KeyTrain® Reading for Information
Course Objectives, Outlines and Estimated Times of Completion

Reading for Information Course Description:
KeyTrain's Reading for Information course teaches the ability to read and understand workplace documents. Examples and situations focus on applying problem-solving skills in real-world situations. The program uses a variety of interactive exercises so that the learner can practice each concept. KeyTrain courses are comprehensive and easy-to-use. A full human-voice sound track and immediate feedback aid learning.

Reading for Information Level 3 Course Objectives:
The learner shall:
determine the proper placement of a step in a sequence of events or the proper time to perform each step of a task; apply instructions outlined in the passage to situations that are described in the passage; identify the main idea and simple details; identify the meanings of words that are defined within the passage; recognize the meanings of words that are not defined in the passage. Read and understand short letters, memos, announcements, directions; short uncomplicated passages using familiar words; answer questions deal with major points of document, not minor details.

Reading for Information Level 3 Course Outline:
Introduction; Word Meanings; Finding Information; following Directions; Forms & Contents; Finding Details; Making Connections; Topics & Main Ideas; Quiz (affirms course content)

Reading for Information Level 4 Course Objectives:
The learner shall:
identify important details that are not obvious; apply complicated instructions to situations described in the reading materials; recognize cause and effect relationships; determine the meanings of words that are not defined in the reading materials.

Reading for Information Level 4 Course Outline:
Introduction; Words in Context; Word Part Clues; Facts in Paragraphs; Reading for Details; Making Inferences; Reading Procedures; Cause and Effects; Quiz (affirms course content)

Reading for Information Level 5 Course Objectives:
The learner shall:
understand the paraphrased definition of jargon or technical terms defined in the passage; use jargon or technical terms appropriately in describing the situation stated in the passage; understand the definitions of acronyms that are defined in the passage; identify the appropriate definition of words with multiple meanings based on the context of the passage; apply information given in a passage to situations that are not directly described in the passage; apply more complicated instructions involving conditionals or procedures with a number of steps.

Reading for Information Level 5 Course Outline:
Introduction; Technical Jargon; Interpreting Information; Acronyms; Multiple Meanings; Applying Instructions; Quiz (affirms course content)
Reading for Information Level 6 Course Objectives:
The learner shall: identify implied details; understand technical terms when used in an unfamiliar context; figure out from context the less common meaning of a word with multiple meanings; apply complicated information to new situations. Determine the general principals underlying situations described in the reading materials; apply those principles to related situations; evaluate the reasoning behind a procedure, policy or communication.

Reading for Information Level 6 Course Outline:
Introduction; Implied Details; Understanding Jargon; Meaning from Context; Complex Information; Main Principles; Author's Reasons; Quiz (affirms course content)

Reading for Information Level 7 Course Objectives:
The learner shall: figure out the definition of difficult, uncommon technical terms from the context of the reading materials; determine the general principles underlying described situations and apply them to situations neither described nor completely similar to those in the reading materials.

Reading for Information Level 7 Course Outline:
Introduction; Definitions; Legal Documents; Applying Principles; Drawing Conclusions; Quiz (affirms course content)

Reading for Information Estimated Time of Completion:
Note: Although KeyTrain courses are delivered as an entire course with all Levels we are providing Level completion times.

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Section Title</th>
<th>Estimated Time of Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>KeyTrain Reading for Information</td>
<td>Introduction and Work Keys</td>
<td>1 hour</td>
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<tr>
<td>KeyTrain Reading for Information</td>
<td>Introduction</td>
<td></td>
</tr>
<tr>
<td>KeyTrain Reading for Information</td>
<td>Pre-Test</td>
<td>1 hour</td>
</tr>
<tr>
<td>KeyTrain Reading for Information</td>
<td>Level 3</td>
<td>6 hours</td>
</tr>
<tr>
<td>KeyTrain Reading for Information</td>
<td>Level 4</td>
<td>6 hours</td>
</tr>
<tr>
<td>KeyTrain Reading for Information</td>
<td>Level 5</td>
<td>8 hours</td>
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<tr>
<td>KeyTrain Reading for Information</td>
<td>Level 6</td>
<td>8 hours</td>
</tr>
<tr>
<td>KeyTrain Reading for Information</td>
<td>Level 7</td>
<td>8 hours</td>
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</tbody>
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