

**KET Workplace Essential Skills and GED Connection
Correlation to
WorkKeys® Assessments for the National Career Readiness Certificate™**



**WorkKeys Applied Math
Level 3 Skills**

WorkKeys Skill	KET workbook	Workbook page #	KET DVD	DVD menu item
<i>Solve problems that require a single type of mathematics operation (addition, subtraction, multiplication, and division) using whole numbers</i>	GED Connection Math	pgs. 45-51	GED Connection Math I	Problem Solving
	WES Math	pgs. 38-45	WES Math	Solving Problems: "No problem," "Gather facts," "We can work it out," "Keep on track"
	WES Communication & Writing	pgs. 43, 67, 119, 123		
<i>Add or subtract negative numbers</i>	GED Connection Math	pgs. 30, 251-253	GED Connection Math III	Introduction to Algebra: "Signed Numbers"
<i>Change numbers from one form to another using whole numbers, fractions, decimals, or percentages</i>	GED Connection Math	pgs. 98-99, 118, 120-121	GED Connection Math I	Decimals: "Decimals as Fractions," "Dollars & Cents"; Fractions: "Factors"
	WES Math	pgs. 65, 102-105, 150	WES Math	Problem solving: "We can work it out"; Fractions, Decimals & Percents: "Use What You Know," "It's Really \$175"
<i>Convert simple money and time units (e.g., hours to minutes)</i>	GED Connection Math	pgs. 76-77, 136	GED Connection Math I	Decimals: "Dollars & Cents"; Fractions: "Subtracting mixed numbers"

**WorkKeys Applied Math
Level 4 Skills**

WorkKeys Skill	KET workbook	Workbook page #	KET DVD	DVD menu item
<i>Solve problems that require one or two operations</i>	GED Connection Math	pgs. 56-57, 72-73	GED Connection Math I	Problem Solving
	WES Employment	pgs. 60, 81		
	WES Math	pgs. 66-67	WES Math	Problem solving: "We can work it out"; Fractions, Decimals & Percents: "Use What You Know"
	WES Communication & Writing	pgs. 83, 123		
<i>Multiply negative numbers</i>	GED Connection Math	pgs. 254-255	GED Connection Math I	Number Sense: "Four Operations"
			GED Connection Math III	Introduction to Algebra: "Signed Numbers"
<i>Calculate averages, simple ratios, simple proportions, or rates using whole numbers and decimals</i>	GED Connection Math	pgs. 111-123, 220-223	GED Connection Math II	Ratio, Proportion & Percent: "Ratios," "Percents," "Proportions," "Percent of Proportion"
	WES Employment	pg. 131		
	WES Math	pgs. 66-67, 96, 99	WES Math	Fractions, Decimals & Percents: "Fractions, Decimals & Percents," "Parts are parts"
<i>Add commonly known fractions, decimals, or percentages (e.g., 1/2, .75, 25%)</i>	GED Connection Math	pgs. 31, 99	GED Connection Math I	Fractions: "Add"; Decimals: "Add"
			GED Connection Math II	Ratio Proportion & Percent: "Percents"
	WES Math	pgs. 59, 62-63	WES Math	Fractions, Decimals & Percents: "Fractions, Decimals & Percents," "Parts are parts"
<i>Add up to three fractions that share a common denominator</i>	GED Connection Math	pg. 91	GED Connection Math I	Fractions: "Add"
	WES Math	pgs. 59, 62-63		
<i>Multiply a mixed number by a whole number or decimal</i>	GED Connection Math	pgs. 93, 96	GED Connection Math I	Decimals: "Multiply"; Fractions: "Multiply"
<i>Put the information in the right order before performing calculations</i>	GED Connection Math	pgs. 44, 56-57, 250, 254-255	GED Connection Math I	Problem Solving: "Set up the Problem," "Order of Operations"

**WorkKeys Applied Math
Level 5 Skills**

WorkKeys Skill	KET workbook	Workbook page #	KET DVD	DVD menu item
<i>Decide what information, calculations, or unit conversions to use to solve the problem</i>	GED Connection Math	pgs. 52-59, 133-141	GED Connection Math I	Problem Solving
			GED Connection Math II	Measurement: "Units," "Conversions & Benchmarks"
			WES Math	Problem Solving: "Check it out"; Measurements & Formulas: "Find the formula"
<i>Look up a formula and perform single-step conversions within or between systems of measurement</i>	GED Connection Math	pgs. 133-145, 153-159	GED Connection Math II	Measurement: "Conversions & Benchmarks," "U.S. Customary System," "Metric System"
	WES Math	pgs. 78-85	WES Math	Measurements & Formulas: "Find the formula"
<i>Calculate using mixed units (e.g., 3.5 hours and 4 hours 30 minutes)</i>	GED Connection Math	pg. 136	GED Connection Math II	Measurement: "Converting measurements"
	WES Math	pgs. 78-85		
<i>Divide negative numbers</i>	GED Connection Math	pgs. 254-255	GED Connection Math III	Introduction to Algebra: "Signed Numbers"
<i>Find the best deal using one- and two-step calculations and then compare results</i>	GED Connection Math	pgs. 100-101, 122-123	GED Connection Math II	Ratio, Proportion & Percent: "Sale Price Interest"
	WES Communication & Writing	pg. 83		
<i>Calculate perimeters and areas of basic shapes (rectangles and circles)</i>	GED Connection Math	pgs. 142-145, 162-165, 182-185	GED Connection Math II	Formulas: "Formulas," "Common Formulas"
	WES Math	pgs. 86-89	WES Math	Solving problems: "We can work it out"
<i>Calculate percent discounts or markups</i>	GED Connection Math	pgs. 100-101, 122-123	GED Connection Math II	Ratio, Proportion & Percent: "Unit Rates," "Percent or Proportion"
			WES Math	Solving problems: "We can work it out"; Fractions, Decimals & Percents: "Fractions, Decimals & Percents," "Use What You Know"

**WorkKeys Applied Math
Level 6 Skills**

WorkKeys Skill	KET workbook	Workbook page #	KET DVD	DVD menu item
<i>Use fractions, negative numbers, ratios, percentages, or mixed numbers</i>	GED Connection Math	pgs. 90-100, 112, 118, 252-255	GED Connection Math I	Fractions
	WES Math	pgs. 58-69	GED Connection Math II	Ratio, Proportion & Percent
			GED Connection Math III	Introduction to Algebra: "Signed Numbers"
			WES Math	Fractions, Decimals & Percents: "Fractions, Decimals & Percents"
<i>Rearrange a formula before solving a problem</i>	GED Connection Math	pgs. 153-168, 178-185	GED Connection Math III	Introduction to Algebra: "Inverse Operations"
<i>Use two formulas to change from one unit to another within the same system of measurement</i>	GED Connection Math	pgs. 133-137	GED Connection Math II	Measurement: "Conversions & Benchmarks," "U.S. Customary System," "Metric System"
<i>Use two formulas to change from one unit in one system of measurement to a unit in another system of measurement</i>				
<i>Find mistakes in questions that belong at Levels 3, 4, and 5</i>	GED Connection Math	pgs. 27-37, 45-59	GED Connection Math I	Problem Solving
	WES Math	pgs. 37-52		
<i>Find the best deal and use the result for another calculation</i>	GED Connection Math	pgs. 27-37, 45-59, 119	GED Connection Math II	Ratio, Proportion & Percent: "Sale Price Interest"
<i>Find areas of basic shapes when it may be necessary to rearrange the formula, convert units of measurement in the calculations, or use the result in further calculations</i>	GED Connection Math	pgs. 142-145, 156-157, 162-163	GED Connection Math II	Formulas: "Formulas," "Common Formulas"
			GED Connection Math III	Introduction to Algebra: "A=LW"

**WorkKeys Applied Math
Level 6 Skills (cont.)**

<i>Find the volume of rectangular solids</i>	GED Connection Math	pgs. 164-165	GED Connection Math II	Formulas: "Formulas," "Common Formulas"
	WES Math	pgs. 86-87	GED Connection Math III	Introduction to Algebra: "A=LW"
<i>Calculate multiple rates</i>				

**WorkKeys Locating Information
Level 3 Skills**

WorkKeys Skill	KET workbook	Workbook page #	KET DVD	DVD menu item
Find one or two pieces of information in a graphic	GED Connection Science	pgs. 152-153, 155-160, 166, 168, 170, 172, 174, 187-188, 191, 194-195, 206-208, 210-211, 214-217, 226-236	GED Connection Science	Life Science: "The Cell"
	GED Connection Social Studies	pgs. 13-24, 29-45, 54-65, 74-85, 95-96, 99-100, 104, 115-116, 120, 122-123, 125	GED Connection Social Studies I	Passing the GED Social Studies Test: Practice questions: "U.S. Map of Foreign Born," "NAFTA Bar Graph"
	WES Employment	pg. 39	WES Finding a Job	Planning to Work: "Applying for jobs"
	WES Math	pgs. 98-109	WES Math	Trends & Predictions: Graphs & Data: "Big Brother," "Can that be right?"
	WES Reading	pgs. 42-45	WES Reading	Finding What You Need Forms & Charts: "Finding what you need: forms & charts"
	WES Communication & Writing	pgs. 121-130	WES Writing	A Process for Writing: "Why Write"
Fill in one or two pieces of information that are missing from a graphic	GED Connection Science	pgs. 186, 190	GED Connection Science	Passing the GED Science Test: Practice questions, "Tornado Map"; Earth & Space Science: "The Water Cycle"
	GED Connection Social Studies	pgs. 18, 24, 31	GED Connection Social Studies I	Passing the GED Social Studies Test: Practice questions: "NAFTA Bar Graph"
	GED Connection Reading	pgs. 236, 256-257	GED Connection Math I	Problem Solving: "Locate the Information"
	WES Math	pgs. 98-109		
	WES Reading	pg. 46	WES Reading	Finding What You Need Forms & Charts: "Finding what you need: forms & charts"
	WES Communication & Writing	pg. 120	WES Writing	Supplying Information: Directions, Forms & Charts: Forms"
			WES Finding a Job	Planning to Work: "Applying for jobs"

**WorkKeys Locating Information
Level 4 Skills**

WorkKeys Skill	KET workbook	Workbook page #	KET DVD	DVD menu item
<i>Find several pieces of information in one or two graphics</i>	GED Connection Science	pgs. 152-153, 155-160, 166, 168, 170, 172, 174, 187-188, 191, 194-195, 206-208, 210-211, 214-217, 226-236	GED Connection Science	Earth & Space Science: "The Rock Cycle," "The Water Cycle"; Chemistry: "Atoms"
	GED Connection Social Studies	pgs. 13-24, 29-45, 54-65, 74-85, 95-96, 99-100, 104, 115-116, 120, 122-123, 125	GED Connection Social Studies I	Passing the GED Social Studies Test: Practice questions: "U.S. Map of Foreign Born," "NAFTA Bar Graph,"; Reading Maps, Charts and Graphs
	WES Math	pgs. 98-109	WES Math	Trends & Predictions: Graphs & Data: "Big Brother," "Can that be right?"
	WES Reading	pgs. 46-52	WES Reading	Finding What You Need Forms & Charts: "Finding what you need: forms & charts"
	WES Communication & Writing	pgs. 121-130	WES Writing	A Process for Writing: "Why Write"
<i>Understand how graphics are related to each other</i>	GED Connection Science	pgs. 195, 200, 211		
	GED Connection Social Studies	pgs. 31, 47, 59, 74, 108, 116	GED Connection Social Studies I	Passing the GED Social Studies Test: Practice questions: "U.S. Map for Foreign Born," "NAFTA Bar Graph"
			WES Math	Trends & Predictions: Graphs & Data: "Big Brother," "Can that be right?"

**WorkKeys Locating Information
Level 4 Skills (cont.)**

WorkKeys Skill	KET workbook	Workbook page #	KET DVD	DVD menu item
Summarize information from one or two straightforward graphics	GED Connection Science	pgs. 152, 169, 170, 174, 176, 191	GED Connection Science	Earth & Space Science: "The Water Cycle"
	GED Connection Social Studies	pg. 35	GED Connection Social Studies I	Passing the GED Social Studies Test: Practice questions: "U.S. Map for Foreign Born," "NAFTA Bar Graph"
	GED Connection Reading	pg. 237		
	WES Math	pgs. 101, 103, 109	WES Math	Trends & Predictions: Graphs & Data: "Big Brother," "Can that be right?"
			WES Writing	Supplying Information: Directions, Forms & Charts: "Charts," "Keeping Track"
Identify trends shown in one or two straightforward graphics	GED Connection Science	pgs. 153, 157, 158, 178	GED Connection Science	Earth & Space Science: "The Water Cycle"; Physics: "Frequency Chart"
	GED Connection Social Studies	pg. 21	GED Connection Social Studies I	Passing the GED Social Studies Test: Practice questions: "U.S. Map of Foreign Born," "NAFTA Bar Graph"
	WES Math	pgs. 106-109	WES Math	Trends & Predictions: Graphs & Data: "Big Brother," "Can that be right?"
Compare information and trends shown in one or two straightforward graphics	GED Connection Science	pgs. 153, 157, 158, 159, 178	GED Connection Science	Earth & Space Science: "The Water Cycle"; Physics: "Frequency Chart"
	GED Connection Social Studies	pgs. 17, 21, 30, 37, 55, 79	GED Connection Social Studies I	Passing the GED Social Studies Test: Practice questions: "U.S. Map of Foreign Born," "NAFTA Bar Graph"
	GED Connection Reading	pgs. 245, 260		
	WES Math	pgs. 106-109	WES Math	Trends & Predictions: Graphs & Data: "Big Brother," "Can that be right?"

**WorkKeys Locating Information
Level 5 Skills**

WorkKeys Skill	KET workbook	Workbook page #	KET DVD	DVD menu item
<i>Sort through distracting information</i>	GED Connection Science	pgs. 179, 210, 219	GED Connection Science	Earth & Space Science: "Weather"; Chemistry: "The Periodic Table"
	GED Connection Social Studies	pgs. 56, 96, 99, 100, 106, 128	GED Connection Social Studies I	Passing the GED Social Studies Test: Reading Maps, Charts and Graphs
			GED Connection Math	M1-Problem Solving: "Locate the Information"
<i>Summarize information from one or more detailed graphics</i>	GED Connection Science	pgs. 168, 179, 191, 219	GED Connection Science	Earth & Space Science: "Weather"; Chemistry: "The Periodic Table"
	GED Connection Social Studies	pgs. 59, 106, 134	GED Connection Social Studies I	Passing the GED Social Studies Test: Reading Maps, Charts and Graphs
	GED Connection Reading	pg. 237		
	WES Reading	pgs. 62-65	WES Reading	Following Directions: "Are you getting this?"
<i>Identify trends shown in one or more detailed or complicated graphics</i>	GED Connection Science	pg. 246	GED Connection Science	Earth & Space Science: "Weather"; Chemistry: "The Periodic Table"
	GED Connection Social Studies	pgs. 88, 108, 130	GED Connection Social Studies I	Passing the GED Social Studies Test: Reading Maps, Charts and Graphs
<i>Compare information and trends from one or more complicated graphics</i>	GED Connection Science	pg. 195	GED Connection Science	Earth & Space Science: "Weather"; Chemistry: "The Periodic Table"
	GED Connection Social Studies	pgs. 59, 108, 130	GED Connection Social Studies I	Passing the GED Social Studies Test: Reading Maps, Charts and Graphs
	GED Connection Reading	pgs. 245, 260		
			WES Reading	Following Directions: "Are you getting this?"

**WorkKeys Locating Information
Level 6 Skills**

WorkKeys Skill	KET workbook	Workbook page #	KET DVD	DVD menu item
<i>Draw conclusions based on one complicated graphic or several related graphics</i>	GED Connection Science	pgs. 156, 195	GED Connection Science	Earth & Space Science: "Weather"; Chemistry: "The Periodic Table"
	GED Connection Social Studies	pgs. 59, 108, 130	GED Connection Social Studies I	Passing the GED Social Studies Test: Reading Maps, Charts and Graphs
	GED Connection Reading	pgs. 245, 260		
<i>Apply information from one or more complicated graphics to specific situations</i>				
<i>Use the information to make decisions</i>				

**WorkKeys Reading for Information
Level 3 Skills**

WorkKeys Skill	KET workbook	Workbook page #	KET DVD	DVD menu item
Identify main ideas and clearly stated details	GED Connection Reading	pgs. 235, 252-253	GED Connection Reading	"Comprehension"
	GED Connection Writing	pgs. 58-59, 66-69		
	WES Employment	pg. 148	WES Keeping a Job	Learning At Work: "Check it out"
			WES Finding a Job	Resumes, Tests & Choices: "Resumes, tests & choices"
	WES Reading	pgs. 18-25	WES Reading	Reading for a Purpose: "Keep digging," "Look it up"; Reading Reports & Manuals: "Reading reports & manuals"
			WES Writing	A Process for Writing: "Purpose, Audience, Format"
Choose the correct meaning of a word that is clearly defined in the reading	GED Connection Writing	pgs. 86-89	GED Connection Reading	"Readings with questions: "Film Review," "Word choice"
	WES Reading	pg. 27	WES Reading	Reading For a Purpose: "Look it up"
			WES Finding a Job	Resumes, Tests & Choices: "You choose the words"
			WES Writing	Supplying Information: Directions, Forms & Charts: "Directions"
Choose the correct meaning of common, everyday workplace words			GED Connection Reading	"Comprehension"
	WES Reading	pg. 27	WES Reading	Reading For A Purpose: "Look it up"
	WES Communication & Writing	pg. 107	WES Writing	Supplying Information: Directions, Forms & Charts: "Directions"
			WES Finding a Job	Resumes, Tests & Choices: "You choose the words"
Choose when to perform each step in a short series of steps			GED Connection Reading	"Synthesis"
	WES Employment	pgs. 126, 129		
	WES Reading	pgs. 59-61	WES Reading	Following Directions: "Ready, Set, Read," "Are you getting this?"
	WES Communication & Writing	pgs. 40-41, 117		

**WorkKeys Reading for Information
Level 3 Skills (cont.)**

WorkKeys Skill	KET workbook	Workbook page #	KET DVD	DVD menu item
<i>Apply instructions to a situation that is the same as the one in the reading materials</i>			GED Connection Reading	"Application," "Reading with questions: Nonfiction prose"
	WES Employment	pg. 127		
	WES Reading	pgs. 59-61	WES Reading	Following Directions: "Ready, Set, Read," "Are you getting this?"
			WES Writing	Supplying Information: Directions, Forms & Charts: "Directions"

**WorkKeys Reading for Information
Level 4 Skills**

WorkKeys Skill	KET workbook	Workbook page #	KET DVD	DVD menu item
Identify important details that may not be clearly stated	GED Connection Reading	pgs. 236, 252-259	GED Connection Reading	"Comprehension"
	WES Reading	pgs. 66-67	WES Reading	Following Directions: "Are you getting this?"
Use the reading material to figure out the meaning of words that are not defined	GED Connection Writing	pgs. 86-89		
	WES Reading	pg. 27	WES Reading	Reading For A Purpose: "Look it up"
Apply instructions with several steps to a situation that is the same as the situation in the reading materials			GED Connection Reading	"Application," "Reading for business"
			WES Reading	Following Directions: "Insert Tab A," "Are you getting this?," "Ready, Set, Read"
			WES Writing	Supplying Information: Directions, Forms & Charts: "Directions"
Choose what to do when changing conditions call for a different action (follow directions that include "if-then" statements)	GED Connection Reading	pg. 241	GED Connection Reading	"Application"
	GED Connection Writing	pgs. 64-65		
			WES Keeping a Job	Learning At Work: "Check it out"
			WES Reading	Following Directions: Ready, Set, Read," "Are you getting this?"; Reading Reports & Manuals: "For your information"

**WorkKeys Reading for Information
Level 5 Skills**

WorkKeys Skill	KET workbook	Workbook page #	KET DVD	DVD menu item
<i>Figure out the correct meaning of a word based on how the word is used</i>	GED Connection Writing	pgs. 86-89		
			WES Communication	The Language of Work: "Get it? Got it?"
			WES Reading	Reading For A Purpose: "Look it up"; Reading Reports & Manuals: "Compared to what?"
<i>Identify the correct meaning of an acronym that is defined in the document</i>			WES Reading	Reading For A Purpose: "Look it up"
<i>Identify the paraphrased definition of a technical term or jargon that is defined in the document</i>			WES Reading	Reading For A Purpose: "Look it up"
<i>Apply technical terms and jargon and relate them to stated situations</i>			GED Connection Reading	"Reading for business"
			WES Communication	The Language of Work: "Get it? Got it?"
			WES Reading	Reading For A Purpose: "Look it up"
<i>Apply straightforward instructions to a new situation that is similar to the one described in the material</i>	GED Connection Reading	pg. 239	GED Connection Reading	"Reading for business"
<i>Apply complex instructions that include conditionals to situations described in the materials</i>			WES Reading	Following Directions: Are you getting this?"

**WorkKeys Reading for Information
Level 6 Skills**

WorkKeys Skill	KET workbook	Workbook page #	KET DVD	DVD menu item
<i>Identify implied details</i>	GED Connection Reading	pgs. 236-237, 256-257	GED Connection Reading	Passing the GED Reading Test, "Comprehension"
<i>Use technical terms and jargon in new situations</i>				
<i>Figure out the less common meaning of a word based on the context</i>	GED Connection Reading	pgs. 86-89		
<i>Apply complicated instructions to new situations</i>	GED Connection Reading	pg. 239	GED Connection Reading	Passing the GED Reading Test, "Application"
<i>Figure out the principles behind policies, rules, and procedures</i>	GED Connection Reading	pg. 235	GED Connection Reading	Passing the GED Reading Test, "Comprehension"
<i>Apply general principles from the materials to similar and new situations</i>	GED Connection Reading	pgs. 238-239	GED Connection Reading	Passing the GED Reading Test, "Application"
<i>Explain the rationale behind a procedure, policy, or communication</i>	GED Connection Reading	pg. 241	GED Connection Reading	Passing the GED Reading Test, "Comprehension"