



CLEP Introductory Business Law: 2 (CLEP Test Preparation)

By Lisa M. Fairfax



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CLEP - An easier path to a college degree. Get college credits without the classes. CLEP INTRODUCTORY BUSINESS LAW Based on today's official CLEP exam Are you prepared to excel on the CLEP? * Take the first practice test to discover what you know and what you should know * Set up a flexible study schedule by following our easy timeline * Use REA's advice to ready yourself for proper study and success Study what you need to know to pass the exam * The book's on-target subject review features coverage of all topics on the official CLEP exam, including History of American Law; Legal Systems and Procedures; Contracts; Legal Environment; Torts; Agency; Partnerships, and more. * Smart and friendly lessons reinforce necessary skills * Key tutorials enhance specific abilities needed on the test * Targeted drills increase comprehension and help organize study Take Practice Tests * Create the closest experience to test-day conditions with 2 full-length practice tests * Chart your progress with full and detailed explanations of all answers * Boost your confidence with test-taking strategies and experienced advice REA is the acknowledged leader in CLEP preparation, with the most extensive library of CLEP titles and software available. Most titles are also offered with REA's exclusive TestWare software to make your practice more effective and more like exam day. REA's CLEP Prep guides will help you get valuable credits, save on tuition, and advance your chosen career by earning a college degree.

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Editorial Review

From the Back Cover

EARN COLLEGE CREDIT WITH CLEP – GET THE MOST COMPREHENSIVE GUIDE ON THE MARKET TODAY!

CLEP Introductory Business Law

The Most Complete CLEP Introductory Business Law Subject Review

Everything you need to know for the CLEP Introductory Business Law exam. Comprehensive review chapters completely align with all the subjects tested on the exam.

The Best CLEP Introductory Business Law Practice Exams Available

2 full-length CLEP Introductory Business Law practice tests based on official CLEP exam questions released by the College Board.

Total Explanations of Questions & Answers

Each CLEP Introductory Business Law practice test comes with detailed feedback on every question. We don't just say which answers are right – but why the others are wrong – so you'll be prepared for the CLEP Introductory Business Law exam.

Proven Test-Prep Methods

REA's focused content and practical advice have helped millions succeed on their exams. With our step-by-step plan, you can score high on the CLEP Introductory Business Law exam and earn the college credit you deserve!

Get the World's Most Advanced CLEP Software

REA's CLEP Introductory Business Law TestWare combines a realistic test environment with the most powerful scoring analysis and diagnostic tools available. With every CLEP practice test you take, you'll gain knowledge and confidence for the real exam. Automatic scoring and instant reports help you zero in on the topics and types of questions that give you trouble now, so you'll succeed on the CLEP Introductory Business Law exam!

What is CLEP?

CLEP is the College Board's credit-by-examination program for more than 30 subjects. Each exam passed earns the student between 3-12 credits at more than 2,900 colleges and universities in the U.S. and abroad. REA has the largest library of CLEP test preps that can help you earn college credit while saving you valuable time and money.

About the Author

An honors graduate of Harvard Law School and Harvard College, Lisa M. Fairfax is an award-winning teacher of courses covering contracts and business law.

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ABOUT THIS BOOK AND TESTware®

This book provides you with complete preparation for the CLEP Introductory Business Law exam. Inside you will find a targeted review of the subject matter, as well as tips and strategies for test taking. We also give you two practice tests, all based on the official CLEP Introductory Business Law exam. Our practice tests contain every type of question that you can expect to encounter on the actual exam. Following each practice test you will find an answer key with detailed explanations designed to help you more completely

understand the test material.

The practice exams in this book and software package are included in two formats: in printed format in this book, and in TESTware® format on the enclosed CD for Windows-based computers. We strongly recommend that you begin your preparation with the TESTware® practice exams. The software provides the added benefits of instant scoring and enforced time conditions.

ABOUT THE EXAM

Who takes CLEP exams and what are they used for?

CLEP (College-Level Examination Program) examinations are typically taken by people who have acquired knowledge outside the classroom and wish to bypass certain college courses and earn college credit. The CLEP is designed to reward students for learning—no matter where or how that knowledge was acquired. The CLEP is the most widely accepted credit-by-examination program in the country, with more than 2,900 colleges and universities granting credit for satisfactory scores on CLEP exams.

Chapter 1

PASSING THE CLEP INTRODUCTORY BUSINESS LAW EXAM

Although most CLEP examinees are adults returning to college, many graduating high school seniors, enrolled college students, military personnel, and international students also take the exams to earn college credit or to demonstrate their ability to perform at the college level. There are no prerequisites, such as age or educational status, for taking CLEP examinations. However, because policies on granting credits vary among colleges, you should contact the particular institution from which you wish to receive CLEP credit.

There are two categories of CLEP examinations:

1. CLEP General Examinations, which are five separate tests that cover material usually taken as requirements during the first two years of college. CLEP General Examinations are available for English Composition (with or without essay), Humanities, Mathematics, Natural Sciences, and Social Sciences and History.
2. CLEP Subject Examinations include material usually covered in an undergraduate course with a similar title. For a complete list of the subject examinations offered, visit the College Board website.

Who administers the exam?

The CLEP tests are developed by the College Board, administered by Educational Testing Service (ETS), and involve the assistance of educators throughout the United States. The test development process is designed and implemented to ensure that the content and difficulty level of the test are appropriate.

When and where is the exam given?

The CLEP Introductory Business Law exam is administered each month throughout the year at more than 1,300 test centers in the United States and can be arranged for candidates abroad on request. To find the test center nearest you and to register for the exam, you should obtain a copy of the free booklets CLEP Colleges and CLEP Information for Candidates and Registration Form. They are available at most colleges where CLEP credit is granted, or by contacting:

CLEP Services

P.O. Box 6600

Princeton, NJ 08541-6600

Phone: (800) 257-9558 (8 a.m. to 6 p.m. ET)

Fax: (609) 771-7088

Website: www.collegeboard.com/clep

CLEP Options for Military Personnel and Veterans

CLEP exams are available free of charge to eligible military personnel and eligible civilian employees. All the CLEP exams are available at test centers on college campuses and military bases. In addition, the College Board has developed a paper-based version of 14 high-volume/high-pass-rate CLEP tests for DANTES Test Centers. Contact the Educational Services Officer or Navy College Education Specialist for more information. Visit the College Board website for details about CLEP opportunities for military personnel.

Eligible U.S. veterans can claim reimbursement for CLEP exams and administration fees pursuant to provisions of the Veterans Benefits Improvement Act of 2004. For details on eligibility and submitting a claim for reimbursement, visit the U.S. Department of Veterans Affairs website at www.gibill.va.gov/pamphlets/testing.htm.

SSD Accommodations for Students with Disabilities

Many students qualify for extra time to take the CLEP Introductory Business Law exam, but you must make these arrangements in advance. For information, contact:

College Board Services for Students with Disabilities

P.O. Box 6226

Princeton, NJ 08541-6226

Phone: (609) 771-7137 (Monday through Friday, 8 a.m. to 6 p.m. ET)

TTY: (609) 882-4118

Fax: (609) 771-7944

E-mail: ssd@info.collegeboard.org

Our TESTware® can be adapted to accommodate your time extension. This allows you to practice under the same extended-time accommodations that you will receive on the actual test day. To customize your TESTware® to suit the most common extensions, visit our website at www.rea.com/ssd.

HOW TO USE THIS BOOK

What do I study first?

Read over the course review and the suggestions for test-taking, take the first practice test to determine your area(s) of weakness, and then go back and focus your study on those specific problems. Studying the reviews thoroughly will reinforce the basic skills you will need to do well on the exam. Make sure to take the practice tests to become familiar with the format and procedures involved with taking the actual exam.

To best utilize your study time, follow our Independent Study Schedule, which you'll find in the front of this book. The schedule is based on a four-week program, but can be condensed to two weeks if necessary by collapsing each two-week period into one.

When should I start studying?

It is never too early to start studying for the CLEP Introductory Business Law exam. The earlier you begin, the more time you will have to sharpen your skills. Do not procrastinate! Cramming is not an effective way to study, since it does not allow you the time needed to learn the test material. The sooner you learn the format of the exam, the more time you will have to familiarize yourself with it.

FORMAT AND CONTENT OF THE EXAM

CLEP Introductory Business Law covers the material one would find in an introductory college-level class in the subject. The exam emphasizes understanding the functions of contracts in American business law. Questions on the exam also cover the history of American law, legal systems and procedures, agency and employment, sales, as well as other topics.

The exam consists of 100 multiple-choice questions, each with five possible answer choices, to be answered in 90 minutes. The approximate breakdown of topics is as follows:

5–10% History and Sources of American Law/Constitutional Law

5–10% American Legal Systems and Procedures

25–35% Contracts

25–30% Legal Environment

10–15% Torts

5–10% Miscellaneous

ABOUT OUR COURSE REVIEW

The review in this book provides you with a complete background of all the important facts, concepts and principles relevant to the exam. It will help reinforce the facts you have already learned while better shaping your understanding of the discipline as a whole. By using the review in conjunction with the practice tests, you should be well prepared to take the CLEP Introductory Business Law.

SCORING YOUR PRACTICE TESTS

How do I score my practice tests?

The CLEP Introductory Business Law is scored on a scale of 20 to 80. To score your practice tests, count up the number of correct answers. This is your total raw score. Convert your raw score to a scaled score using the conversion table in the book.

When will I receive my score report?

The test administrator will print out a full Candidate Score Report for you immediately upon your completion of the exam (except for CLEP English Composition with Essay). Your scores are reported only to you, unless you ask to have them sent elsewhere. If you want your scores reported to a college or other institution, you must say so when you take the examination. Since your scores are kept on file for 20 years, you can also request transcripts from Educational Testing Service at a later date.

STUDYING FOR THE CLEP

It is very important for you to choose the time and place for studying that works best for you. Some students may set aside a certain number of hours every morning, while others may choose to study at night before going to sleep. Other students may study during the day, while waiting on a line, or even while eating lunch. Only you can determine when and where your study time will be most effective. But be consistent and use your time wisely. Work out a study routine and stick to it!

When you take the practice tests, try to make your testing conditions as much like the actual test as possible. Turn your television and radio off, and sit down at a quiet table free from distraction. Make sure to time yourself.

Start off by setting a timer for the time that is allotted for each section, and be sure to reset the timer for the appropriate amount of time when you start a new section.

As you complete each practice test, score your test and thoroughly review the explanations to the questions you answered incorrectly; however, do not review too much at one time. Concentrate on one problem area at a time by reviewing the question and explanation, and by studying our review until you are confident that you completely understand the material.

TEST-TAKING TIPS

Although you may not be familiar with computer-based standardized tests such as the CLEP Introductory Business Law exam, there are many ways to acquaint yourself with this type of examination and to help alleviate your test-taking anxieties. Listed below are ways to help you become accustomed to the CLEP, some of which may be applied to other standardized tests as well.

Read all of the possible answers. Just because you think you have found the correct response, do not automatically assume that it is the best answer. Read through each choice to be sure that you are not making a mistake by jumping to conclusions.

Use the process of elimination. Go through each answer to a question and eliminate as many of the answer choices as possible. By eliminating just two answer choices, you give yourself a better chance of getting the item correct, since there will only be three choices left from which to make your guess. Remember, your score is based only on the number of questions you answer correctly.

Work quickly and steadily. You will have only 90 minutes to work on 100 questions, so work quickly and steadily to avoid focusing on any one question too long. Taking the practice tests in this book will help you learn to budget your time.

Acquaint yourself with the computer screen. Familiarize yourself with the CLEP computer screen beforehand by logging on to the College Board website. Waiting until test day to see what it looks like in the pretest tutorial risks injecting needless anxiety into your testing experience. Also, familiarizing yourself with the directions and format of the exam will save you valuable time on the day of the actual test.

Be sure that your answer registers before you go to the next item. Look at the screen to see that your mouse-click causes the pointer to darken the proper oval. This takes less effort than darkening an oval on paper, but don't lull yourself into taking less care!

THE DAY OF THE EXAM

On the day of the test, you should wake up early (hopefully after a decent night's rest) and have a good breakfast. Make sure to dress comfortably, so that you are not distracted by being too hot or too cold while taking the test. Also plan to arrive at the test center early. This will allow you to collect your thoughts and relax before the test, and will also spare you the anxiety that comes with being late. As an added incentive to make sure you arrive early, keep in mind that no one will be allowed into the test session after the test has begun.

Before you leave for the test center, make sure that you have your admission form and another form of identification, which must contain a recent photograph, your name, and signature (i.e., driver's license, student identification card, or current alien registration card). You will not be admitted to the test center if you do not have proper identification.

If you would like, you may wear a watch to the test center. However, you may not wear one that makes noise, because it may disturb the other test-takers. No dictionaries, textbooks, notebooks, briefcases, or packages will be permitted and drinking, smoking, and eating are prohibited.

Good luck on the CLEP Introductory Business Law exam!

Users Review

From reader reviews:

Antonia Parham:

Book is to be different for every single grade. Book for children until eventually adult are different content. As you may know that book is very important for all of us. The book CLEP Introductory Business Law: 2 (CLEP Test Preparation) has been making you to know about other knowledge and of course you can take more information. It is very advantages for you. The e-book CLEP Introductory Business Law: 2 (CLEP Test Preparation) is not only giving you far more new information but also for being your friend when you feel bored. You can spend your current spend time to read your reserve. Try to make relationship while using book CLEP Introductory Business Law: 2 (CLEP Test Preparation). You never experience lose out for everything in case you read some books.

Amy Nichols:

Do you really one of the book lovers? If so, do you ever feeling doubt when you find yourself in the book store? Aim to pick one book that you never know the inside because don't assess book by its protect may doesn't work the following is difficult job because you are scared that the inside maybe not since fantastic as in the outside appearance likes. Maybe you answer can be CLEP Introductory Business Law: 2 (CLEP Test Preparation) why because the wonderful cover that make you consider in regards to the content will not disappoint a person. The inside or content is definitely fantastic as the outside or even cover. Your reading 6th sense will directly guide you to pick up this book.

Beth Kelly:

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Teresa Dawkins:

Book is one of source of know-how. We can add our know-how from it. Not only for students but also native or citizen have to have book to know the update information of year in order to year. As we know those publications have many advantages. Beside many of us add our knowledge, can bring us to around the world. With the book CLEP Introductory Business Law: 2 (CLEP Test Preparation) we can consider more advantage. Don't you to definitely be creative people? To be creative person must want to read a book. Just simply choose the best book that suited with your aim. Don't become doubt to change your life by this book CLEP Introductory Business Law: 2 (CLEP Test Preparation). You can more appealing than now.

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