e.g. 19% VAT in Germany)
- Rescheduling fee: \$50 plus tax (at least 7 days before)
- Cancellation refund: \$80 (at least 7 days before)
- Additional score reports: \$28 each plus tax

# Useful Resources for Preparation: Online



## ■ Web-Sites and online tests:

- [www.mba.com](http://www.mba.com) (access to free PowerPrep software)
  - [www.gmac.com](http://www.gmac.com)
  - [www.princetonreview.com](http://www.princetonreview.com)
  - [www.testpreview.com](http://www.testpreview.com)
  - [www.gmatquestions.com](http://www.gmatquestions.com)
  - [www.gmatexampracticetests.com](http://www.gmatexampracticetests.com)
  - [www.crack-gmat.com](http://www.crack-gmat.com)
  - [www.Beatthegmat.com](http://www.Beatthegmat.com)
  - [www.admissionconsultants.com](http://www.admissionconsultants.com) (some free tests)
- Note: some web-sites offer free tests or downloads (you may be required to register) and there are many fee-based offers

# Useful Resources for Preparation: Books



- Barron's GMAT 2007 – 2008 (with CD-ROM)
- GMAT: The Official Guide, 11th Edition
  - Official Guide for Quantitative Review
  - Official Guide for Verbal Review
- Kaplan: GMAT with CD-ROM
- Cracking the GMAT (with sample tests on CD-ROM), Princeton Review Series
- GMAT Math Workout (Princeton Review Series)
- Verbal Workout for the GMAT (Princeton Review Series)



# TOEFL Overview

# TOEFL iBT (Internet Based Testing)



- Valid test worldwide
- Cost: \$225
- Tests reading, listening, speaking and writing skills
- EBS is an official test centre
- Register on-line at [www.ets.org](http://www.ets.org) or at <http://www.de.toefl.eu>
- Test dates at EBS available at ETS website or at EBS website at [www.ebs.edu/index.php?id=toefl&l=0](http://www.ebs.edu/index.php?id=toefl&l=0)
  
- EBS requirements:
  - Bachelor programmes: 95 points
  - Master programmes: 104 points

# TOEFL iBT Test Structure



- Test takes 200 to 270 minutes (including 10 min. break)
- 4 Sections

	Time	Questions	Points
■ Reading:	60 - 100 min	36 - 70	0 - 30
■ Listening:	60 - 90 min	34 - 51	0 - 30
■ Speaking	20 min.	6 tasks	0 - 30
■ Writing:	50 min.	2 tasks	0 - 30

# TOEFL Test Sections



- **Reading:**
  - 3 – 5 passages from academic texts up to 700 words long: 12 to 14 questions per passage; multiple choice, insert text passages, drag answer choices to assigned categories
- **Listening:**
  - 4 – 6 lectures, some with classroom discussion; each 3 – 5 minutes long with 6 questions each
  - 2 – 3 conversations; each approx. 3 minutes long with 5 questions
- **Speaking:**
  - 2 tasks to express an opinion on a familiar topic
  - 4 tasks to speak based on what is read and listened to
- **Writing:**
  - 1 task to support an opinion on a topic
  - 1 task to write based on what is read and listened to

# Taking the Test: What to Expect



- ID checks and paperwork
- Strict rules and guidelines at test centres
- Scratch paper: use it!
- Primarily American English
- Noise from other test takers

# Preparing for the Test



- Practice will dramatically improve your score
- Make sure to practice iBT tests
- Go to [www.ets.org](http://www.ets.org) for an initial tour of the test and to see which resources are available
- Many other useful resources can be found on-line and in printed media
- Practice primarily with computer based tests
- Take a TOEFL preparation seminar if you feel your English is not at a sufficiently high level

# Next Test Dates at EBS



- October: 18, 23, and 31
- November: 1, 7, 13, 14, 20, and 21
- December: 4, 5, 11, and 12
- January: 15, 16, 22, and 30
- February: 13 and 27
- March: 6, 20 and 27