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“Describe the overall structure (e.g., chronology, comparison, cause/effect, problem/solution) of events, ideas, concepts, or information in a text or part of a text.”

Lesson 5  Understand Sequence

Sequence is the order in which the writer presents steps or information in a text.

As you read, look for sequence words such as first, next, after that, then, and finally. Also, look for numbers and action words that indicate any steps you will follow.

Sequencing will help you recall the important information in a text.

Example  Anyone who lives in the city can get a library card. Follow these simple steps. 1. Fill out an application online. 2. Go to the library. 3. Show a photo ID, such as a drivers license or school ID. 4. Also show proof of your current address, such as a utility bill or voter registration card. 5. Get your card and check out books!

Numbered Steps  The writer uses the numbers 1 to 5 to show the sequence of steps to take to obtain a library card. Action words, such as fill out and go, follow each number. The numbers help locate the steps and show the order in which they should be followed.

Test Example

1. Read the paragraph.

To make flower beads, you will need black, yellow, and purple polymer clay. First, roll the black clay into a log for the center of the flower. Next, roll the yellow clay into five logs and the purple clay into five logs, too. Then, measure the logs. They should be about 1 1/2 inches long and 1/4 inch in diameter. After that, flatten the purple logs on three sides to make them triangular.

What step do you do after you roll the yellow and purple clay into logs?

A. Gather different colors of polymer clay.
B. Roll the black into a log for the center of the flower.
C. Measure the length and diameter of the logs.
D. Flatten the purple logs into triangles.

Option C is correct. After you roll the yellow and purple clay into logs, the next step is to measure the logs.
How to Print on Both Sides of a Sheet of Paper

Sometimes, you may need to print on both sides of a sheet of paper. Follow these simple steps.

1. Go to **Print Settings**. Next, click the **Features** tab. In the **Two-Sided Print** box, click **Book**. Then, click OK.

2. Make sure the IN tray has enough paper to make the number of copies that you need. Then, click **Print**. The printer will print all the odd-numbered pages.

3. Do not remove any printed pages from the tray until you are instructed to do so. After all the odd-numbered pages are printed, instructions for printing the even-numbered pages will appear on the computer screen.

4. Follow the instructions to remove and reinsert the pages. Then click **Continue** to finish printing your copies. The even-numbered pages will be printed on the reverse side of the odd-numbered pages.

**Practice**

1. What should you do after clicking the **Features** tab?
   - A. Click **OK**.
   - B. Click **Book**.
   - C. Go to Step 2.
   - D. Go to **Print Settings**.

2. What should you do before clicking **Print**?
   - A. Check the IN tray for paper.
   - B. Print the odd-numbered pages.
   - C. Remove and reinsert the pages.
   - D. Print the even-numbered pages.

3. In which step does the actual printing begin?
   - A. Step 1
   - B. Step 2
   - C. Step 3
   - D. Step 4

4. In which step are the even-numbered pages printed?
   - A. Step 1
   - B. Step 2
   - C. Step 3
   - D. Step 4

5. The printer has printed all the odd-numbered pages. What should you do next?
   - A. Click **Print**.
   - B. Click **Continue**.
   - C. Follow the instructions on the screen.
   - D. Make sure the IN tray has enough paper.

6. You have removed the odd-numbered pages from the tray. What should you do next?
   - A. Go to **Print Settings**.
   - B. Click **Continue**.
   - C. Reinsert the pages in the printer.
   - D. Make sure the IN tray has enough paper.
Lesson 5  Understand Sequence

(4.RI.5 – Medium)

1. **B**. According to Step 1, after clicking the Features tab, you should go to the Two-Sided Print box and click Book.

2. **A**. According to Step 2, you need to check the paper in the IN tray before clicking Print.

3. **B**. The instructions for Step 2 tell you to click Print. The odd-numbered pages will print.

4. **D**. The instructions for Step 4 explain that the even-numbered pages will print after clicking Continue.

5. **C**. According to Steps 3 and 4, you should follow the directions on the screen.

6. **C**. According to the first sentence in Step 4, you should remove and then reinsert the pages.
# TABLE OF CONTENTS

**TABE® Tutor: Language, Level M**

**Unit 1: Usage**

<table>
<thead>
<tr>
<th>Lesson</th>
<th>Parts of Speech: Noun, Pronoun, Verb, Adjective, Adverb</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lesson 1</td>
<td>Parts of Speech: Preposition, Conjunction, and Interjection</td>
</tr>
<tr>
<td>Lesson 3</td>
<td>Order of Adjectives</td>
</tr>
<tr>
<td>Lesson 4</td>
<td>Relative Pronouns and Adverbs</td>
</tr>
<tr>
<td>Lesson 5</td>
<td>Prepositional Phrases</td>
</tr>
<tr>
<td>Lesson 6</td>
<td>Verb Tense: Present, Past, and Future</td>
</tr>
<tr>
<td>Lesson 7</td>
<td>Verb Tense: Perfect</td>
</tr>
<tr>
<td>Lesson 8</td>
<td>Verb Tense: Progressive</td>
</tr>
<tr>
<td>Lesson 9</td>
<td>Modals</td>
</tr>
<tr>
<td>Lesson 10</td>
<td>Consistent Verb Tense</td>
</tr>
</tbody>
</table>

**Unit 2: Punctuation, Capitalization, and Spelling**

| Lesson 11 | Capitalization |
| Lesson 12 | Titles of Works |
| Lesson 13 | Commas |
| Lesson 14 | Commas and Quotation Marks |
| Lesson 15 | Spelling |

**Unit 3: Sentences**

| Lesson 16 | Complete Sentences |
| Lesson 17 | Fragments and Run-ons |
| Lesson 18 | Combining Sentences for Meaning, Variety, and Style |

**Unit 4: Vocabulary and Word Use**

| Lesson 19 | Context Clues |
| Lesson 20 | Roots and Prefixes |
| Lesson 21 | Roots and Suffixes |
| Lesson 22 | Commonly Confused Words |
| Lesson 23 | Dialects in Literary Works |
| Lesson 24 | Precise Words and Connotations |
| Lesson 25 | Using Reference Materials |

**Unit 5: Text Types and Purposes**

| Lesson 26 | Text Purposes: Opinion and Informative |
| Lesson 27 | Topic Sentence |
| Lesson 28 | Organizational Structure |
| Lesson 29 | Supporting Sentences |
| Lesson 30 | Formatting |
| Lesson 31 | Graphics and Multimedia |
| Lesson 32 | Transitions |
| Lesson 33 | Word Choice |
| Lesson 34 | Conclusion |

“Demonstrate command of the conventions of standard English grammar and usage when writing or speaking.”

TABE® 11/12 Language Level M, Conventions of Standard English, Standard 4.L.1, 5.L.1 AE-CCR Level C.
Lesson 1  

Parts of Speech: Noun, Pronoun, Verb, Adjective, Adverb

English words can be classified into one of eight parts of speech. Five of those parts of speech are nouns, pronouns, verbs, adjectives, and adverbs.

<table>
<thead>
<tr>
<th>Part of Speech</th>
<th>Definition</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Noun</td>
<td>names a person, place, or thing</td>
<td>Alexa, school, book, happiness</td>
</tr>
<tr>
<td>Pronoun</td>
<td>takes the place of a noun or another pronoun in a sentence</td>
<td>I, you, me, he, him, she, her, it, we, us, they, them</td>
</tr>
<tr>
<td>Verb</td>
<td>expresses an action or state of being</td>
<td>runs, writes, is, was</td>
</tr>
<tr>
<td>Adjective</td>
<td>describes a noun or pronoun; answers the questions “what kind,” “which one,” or “how many”</td>
<td>big, little, loud, happy</td>
</tr>
<tr>
<td>Adverb</td>
<td>modifies a verb, adjective, or another adverb; answers the questions “how,” “where,” “when,” “how often,” “why,” or “to what extent”</td>
<td>carefully, quickly, well, deeply</td>
</tr>
</tbody>
</table>

Example

```
Nick and I always save the most money.
```

Test Example

1. Read the sentence.

   The **band** plays **country** music.

   Which correctly identifies the part of speech of each underlined word?

   A. **band**: pronoun; **country**: adverb  
   B. **band**: noun; **country**: verb  
   C. **band**: noun; **country**: adjective  
   D. **band**: adjective; **country**: noun

   Option C is correct because **band** is a noun and **country** is an adjective. A band is a thing, and **country** describes the noun **music**.

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**Practice**

1. Read the sentences.
   Heather lives in California. She loves the ocean and the mountains.
   Which words are verbs?
   A. in, the
   B. ocean, mountains
   C. Heather, she
   D. lives, loves

2. Read the sentence.
   I like to cook pancakes for breakfast.
   Which correctly identifies the part of speech of each underlined word?
   A. I: pronoun; breakfast: adverb
   B. I: pronoun; breakfast: noun
   C. I: noun; breakfast: adjective
   D. I: adjective; breakfast: verb

3. Read the sentence.
   This morning, we carefully listened to her.
   Which words are pronouns?
   A. we, her
   B. to, her
   C. carefully, listened
   D. this, morning

4. Read the sentences.
   Labradors are good dogs for families.
   Which correctly identifies the part of speech of each underlined word?
   A. are: verb; good: adverb
   B. are: adverb; good: noun
   C. are: verb; good: adjective
   D. are: adjective; good: verb

5. Read the sentence.
   The tiny hummingbird comes to the red birdfeeder.
   Which words are adjectives?
   A. hummingbird, to
   B. comes, the
   C. tiny, red
   D. red, birdfeeder

6. Read the sentence.
   I read a chapter of my book every night.
   Which correctly identifies the part of speech of each underlined word?
   A. read: verb; night: noun
   B. read: adverb; night: noun
   C. read: adjective; night: adjective
   D. read: verb; night: pronoun

7. Read the sentence.
   We quickly sat and happily watched the movie.
   Which words are adverbs?
   A. quickly, sat
   B. down, watched
   C. and, the
   D. quickly, happily

8. Read the sentence.
   We swam in the cold, wavy water.
   Which correctly identifies the part of speech of each underlined word?
   A. swam: verb; wavy: adverb
   B. swam: noun; wavy: verb
   C. swam: verb; wavy: adjective
   D. swam: adjective; wavy: noun
Lesson 1  
**Parts of Speech: Noun, Pronoun, Verb, Adjective, Adverb**

(4.L.1 — High, 5.L.1 — Medium)

1. **D.** Lives and loves express actions.
2. **B.** I takes the place of a noun, and breakfast is a noun.
3. **A.** We and her both take the place of nouns.
4. **C.** Are expresses a state of being, and good modifies the noun dogs.
5. **C.** Tiny describes the noun hummingbird, and red describes the noun, birdfeeder.
6. **A.** Read expresses an action, and night is a noun.
7. **D.** The word quickly modifies the verb sat, and happily modifies the verb watched.
8. **C.** Swam expresses an action, and wavy describes the noun water.
TABE® Tutor: Math, Level M

Unit 1: Numbers and Operations – Whole Numbers
Lesson 1 Place Value in Whole Numbers
Lesson 2 Round Whole Numbers
Lesson 3 Add and Subtract Whole Numbers
Lesson 4 Multiply by 1-digit and 2-digit Numbers
Lesson 5 Multiply Multi-digit Numbers
Lesson 6 Multiplication Comparison
Lesson 7 Divide

Unit 2: Numbers and Operations – Fractions
Lesson 8 Connect Fractions to Division
Lesson 9 Add and Subtract Parts of a Whole
Lesson 10 Equivalent Fractions
Lesson 11 Add and Subtract Fractions
Lesson 12 Add and Subtract Mixed Numbers
Lesson 13 Multiples of Fractions
Lesson 14 Multiply with Fractions
Lesson 15 Multiply with Mixed Numbers
Lesson 16 Divide Fractions by Whole Numbers
Lesson 17 Divide Whole Numbers by Fractions
Lesson 18 Divide Fractions
Lesson 19 Unit Rate

Unit 3: Numbers and Operations – Decimals
Lesson 20 Compare Decimals
Lesson 21 Round Decimals
Lesson 22 Add and Subtract Decimals
Lesson 23 Multiply and Divide Decimals

Unit 4: Expressions and Equations
Lesson 24 Write Algebraic Expressions
Lesson 25 Evaluate Algebraic Expressions and Formulas
Lesson 26 Identify and Generate Equivalent Expressions
Lesson 27 Use Algebraic Expressions to Solve Word Problems
Lesson 28 Write and Solve Equations
Lesson 29 Inequalities
Lesson 30 Solve Equations and Inequalities
Lesson 31 Solve Multiplication Comparison Problems

Unit 5: Operations and Algebraic Thinking
Lesson 32 Factors and Multiples
Lesson 33 Greatest Common Factor
Lesson 34 Least Common Multiple
Lesson 35 Number Patterns
Lesson 36 Order of Operations
Lesson 37 Solve Multistep Word Problems

Unit 6: Measurement
Lesson 38 Customary Measurement Units
Lesson 39 Metric Measurement Units
Lesson 40 Line Plots
Lesson 41 Volume Formula
Lesson 42 Volume of Composed Figures
Lesson 43 Angles and Degrees
Lesson 44 Measure Angles

Unit 7: Statistics and Data
Lesson 45 Recognize Statistical Questions and Distribution
Lesson 46 Dot Plots, Histograms, and Box Plots

Unit 8: Geometry
Lesson 47 Lines, Rays, and Angles
Lesson 48 Ordered Pairs
Lesson 49 Polygons
Lesson 50 Three-Dimensional Figures and Nets

“Fluently add and subtract multi-digit whole numbers using the standard algorithm.”

TABE® 11/12 Mathematics Level M, Numbers and Operations in Base Ten, Standard 4.NBT.4, AE-CCR Level C.
Add and Subtract Whole Numbers

When you are asked to combine numbers to find a total, you are using the mathematical operation of addition. When you are asked to find the difference between numbers, you are using the mathematical operation of subtraction.

### Example
A parking lot has two entrances. At the south gate, 619 cars entered. At the north gate, 184 cars entered.

#### How many cars in all entered the parking lot?

\[
\begin{array}{c}
619 \\
+184 \\
\hline
803 \\
\end{array}
\]

1) The words *in all* tell you this is an addition problem. Add the numbers.

2) Add the ones: \(9 + 4 = 13\). Write 3 in the ones column. Regroup 1 to the tens column.

3) Add the tens: \(1 + 1 + 8 = 10\). Write 0 below the tens column. Regroup 1 to the hundreds column.

4) Add the hundreds: \(1 + 6 + 1 = 8\). The answer is 803.

#### How many more cars entered at the south gate than at the north gate?

\[
\begin{array}{c}
619 \\
-184 \\
\hline
435 \\
\end{array}
\]

1) The words *how many more* tell you this is a subtraction problem. Subtract the numbers.

2) Subtract the ones. \(9 - 4 = 5\).

3) Subtract the tens. 8 is greater than 1, so you must regroup. To regroup, trade 1 hundred from the hundreds. Now there are 11 tens. \(11 - 8 = 3\).

4) Subtract the hundreds. \(5 - 1 = 4\). The answer is 435.

### Clue Words for Addition
- add, altogether, combine, in all, increased, more than, plus, sum, total

### Clue Words for Subtraction
- decreased, difference, fewer, how many more, how much more, left, less than, minus, remain

#### Test Example

1. A delivery truck driver drove 209 miles to Springfield to make a delivery. Then she drove another 122 miles to Lennox for another delivery. How many miles did she drive altogether?

   \[
   \begin{array}{c}
   209 \\
   +122 \\
   \hline
   331 \\
   \end{array}
   \]

   A. 87     B. 107     C. 321     D. 331

   1. D The word *altogether* tells you this is an addition problem.

   **Strategy**

   Clue words are helpful, but you should also apply your own reasoning.
Practice

Read each question. Circle the correct answer.

1. Find the sum.
   \[
   \begin{array}{c}
   295 \\
   +433 \\
   \hline
   \end{array}
   \]
   A. 628  
   B. 637  
   C. 639  
   D. 728

2. Find the difference.
   \[
   \begin{array}{c}
   9,461 \\
   \underline{-520} \\
   \hline
   \end{array}
   \]
   A. 8,741  
   B. 8,941  
   C. 9,981  
   D. 9,941

3. Find the difference.
   \[
   \begin{array}{c}
   853 \\
   \underline{-150} \\
   \hline
   \end{array}
   \]
   A. 703  
   B. 753  
   C. 903  
   D. 953

4. Find the sum.
   \[
   \begin{array}{c}
   444 \\
   +657 \\
   \hline
   \end{array}
   \]
   A. 1,111  
   B. 1,102  
   C. 1,101  
   D. 1,001

5. A garden center had 341 trees on Friday. It sold 59 of those trees over the weekend. How many trees are left?
   A. 382  
   B. 292  
   C. 318  
   D. 282

6. Dwayne wants to buy a new phone that costs $765. He has saved $521. How much more money does he need to buy the new phone?
   A. $234  
   B. $244  
   C. $245  
   D. $286

7. Last month, a store sold 1,431 sweaters. This month, the store sold 1,148 sweaters. How many fewer sweaters were sold this month?
   A. 183  
   B. 203  
   C. 283  
   D. 579

8. Cheryl is putting in new tile floors. She used 156 tiles in the dining room. She used 224 tiles in the living room. How many tiles did she use altogether?
   A. 380  
   B. 379  
   C. 188  
   D. 68

9. A business sent 4,472 samples to customers in May. In June, the business sent 1,223 more samples. What was the total number of samples?
   A. 3,251  
   B. 3,691  
   C. 5,665  
   D. 5,695

10. Artville apartment complex has 1,641 apartments. 54 of those apartments are empty. The rest are leased. How many apartments are leased?
    A. 1,687  
    B. 1,590  
    C. 1,587  
    D. 1,498
Lesson 3  Add and Subtract Whole Numbers

(4.NBT.4 – Low)

1. D. 
\[
\begin{array}{c}
\text{1} \\
295 \\
\text{+ 433} \\
\text{728}
\end{array}
\]

2. B. 
\[
\begin{array}{c}
814 \\
91 \\
\text{661} \\
\text{520} \\
8941
\end{array}
\]

3. A. 
\[
\begin{array}{c}
853 \\
\text{- 150} \\
703
\end{array}
\]

4. C. 
\[
\begin{array}{c}
11 \\
444 \\
\text{+ 657} \\
1101
\end{array}
\]

5. D. The word \textit{left} indicates subtraction. Subtract 59 (the number sold) from 341 (the number they started with). There are 282 trees left.
\[
\begin{array}{c}
\text{21311} \\
\text{\underline{\text{341}}} \\
\text{31211} \\
\text{- 59} \\
\text{282}
\end{array}
\]

6. B. The phrase \textit{how much more} indicates finding a difference, which calls for subtraction. Subtract 521 (the amount of money Dwayne has) from 765 (the amount he needs). Dwayne needs $244 more than he has.
\[
\begin{array}{c}
765 \\
\text{- 521} \\
244
\end{array}
\]

7. C. The phrase \textit{how many fewer} indicates finding a difference, which calls for subtraction. Subtract 1,148 (the number of sweaters sold this month) from 1,431 (the number sold last month). This month, 283 fewer sweaters were sold.
\[
\begin{array}{c}
31211 \\
\text{\underline{1,148}} \\
\text{1,148} \\
\text{283}
\end{array}
\]

8. A. The word \textit{altogether} suggests addition. Cheryl used 380 tiles.
\[
\begin{array}{c}
156 \\
\text{+ 224} \\
\text{380}
\end{array}
\]

9. D. The word \textit{total} suggests addition. Find the sum of 4,472 and 1,223. The business sent a total of 5,695 samples.
\[
\begin{array}{c}
4472 \\
\text{+ 1,223} \\
\text{5695}
\end{array}
\]

10. C. The word \textit{rest} implies a difference, which calls for subtraction. Subtract 54 (the number of apartments that are empty) from 1,641 (the total number of apartments). 1,587 apartments are leased.
\[
\begin{array}{c}
\text{51311} \\
\text{\underline{1,641}} \\
\text{1,1311} \\
\text{- 54} \\
\text{1,587}
\end{array}
\]
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