



CONFIDENTIAL REPORT

for

Student Test 4

Date of Test: 2012-09-24 21:36:28

Online Version

Work Phone:

Client Type:
High School Student

Home Phone:

E-mail:

Student: Adult:

The Highlands Company
Larchmont, NY 10538
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 OVERVIEW

This report contains four sections interpreting your results on the Ability Battery.

Your Ability Profile. This is a representation in graphic form of your results in twenty-one measures. The results are expressed as percentiles. They indicate how your results relate to the results of all other persons who have completed the Battery.

Your Individual Abilities. This section shows your results on the nineteen worksamples in the Highlands Ability Battery. Your natural abilities are important to consider when making educational, career or life decisions. They influence:

- the work or school environment that feels most comfortable to you
- how you learn new information most easily
- how you solve problems and make decisions most efficiently
- how you communicate with others most effectively

As you have discovered, the Highlands Ability Battery™ measures abilities objectively. It does this through actual samples of performance called worksamples. These enable you to know what kinds of tasks and jobs will come quickly and effortlessly and also what kinds of tasks will be more difficult.

Most of the ability worksamples you took were timed. A true ability is demonstrated when a particular task comes easily, quickly, and effortlessly. When a task needs more effort, when it does not come as quickly, it is probably not a strong ability.

Your results are given as percentiles. This means that your results on each worksample were compared to the results of all persons who have taken the same worksample. Your percentile score gives us an objective way to compare how you did on the worksample with how other people have done. If you scored high in an ability as compared to other people, you can infer that this is a strong ability for you. Remember that it is not important to have high scores on every worksample; rather, it is important to know and understand what each of your scores means for you as an individual.

Everyone has a pattern of abilities, with some strong abilities and some weak abilities. The measure of your abilities' impact on you is your own pattern of strong and weak abilities. There are no "good" patterns or "bad" patterns. Every pattern means that some things will be easy for you to do or learn, others more difficult. In using this information, it's important to move toward roles that capitalize on your strengths.

Among other things, you will want to take your abilities into consideration when:

- Figuring out the best way to study, read and learn
- Identifying possible careers
- Identifying possible major areas of study
- Planning internships or work study programs that fit
- Changing your career
- Identifying new directions for your current career
- Re-entering the work force
- Maximizing your performance at work

- Relating to your fellow workers
- Achieving satisfaction and harmony in your life

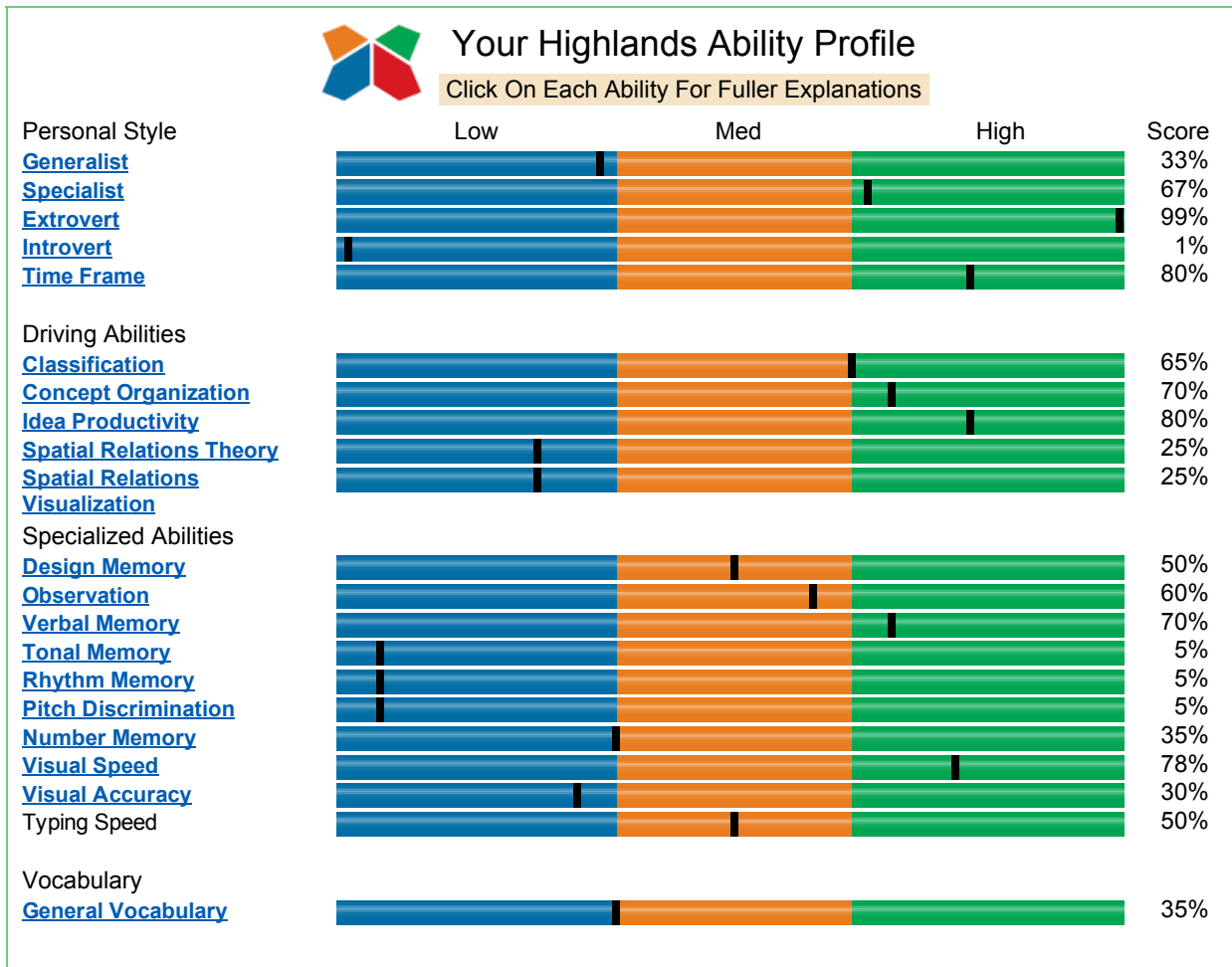
Knowing your abilities can help you steer toward tasks and roles that use your best talents, and steer away from tasks that would be naturally difficult for you to do.

Remember that any educational or career decision you make should take into account not only your abilities, but also other important life factors - such as your interests, personality, goals, values, family of origin and experience, and your stage of career development. Abilities alone should not determine what career and life decisions you make. Abilities should be considered a basic and important piece of the whole picture.

Remember, abilities:

- Are crucial in defining which tasks are naturally easy and which tasks are more challenging
- Can cause dissatisfaction if ignored
- Do not deteriorate with neglect but remain with you forever - unlike skills
- Create many patterns - none of them inherently good or bad; each pattern indicates that some tasks and roles are easy for you and others more difficult.

Four Key Dimensions. This section relates your abilities to the four key dimensions of your work life: Work Environment / Personal Style / Learning & Problem Solving / Decision Making & Communication.



Your scores are given as percentiles. Each percentile compares your score to the scores of all persons who have taken the same worksample.

Student Test 4

ABILITIES

This report describes each of your abilities. It tells you: the general definition of the ability; how the ability was measured; your score; and how to interpret your score. The abilities are grouped under the headings **Personal Style**, **Driving Abilities**, **Specialized Abilities**, and **Vocabulary** to make them easier to understand and discuss. The scores shown are the same as in your Ability Profile.

PERSONAL STYLE

This section shows your results in three scales which interpret the frame of reference from which you approach your work: the Generalist/Specialist scale, the Introvert/Extrovert scale, and Time Frame scale.

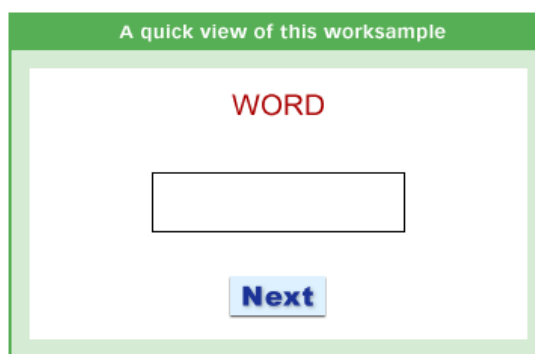
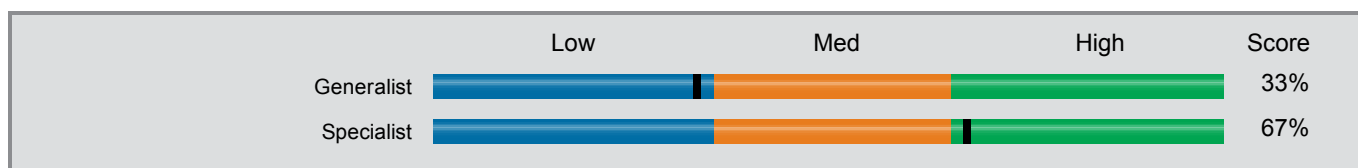
Both the Generalist/Specialist scale and the Extrovert/Introvert scales are continuums which show your relative position on the scales. The Generalist/Specialist scale is an indicator of your overall orientation in whatever work you do. Your relative position on this scale speaks more to the role you should play at work than to the kind of work you should do. Your relative position on the

Introvert/Extrovert scale is an indicator of the kind of interpersonal work environment which you will most enjoy. Neither scale determines the type of work you should do, nor the role you should play at work. A manager may be an Introvert or an Extrovert, but he or she may have a different style, and create a different interpersonal working environment, than another manager.

Finally, your Time Frame Orientation helps you understand your orientation towards planning, goal setting and accomplishing tasks.

Generalist/Specialist

This worksample determines your preference for independent work or for working as part of a group.



No one is completely a Specialist or a Generalist. Everyone shows some aspects of both. You can consider yourself a strong Specialist.

As a Specialist, you...

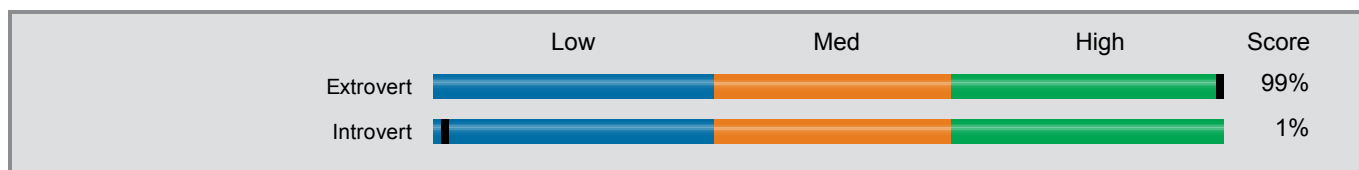
- Share your attributes with 20% of the population.
- Have a unique, individual way of looking at the world. You see things somewhat differently from others.
- Have a unique perspective on things. If expected to come up with the "regular" response, or to be "part of the herd," you will be working against yourself.
- Pursue goals and solve problems best by working independently and autonomously.
- Want to do your work in your own way.
- Need to ensure that your work enables you to explore subjects in depth and to become an expert in some aspect of your field.
- Focus more narrowly on your areas of expertise and find it difficult to focus on multiple jobs at once.
- Like to contribute from the point of view of an expert.
- Work primarily for yourself and have a clear idea of your objectives.
- Advance in organizations by becoming more and more knowledgeable in a particular area until

you know more about it than anyone else.

- Find bureaucratic organizations difficult.
- Are very involved in your work and have difficulty separating work from the other aspects of your life.

Introvert / Extrovert

This worksample determines the interpersonal environment you prefer in the workplace, and how you prefer to divide your time between working alone and working with people.



A quick view of this worksample

Please answer all of the following questions. Do not spend too much time thinking, just answer to the best of your ability. When you are finished, click Next.

Yes **No**

1. Do you tend to introduce yourself to others rather than waiting for them to do so?
2. Are you more likely to have one or two closer friends rather than having many broader ones?

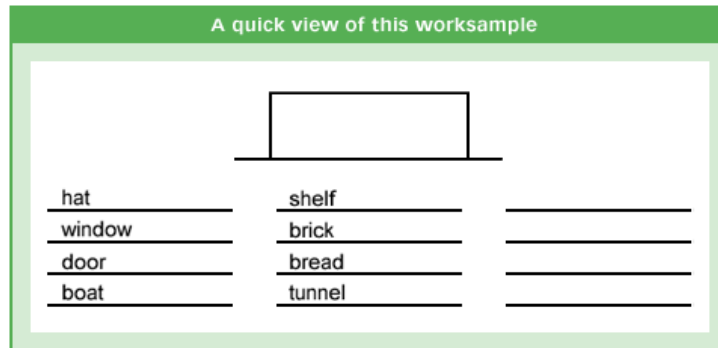
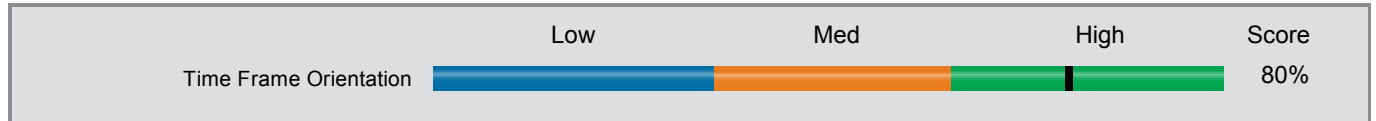
No one prefers Introversion or Extroversion all of the time; everyone has some characteristics of both. Your score indicates that you have a preference for Extroversion.

As an Extrovert, you...

- Get energy from being with people; you like being around others through a good part of your day. You can become stressed and dissatisfied in jobs that require you to be alone all of the time.
- Gather energy from external events, experiences, and interactions and like variety and action.
- Are drained of energy if required to work alone for a long period of time.
- Tend to speak first, reflect later. It is important for you to get an idea out for discussion, without necessarily thinking it through first yourself.
- Like to develop your ideas by discussing them with others and often prefer to communicate by talking.
- Tend to be sociable and expressive and enjoy initiating and sustaining interactions.
- Learn best by interaction, prefer to work with others, and enjoy discussion.
- Tend to avoid long, slow jobs or projects, particularly if they do not include interaction with others.

Time Frame Orientation

This worksample measures the span of time you tend to project and consider when making future plans or working on projects. It indicates how you consider naturally the impact of present actions on future plans.



As a person with a long Time Frame Orientation, you...

- Have a natural Time Frame of about five to ten years for making plans, thinking about your future, or considering the impact on your life of what you are doing now.
- Are able to sustain efforts that are largely unrewarded in the present to reap larger rewards later.
- Find this orientation helpful in jobs that require long-range planning, trend analysis, research, or extended negotiations.
- Can work to accomplish shorter Time Frame targets (two years, for example) by consciously breaking your long term goals into clear segments.
- May be so focused on the future that you do not pay enough attention to the immediate present, and to near goals.
- Can help yourself to control work in the shorter term by writing a list of your long-range goals and then a list on which you break each into shorter targets. This will force you to think through your natural time sense and to pay attention to tasks in the shorter term.

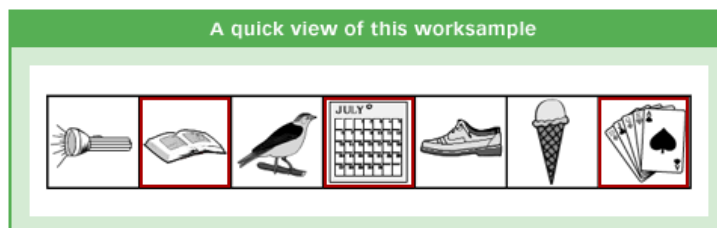
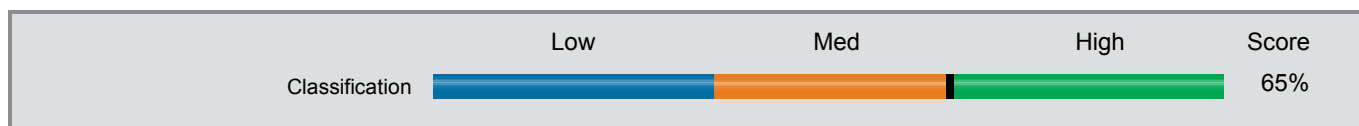
DRIVING ABILITIES

This section shows your results in five worksamples. Together, they are called the Driving Abilities. They are: **Classification**; **Concept Organization**; **Idea Productivity**; **Spatial Relations Theory**; and **Spatial Relations Visualization**.

The Driving Abilities are very powerful and influence almost every part of our work lives. This is true whatever an individual's results. Each one of these abilities asserts itself in our lives. It is absolutely critical to take them into account when considering what role you should play at work.

Classification

This worksample indicates your ability to see relationships between seemingly unrelated events, situations, or information. It shows your ability to move from the specific to the general when solving the many problems you face every day.

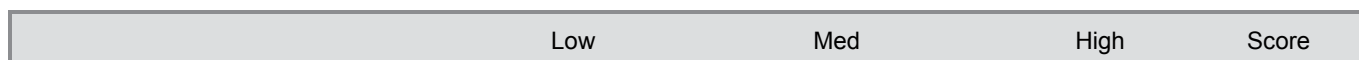


As a person with high Classification, you...

- Can easily and quickly see patterns and relationships among data and objects.
- Will find that this ability demands use and will influence almost every aspect of your working life.
- Need problem-solving as a foundation of your work
- Are likely to get positive enjoyment from using this ability, and to be unhappy in positions that do not use it.
- Love to solve new problems and to figure things out.
- Are able to quickly summarize a set of points and jump to the end of an argument.
- Can see pros and cons in any situation and the problems in a plan quickly and easily. On the negative side, unless you exercise self-discipline, you can be indecisive as a manager or decision-maker, because it is so easy for you to focus on alternatives.
- Can be easily bored in positions that require mostly routine, or rote, work.
- Do not like to be bothered learning the details of any subject and can usually gather enough information to get by or "wing it."
- Must use education and self-discipline to channel this ability properly - just because something is learned quickly does not necessarily mean it has been learned well.
- Can use this ability in any role where the major activity involves rapid-fire problem-solving, fixing, advice-giving or consulting.
- May find it difficult to communicate your solutions to others. (Classification is non-verbal and non-logical. See your results in Concept Organization.)
- Must find a steady means of applying this ability. You can become very dissatisfied if you are not using it regularly.

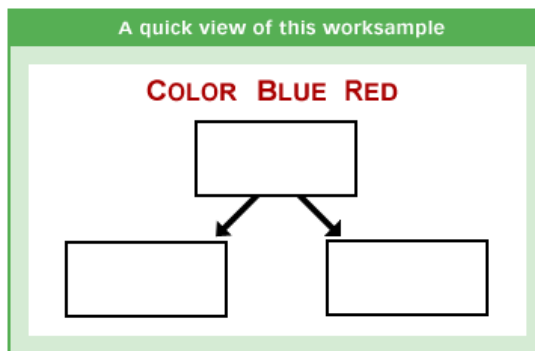
Concept Organization

This worksample indicates your ability to arrange ideas, information, or things in a logical order. It shows your ability to move from the general to the specific to solve problems and to communicate the logic in doing so.



Concept Organization

70%



As a person with high Concept Organization, you...

- Are able to analyze ideas and concepts and to arrange them easily into their logical sequence. This enables you to make ideas clear to others. This is the primary ability for the communication of ideas to other people.
- Are able to see the logical consequences of events, making it possible for you to predict, order, and plan schedules showing when things will happen.
- Can see how all the pieces of a project fit together in a linear sequence.
- Can use this ability easily for any planning activity.
- Are able to organize internally and may not need to organize everything on your desk or around your house. (Others may see you as messy!)
- Enjoy arranging the parts of a task in sequence. You do not like to leave steps out of a sequence.
- Have an advantage in any kind of academic task that requires analytic thinking (i.e. literature, history, research, etc.).
- Will be able to use this ability effectively in any work in which there is a recurring need to analyze and organize materials or information; or to plan, prioritize or develop logical conclusions and consequences.
- Find that you will use this ability often, both in and outside of work. The opportunity to use it constantly in your life may substitute for the need to use it as part of your job.

Idea Productivity

This worksample measures the number of new ideas you can generate within a given time in response to a given stimulus. It does not reflect the quality or creativity of the ideas. It is a measure of the volume or flow of your ideas.

Low

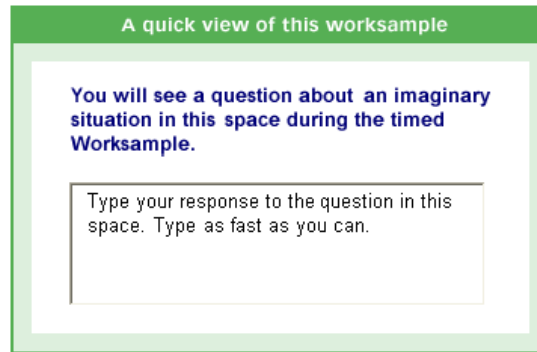
Med

High

Score

Idea Productivity

80%

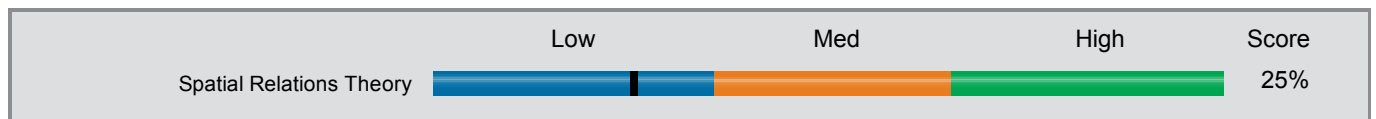


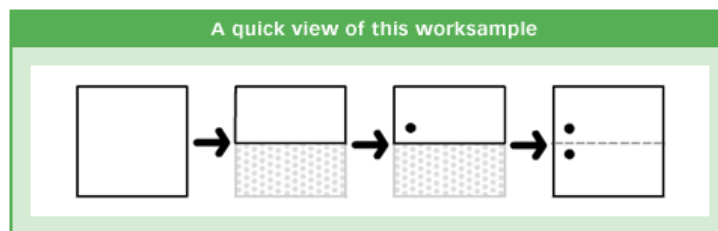
As a person with high Idea Productivity, you...

- Have a large number of ideas flowing through your head at any one time. You cannot turn this ability off at will.
- Enjoy using this ability and are able to come up with ideas at a rate which makes you highly useful in solving problems and overcoming the objections of others.
- Find this ability an advantage in any role demanding the rapid production of new ideas, and in problem solving and adjustment to new concepts.
- Are likely to be restless and dissatisfied in roles that demand only routine tasks and attention to small detail.
- May find it difficult to concentrate for long periods of time on a single subject or project, unless it is intrinsically interesting to you. You can compensate for this by doing work on a project for a short period of time and then coming back to it later.
- Find that it is relatively easy for you to dream up solutions for problems, to persuade others of your point of view, and to come up with alternative ways to explain or look at things when others do not understand.
- Should develop awareness that you may need to edit or think through many of your ideas before sharing them with others.
- Enjoy working in an environment in which your major roles are problem-solving and persuasion.
- Should use this ability in your work; otherwise you may feel frustrated. If Idea Productivity is not required in your job, you should encourage an outlet for it outside of work.

Spatial Relations Theory

This worksample indicates your ability to see the theoretical relationships which exist in the working of the mechanical universe. It is the ability to understand how systems work: this applies to mechanical systems and interpersonal systems.



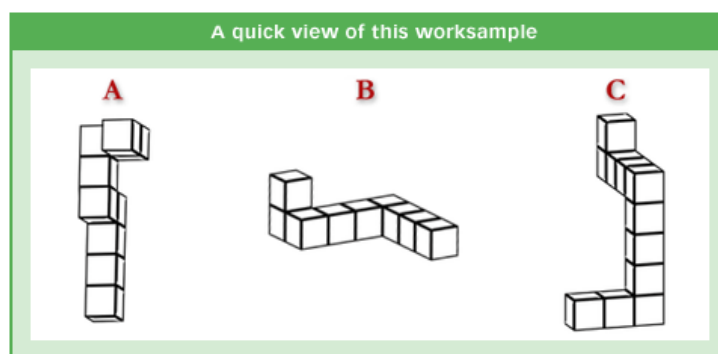
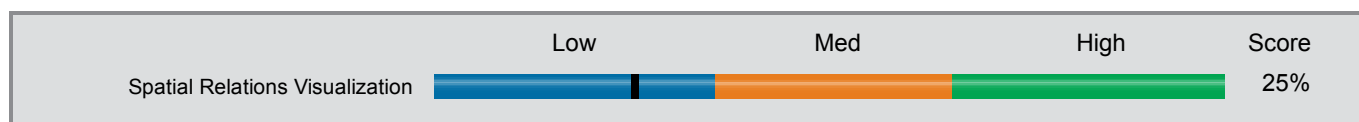


As a person with low Spatial Relations Theory, you...

- Will not usually be concerned with or involved in abstract three-dimensional or theoretical activity. You may not be interested in the theoretical relationships involved in mechanical systems, such as those used in engineering, astronomy, computer systems, and higher mathematics.
- Are likely to be interested in and seek direct contact with people and to think more practically than abstractedly about relationships and systems.
- Are not particularly interested in designing mechanical systems.
- May find upper-level mathematics a challenge

Spatial Relations Visualization

This worksample indicates your ability to see in three dimensions when shown only two. Spatial Relations Visualization is also related to needing "hands-on" experience and work.



As a person with low Spatial Relations Visualization, you...

- Are an abstract thinker who is quite comfortable in work that deals with words, ideas, concepts, principles, values, people, relationships, or information.
- Are not likely to experience a strong pull to be involved in the concrete world of physical objects in your work.
- Find yourself pulled toward abstract roles (literary, visual, musical, accounting, counseling, teaching, training and managing).

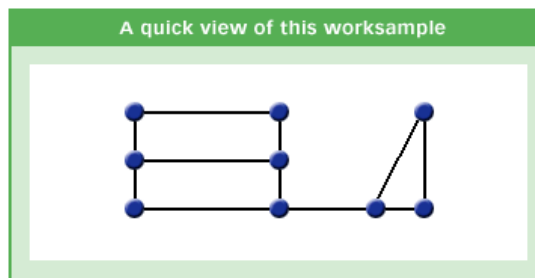
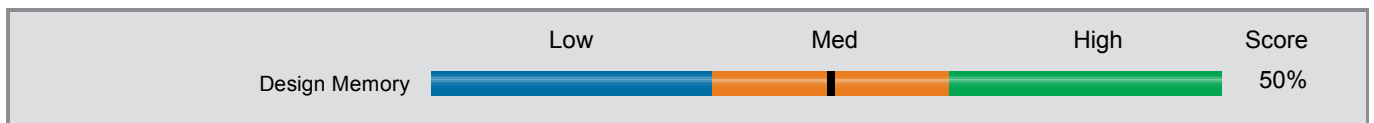
SPECIALIZED ABILITIES

This section shows your results in nine worksamples. Together, they are called the Specialized Abilities. They are: **Design Memory**; **Observation**; **Verbal Memory**; **Tonal Memory**; **Rhythm Memory**; **Pitch Discrimination**; **Number Memory**; and **Visual Speed and Accuracy**.

The Specialized Abilities help or enhance our work and lives. While most of them do not assert themselves as strongly as the Driving Abilities, it is important to pay attention to the patterns which form when these abilities combine with one another as well as with the Driving Abilities.

Design Memory

This worksample measures your ability to recall an overall pattern or picture presented in two dimensions; e.g., charts, diagrams, sketches and patterns of any kind.

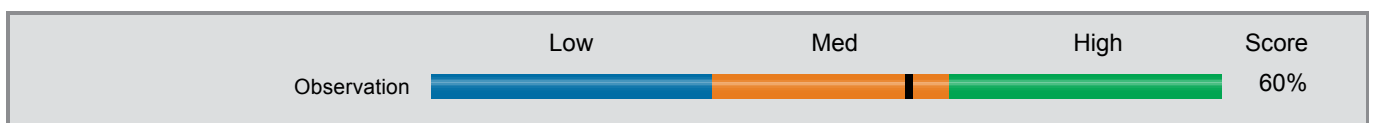


As a person with medium Design Memory, you...

- Will find this ability helpful in work or tasks involving learning and recalling the details in visual patterns and designs.
- Will experience little difficulty in remembering and using visual stimuli in such everyday tasks as recalling the locations of objects in a room or directions on a map, or data on a printed page.
- Can find this ability useful in many artistic and technical tasks, but you should not experience any particular lack or stress if your work does not use this ability.

Observation

This worksample measures your ability to pay close attention to visual details, to perceive and remember small changes, and to notice irregularities.



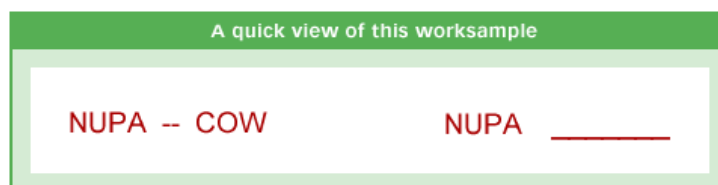
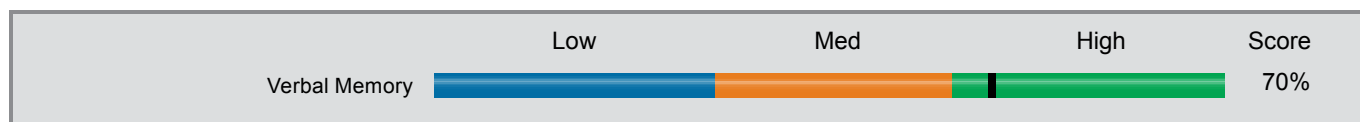


As a person with medium Observation Ability, you...

- May find your level in this ability strong enough to be useful to you in areas that require both close attention to detail and the capacity to remember visual changes and inconsistencies.
- May not automatically notice detail in all areas of work/life, although your Observation can be keen when you're interested in something.
- Can bring this ability into play in any artistic and visual tasks.
- Can find this ability helpful any time you need to describe the details of some experience, notice small parts of an event, or recall changes in what you're seeing.
- Can use this ability in a hobby if not in the work setting.
- May use this ability to read facial expressions and the body language of others.

Verbal Memory

This worksample measures your ability to learn new words and recall what you have read quickly and easily.

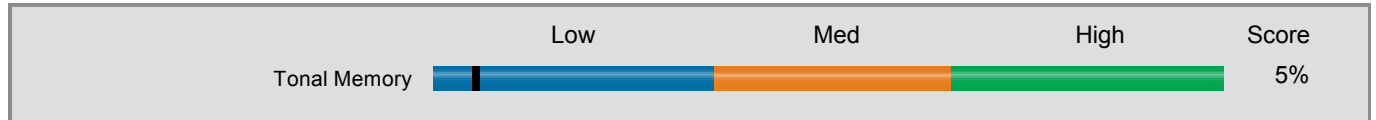


As a person with high Verbal Memory, you...

- Are able to memorize information from the written word quickly and easily.
- Find this learning channel a strong advantage in any formal learning or training situation.
- Find this ability an area of strength in building your vocabulary, learning a foreign language or working in a field that has its own language or technical jargon.
- Should consider Verbal Memory a very important learning channel.

Tonal Memory

This worksample measures your ability to remember what you hear, including tunes and tonal sequences.



A quick view of this worksample

In this Worksample you will hear a series of notes. Then you will hear the series again, but one of the notes will have changed.

1

2

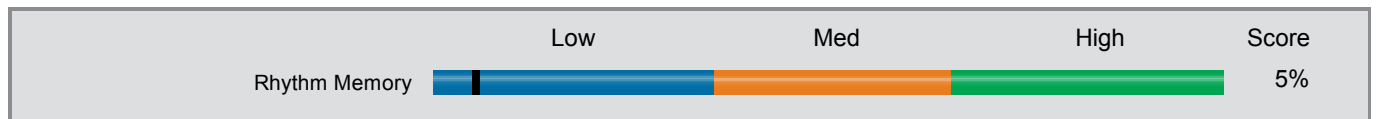
3

As a person with low Tonal Memory, you...

- May have difficulty in remembering tunes and tonal sequences. This ability is used to sing and play music by ear. It is also the auditory memory used to reproduce the accent and tones of a foreign language.
- May have difficulty remembering what you hear, so you should try to receive information in another form - such as a writing. If you must get verbal instructions or are in a lecture setting, you should take notes.
- Can probably help yourself by "translating" information from purely auditory input into the other learning channels - e.g. by taking notes or drawing diagrams.
- Can enjoy music but will probably not experience a great deal of press to experience this ability.

Rhythm Memory

This worksample measures your ability to remember rhythm patterns. It also relates to kinesthetic learning, which is learning through movement.



A quick view of this worksample

In this Worksample you will hear pairs of rhythm patterns

SAME

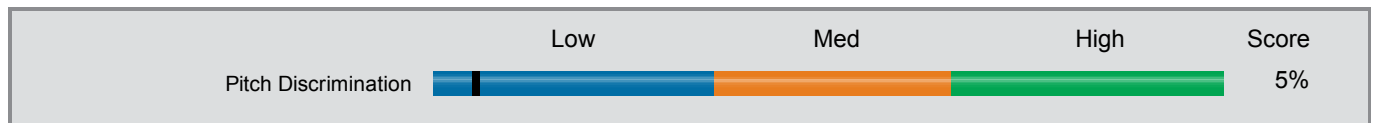
DIFFERENT

As a person with low Rhythm Memory, you...

- May find it difficult to reproduce physical movements and to get "in sync" with musical rhythm and beat.
- Are not likely to experience a strong need or push to use this ability.
- Are able to enjoy music, and enjoy rhythm and beat, even though reproducing it may be difficult for you.
- Should consider Rhythm Memory a weak learning channel for you and will probably be helped by using other learning channels.

Pitch Discrimination

This worksample measures your ability to distinguish fine differences in pitch. It also applies to perceptual discrimination across the senses.



A quick view of this worksample

In this Worksample you will hear a pair of musical notes. You will then try to determine whether the second note is higher or lower than the first.

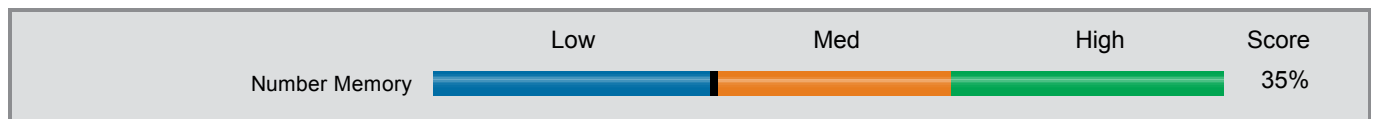
HIGHER **LOWER**

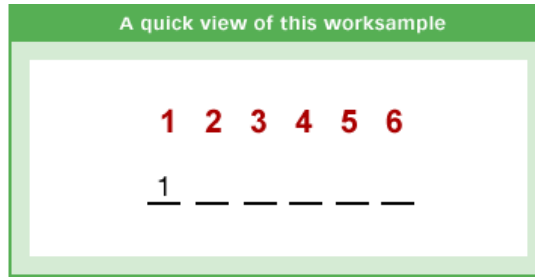
As a person with low Pitch Discrimination, you...

- Can play a musical instrument more easily if you choose an instrument like the piano that does not require you to set pitch or adjust pitch constantly.
- Should not feel a press or need to use this ability.
- May not be particularly interested in making extremely fine sensory discriminations in color, pitch, taste or scent.

Number Memory

This worksample measures your ability to recall miscellaneous facts and data. It indicates an ability to use numerical information to solve problems and make decisions.



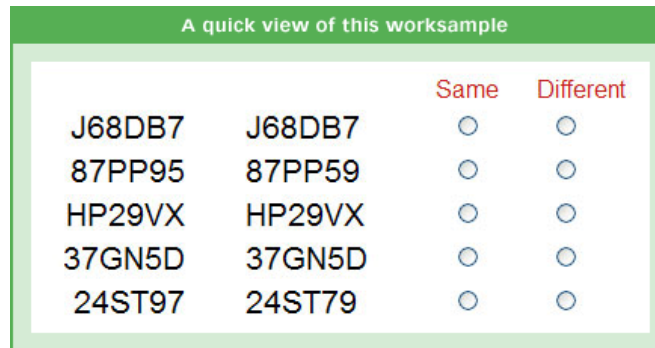
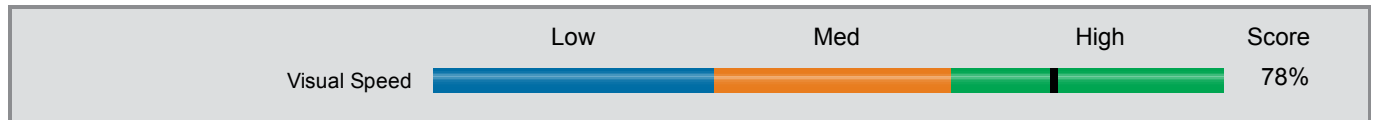


As a person with low Number Memory, you...

- Can remember those facts and numbers you need in your day-to-day tasks, but may have difficulty remembering numbers and unrelated, miscellaneous facts or data.
- Should work to develop compensatory skills for remembering numbers and/or miscellaneous details and data.

Visual Speed & Accuracy

This worksample measures your ability to read and interpret written symbols quickly and accurately.



As a person with high Visual Speed and low Accuracy, you...

- Are able to move your eyes quickly; however, your low accuracy may cause difficulty where precision is important.
- May improve your accuracy, which is relatively more important in most tasks, by going at a slower rate. Over time, as you become more accustomed to the task, your speed will improve also.
- Can experience problems in tasks which require precision in paperwork and reading for accuracy, as in research, reading musical scores, etc.

Vocabulary

Vocabulary is a personal tool developed by each individual over time, rather than a natural ability, but the range of your vocabulary will affect how effectively you can use some of your innate abilities. More than anything else, your result on this worksample will determine the verbal level of people with whom you can interact most easily and naturally. It is considerably easier to interact and share ideas with people who are similar to you in their level of Vocabulary than with those who are not.

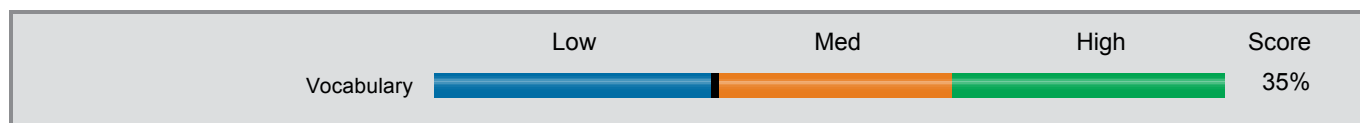
Because Vocabulary is developed and not innate, you can increase your Vocabulary level through study and concentration. Any work you can do to build your Vocabulary will be of great benefit in helping you advance in your career. Start working on words that you may have read or heard before, but for which you do not have a precise definition. Improving the precision of your Vocabulary is by far the best and most efficient way to increase the precision of your thoughts and ideas.

Your vocabulary can also be improved by good reading. As you read, you should keep a dictionary nearby to look up and study the words you don't know.

The norms for the Vocabulary worksample are at the level of the average college student.

Vocabulary

This worksample indicates the verbal level at which you communicate ideas to others.



A quick view of this worksample

LARGE bright small toy **big**

If your work environment involves working with people who have higher Vocabulary levels, your score in Vocabulary can mean that you...

- May have creative and innovative ideas, but you may have difficulty communicating them effectively. Increasing the precision and breadth of your Vocabulary can help tremendously in increasing your ability to articulate and communicate new ideas.
- May inhibit the use of your natural abilities and your potential or ability to rise within your career.
- May need to acquire more extensive word knowledge if your Vocabulary does not match your long-range career expectations.
- May lack the breadth of knowledge required in your career choice.

 **FOUR KEY DIMENSIONS**

Understanding each of your abilities is an important first step in understanding yourself. Understanding how groups of your abilities work together is a powerful tool. As a way of summarizing your results, we include a description of how your abilities relate to the four key dimensions of work life: **Work Environment/ Personal Style; Learning; Problem Solving/Decision Making; and Communication.**

WORK ENVIRONMENT/PERSONAL STYLE

As a key dimension of work life, Work Environment refers to the context or environment that is most conducive to your performing at your best. In determining whether a Work Environment is good for you, you must consider such factors as the pace of work, the amount of teamwork required and the amount of interaction with people involved.

Your preference for Extroversion indicates that you are energized more by external forces and events than by internal ones. You prefer many opportunities throughout your day to interact with others, in small and in large groups. You may not like working on projects which demand that you work completely alone. Throughout your day you may prefer a great deal of activity, which energizes you. Individuals who prefer Extroversion tend to have a wide range of interests and may enjoy multiple activities in the course of their work. The best strategy for them is to sandwich solitary work between periods of interaction with others. This allows them to concentrate better on their more solitary activities.

As a strong Specialist you are likely to be more fulfilled in your job when you can demonstrate an area of expertise or give advice from the perspective of the expert. Your score indicates that you may be happiest when you work from great passion or commitment. You may see the world uniquely and offer that unique view to the organization. Typically, you require autonomy and independence in the workplace, and you may prefer to work in smaller teams, if this is possible.

With a longer Time Frame Orientation - beyond five years - you will probably be viewed as a strategic thinker or planner and contribute to your organization from that perspective. You may be very comfortable in an industry or profession that looks to the future. You may find setting long-range personal goals, perhaps related to financial planning, to be quite simple and easy to work toward. One word of caution about a long Time Frame Orientation: unless your long-range plans are backed with specific short-term goals and intermediate actions, it is very easy to live in the future, believing there will always be time to act.

Your Classification ability is very strong. This means you are able to solve many problems so quickly and easily that you enjoy being in work situations in which you are solving one problem after another. People with high Classification often enjoy learning new jobs, tasks and roles. This gives them an outlet to use this very powerful ability. Sometimes people with high Classification have a hard time understanding that other people need to solve problems in a different way, so that what seems obvious to them may not be obvious at all to others. With high Classification, you may find that you are able to see potential problems in new plans or ideas almost immediately. It is important to be aware of this tendency to see and explain problems. You may need to make sure that others also hear the things you find positive in a plan, idea or piece of work.

Your Idea Productivity is extremely strong. This means that you may have a constant stream of new ideas and thoughts throughout the day. Managed properly, this stream can be an important and

valuable resource for you and for your company. You must exercise care, however, that this stream of ideas does not unduly interrupt your work or become a source of friction between you and the people you work with. You can use your Idea Productivity in many ways in the workplace - brainstorming, writing, speaking in public, persuading others, selling to others, planning, preparing for events. All of these are very useful outlets for this ability. You are working against this ability if you are in work situations in which you have to do tasks the same way every time. The urge to create new ideas may make routine tasks harder for you. The more you are placed in situations in which you need to come up with new ideas and new ways of looking at things, the more you are using this ability.

Your Concept Organization ability is very strong. This means that it is very easy for you to solve problems by means of a linear string of logic. Any time you are presenting ideas to another person, planning into the future, figuring out strategy, writing your ideas down, or trying to figure out what went wrong if something fails, you will in all likelihood be using your powerful Concept Organization ability. These are all tasks that lean heavily on your ability to place elements in logical, linear succession. Some other kinds of tasks, such as rapid-fire problem-solving or trying to come up with multiple ideas about something, are difficult to solve with logic. By recognizing those tasks which maximize your use of Concept Organization, you can increase your productivity by bringing this ability to bear.

You are likely to be quite content in a work situation in which you interact with people or ideas and/or manipulate data or information. You will be comfortable in work that involves dealing with intangible products or services - you do not need to have created something or to have a concrete object to show at the end of your work day.

Your score in the two-dimensional visual abilities indicates that you are likely to find enjoyment in visual activities and be able to use them to your advantage in daily life. You may be drawn to fields with a strong visual component, although they may not be the primary focus of your activities.

LEARNING STRATEGIES

This key dimension of school and work life refers to how you take in new information. Understanding your learning channels helps you identify what you need to do to facilitate learning and to remember new information. Knowing about how you learn best - through reading, listening, diagrams or a combination of these - also enables you to request information in particular formats. Understanding your learning channels can help you understand more about yourself: why you enjoy having reading material around; why you remember data better when someone shows it to you on a graph; or why you remember more when you hear someone speak on a topic than when you try to read about it.

You can help yourself a great deal when trying to learn new material by utilizing more than one learning channel. For example, if you need to remember a complex written description of a concept or process, you can read and reread the written text, draw a picture representing what you need to remember, say it all aloud, or even act it out. This will bring all the learning channels into play and dramatically increase your retention of the material. In all, we measure five learning channels: Verbal Memory; Number Memory; Tonal Memory; Design Memory and Rhythm Memory.

In this section of the Report, we list those results which have relevance in your learning process.

VERBAL MEMORY

Verbal Memory is the ability to learn new words quickly and easily. It draws upon visual learning, i.e., the ability to recall what one has read. It measures the ease of mastering vocabulary and the reading and writing of foreign languages. It is related to the ease with which you gather information from the written word.

Success in school is enhanced by using Verbal Memory as a learning channel. However, as the demands of school increase, you will benefit from developing and using the other learning channels. The more learning channels you use, the more easily you learn. This applies no matter what your primary learning channel is.

Your strong Verbal Memory indicates an ease in recalling information acquired by reading. This means that reading an item once may very well be sufficient for you to master it. This ability is closely related to learning the written vocabulary of a foreign language.

SUGGESTIONS FOR MAXIMIZING YOUR VERBAL MEMORY

If Verbal Memory is a primary learning channel, you should find resources to read when you are trying to learn. Sources include but are not limited to:

- Textbooks
- Supplemental readings (journal articles, magazines)
- Reading material found on the Internet or other computerized sources
- Browsing materials at bookstores or libraries

Make a conscious effort to get as much information as possible into written form. Learn the art of note-taking so you will have lectures in written format. Some examples of good techniques are:

- Write on one side of the paper; it will be easier for you to read later.
- Use a ring binder to be able to add additional material later. Make sure the ring binder has pockets for collecting and saving handouts.
- Leave large, blank spaces between topics being discussed in class. This will give you room to add additional information and fill in your notes. You can also use this space to clarify and summarize the information.
- Develop your own set of abbreviations so note taking will be more concise such as &/(and), w/(with), w/o(without), etc.
- Read and re-read any notes you take during class lectures.
- Before class, re-read the previous day's notes in order to refresh your memory.
- When studying with a partner (or group), make sure to put the major points discussed into written form. You can do this by taking notes, writing on a blackboard or by underlining relevant points in a book.
- Because there is a significant drop in memory after 24 hours and then again after two weeks, re-read your notes the day after the class lecture. This will reinforce the notes in your memory. Review them again within two-weeks.
- Preview all new chapters: read introductions, look over boldfaced terms, and read the chapter summary. Have some idea of what material is going to be covered before going to class.
- Remember that reading a textbook is a slower process than reading for pleasure. Be sure to factor in the extra time for reading a textbook.

HOW DO YOUR OTHER ABILITIES IMPACT YOUR VERBAL MEMORY?

Your preference for Extroversion can distract you from spending large periods of time studying. Spending time alone drains you of the energy you need to persist in studying.

Suggestions:

- Find your own "reading tolerance" time. Then take a 10 to 20 minute maximum "visit break." For example, spend 50 minutes reading then take a 10 minute break.
- Process information aloud. Studying with a group or a study partner can help you maintain your energy level as you study.

Your score in Classification aids you in-

- Quickly coming to a conclusion about information you are reading.
- Quickly understanding the significance of a passage, summarizing and getting the gist of the facts.

Your score in Classification Ability also means that you make connections quickly and may jump to conclusions about the things that you read. It can be difficult for you to focus on what you are reading long enough to learn it thoroughly. Because you like learning something new rather than going over the same material, you must learn to discipline yourself to reread material in order to learn and remember the details well enough to become proficient.

- You can be distracted; be aware that you can believe you have learned all that there is to know about a particular assignment when there is still more for you to learn.
- Fight the urge to move on.
- Be sure to internalize any new information you are reading.

Your score in Concept Organization will help you-

- Organize written information in a logical fashion.
- Organize your notes during a lecture.
- Write papers, outline class discussions, prioritize tasks.

Your limited Spatial Relations Visualization helps you-

- Enter the world of ideas, words, and abstract concepts when reading.
- Enjoy courses that require "heavy" reading (such as English literature, psychology, journalism, history, and business administration) versus structural fields like engineering, architecture, etc.

Your score in Design Memory helps you take notes in picture, diagram, and/or outline form for the purpose of recalling the written information more quickly.

Your limited Rhythm Memory suggests that you can stay seated for longer periods of time when reading, which enables you to concentrate and focus better.

Your score in Visual Speed and Visual Accuracy helps you-

- Move your eyes quickly and accurately across a written page - which facilitates taking in written information.

- Handle paperwork associated with many classes.
- Read musical score sheets.
- Do accounting tasks.
- Scan mathematical formulas.

Your level of Idea Productivity creates numerous competing thoughts and ideas that can distract you from focusing on your reading. Working to edit your ideas should be your task.

Suggestions:

- When a thought or idea comes to you, learn to measure, filter out and ignore ideas of less importance.
- Place a pad next to you while you study to write down important data and ideas.
- Write down only those ideas you want to act on, implement or remember after you have completed your studies. Writing down your ideas will allow you to know that the ideas will be there when you complete your study time.
- Letting a radio play softly in the background while you study may aid your mental stimulation; listen preferably to music without words. See if it works for you. If not, turn off that radio!

Your limited Vocabulary can hinder comprehension which, of course, is critical for studying. You may have difficulty putting what you read into context. Anything you can do to raise your Vocabulary will greatly enhance your academic and career success.

Suggestion:

- Read for pleasure about subjects that interest you.
- Keep a dictionary handy to look up unfamiliar words and try to learn at least one new word a day.

Your score in Observation shows that you can be distracted, especially if you are studying in a visually stimulating environment, like a busy library or a park.

Suggestions:

- The more sterile the environment the better.
- Couple this with being away from the activity of others.
- Studying in a library carrel can help keep you focused on what you are reading.

Your limited Tonal Memory makes transposing information from the spoken word into written form more difficult for you.

Suggestions:

- You will need to be careful and conscientious about putting oral information into written form.
- You must make it an inflexible habit to write down anything that you want to remember. This is particularly important (and often difficult) when someone happens to tell you something that you will need to remember. Ask him or her to write the information down when possible. Keep a notepad handy.
- Tape lectures. Later, transcribe the lecture into written format. Put the tape away and read

- and reread your notes.
- Take written notes during lectures. Reread your notes often.

PROBLEM SOLVING/DECISION MAKING

This key dimension of work life refers to how you most efficiently solve problems, resolve issues and make decisions. In addition to identifying your style of solving problems, other important aspects of this dimension include how you think through problems, the time frame you use most naturally, and the perspective represented by your solutions.

You have very strong Classification ability. This means that you have a powerful ability to handle one problem after another all day long. You may find that the faster and more chaotic the situation, the more you like it, because it is precisely this kind of problem-solving that strong Classification handles best. Strong Classification also makes it easy for you to do diagnostic problem-solving. You are able to sift through many facts and ideas and find almost immediately what problem a concept or a piece of work may represent. This particular aspect of Classification may make it difficult for you to be decisive at times. If you can see easily all the problems that lie in a particular idea, it may be difficult to decide on a course of action. By placing yourself in roles in which you can solve many new problems at work all day long, you will use your strong Classification and increase your overall satisfaction and productivity.

You have a very strong score in Concept Organization. This means that such problem-solving tasks as planning, prioritizing, ordering, writing and communicating precise content and meaning can be very easy for you. You are so strong in this ability that you undoubtedly use it constantly all day long. For tasks and roles that require a logical, linear approach, Concept Organization is ideal. However, for tasks that require quick, non-logical or creative thinking, Concept Organization can at times be a liability. Concept Organization by its nature is a linear and methodical way to solve problems. If you are using this ability, you can be more productive by giving yourself time and space to work through the steps of solving difficult problems.

You have a consultative problem-solving style. You are able to evaluate seemingly unrelated information and logically explain it to others. With this type of problem-solving style, you are able to draw conclusions quickly and accurately as well as explain how you arrived at the solution. Individuals with this type of problem-solving style excel in fast-paced environments where there are multiple problems to solve and others to listen, follow through, and carry out the work.

Specialists prefer to work as individuals and often make contributions from the point of view of an expert. As a Specialist you tend to approach problems from your own unique perspective. You can bring your expertise to situations and are likely to know your particular area better than anyone else. When faced with new problems, Specialists usually have a unique point of view. This can be a decided asset on teams that value new, creative, "outside the box" ideas and solutions. This can also be a little disorienting on teams that want the usual or standard solution to problems.

As an Extrovert, you recharge by interacting with others and benefit most by solving problems with others. You think out loud and need to talk through your problem-solving process to be most effective. Since you process information externally, your first statement about a decision or solution may not represent your final conclusion. When you do not have the benefit of talking with others prior to making a decision, you may need to change course once things are underway.

Idea Productivity affects the rate or the volume of ideas. Your Idea Productivity level can affect the number of solutions you generate (although not the quality) when trying to solve a problem. The impact of Idea Productivity depends upon the work environment. Generally, a more open, free-flowing work environment should favor and reward higher Idea Productivity.

Your low score in Spatial Relations Visualization means that you are more at ease in dealing with and solving problems that have to do with people, ideas, relationships, feelings, strategy, and concepts than in technical or mechanical areas. The solutions you develop to problems will probably involve these abstractions also, as opposed to purely technical or mechanical solutions.

With a high score in Time Frame Orientation, you are most likely to think of solutions to problems that focus on or bear results five to ten years or more in the future. You consider most the long-range implications of your solutions to problems.

COMMUNICATION

This key dimension of work life refers to how you communicate with others or the context/situation in which you feel most comfortable communicating. Two important aspects of communication to consider include the methods of communication you prefer and the size of the group with which you are most at ease. Other important aspects to consider are your ability to remember what you hear, and how aware you are of those with whom you are communicating. Also important to consider are the number of ways in which you can communicate an idea and the types of examples you may use.

Specialists have their own unique language and perspective. As a Specialist, you prefer to work as an individual and to make a contribution from an expert or particular point of view. You will tend to communicate your view with passion and intensity, because you often "own" your work as a personal extension of yourself. You tend to communicate from your own unique position and tend to have a unique way of seeing almost any issue. Because 80% of the population consists of Generalists, the Specialist is likely to appear and feel out of sync in communicating with a group of Generalists. Sometimes it can be difficult for you to understand how others feel at work, and your communication may not appear to be connected to the group or team goal. Any effort you can expend checking out how others on a team or in a group may feel can be of enormous benefit to you in understanding how to work best with the whole team.

Extroverts like and need to interact with others to recharge their batteries, and usually prefer communication on the phone or face-to-face. As an Extrovert, you often prefer to speak rather than listen. You can initiate and sustain interactions, because interacting with others is a rewarding end in itself for you. You like and need free social interaction during communications. Situations that require communicating in structured, stereotyped formats will feel stressful and energy-draining. You often process information by talking ideas or information over with others before drawing a conclusion. This can mean that when you communicate your thoughts or ideas, they may represent a series of possible suggestions rather than a final conclusion. You may react immediately to a thought or idea; but your initial reactions may not express your final conclusions.

Your Classification score is very high. This fact can have significant impact on your communication style. People who are as high as you are in Classification often appear impatient with others, wishing they would hurry up and get to the point. You have a strong ability to draw conclusions from complicated sets of facts. You may find that you like situations in which there are many things going on at once and communication happens quickly, with many kinds of communication happening

simultaneously. You will probably enjoy a fast pace in general and a generally quick pace to communication. All of this may well make you impatient at times. You may often think - 'OK, get to the point' when talking to others. You may find it difficult at times to slow down enough to listen to other points of view. Your communication style may improve if you consciously pay attention to the solutions offered by those with slower problem-solving styles.

With your very high score in Concept Organization, you are able to communicate your thoughts logically and persuasively to others, either in writing or orally. You are able to gather, arrange and prioritize the information you want to communicate in such a way that your ideas will be clear to others. Although you should be able to organize your thoughts relatively quickly, Concept Organization is not instantaneous. You need to give yourself time to organize your thoughts when you are speaking or writing. This will help you to use your Concept Organization capability to the fullest. You can help yourself by being aware that, as powerful a tool as Concept Organization is, it is not an ideal tool for every situation. There may be some tasks at work for which your high score works against you. In brainstorming or creative situations, for instance, a logical answer may not be what is initially needed. By being aware of when this ability works for you and when it doesn't, you can increase your overall satisfaction and productivity at work.

Your score in Idea Productivity allows you to generate a large number of ways to communicate and many different angles and examples. Idea Productivity helps with persuasion and sales and facilitates communication roles such as teaching, brainstorming, and selling. High Idea Productivity may present problems of staying on track in conversations. Situations requiring attention to others or on focused communication may be more difficult. You may experience and communicate a number of different ideas that appear unrelated, which may be confusing to the listener.

Your low score in Spatial Relations Visualization means that you are most comfortable dealing with words, people, feelings, relationships, and ideas. This is often a huge help in dealing with organizations and teams, because it is relatively easy for you to see, understand and work with the abstract feelings and ideas of work teams or groups.

Your score in Vocabulary is in the low range. In general, you can help yourself advance in almost any organization by improving your Vocabulary level. The stronger your Vocabulary is, the more your communications can provide energy and power to your career and to your ability to rise in your company.

 **CONCLUSION**

This report reflects your results on the The Highlands Ability Battery. It has given you a detailed explanation of your abilities, what they mean for you, and how they relate to your best Learning Channels and Work Strategies.

We urge you now to schedule and complete your feedback conference with a certified Highlands Affiliate. This conference will teach you how to make maximum use of your natural abilities today and in the future.

Feedback Consultations

Our Certified Affiliates have been especially trained to interpret the results of the Battery. They have the knowledge to help you understand your ability patterns and apply your results to your own life. They can help you to look at the future and to figure out what direction your abilities should take you in.

If you haven't already contacted a Highlands Affiliate, you may choose an Affiliate by going to our website at www.highlandsco.com . Click on "Find an Affiliate." You will be able to find an Affiliate both geographically and alphabetically.

WorkShops

If you are taking part in a group or corporate workshop or training program utilizing The Highlands Ability Battery, a review of this report just before the program will enable you to derive the greatest personal benefit from the program.

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