



GMAT Preparation Course

Info Sheet

(version 1.51)

www.gmat-review.co.uk

Please request current course dates on the website (button 'Contact us').

1. Welcome to Manhattan Review!

Congratulations on taking your first step towards admission to the MBA-Program of your choice. You are now ready to prepare yourself for a great advancement in your career. As you know, admission to the top business schools is highly competitive; therefore, you must put a lot of work into preparation for the mandatory tests.

Our mission is clear and simple: We are here to provide you with the best possible preparation for the GMAT. Our course will enable you to score your very best on the test!

2. Overview

Preparation for the GMAT requires an investment of time, and in our course we will help you manage your preparation time and supply you with all the essential tools necessary to achieve a high score on the exam. There is no doubt that a high GMAT score will greatly increase your chances of attaining admission to the university of your choice.

Originally, our course was targeted exclusively at candidates who had to obtain extremely high scores, because their desired programs were so competitive. Experience has shown, however, that even candidates who did not plan to apply to a top business school achieved scores well beyond their expectation after they took our course.

Below you will find a tentative class schedule and a brief description of the topics covered in the course. At the end of this document you will also find answers to frequently asked questions about our course. If you still have any questions after reading this document, please do not hesitate to write us an email at <info@gmat-review.co.uk>.

3. Instructors

One of the factors that has led to the creation of our course was the dissatisfaction with available GMAT preparation. The big companies from the US often hire people who have never set a foot in any business school. Often, their teachers do not have any prior experience in teaching classes at a graduate level. In marked contrast, our course is taught by Ivy League-educated teachers from Columbia University and other top schools who have extensive teaching experience and are highly accomplished in a variety of areas. Members of the faculty are associates in the doctoral program at Columbia Business School, teach university classes and are published in such esteemed journals as the *Paris Review* and the *Humanist*. Generally, the verbal section instructors have studied and taught English at the university level and all of our teachers have performed extremely well on various standardized tests. There is simply no better way to ace the GMAT than to learn from instructors who have been admitted to top schools and are actually teaching in a top MBA program!

4. Timing Your Preparation

Our course does not require extensive prior training, and experience has also shown that it may be counterproductive. The reason for this is that the number of available old test questions is limited and you should make best use of them by using the techniques you will learn in the course. If you have looked at some of the questions before the course, the overall effect of our technique might be diminished. It is also easier to learn the right approach from the start rather than having to unlearn ineffective methods. Students often lack determination after completing the course if they expend too much energy preparing on their own before the course begins.

If you want to practice before the course, we recommend that you brush up on your English and your elementary math skills. To familiarize yourself with the test, you should peruse the first twenty questions of each type in the 'Official Guide to GMAT Review,' which can be ordered, like all other recommended materials, without shipping charges from our Bookstore.

All of the material needed during the course will be provided by us! Please note that we provide extensive self-written material. Some providers just use the 'Official Guide' to prepare you in their classes. While this book is a valuable resource that you should consult at some stage of your prepara-

tion, it by no means reflects the real difficulty level of the test, particularly when you are looking for a score in the 700 range or higher! You will find that our material prepares you much better for a top score.

After the course, you will need time to practice the new techniques you have learned. Our extensive practice materials will keep you busy for at least two weeks after the course. We therefore recommend that you take the actual test no earlier than three weeks after the course so that you have enough time for adequate training.

5. Course Schedule

The course consists of lectures on the first day, followed by exercises on the second day, with ample time allotted for answering sample questions and receiving personalized attention from the instructors. The course is structured so that both the novice and expert test-taker will learn valuable techniques for eliminating wrong answers and choosing correct ones. Many actual GMAT questions from prior years are used for the exercises and each question is discussed in-depth with a step-by-step analysis of the thought processes required to arrive at the correct solution.

An approximate schedule of the weekend course is listed below. We make slight adjustments to tailor the course to the needs of the participants according to the results of an evaluation test we ask participants to take. The evaluation test is not mandatory, but it helps us to serve the participants better.

Please note: The following tentative class schedule assumes a starting time of 9 am, but courses can sometimes start at 10 am. Please check your registration confirmation for the starting time of your course! We may also teach a bit longer on the first day, if we feel the participants may benefit from this, so please do not make any appointments before 8 pm on that day.

Before the Course	Evaluation Test (voluntary)
First Day	09:00 — 09:45 Introduction 09:50 — 13:00 Math Review 13:00 — 13:30 Lunch Break 13:30 — 16:30 Grammar Review 16:45 — 17:15 Writing Assessment Theory 17:15 — 18:00 Critical Reasoning (Exercises)
Homework	Writing Assessments
Second Day	09:00 — 13:00 Quantitative Practice Problems 13:00 — 13:30 Lunch Break 13:30 — 14:00 Return of Writing Assessments 14:00 — 14:30 Reading Comprehension Practice Problem 14:30 — 16:30 Sentence Correction Practice Problems 16:30 — 17:00 Course Wrap-up, General Tips for MBA Application
After the Course	You will have an extensive list of sample problems for you to solve on your own. You can always ask for assistance from our instructors who are available through our website.
Final Mock Exam	Send in your answers and we will grade the exam and also recommend additional literature that will help you to reach your goal.

6. Topics Covered in the Verbal Review

The verbal review will cover the strategies you must use to find the correct answers in reading comprehension, sentence correction, and critical reasoning questions. The grammar review will go over all the elements and parts of speech of the English language included in the comprehensive list below.

The lecture will also focus on the most common errors that are made in sentence composition and how you can avoid them. Special attention will be paid to idiomatic expressions and frequently confused phrases. We will prepare the student to answer questions that most American business school applicants will get wrong. At the end of the first day, two typical GMAT essays will be assigned which, when completed, will be graded and commented on in great detail by the Verbal instructor.

The verbal exercises will concentrate on sentence corrections, traditionally the most difficult part of the exam for test-takers. On the second day, the class will answer and discuss over thirty typical sentence correction questions. The class will also complete a reading comprehension passage and answer the corresponding set of questions. Throughout the exercises, questions are encouraged and the teacher will help everyone in the class understand how each solution is reached.

The verbal section will end with an overview of test taking strategies and a guide on how test-takers can maximize their time to get the highest possible score on the exam. The teacher's response to the essays written by the students will be discussed and final questions will be answered. We will also provide students with a booklet of further exercises.

7. Topics Covered in the Quantitative Review

In the quantitative part of our course, we will not only provide you with a solid foundation in the math skills needed to succeed on the test, but also focus on tips and tricks that Manhattan Review has specifically designed to beat the quantitative section. These tips are not available anywhere else in print. In the classroom, we will explain various techniques in great detail, followed by hands-on exercises. The following is a partial list of the quantitative topics we will study in the course.

1. Arithmetic

- Basic Concepts in Arithmetic
 - Types of Numbers
 - Fundamental Operations
- Integers
 - Determining Factors
 - Checking for Divisibility
 - Factorization
- Fractions to Memorize for the GMAT
- Computational Tips and Tricks

2. Algebra

- Fundamental Considerations in Algebra
- How to Work with Large Numbers
- Manipulation of Equalities
- Manipulation of Inequalities

3. Geometry

- General Considerations in Geometry
- Special Triangles to Memorize for the GMAT
- Figures to Know for the GMAT

4. Word Questions

- Averages and Speed Averages
- Mixtures and Work Problems

5. Special Considerations for Data Sufficiency Questions

During the quantitative exercises we will not only discuss the correct solutions, but also the most time efficient ways to reach them. Our teachers pay careful attention to make sure that each student gains the insight needed to successfully solve the questions on the actual test.

8. Support after the Course

Your benefits will not end after attending our course! Manhattan Review's faculty will always be available to answer questions you may have. We will grade the full test that you take after you have completed all the exercises and get back to you with further recommendations for improvement. We will also provide consultation on how to proceed after you take the test.

9. FAQ (Frequently Asked Questions)

What is the difference between preparing with books/CDs and participating in your course?

We are frequently asked about the advantages of preparing with us rather than with books and CDs, which are available in countless numbers. We readily admit that you can prepare well with such materials - that is, if you do not need a top score on the test. We guarantee that everyone who takes our course will receive a higher score than if they study exclusively with store bought texts. The weakness in only preparing with books and CDs is that such materials are written for the American mass market. The majority of these applicants are not applying to top business schools. As such, the authors of the books target the average MBA applicant and leave out more complicated tips and tricks, which can make the difference between an average test score and an excellent one. If someone in the USA wants to score extremely high on the GMAT, he or she will take a preparation course or even hire a personal tutor. The best trainers here in New York charge a \$300 per hour fee (Source: New York Times 9. August 1999)! Therefore many insiders in the USA regard the books published by the big test preparation companies more as advertisements for their courses than as genuine approaches towards preparing for the GMAT.

In sum, preparing for the GMAT with our course has the following major advantages over preparing with books and CDs:

- We offer tips & tricks which are not readily available in common test preparation literature.
- No book or CD will grade your analytical writing assessments, answer your questions, or walk you through the most efficient means of getting the right answer.
- We illustrate solutions and concepts with original questions, which, because of copyright laws, cannot be used in test preparation books. You will be amazed how difficult the real GMAT questions are compared to the 'official' training material found in bookstores!
- Visualization and discussion in a seminar environment will enable you to recognize complex structures better than learning the same material in a non-interactive way.
- The priceless opportunity to talk to actual individuals who have been admitted to an Ivy-League University offers insights you can gain nowhere else.
- You will be more motivated and have more fun during preparation!

Why do you think your course is more effective than a 10 week spread out course?

We do not believe that longer courses offer any advantage over our intensive course, for the following reasons:

- The total amount of classroom time in our course does not differ significantly from what you would get in a 10-week course (just a marginal note: the reason some courses are longer is because they 'make time' by letting you take practice tests during class while we prefer to let you take practice tests at home and have them graded on our website to maximize the efficiency of your time spent in the classroom).
- Generally, we question the value of a client paying for an instructor to be present when this is unnecessary. We teach you what you need to know, and then provide enough in-class practice so that you may then study optimally (and cost-effectively) on your own, with the option of post-course contact with the actual instructors if you have particular questions. The reason some of the larger operators in the market promote the idea that 'longer is better' is so that they may justify their larger fees.
- The quality of our specialist instructors is generally higher than you will find on a typical spread-out course; our instructors have delivered courses at the graduate level at top universities. In addition, our teachers have significant additional experience regarding business school applications: most of our verbal instructors work for an editing service specialized in applications to MBA-programs, and the academic supervisor of our courses is a doctoral candidate at Columbia Business School. This is a bonus over and above the actual GMAT instruction.
- Our intensive course minimizes the potential for learning loss from week to week relative to a more spread out course, since there is no tiresome mental switching between 'GMAT mode' and 'working mode.'

We have found some courses that base their classes on material found in the "Official Guide for GMAT Review"? Isn't that great, given that you also recommended to purchase this book?

The Official Guide includes questions from old tests and gives you some sense of the way the test makers think. We therefore do recommend purchasing the Official Guide, and you should look through it at some point during your preparation. However, the questions in the Official Guide are NOT representative of the difficulty level that you will face in the test when you look for a score in the range of 700 or above. Courses based mainly on the Official Guide will not prepare you sufficiently to reach such a result. The reason courses use the Official Guide is that such providers do not want to go through the painstaking and expensive process of developing their own material. In addition to failing to prepare you adequately for the more difficult questions, there is a tendency for such courses to be taught by only one teacher. Manhattan Review, with its focus on quality instruction, will always use a different instructor for the verbal and quantitative parts, not only because there are rarely teachers that have achieved teaching excellence in both, but also to provide you with a refreshing change in teaching style. Needless to say, it would be much cheaper for us to waive such strict rules, but – unlike our competitors – we look for an uncompromised learning experience for our course participants.

How should I prepare before the course?

No prior preparation is necessary; indeed experience has shown that it may even be counterproductive. The most effective approach to studying is to answer practice questions using the techniques you learn in the course. Learning certain methods to answer test questions without the guidance of an instructor could result in the formation of bad habits that are difficult to get rid of. Finally, you don't want to burn out because of over-preparation before the exam.

You can help yourself now by signing up for the course and, in the meanwhile, by practicing your English grammar and brushing up on basic math skills with texts we will recommend to you. To gain familiarity with the test, you may also glance at the first twenty questions of each type in the 'Official Guide to GMAT Review.' Visit the bookshop at <http://www.gmat-review.co.uk/books> to conveniently order preparation material in the UK.

The training you receive needs to be put into practice after the course. Please allot at least three weeks to work through our practice materials and the Official Guide before taking the exam.

Where can I get assistance on my application to business school?

Please visit the Manhattan Edit website at <http://www.manedit.com>, a service created for MBA applicants to Top Business Schools. Our colleagues at Manhattan Edit offer an essay editing service staffed with professional proofreaders and editors. Manhattan Edit's staff specializes in helping candidates apply to the most competitive MBA programs in Europe and the USA.

Where can I get the latest version of this document?

You can always download the latest version of this document from our website <http://www.gmat-review.co.uk>.

Where does one get information about course dates and fees?

Please visit our website at <http://www.gmat-review.co.uk/info> and fill out the information request form. All information about future courses including dates and fees will then be sent to you via email.

10. Testimonials

Below you will find a few unsolicited testimonials we have received:

"I really found the course to be extremely useful, especially in helping me remember math that I learned back in the 9th grade and learning short-cut techniques to cut through grueling calculations."

–Jason P.

"I took the test yesterday.....and got a 710! I'm really pleased with that result, and want to thank you and Laura for all of your help during the Manhattan Review weekend. I definitely am glad that I took the course :)"

–Lauren S.

"I got my GMAT score up to 740. Thanks again for all your help and, hopefully, I'll see you next year as a student."

–Tapiwa M.

"The math professor was excellent in reviewing algebra. The review of English grammar was superb and I honestly feel more confident. I would certainly recommend this course to my friends. I was also happy with the English sentence correction review. Prior to coming for the course my score was really poor in the sentence correction section and now I am making tremendous progress. I feel I will be ready to do the exam in the first week of March as I am busy working at the moment as a junior doctor in Edinburgh."

–Ikol N.

"I took the class with Joern in August and scored a 760 in September. Thanks for your help!"

–Mark O.

"Thought you'd like to know... I scored 770 (unofficially) on the test Monday morning in Twickenham."

–Alan H.

"Thanks for all your help, and the solutions you sent. I just thought I would let you know that I took the GMAT exam today and scored 720. I am thinking of going to INSEAD for a 1 year course beginning January 2003. I thank you again for your help and wish you all the very best for the future."

–Michael B.

"Overall went well – 730. Thanks for your help. My performance on sentence corrections really improved thanks to your dissection of those examples in class. Give my best to Joern as well. I hope to either see you at INSEAD or Joern at Columbia if all goes well."

–Gerry P.

"I thought you may like to know my GMAT score. I sat for it on Dec. 17 and got a 730."

–Eric

"Just to let you know that I got 690 on my GMAT. Not what I was aiming for (700) but quite OK given the time I put in. Thanks for all your help and maybe see you at INSEAD!"

–Filipe D.

"I completed my GMAT test today, I thought you might be interested in my results. My scaled scores were:

Quantitative 47

Verbal 44

Total 730

I am quite pleased!! I definitely benefited from attending the course; I am sure it helped to improve my score."

–Terry P.

"My unofficial score is 700 (yippie!!)"

–Katrin L.

"I took the GMAT on 17 December just before leaving for my Christmas holidays. I got 720!! I'm really pleased. Thanks so much to everyone at Manhattan Review. I could never have done as well without the review course."

Thanks,

–Brian B.

"Dear All @ Manhattan Review,

I just wanted to thank those of you who have helped me out over the last 6 weeks. I took my GMAT this morning and came out with a score of 750. As you can imagine I am incredibly pleased with this and wanted to pass on my thanks to you all, particularly the organizers of the course in London on the 24th / 25th August. Once again many thanks for all your help. I shall certainly be recommending your service to other colleagues."

–Michael