



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 situation 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.

Course Name	Section Title	Estimated Time of Completion
KeyTrain Reading for Information	Introduction and Work Keys Introduction	1 hour
KeyTrain Reading for Information	Pre-Test	1 hour
KeyTrain Reading for Information	Level 3	6 hours
KeyTrain Reading for Information	Level 4	6 hours
KeyTrain Reading for Information	Level 5	8 hours
KeyTrain Reading for Information	Level 6	8 hours
KeyTrain Reading for Information	Level 7	8 hours