



GMAT Preparation Course Info Sheet

(Version 1.60)

www.gmat-review.co.uk

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

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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 top business schools is highly competitive; therefore, you must put a lot of work into preparation for the GMAT.

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. In our course, we will help you manage your preparation time and supply you with 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 after taking our course even candidates who did not plan to apply to a top business school achieved scores well beyond their expectation.

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 led to the creation of our course was the dissatisfaction with available GMAT preparation. The big companies from the US often hire people who either have never set a foot in any business school or are still in school. Often, their teachers do not have any prior experience in teaching classes at a graduate level. In marked contrast, our courses are taught by Ivy League educated teachers from Columbia University and other top business schools who have had extensive teaching experience and are highly accomplished in a variety of areas. Members of the faculty include graduates from the doctoral program at Columbia Business School and accomplished teachers who have taught university classes. They have published in such esteemed journals as the *Paris Review* and the *Humanist*. All 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 have actually taught in prestigious MBA programs!

4. Timing your Preparation

Our course does not require extensive prior preparation, and experience has also shown that such preparation may be counterproductive. The reason for this is that the number of available official GMAT 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 on their own before the course begins.

If you want to practice before the course, we recommend that you brush up on your English grammar and reading as well as 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, at a discounted price from us directly.

All of the material needed during our crash courses will be provided by us! Please note that we provide a comprehensive set of our proprietary course materials. We want to better prepare you for the GMAT by having you practice with problems of a higher level of difficulty than most of other books available on the market. 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 preparation, 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 materials prepare you much better for a top score. They include:

- ❑ Over 350 pages of well-illustrated and professionally presented GMAT Strategy Review and Practice Problems for both the Quantitative Section and the Verbal Section.
 - The Quantitative Review book includes an extensive list of math glossary and formulae per topic, along with 300 practice problems and about 70 pages of instructions.
 - The Verbal Review book includes 20+ Reading Comprehension passages, 250 Sentence Correction problems and 60 Critical Reasoning questions, along with detailed instructions per category.
- ❑ 150 pages of detailed Quantitative and Verbal Solutions.
- ❑ 250 pages of our internally developed GMAT Vocabulary List with detailed definitions, grammatical forms, related words and sentence examples.

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. Weekend Crash Course Schedule

The most limiting factor in GMAT preparation for most people is time. It is fairly easy to prepare someone for the GMAT in 200 hours. However, it takes significantly more teaching experience and techniques to do so in less time. Our preparation is tailored to busy professionals. We will teach you what you need to know in the least amount of time.

The course consists of a mix of lectures and exercises 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-takers will learn valuable techniques for eliminating wrong answers and choosing correct ones. 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 based on all the communications exchanged prior to the course. We also have an optional evaluation test, available upon request only.

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 appointments before 8 pm on that day.

Before the Course	Comprehensive Math Glossary (10+ pages) Comprehensive GMAT Vocabulary Review (Part I: 60 pages; Part II to be distributed in class)
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 Analytical Writing Assessment 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 Problems 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 extensive practice problems to solve on your own. You can always ask for assistance from our instructors who are available through our website. We also offer a full range of MBA Admissions service, such as Application Strategy, Resume Review, Essay Review, etc. In addition, we offer a variety of Pre/Post MBA Career Training courses. The brochure will be emailed to you after you take our GMAT course. Or you can email us at info@gmat-review.co.uk directly.
CAT CD	Take the CATs distributed in our class and monitor your progress. We will also recommend additional literature that will help you reach your goal.

Table 1: Tentative class schedule for GMAT Weekend Courses

6. Topics Covered in the Verbal Review

The Verbal section of the GMAT measures your ability to:

- ❑ Correct written English to conform to standard grammar rules and styles
- ❑ Read, reason and evaluate arguments
- ❑ Speed read, comprehend and assess written English articles

The verbal review of our course 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, such as Subject-Verb Agreement, Pronoun Reference, Prepositions and Articles, Verb Tenses & Voices, Parallelism, Idiomatic Usages, etc.

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. Strategies for Critical Reasoning will be discussed along with some exercises. 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 in order to achieve the highest possible score on the exam. The teacher's response to essays written by the students will be discussed and final questions will be answered. Our course material also provides students with extensive problems for further exercises.

7. Topics Covered in the Quantitative Review

In the quantitative part of the 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.

- ❑ 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
- ❑ Algebra
 - Fundamental Considerations in Algebra
 - How to Work with Large Numbers
 - Manipulation of Equalities
 - Manipulation of Inequalities
 - Systems of Linear Equations
 - Quadratic Equations
- ❑ Geometry
 - General Considerations in Geometry
 - Special Triangles to Memorize for the GMAT
 - Figures to Know for the GMAT
- ❑ Word Questions
 - Averages and Speed Averages
 - Rate and Exponential Growth
 - Mixtures and Work Problems
- ❑ Statistics, Probability, Combinations and Permutations
- ❑ 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 acquires 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 also provide a full range of MBA Admissions consulting services including, but not limited to, Application Strategy Advice, Essay Review, Resume Review and more. To best prepare you for the upcoming intensive MBA training and job-searching process and to continue to support you throughout and beyond your MBA study, Manhattan Review has also developed a series of Pre-/Post MBA courses to address your particular needs:

- Smart Business Talk
- Corporate Finance in Practice
- Capital Markets & Trading Essentials
- Effective Leadership
- Max Your Verbal IQ
- Managerial Accounting in Practice
- Corporate Law in Practice
- Basic & Business Chinese

For more information on these courses, please email us at info@gmat-review.co.uk.

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 of preparing only 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 a young professional 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 in New York charge a \$300 per hour fee (Source: *New York Times*)! 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, 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 Universities offers you the insights you can gain nowhere else.
- ❑ You will be more motivated and have more fun during the 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 (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 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 you 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 large 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 in a typical spread-out GMAT 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 editing services which specialize in

reviewing applications to MBA programs, and the academic supervisor of our courses is a graduate from the doctoral program 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 the purchase of 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 on the test when you look for score in the range of 700 or above. Courses based mainly on the *Official Guide* will not prepare you sufficiently to reach such a great result.

The reason those 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.

Do Manhattan Review's GMAT intensive courses really allow enough time for me to learn everything I need to know for the test?

Conventional prep courses that spread their classroom time over a course of several weeks are suitable for students who would like to pace themselves and digest new knowledge over time. However, for most super-busy professionals, conventional prep courses have some negatives as students forget what they have learned from week to week and have to spend practice time in class. The successes of our past students, is a testimony to the fact that intensive courses indeed allow enough time to adequately prepare for the GMAT.

Does Manhattan Review accept advertising or any other kind of sponsoring by business schools?

We receive requests for advertising on our website nearly every week, but we do not think it would be appropriate for us to accept them, as it would compromise our position as an independent consultant to MBA applicants. In this light you have to view some companies claims to have application success rates of around 100 percent. Given the inherent competitive nature of the application process at the top schools, you can easily conclude that the so-called success of those companies lies in convincing their students to apply to lower league schools. Though some business schools pay high commissions for bringing in prospective students, Manhattan Review would rather maintain its impartiality in order to provide the best service to its students.

I have studied mathematics/physics. Should I still take the course?

Although some of the standard quantitative techniques we teach might be repetitive for you, many parts of the course focus on more advanced and lesser-known techniques to increase the accuracy of your answers. The course contains many aspects commonly neglected in the

studies of mathematics at universities. For example, do you know how to find out the remainder of a number when divided by 17?

How long before I plan to take the GMAT should I take the course?

We recommend that our students take the test about three to five weeks after the course. It is important to leave enough time to study on your own, with our assistance, but over-studying can result in GMAT burnout. Of course, the optimal time between the course and the test date will vary for each test-taker. Carefully analyze how much time you are willing to devote to studying after the course. Please also factor in your application plans when deciding on the most opportune time to take the exam.

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

How should I prepare before the course?

You can help yourself now by signing up for the course. Upon receiving your paid registration, we will send a comprehensive Quantitative Glossary and GMAT Vocabulary List to you, so that you can start to brush up on basic math skills and practice your English grammar. 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*. Email us if you need to buy it as we offer the entire set at a discounted price for our students!

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 have recently attended this weekend session of the Manhattan Review's GMAT course in London. I had hoped the course would be valuable in improving my mathematical and critical reasoning skills. Instead, the course exceeded all my expectations. I mentioned my observations to a group of fellow attendees and we all agreed we had learnt more in one day from this course than in our final year of secondary education!"

–Christina H.

"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 am really pleased with that result, and want to thank you 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 for 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 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 a 690 on my GMAT. Not what I 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 (yippee!!)"

-Katrin

"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 with the review course."

-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 services to other colleagues."*

-Michael

"I took your verbal crash course on Oct 15 & 16. I got 700 - coincidentally exactly what I wanted. The breakdown was 49/36 for math/verbal. Thank you very much! Especially for the suggestion on how to stay focused – They helped me a lot."

-Olga D.