



IXL Skill Plan for the ACT[®] WorkKeys Workplace Documents



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Levels 3–4

Standard	IXL skills
Main idea & details	<ol style="list-style-type: none"> 1. Use key details to determine the main idea N5X 2. Determine the main idea of a passage DB7 3. Identify supporting details in informational texts LZS
Author's purpose	<ol style="list-style-type: none"> 1. Identify the author's purpose GEU
Text structure	<ol style="list-style-type: none"> 1. Match causes and effects in informational texts QTM 2. Match problems with their solutions XJG
Context clues	<ol style="list-style-type: none"> 1. Use context to identify the meaning of a word YEQ
Informational texts	<ol style="list-style-type: none"> 1. Read and understand informational passages H5Q
Workplace Documents	<ol style="list-style-type: none"> 1. Read workplace emails and memos HNC 2. Read business letters and notices U2W

Levels 5–6

Standard	IXL skills
Main idea & details	<ol style="list-style-type: none"> Determine the main idea of a passage HFN Combine main ideas from two texts HQL
Author's purpose	<ol style="list-style-type: none"> Identify the author's purpose K5H
Text structure	<ol style="list-style-type: none"> Match causes and effects in informational texts WK9 Match problems with their solutions FS5
Context clues	<ol style="list-style-type: none"> Use context to identify the meaning of a word 8CV
Informational texts	<ol style="list-style-type: none"> Analyze the development of informational passages: set 1 UDA Analyze the development of informational passages: set 2 EUN
Workplace documents	<ol style="list-style-type: none"> Read workplace emails and memos GFG Read business letters and notices 2UC <ul style="list-style-type: none"> <i>Coming soon:</i> Read company policies and procedures

Level 7

Standard	IXL skills
Main idea & supporting evidence	<ol style="list-style-type: none"> <li data-bbox="850 394 1458 426">1. Determine the main idea of a passage B7T <li data-bbox="850 443 1458 474">2. Identify supporting evidence in a text UHD
Audience and purpose	<ol style="list-style-type: none"> <li data-bbox="850 525 1360 556">1. Identify audience and purpose HM9
Contexts clues	<ol style="list-style-type: none"> <li data-bbox="850 606 1516 674">1. Domain-specific vocabulary in context: science and technical subjects JBA
Informational texts	<ol style="list-style-type: none"> <li data-bbox="850 720 1450 787">1. Analyze the development of informational passages: set 1 CN7 <li data-bbox="850 804 1450 871">2. Analyze the development of informational passages: set 2 8X8
Workplace documents	<ul style="list-style-type: none"> <li data-bbox="850 919 1409 984">• <i>Coming soon:</i> Read contracts and legal documents