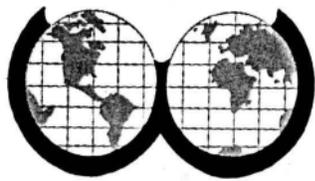


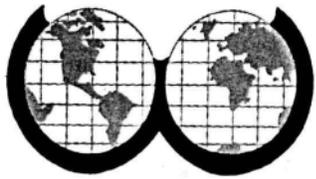
STEP 1

ORIENTATION



**World
Wide Bible Institutes**

STUDENT'S NAME



World Wide Bible Institutes

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**ORIENTATION - STEP I
INTRODUCTION TO WWBI**

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CONTENTS

STEP-PREP	1
GLOSSARY.....	2
INTRODUCTION TO WWBI.....	3
MOTIVES FOR STUDYING	19
YOUR DEVOTIONAL LIFE.....	26
THE USE OF TOOLS IN WWBI	37
PRE-TEST.....	44

***Study to show thyself approved unto God,
a workman that needeth not to be ashamed,
rightly dividing the word of truth.
(2 Timothy 2:15)***

*Teaching every man in all wisdom; that we
may present every man perfect in Christ
Jesus. (Colossians 1:28)*



PLAN YOUR WEEK in such a way that will lend itself to faithful, punctual attendance at the Bible institute. Consistent attendance will produce maximum results. You will attain the goals you have set for yourself in terms of the completion of each STEP by consistent attendance.

PRAY over your study of the Word. Human ability is not enough; the energies of the human mind are not sufficient in themselves. The Christian student requires the ministry of the Holy Spirit in order to understand the sense of the Word, and whereby proper application can be made to one's personal life. Pray that God will translate your studies into life and activity for Christ.

BE PATIENT AND PERSISTENT. You will not learn it all at once. You will learn truth by truth, lesson by lesson. Do not be discouraged if a portion of the study seems to be more difficult than another. Be patient and stick to it. You will master the lesson in due time, and as you progress in the Word, you will be happy that you persisted in your program of study. Study pays rich dividends in terms of knowledge, personal experience, and usefulness to God.

OBJECTIVES FOR THIS STEP

The completion of this STEP should enable you to:

- * Explain the system of studies used by WWBI (World Wide Bible Institutes).
- * Open a STEP and develop a plan to successfully complete it.
- * Establish good habits of study.
- * Make better use of your time spent in personal devotions.
- * Develop a closer walk with the Lord.
- * Use the tools of Bible study such as a concordance and Bible dictionary.

GLOSSARY FOR THIS STEP

Academic Supervisor	The person in charge of operations in the Institute.
Confirmation	The correct answers to the questions in the STEP are listed in the answer-key and are available to the students in the back of each STEP.
Devotions	The act of showing devotion to God by setting aside time for acts of prayer, reading and meditation.
P.I.M.	Programmed Instruction Method. The style in which WWBI writes its textbooks. P.I.M. follows the pattern of providing information which is followed by a question to which the student must respond. Confirmation is provided for the student as to the correctness of his answer in the Confirmation Key.
Pre-Test	A preparatory test that the student corrects and grades with the purpose of preparing himself for the STEP-Test.
Secular	Taken from the thoughts of the world without reference to the revelation given in the Word of God.
Sin of Commission	To do something evil; an act.
Sin of Omission	To refuse or forget to do something good; to omit a good act.
STEP	The textbook used in the WWBI program. The letters stand for Simplified Theological Educational Packet.
STEP-test	The final examination given after the completion of the STEP.
WWBI	World-Wide Bible Institutes



I. INTRODUCTION TO WWBI

Congratulations! You have taken your first step in WWBI (World-Wide Bible Institutes) program for local churches. That is to say, you have begun your studies.

A. Our Theme

Whom we preach, warning every man, and teaching every man in all wisdom; that we may present every man perfect (mature) in Christ Jesus (Colossians 1:28).

B. The Philosophy of WWBI

WWBI provides studies for your Bible institute because it believes that the church has the responsibility of putting within the reach of every member of your church a Bible institute education, not only within the reach of those who are called to be full-time pastors of churches.

These studies are designed to train members of your church to serve the Lord as mature servants of Jesus Christ in the context of your local church.

* * * * *



(1) The letters WWBI mean W _____ W _____
B _____ I _____ program for local churches.

(2) WWBI believes that the church should provide Bible training for _____
member of the local church.

* * * * *

C. The Plan of Studies

The studies are presented in STEPs (learning packages). Each packet is small and is designed to help the student learn the material well before advancing to the next lesson. Each STEP comes in the form of a learning packet containing a self-teaching textbook and sometimes a cassette tape to supplement the textbook. The word STEP means *Simplified Theological Educational Packet*. We refer to the self-teaching textbook as a STEP. The STEP includes the objectives, the glossary, new information, questions, reviews, a Pre-Test, and a STEP-Test which will be separate from the textbook. A confirmation key with the correct answers will be available to you in the back of each STEP for checking your answers to make sure they are correct. Most STEPs will also include an In-Service Project.

Each STEP requires approximately four to six hours of work, plus the In-Service Project and the STEP-Test. The student must pass the STEP-Test with a score of 80% or more before being permitted to advance to the next STEP.

* * * * *

Response

- (3) The packages of studies are called_____.
- (4) The STEPs require approximately_____hours of work to finish.

* * * * *

The program is a 6-semester basic Bible course which will consist of 135 STEP credit units leading to a Basic Bible Certificate and a Bible Institute Diploma issued under the name of your own local institute.

* * * * *

Response

- (5) The Bible institute program is a basic (a)_____course giving 135 STEP credit units and leading to (b) _____Certificate.

- (6) Those who complete the 6-semester Basic Bible course will also receive a Bible Institute Diploma issued by_____.

* * * * *

D. Study Hours

Each church has to program its Bible institute within the limits of its possibilities. Some churches may want to offer a complete program as outlined by WWBI in three years. However, many churches may begin by offering classes only one or two sessions a week and, therefore, extend the program a little beyond the three years.

E. Advantages for the Student

This system of studies uses self-teaching textbooks, known as Programmed Instruction Textbooks, which we call STEPs. This eliminates the need for many teachers. All the students on all levels of studies meet in the same Institute Training Center, each studying his own STEP. This eliminates the need for many classrooms and a special Bible institute building, since the church building itself is used. The students live at home, eliminating the need for special dormitories.

Therefore, the cost for the student and for the church is very modest. It is estimated that the cost can be as low as ten percent of the cost of a conventional Bible institute.

* * * * *

Response

- (7) The need of many teachers is eliminated by the use of _____
_____ textbooks.
- (8) The need of a Bible institute building with many classrooms is eliminated by having the students meet together in the _____.
- (9) Since the students live at home, there is no need of _____.

* * * * *

Since the textbooks are self-teaching, the teacher does not need to lecture the class. Therefore he is always available at the moment the student encounters a problem. The teacher is always available to give individual help. Thus the student receives more personal help from the teacher.

In this Bible institute program, each student may advance according to his capacities and the time he has available to study. A full program will operate three sessions a week. Not all students, however, will be able to attend all three sessions. Perhaps some can attend only two, or even only one session a week. They are not penalized for the sessions missed; they simply continue their studies where they left off at the last session they attended. This way one does not lose any of his studies, because he did not miss a lecture.

The thorough six-semester program will give the student a basic Bible knowledge upon which to build a ministry. The program also includes elective courses, so that special courses, pertinent to various areas of the world where a WWBI institute operates, can be included in the basic curriculum to give the student the tools he needs for a successful ministry anywhere in the world.

* * * * *

Response

- (10) Since the teacher does not normally lecture, he is available to give _____ help.
- (11) How many sessions a week must a student attend the Bible institute?
- _____

* * * * *

F. The Importance of Goals

When you receive a new STEP (learning packet), your first responsibility will be to set your goals for completing the STEP. You must decide when you want to finish the STEP and write the date when you will take the STEP-Test. This you write on the back cover of the STEP. (See sample Goal chart).

<u>STUDENT GOALS</u>	
STEP-test date	_____
Pages in STEP	_____
Pages per day necessary to meet goal	_____
<u>GOAL CONTROL</u>	
Date begun	_____
Date finished	_____
STEP-test score	_____

You determine this by figuring how long it will take you to finish a STEP. The first thing you will have to determine is how long it takes you to work a single page. Time yourself on each of about five pages. What was your average speed per page? Then count the number of pages in the STEP. Multiply the number of pages, times the number of minutes you averaged to work a single page. This will give you a good idea as to how long it will take you to work the entire STEP.

Next, determine how many hours per week you will work on this particular STEP. If all of your work will be done in the Institute Training Center, then how many hours per week is the ITC open? You then project this by how many sessions a week you are attending classes and how many hours each session you will spend on that particular course (you will usually be studying two courses each session).

If you will do some of your work off campus, then set a realistic goal of the number of hours you can study per week. Now take the number of hours needed to complete the STEP and divide into it the number of hours available for study each week and you should know how long it will be before you can take the final STEP-Test. Remember, the STEP-Test must be administered by your Academic Supervisor at the testing table in the ITC. That means you will have to schedule

taking the test at the next session after you have completed it. If you have questions about this procedure, your Academic Supervisor, or one of his assistants, can help you. They are trained to help you with this planning.

After determining when you will finish the STEP, you must determine how many pages you must complete each class period in order to finish by the goal date. This also is written on the cover of the STEP to remind you each class period of your goal for that session. Thus you set up a long-range goal (the date of the STEP-Test) and a short-range goal (the number of pages per session).

* * * * *

Response

(12) To be mature, one must set goals in life. The Bible institute student must set (a) _____ range and (b) _____ range goals.

(13) What is the first thing you should do when beginning a new STEP? _____

(14) To know the date upon which you can take the final STEP-Test, you must know three important bits of information:

(a) How long it takes you to do a single _____.

(b) How many _____ are in your _____.

(c) How many hours you will study each _____.

* * * * *

After finishing the Orientation STEP, you may begin the first STEP of the course, God's Plan of the Ages, and the first STEP of the course, Christian Growth. This way you will not get weary studying the same course for an extended period of time. After you become comfortable studying two courses, you may want to begin a third course, studying each course for a portion of the time each session.

* * * * *

Response

(15) Why is it good to study more than one course each session?

* * * * *

G. The Confirmation Key

After finishing the number of pages set in your goal for the session, or at the end of a major section, you will go to the Confirmation Key in the back of your STEP. After checking the answers you have written in the text, you will write an "x" in front of every wrong answer. But you will not correct it while looking at the Confirmation Key.

You will return to the text of the lesson where you must seek the correct answer in your own STEP. You then change the wrong answer to the correct one. After you have corrected all of the answers which you marked, you will then return to the Confirmation Key to see if your new answer is, indeed, the correct one. If it is now correct, you put a circle, around the "x", indicating that now the answer is correct.

* * * * *

Response

(16) After completing the pages set as your goal, or when finishing a major section of the STEP you should refer to the (a) _____ located in _____ (b) _____.

(17) When finding a wrong answer you should mark it by putting an _____ next to the question in the text.

(18) **True/False**

You may then copy the correct answer from the Confirmation Key.

(19) After marking the wrong answers, where should you seek the right answers?

(20) After correcting an answer and checking it again, if it is now correct, you should put a _____.

* * * * *

This process is repeated every study session until the STEP is finished. After the final Review, you take the Pre-Test. Upon completing the Pre-Test with a score of 80% or higher, you will know that you are ready to take the STEP-Test.

* * * * *

Response

(21) What test is taken after the final Review?
_____.

(22) How will you know that you are ready to take the final STEP-Test? _____

* * * * *

H. The Exams

When you are ready to take the STEP-Test, you must turn in your STEP to the Academic Supervisor or Academic Assistant. After taking the STEP-Test, you hand the completed test to the Academic Supervisor and then you will wait until the following day of classes to receive the results of the test. If you have passed your STEP-Test with 80% or higher, your Academic Supervisor will return to you the completed STEP which you turned in before taking the test and you will receive the next STEP in the same course. If you did not receive a grade of 80% or higher, you must buy another copy of the same STEP and do the whole STEP over. You must learn the material in the STEP before you may advance to new material.

* * * * *

Response

True/False

(23) You can keep your copy of the STEP while taking the final STEP-Test. _____

(24) How soon can you receive your test results after completing the STEP-Test?
_____.

(25) When will your completed STEP be returned to you? _____

* * * * *

I. IN-SERVICE PROJECT (ISP)

Most STEPS will include an In-Service Project (ISP), which must be completed before the student can proceed to the next step and receive a final grade for that STEP.

There are several types of In-Service Projects that will be required:

1. The student may be assigned to interview persons and ask them questions pertinent to the subject material of the STEP.
2. The second kind of In-Service Project would be to develop a power point presentation on a given subject.
3. A third type of ISP is the assignment to prepare a lesson or a sermon on some aspect of the material in the STEP
4. A common type of ISP in some courses is one that asks the student to perform certain types of Christian Service and then write a report on what was done.
5. Some In-Service Projects require the student to read a book or research topics and make a report on the material read.

* * * * *

Response

- (26) What is the project called that is found at the end of most STEPS? _____
- (27) The In-Service Project (ISP) must be completed before _____
- (a) The student can proceed to the next STEP
 - (b) The student can receive a final grade for the STEP
 - (c) All of the above
- (28) How many different kinds of ISPs will you find? _____
- (a) at least 5
 - (b) at least 4
 - (c) at least 3

* * * * *

In each of these types of In-Service Projects you will be asked to produce a full, typed report detailing what you have done in fulfilling the project. All such projects must be typed and must conform to the standards set forth in this Orientation STEP.

General Guidelines for All ISPs:

- All WWBI In-Service Projects must follow the general format required by MLA (Modern Language Association of America), as accepted by all institutions of higher learning. For a complete explanation of MLA standards you may Google “MLA” or go to: <https://owl.english.purdue.edu/> .
- Type your paper on a computer and print it out or send it as an attachment to an email to your supervisor.

- Projects must be typed, double-spaced, with correct spelling, grammar and complete sentences.
- The font size should be 12 pt.
- Set the margins of your document to 1 inch on all sides.
- Indent the first line of paragraphs using the Tab key which is one half-inch from the left margin.

* * * * *



(29) What “standard” does WWBI follow for all papers and reports required in ISPs? _____

- a. Oxford General Standard b. Modern Language Association

(30) What initials (letters) can you “Google” to learn more about these standards?

True or False

(31) All papers and reports must be typed and double spaced. _____

(32) Correct Spelling and grammar will not be considered when evaluating a paper.

(33) Font size should always be 12 pt. and all reports must have a 1” margin on all sides. _____

(34) Paragraphs do not need to be indented. _____

* * * * *

Formatting the First Page of Your Paper

- Do not make a title page for your paper unless specifically requested to do so.
- In the upper left-hand corner of the first page, list your name, the course and the date. Always use double-spaced text.
- Double space again and center the title in Title Case (standard capitalization), not in all capital letters.
- Use double spacing for your paper.
- Create a header in the upper right-hand corner that includes your last name, followed by a space with a page number. Number all pages consecutively with Arabic numerals (1, 2, 3, 4, etc.), one-half inch from the top and flush with the right margin.

(Example)

Brown 1

John Brown
Christian Growth SL-116 (STEP 3)
3 August 2015

Fear As It Relates To Abraham

Abraham was a man of faith so much so that he is called the father of the faithful. He is constantly seen in Scripture as an example of what true faith is and how it acts in various circumstances.

Nevertheless, Abraham did not always act in faith and there are examples in his life that demonstrate that he was subject to fear as well. We want to examine those and see how fear can effect us as well.

Response

* * * * *

(35) What three things must always appear in the upper left hand of your paper?

1. _____ 2. _____
3. _____

(36) Every page should have in the upper right hand corner, your last

- (1) _____ and then (2) the page _____

* * * * *

Citing Outside Source Material:

- To see a proper paper in MLA format please visit <https://owl.english.purdue.edu> and search for example of a research paper. Please take notice of how to cite a resource in your paper and what the Works Cited page looks like at the end. That site is a valuable tool if you need to refresh your memory when it comes to writing papers.
- You are required to have a Works Cited page or Bibliography page to show your sources cited or used in most of your papers. Visit Easybib.com and utilize it as you write your paper to keep a proper list of sources used or cited in your paper. The site will properly create the page (be sure to choose MLA format) for you, create an account, save your work and then you can download it and add it to

your paper when you are ready. It will save you a lot of time.

- Use italics throughout your paper for the titles of cited works.
- Unreliable material from on-line sources will not be accepted. For example: Wikipedia.
- When citing online materials you do not need to cite the URL but instead write "Web" before the date of access in the entry. Learn to use easybid.com to create correct works cited page.
- When guidelines are not followed, your projects will be returned to you to make the necessary changes, and be resubmitted for grading.
- After your ISP has been approved, you may proceed to the next STEP.

* * * * *

Response

(37) How should the titles of cited works be noted in your paper? Use _____

True/False

(38) You can include material from on-line sources without citing your sources.

(39) When citing an on-line source, you must include the URL as part of the citation. _____

(40) When guidelines are not followed, your paper/report will be returned to you to make changes and be resubmitted. _____

* * * * *

Doing an Interview:

- Take notes of the responses you receive while giving your interview.
- After you have completed the interview segment of the assignment, tabulate the results referring to your notes.
- Summarize what you learned and finally,
- Make conclusions based on your findings.

* * * * *

Response

(41) Write out three things which must be done when doing an interview:

- 1. _____
- 2. _____
- 3. _____

* * * * *

Creating a Research Report:

- Your In-Service Project will assign you a subject to be covered.
- Do research to learn all you can about your subject.
- Prepare the cover page, which includes: your title (the name of the subject you are featuring) typed in bold type. Below the title, type your name, the name of the Course, the Step, and the date.
- After the cover page, include pages with research items such as
 - 1. statistics or relevant facts about your subject
 - 2. a map of the country (if you research involves countries or people)
 - 3. background or history of the subject about which you are writing.
- After the statistical section, write a summary of at least 500 words, covering what you have learned about the subject.

* * * * *

Response

(42) A Research book should include _____

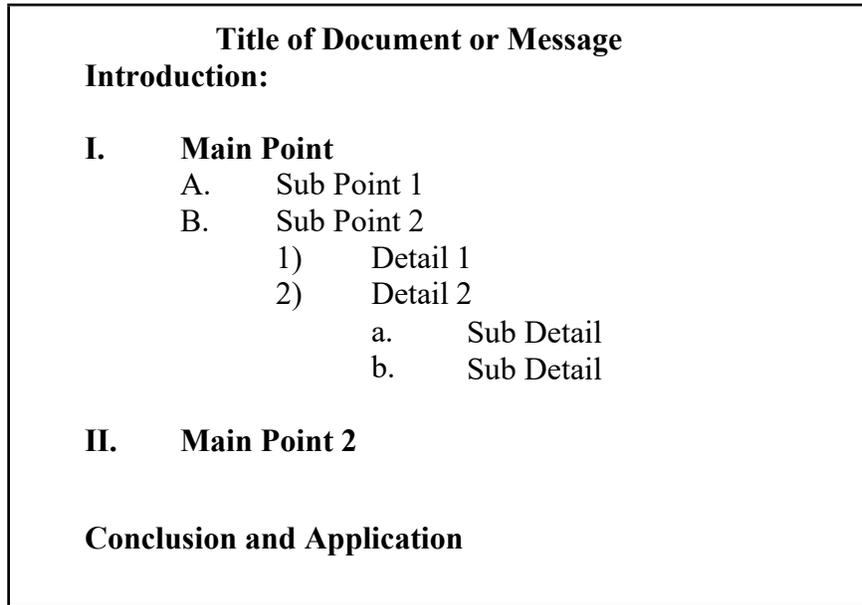
- a. A cover page
- b. Statistics or relevant facts page
- c. Background page
- d. A Summary section
- e. All of the above

* * * * *

Preparing a Lesson or Sermon

- Your ISP will guide you as to whether you can choose from several subjects related to the STEP material or be assigned a particular subject.
- Using what you have learned in the STEP, create an outline for your lesson or sermon. Your outline will include:
 - a. The topic you plan to address
 - b. An Introduction
 - c. Several main points that support the topic
 - d. A Conclusion with a challenge to action

- In outlining your message, you will need to follow the **Standard Form for Outlining** as seen here:



- You will either have to present your lesson or sermon and have someone evaluate your presentation, or you may simply be asked to submit your outline. Be sure your outline is thorough enough to support you if you were making a live presentation.

* * * * *

Response

(43) Name the four elements of a good lesson or sermon

- | | |
|----------|----------|
| 1. _____ | 3. _____ |
| 2. _____ | 4. _____ |

* * * * *

Making a Book Review:

When you are required to do a book review, your ISP will inform you concerning the required length and other specific details.

All book reports must follow the MLA standards set forth previously in this section.

* * * * *

Response

(44) Where will you get the specific information concerning what is required for your report? _____

(45) All reports / papers must follow (what)? _____

* * * * *

Christian Service Assignments

If your ISP requires you to do some form of Christian service, you will use the following form to record and fulfill your assignment. We have produced it here as a form, and we would urge you to copy it and use it to record and fulfill your assignment.

CHRISTIAN SERVICE ASSIGNMENT

Name: _____ Date / Dates _____

Times: This assignment took _____ hours to complete.

Location: _____

Describe the Assignment: _____

_____.

Describe exactly what you did: _____

_____.

Describe the results of your effort: _____

_____.

Please have your Pastor or mentor verify this report by placing his/her initials here: _____

Remember: All ISP's must conform to the standards set in the Orientation Step.

Please use the reverse side of this form if needed.

Review!

The review questions should be answered with care. They are supplied for the purpose of testing your understanding of the section just studied. Restudy the section if your score is under 90%. If your score is 90% or above, restudy all that you did not understand.

Each answer is worth 4 points.

- (1) What are WWBI's study packets called? _____
- (2) The word, STEP, means S _____ T _____
E _____ P _____.
- (3) On the average, a STEP requires _____ to _____ hours to finish.
- (4) Who determines the date on which the student should take the STEP-Test?

- (5) What is the first thing you must do when beginning a new STEP? _____

- (6) What steps can you take to determine how long it will take you to finish a given STEP?
 - (a) _____
 - (b) _____
 - (c) _____
- (7) Where must the final STEP-Test be taken? _____

- (8) What must be given to your Academic Supervisor before taking a final STEP-Test? _____
- (9) In order to pass a final STEP-Test, a student must receive a grade of at least _____(write the correct answer).
(a) 70%, (b) 80%, (c) 90%

- (10) What must you do if you receive a failing grade on any STEP-Test? _____

- (11) What is the Project called that is found at the end of most Steps?

- (12) What standard does WWBI follow for all papers and reports required in ISP's? _____
a. Oxford General Standard b. Modern Language Association
- (13) What three things must always appear in the upper left hand of your paper?
a. _____ c. _____
b. _____
- (14) All reports/papers must conform to the standards set in the _____
. STEP.
- (15) True/False
Font size should always 12 pt., and all reports must have a 1" margin. _____

Possible score 100%

My score _____%

Have your supervisor initial here _____ before advancing to the next section.



II. MOTIVES FOR STUDYING

A. Secular Reasons for Studying

Now that you know something about the system of studies of World Wide Bible Institutes, you should consider the "why" of studying. There are many reasons for studying. Some of the secular reasons are:

- * to get a quick and firm possession of the facts.
- * to become students. That is, to train our minds to grasp new material.
- * to enter the fascinating search for knowledge.
- * to be able to do good for others.

* * * * *



(1) A secular person searches for information, knowledge, and tries to do _____ for others.

* * * * *

B. Biblical Reasons for Studying

There are many reasons for studying. But we must consider the Biblical reasons for studying. Perhaps we ought to begin with a key verse for our Bible institute: 2 Timothy 2:15. (You must memorize this verse for the STEP-Test. Start now!) In this verse God instructs every Christian: *Study to show thyself approved unto God, a workman that needeth not to be ashamed, rightly dividing the word of truth.* (Find this verse in your Bible. It may be a good idea to highlight it.)

* * * * *



(2) The above verse teaches us that, for the Christian, the greatest motive for studying is the following: *to show thyself* (a) _____ *unto God, a workman that needeth not to be ashamed, rightly* (b) _____ *the word of truth* (the Bible).

* * * * *

This verse also states that the workman ought to rightly divide the Bible. The word divide means "to distinguish correctly" between the parts of the Bible.

* * * * *

Response

(3) Thus, we may say that the workman who distinguishes correctly the parts of the Bible will know how to rightly _____ the Word of Truth.

* * * * *

There are other verses which cite reasons for studying the Bible. Complete each verse, writing only the words that indicate why we should study.

* * * * *

Response

(4) Matthew 11:29; God commands us _____
_____.

(5) Proverbs 9:10; We should study the Bible because *the fear of the Lord is the beginning of* _____ (Fear means reverent trust in God).

(6) Joshua 1:8; *for then thou shalt* _____
_____, and then _____
_____.

(7) 1 Timothy 4:16; *for in doing this thou shalt* _____
_____, _____
_____. (i.e. preserve thyself from error).

(8) 1 Peter 2:1-2; *that ye may* _____.

(9) Romans 12:1-2; *that ye may prove* _____
_____, _____
_____.

(10) 2 Peter 3:18; We study that we may (a)_____in grace, and in the (b)
_____of our Lord and Savior Jesus Christ.

* * * * *

C. Two Important Considerations

1. Study of the Scriptures will help us think as God thinks. We will begin to be able to discern the will of God in a given matter. If we truly want to do His will, Scripture teaches us that we can know what it is. Read John 7:17.
2. God cannot use our ignorance, but He can use us in spite of it. We must take into account two truths:
 - * God can use a man whether he has only one talent or ten.
 - * God can use a man with ten talents more than one who has only one talent. Therefore, study, that we may gain more and be better used of God!.

* * * * *

Response

(11) *If any man will_____his will, he shall know of the doctrine, whether it be of God.*

(12) God can use us in spite of our ignorance; therefore, we should not concern ourselves with studying the Bible. (True or False) _____

* * * * *

D. We Can Grow in the Knowledge of the Will of God

The following verses give us confidence that we may grow in the knowledge of the will of God:

- * James 1:5, *If any . . . lack wisdom, let him ask of God.*
- * 2 Timothy 1:7, *For God hath . . . given us the spirit of . . . a sound mind.*
- * Philippians 4:13, *I can do all things through Christ which strengtheneth me.*

* * * * *

Response

(13) If you have difficulty in your studies, what can you do to receive help of God? _____

* * * * *

E. The Proper Attitude Toward Study

1. **An attitude of submission:** Hebrews 13:17, *Obey them that have the rule over you, and submit yourselves.* 1 Peter 5:5; *Likewise, ye younger, submit yourselves unto the elder. Yea, all of you be subject one to another, and be clothed with humility: for God resisteth the proud, and giveth grace to the humble.*
2. **An attitude of a disciple:** As a disciple you are here to learn, not to teach.
3. **Recognize the objective of the Bible institute:** The objective of the Bible institute is to cooperate with God in carrying out His plan to train you.
4. **Recognize the objective of the student:** The objective of the student is 1 Timothy 4:15-16: *Meditate upon these things* (the training that God has provided) . . . *continue in them.*

* * * * *

Response

- (14) The correct attitude for the student in regard to his studies is an attitude of _____.
- (15) The objective of the student is to meditate and continue in the _____ that God has provided.

* * * * *

F. Some Suggestions to Help You in Your Studying

1. **Keep yourself in good physical condition.** The only thing with which you can serve God is your body. Keep it in good shape.
 - a. Exercise regularly.
 - b. Eat good food.
 - c. Visit a physician when necessary.
 - d. Have your eyes checked. Wear glasses if necessary.
2. **Make external conditions favorable for studying**
 - a. Light: Have good light on your desk, not behind your back.

- b. Desk: Your desk should be free of other books, and things which you are not using at the moment.
 - c. Keep silent: Do not distract your classmate. Do not make noise that might distract others.
3. **Begin immediately:** Upon receiving your STEP, pray silently, asking God for help. Then begin immediately with the work. Do not waste time.
 4. **Work intensely:** Work hard for fifteen or twenty minutes. Stop. Rest a little. Close your eyes. Open them. Continue on again. Perhaps change to another course. Work on that course awhile, then return to the first one.
 5. **Do not worry:** Do the best you can and do not worry. God will use you.
 6. **Do not seek help until it is necessary:** Try to find the answer by yourself. But when you can not go further, ask your supervisor for help.
 7. **Take several days to memorize:** It is better to use several minutes at a time than to spend much time in one day trying to memorize verses or outlines.
 8. **Review your work:** After each paragraph, you should review its contents before continuing.
 9. **Underline important points:** Underline so that important points will stand out when you review.

* * * * *

Response

(16) The only thing with which you can serve God is your _____.

(17) Your attention is about fifteen or twenty minutes. Therefore, you should _____ for a moment before continuing your studies.

(18) In order to memorize verses or outlines, which of the following would be better?

- a. do it all in one day
- b. take a few minutes for several days.

* * * * *



The review questions should be answered with care. They are supplied for the purpose of testing your understanding of the section just studied. Restudy the section if your score is under 90%. If your score is 90% or above, restudy all that you did not understand.

Each answer is worth 10 points.

- (1) To enter the fascinating search for knowledge is a Biblical reason or a secular reason for study? _____
- (2) Give a verse reference which states that we may grow in the knowledge of the will of God. _____.
- (3) Write 2 Timothy 2:15 by memory. _____

- (4) What does the word "divide" mean in this verse? _____

- (5) What does *fear of the Lord* mean? _____
- (6) If we have difficulty in our studies, how can we receive help? _____
- (7) When one studies, should he have the light coming from behind his back or from the front? _____
- (8) What does John 7:17 reveal about knowing the will of God? _____

- (9) According to 2 Peter 3:18 what is the objective of the student? _____

(10) Why should a student underline points in his books? _____

Possible score 100%

My score _____%

Have your supervisor initial here _____ before advancing to the next section.



III. YOUR DEVOTIONAL LIFE

We have already spoken much about the program of the World Wide Bible Institutes and of the motives for studying. Now let's think about something very important—your devotional life. The Bible studies in the institute are not a substitute for your private devotions with the Lord.

The most important phase of your life during the years of study in the Bible institute is your devotional life. If this is not what it should be, it will be impossible to obtain the best results from your studies here.

* * * * *



(1) What is more important than Bible studies for the student?

* * * * *

A. Apply 2 Peter 3:18 to Your Life

1. **Grow in knowledge:** You are here to “grow in knowledge.” That will happen as we learn the Bible.
2. **Grow in grace:** But at the same time the student must “grow in grace.” Grace, as it is used here means that Divine enablement that makes us more like Christ.

* It is our goal to progress through the Bible. But we must allow the Bible to progress through us.

* Growth in knowledge and grace will keep us in proper balance.

3. **The danger of studying in the Bible institute:** Alone in your home, you would need 20 years or more to cover the material that you will receive here in three to six years. The difficulty comes in trying to grow spiritually as quickly as you grow in Biblical knowledge. If you don't succeed, you will not have the proper balance, and it may lead to sinful pride. Read John 7:17 and Hebrews 5:11-14. Take special note of Hebrews 5:13-14.

* * * * *

Response

- (2) The student ought to grow in (a) _____ and (b) _____.
- (3) The problem comes in trying to grow _____ as quickly as you grow in Biblical knowledge.
- (4) The milk of the Word is for the (a) _____ in the Word, but solid food is for those who have (b) _____ in the Word.
- (5) The one who wants to know the will of God has to be willing to _____ His will (John 7:17).

* * * * *

B. Communion with God

1. God wants our fellowship

The fact that God wants our fellowship is, perhaps, one of the most spectacular truths of the Bible. *The Father seeketh such to worship him* (John 4:23). Think of that! God is seeking communion with us. The concept we commonly have about the devotional life is that we read the Bible and we say our prayers for our benefit and satisfaction. But God is going to receive something from the time we spend with Him. This thought—that God seeks our fellowship—should encourage us to spend time with Him daily.

* * * * *

Response

- (6) Who are the ones that benefit from our devotional time?
(a) _____ and (b) _____.
- (7) We know that God wants our fellowship because John 4:23 declares:

- (8) What ought to encourage us to spend time with God daily? _____

* * * * *

2. The basis of our communion

The only basis of our communion with God is the cross of Calvary. Jesus Christ said, *I am the way . . . no man cometh unto the Father, but by me* (John 14:6). In the Old Testament, God commanded that man make sacrifices daily, morning by morning. Don't you think we should meditate morning by morning on the blessed sacrifice of the Son of God?

* * * * *

Response

(9) The only basis of our fellowship with God is _____
_____.

* * * * *

C. What Does One Do During the Personal Devotional Period?

1. Spend time with God

Your personal devotional period is a time of communion and fellowship with God. First, it is important that you set aside a specific time each day to spend with God.

No one can say which of the twenty-four hours in each day is the best, because our individual situations differ. Many find that the early morning is best. Others feel that evening hours are better—perhaps before going to bed. Some may have time available during the day. The hour is not so important as the fact that a specific time for personal devotions has been provided each day.

We organize our daily life in that we have certain times for eating, going to bed, rising, etc. Why not have a certain time each day for our devotions with God?

* * * * *

Response

(10) What is the first requirement for having personal devotions?

(11) When is the best hour for having personal devotions? _____

* * * * *

2. Read the Bible

During the time we spend with God, we speak to God and also allow God to speak to us. The Bible reading is part of listening to the voice of God. There are various methods of reading the Bible devotionally.

a. The scanning method

With this method, one reads a chapter until God particularly directs his attention to some verse or thought. It could be the second verse, the eighth, or another. There may be two or three verses that particularly impress one as he lets God speak to him through His Word. With this method, one reads through a book consecutively, day by day, rather rapidly.

* * * * *

Response (12) The scanning method of the Bible is a method of reading the Bible rapidly until God_____.

* * * * *

b. The method of concentration

This method limits the reading to a very few verses, meditating upon them until the Lord shows one some of their treasures. With this method one reads consecutively, but much more slowly than with the scanning method.

* * * * *

Response (13) The principal difference between this method and the first is that it limits us to_____.

* * * * *

It would be good to alternate these methods. Use one method for several days or weeks, then change.

Do not do your reading from a Bible having either printed notes or notes that you wrote there. The thoughts tend to be directed by previous markings. Today is new, with new needs! What you wrote there before – because it impressed you – may not be the help you need today. One day you might need encouragement, another day rebuke, another day exhortation, etc.

While reading the passage, ask yourself these questions:

- * Is there any example here that I may follow?
- * Is there any commandment here that I should obey?

- * Is there mention of any sin that I should give up?
- * Is there any promise that I should claim?
- * Is there any new thought about God Himself?

It might be worth your time to write these questions on the flyleaf of your Bible where you can see them every day.

c. The devotional help method

Helps, such as "Our Daily Bread" by RBC Ministries, can be of value. They contain thoughts for the day, taken from a Scripture passage written by an experienced expositor. These helps, however, should not replace your own Bible reading, but complement it.

* * * * *



(14) The three methods of devotional Bible reading suggested are:

- (a) _____
- (b) _____
- (c) _____

(15) When you read the Bible devotionally, what are some of the questions you should ask yourself? (a) _____

- (b) _____
- (c) _____
- (d) _____

* * * * *

3. Praying

Prayer is approaching God. It is opening our heart to God (you should not hide anything). It is speaking to God. Communion implies two-way communication – God speaking to us through His Word and our speaking to God through prayer.

a. The basis of prayer (see Hebrews 10:19-22): In examining this passage of Scripture, we note two important points:

- 1) The provision of God; *by the blood of Jesus*.

- 2) Our responsibility; *let us draw near with a true heart in full assurance of faith, having our hearts sprinkled from an evil conscience.*

b. The contents of prayer.

The prayer time ought to contain four parts (confession, praise and thanks, petitions, and meditation), not just petitions.

Confession: We have seen in Hebrews 10:22 that our responsibility is to come with a true (sincere) heart. Read 1 John 1:9. This verse indicates to us the way that a Christian can purify his heart by confession of sin. Let us consider five points regarding confession.

- 1) It does not say that the Christian ought to ask God to forgive him, but it says that he ought to confess his sins and God will forgive.
- 2) Confession literally means "to say the same thing concerning something." When we confess, we say the same thing about our sin that God says. He says that it is inexcusable. We agree with God saying, "Yes, it was inexcusable." He says that it is dirty. We say, "What I did was dirty." He says that it is terrible, so terrible that you deserve to go to Hell. We say, "Yes, it was terrible. I deserve to go to Hell."

One might ask for forgiveness only to escape punishment, without really confessing. Confession involves a breaking with sin, with no intention to repeat the sin. Meditate a few moments on Proverbs 28:13.

* * * * *

Response

- (16) If someone admits to God in prayer that his pride is sin, he is _____ his sin.
- (17) What happens to the one who covers his sins? _____

- (18) What two requirements does this verse give for one to receive mercy?
(Proverbs 28:13) (a) _____
(b) _____

* * * * *

- 3) There are sins of "omission" and "commission." Sins of commission are the bad acts or the bad things we do. Sins of omission are the good things that we fail to do that we should have done. To steal is a sin of commission. To fail to testify to a friend when there was opportunity is

a sin of omission. We ought to confess both types of sins. Many people forget to confess the sins of omission.

* * * * *

Response

(19) According to Galatians 6:7, God is not _____.

(20) In your own words explain what this means _____

_____.

* * * * *

4) We must be sincere in our confession. Hebrews 10:22 says, *with a true heart*. Confession must be sincere. We cannot go to a person and say, "If I have done anything, I am sorry." We know we have done something bad. We must confess it. It is not enough to say, "Lord, if I have done anything bad today, forgive me." This is not confession.

5) We don't sin "wholesale," but "retail" (one by one). Thus, we must confess our sins one by one. We can't say, "I have sinned a lot today, forgive me." We must name our sins one by one and ask God to bring to remembrance those that we forgot so that we may confess them. This way we re-establish our communion with God.

* * * * *

Response

(21) Instead of asking for forgiveness, the Christian ought to

_____.

(22) Confess means to _____

_____.

(23) Explain the difference between sins of "commission" and "omission."

* * * * *

Praise and Thanksgiving: Another important part of prayer is giving thanks to God. There are many reasons to thank God. One only has to think a moment to be able to make a long list. Ungratefulness is one of the worst sins.

We should give thanks for the problems as well as for the blessings. These testings draw us closer to the Lord (1 Thessalonians 5:18).

* * * * *

Response

(24) According to this verse, for what should we give thanks?

* * * * *

Petitions: In considering petitions, the following things should be noted.

- 1) Bring everything before the Lord. Philippians 4:6 and James 4:2 teach us that we ought to bring everything to the Lord in prayer. There is nothing too small to bring to the Lord in prayer.
- 2) Be sure that your motives are in harmony with the Word of God. Pray about everything in your life but ask for that which pleases God. Read 1 John 5:14-15.
- 3) It is a good practice to read the Word of God first; then we will have more to guide us in prayer.
- 4) Make your petitions very specific. Do not say, "Lord, bless our pastor." Instead, pray, "Lord, help our pastor when he visits the Harris family this week. Give him words of power as he witnesses to Mr. Harris, and help him to come to know Christ as Savior." Be specific with your prayer requests. God answers our prayers.
- 5) God answers in three different ways. Sometimes He answers, "Yes;" sometimes, "No;" sometimes He answers, "Wait, my child, trust in Me." Don't be discouraged if He says, "Wait, my child."
- 6) The Lord's direction will not be contrary to the Bible. When you pray asking for direction about something, remember that His direction will never be contrary to the Word of God revealed in the Bible. There is no need to pray concerning something prohibited in the Bible. For example, there is no need to pray asking direction about marrying your sweetheart who is not a Christian. That is clearly prohibited in the Bible, and God will not give you direction contrary to that which He has already given in the Bible.

* * * * *

Response

(25) We should bring everything to the Lord in prayer because there is nothing too _____ to bring before the Lord in prayer.

(26) When we pray, our motives have to be in harmony with _____
_____.

(27) What are the three answers that God gives to our prayers?

(a) _____

(b) _____

(c) _____

(28) What are the things that we should not pray about when asking to know the Lord's will? _____

* * * * *

Meditation: This is waiting for the voice of God. We should become quiet and remain silent for a few moments waiting for God to speak to us. We are not referring here to God speaking in an audible voice. Perhaps He will bring to mind something we just read from His Word. Or perhaps He will speak to our hearts concerning something about which we have been praying. We should not run away without giving Him time to speak to us.

* * * * *

Response

(29) Why should we meditate? _____

* * * * *



The review questions should be answered with care. They are supplied for the purpose of testing your understanding of the section just studied. Restudy the section if your score is under 90%. If your score is 90% or above, restudy all that you did not understand.

Each answer is worth 6.6 points.

- (1) What are the three basic things that are done during personal devotions?
 - (a) _____
 - (b) _____
 - (c) _____

- (2) What are the four parts of the prayer time?
 - (a) _____
 - (b) _____
 - (c) _____
 - (d) _____

- (3) Explain the difference between "confessing" and "asking forgiveness."

- (4) In order to know God's will, John 7:17a teaches that we must _____
 - (a) pray
 - (b) fast
 - (c) be willing to do His will.

- (5) How do we know God wants our fellowship? _____

- (6) When we pray, our motives must be in harmony with _____.

- (7) What does it mean to *grow in grace*? _____

- (8) If you tried to cover the material you will study here in the institute, just by home study, it would require about _____ years to accomplish.
- (9) The only basis for us to be able to commune with God is _____
_____.
- (10) To have a consistent devotional life we must set aside a time each day when we fellowship with God. (True or False) _____

Possible score 100%

My score _____%

Have your supervisor initial here _____ before advancing to the next section.



IV. THE USE OF TOOLS IN WWBI

A. The Concordance

The concordance is a tool that every serious student of the Bible should have and know how to use.

1. The historical background of concordances

Following are several facts concerning the historical background of concordances:

No one knows much about the chapter and verse divisions of the Bible. They are necessary for finding a verse within a book.

Cardinal Hugo is credited with making the chapter divisions. It is believed that he received help from a work done by Stephen Langton, Archbishop of Canterbury, in the 13th century.

The work of dividing the chapters into verses was done by Robert Stevens in 1550.

The two divisions (chapters and verses) are arbitrary. Sometimes the divisions cut the thought of the author.

The first concordance prepared to help find verses was printed in Latin.

* * * * *

Response

(1) When was the Bible divided into chapters, according to common belief? _____

(2) Are the chapter and verse divisions inspired by God? (Yes/No) _____

* * * * *

2. The necessity of a concordance

A concordance is needed to find the location of a passage when we remember only a key word or phrase, or simply to find the reference of a passage when we remember the words. It is also used for studying the use of words in our Bible in order to arrive at the correct meaning of the word. This is important when we remember that some words in the Hebrew or Greek are translated by

using four or five English words, and sometimes two or three different Greek words are translated by using the same English word.

3. Three helpful concordances

There are three concordances that are generally used which are helpful to the student. The student should be familiar with all three.

a. Strong's Concordance of the Bible

This concordance is a magnificent work of about 1500 pages. It is the most comprehensive concordance of the King James Version of the Bible. It was compiled by Dr. James Strong. It not only contains every word of the Bible in the concordance section, but also contains dictionaries of the original Hebrew and Greek words with references to the English words. It would be helpful if your Bible institute library had a copy for reference.

b. Young's Analytical Concordance of the Bible

This second concordance, compiled by Robert Young, is also a large volume. This concordance lists almost all the words in the Bible, omitting insignificant words. One additional value is its listing of the original Hebrew or Greek word with its meaning.

c. Cruden's Concordance of the Bible

This smaller, handy size concordance of about 800 pages was compiled by Alexander Cruden. It contains all the important words of the Bible. It was developed with the average Bible reader and student in mind. It costs less than the other two and should be in the library of every serious Bible student.

* * * * *



(3) What are the three concordances that are generally used?

(a) _____

(b) _____

(c) _____

(4) Which one would be convenient for the student to purchase? _____

* * * * *

4. Uses of the concordance

a. To find texts

When the student wants to find the reference to a particular verse, the concordance will help him find it rapidly. Using it simply as an alphabetical index, he only has to look for one of the key words of the passage and then the verse desired. Although all the important words appear in alphabetical order, it will be easier to find the verse under a less important word.

If the student finds himself confronted with a large list of references when looking for a passage, he can save time by considering if the verse is found in the Old or New Testament; if they are words of Jesus (found in the Gospels); the words of Paul (Acts or the epistles); etc.

* * * * *

Response

(5) Words in a concordance are found in what order? _____

* * * * *

b. To study persons, places, or events

If you want to know something regarding a certain person, something that happened in a certain place, or a certain event, you will find it in a concordance. Since the names appear in alphabetical order, it is easy to find the desired information under its respective name.

c. To study themes or special ideas

A concordance not only serves as an index of the known but also as an instrument for discovering ignored things and new relationships between known things. The student may choose a key word and look up all the references that appear under that word. At the same time, it is convenient to look up synonyms of the key word.

* * * * *

Response

(6) Name the three uses of a concordance.

(a) _____

(b) _____

(c) _____

* * * * *

5. Practice: Use the concordance in your Bible Institute Training Center for answering the following questions.

a. To find texts:

Response

(7) Write the reference for this verse: *In whose eyes a vile person is condemned; but he honoureth them that fear the Lord.* _____

(8) Write the reference: *Behold, the days come, saith the Lord God, that I will send a famine in the land, not a famine of bread, nor a thirst for water, but of hearing the words of the Lord.* _____

(9) Finish this verse and give the reference: *And the Holy Ghost descended in a bodily shape like a dove upon him, and a voice came from heaven which said,*

(Reference) _____

b. To study persons, places, or events:

Response

(10) Give the references of all the chapters that speak of Samson.

(11) List all the references that mention the place Penuel. _____

c. To study themes or special ideas:

Response

(12) List the names of the books of the Bible that treat the theme of "Resurrection." (Don't forget to include the words "rise" and "arise" from the dead.) _____

B. The Bible Dictionary

The Bible dictionary is another useful tool for the Bible student. The dictionary gives definitions of Bible words that the student will want to understand. The dictionary, like the concordance, gives the Bible reference as to where the word is found in the Bible. But it limits itself to one or two references. The Bible dictionary also treats problems of interpretation, information, geography, historical background, archaeological discoveries, and biographical information about Bible personalities. It often contains photographs of Bible places, drawings, and explanations of the Bible customs, maps, and thousands of Bible events.

The Bible dictionary is used in the same manner as a dictionary. That is, it is used as a simple alphabetical index. Once the word is found, one reads the information.

* * * * *



(13) Look up the word "maranatha" in a Bible dictionary in your Bible institute and write the meaning of the word. _____

(14) Find the word "Sadducee." What was the belief of this sect concerning the Resurrection and angels? _____

(15) What are the Dead Sea Scrolls? _____

Supervisor initial here _____

* * * * *



The review questions should be answered with care. They are supplied for the purpose of testing your understanding of the section just studied. Restudy the section if your score is under 90%. If your score is 90% or above, restudy all that you did not understand.

Each answer is worth 6.6 points.

- (1) What are the two tools you just learned how to use?
 - (a) _____
 - (b) _____
- (2) About what century was the Bible divided into chapters? _____
- (3) Are the chapter and verse divisions inspired? (Yes/No) _____
- (4) Name three popular concordances of the King James Version of the Bible.
 - (a) _____
 - (b) _____
 - (c) _____
- (5) Name three uses of the concordance.
 - (a) _____
 - (b) _____
 - (c) _____
- (6) Why is a Bible dictionary helpful? _____

- (7) Words in a concordance are listed in what order? _____
- (8) A Bible dictionary is used in the same manner as any other _____.
- (9) The best concordance for the student is _____.

(10) Sometimes the chapter and verse divisions cut through the thought of the author.

(True or False) _____

Possible score 100%

My score _____%



PREPARE YOURSELF! Turn to page 1, and carefully review the objectives. Then review each section of the STEP, and give special attention to those areas of study that you do Not completely understand. It is a good practice to rewrite every incorrect exercise in this STEP. With this done, study the reviews again.

When you are ready, ask your supervisor to initial here _____ then take the following Pre-Test.

Each answer is worth 2.7 points.

- (1) Colossians 1:28 declares the responsibility of the church to teach _____
_____.
- (2) The student must pass the STEP-Test of each STEP with _____% or more before beginning the next STEP.
- (3) Each STEP requires approximately _____ hours of actual study.
- (4) Each student will advance at the same pace in WWBI. (True or False) _____
- (5) Who must set the date for the student to take the STEP-Test, the teacher or the student? _____
- (6) Where will the student find the Confirmation Key? _____

- (7) Under what circumstances would it be necessary for the student to repeat a STEP? _____

- (8) Write 2 Timothy 2:15 by memory. _____

Matching

- (9) _____ STEP a. what the student should learn in the STEP
- (10) _____ sins of commission b. safeguard for the student
- (11) _____ confession c. good deeds never done
- (12) _____ sins of omission d. Simplified Theological Educational Packet
- (13) _____ Pre-Test e. evil actions
- (14) _____ Objectives f. saying the same thing concerning something

(15) What does *rightly dividing the word of truth* mean? _____

(16) What does *fear of the Lord* mean? _____

(17) How may we be wise? _____

(18) What is the objective of the Bible institute? _____

(19) According to 2 Peter 3:18, the student should grow in two things:
(a) _____
(b) _____

(20) How may we know that God wants our communion? _____

(21) What is the basis of our communion with God? _____

(22) What are the three things that we do during personal devotions?
(a) _____
(b) _____
(c) _____

(23) What is "confession"? _____

(24) What is the difference between sins of "commission" and those of "omission"?

(25) Should our petitions be specific or general? _____

(26) What is meditation? _____

(27) Of what value is a concordance? _____

(28) Of what value is a Bible dictionary? _____

(29) Using the concordance of your Bible institute, look up the reference for this verse:
*Now therefore arise, go over this Jordan, thou, and all this people, unto the land
which I do give to them, even to the children of Israel.* _____

(30) Give your personal testimony as to why you are studying in this Bible institute.

(31) All reports/papers must follow _____ Standards.

True/False

(32) Font size should always be 12 pt., and all reports must have a 1" margin. _____

(33) Correct spelling and grammar will not be considered when evaluating a paper.

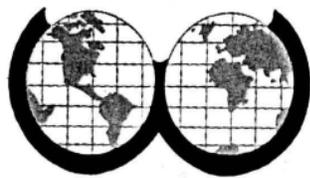
Possible score 100%

My score _____%

PREPARE FOR THE STEP-TEST

Turn to page 1 again, and carefully review the objectives. Then review each section of the STEP, and give special attention to those areas of study that you do not completely understand. With this done, study the pre-test. When you are prepared, turn in your STEP and request permission to take the STEP-Test.

CONFIRMATION KEY



**World
Wide Bible Institutes**

**CONFIRMATION KEY
ORIENTATION STEP 1
INTRODUCTION TO WWBI**

I. INTRODUCTION TO WWBI

- (1) World Wide Bible Institutes
- (2) every
- (3) STEPs
- (4) four to six
- (5) (a) Bible
(b) Basic Bible
- (6) Your own local church
- (7) self-teaching
- (8) church building
- (9) dormitories
- (10) individual
- (11) it is the student's decision
- (12) (a) long
(b) short
- (13) Set goals for completing the STEP
- (14) (a) Page
(b) Pages/STEP
(c) Week
- (15) prevent boredom
- (16) Confirmation Key/ located in the back of each STEP
- (17) "X"
- (18) False
- (19) In the text of the lesson
- (20) circle around the X
- (21) Pre-Test
- (22) Pass the Pre-Test with a score of 80% or higher
- (23) False
- (24) the next day on which the Institute meets
- (25) After you have passed the STEP-Test with a score of 80% or higher.
- (26) In-Service Project
- (27) d
- (28) a
- (29) b
- (30) MLA
- (31) T
- (32) F
- (33) T
- (34) F
- (35) 1. Name
2. The Course
3. The Date
- (36) 1. Last name
2. Number

- (37) Italics
- (38) F
- (39) F
- (40) T
- (41) 1. Take notes of the responses during the interview
2. Tabulate the results
3. Summarize what you learned
4. Make conclusions based on your feelings
- (42) e
- (43) 1. Topic
2. Introduction
3. Main points
4. Conclusion
- (44) ISP
- (45) MLA Standards

REVIEW

- (1) STEPS
- (2) Simplified Theological Educational Packet
- (3) four to six
- (4) the student
- (5) set long range goals
- (6) (a) how long for a single page?
(b) how many pages in the STEP?
(c) how many hours of study each week?
- (7) Institute Learning Center
- (8) the STEP on which you are to be tested
- (9) b
- (10) Purchase the same STEP and work through it again.
- (11) In-Service Project
- (12) b
- (13) a. Name
b. Instructor's Name
c. The Course
d. Date
- (14) Orientations
- (15) True

II. MOTIVES FOR STUDYING

- (1) good
- (2) (a) approved
(b) dividing
- (3) divide
- (4) learn of me
- (5) wisdom
- (6) *make thy way prosperous, and then thou shalt have good success*
- (7) *both save thyself, and them that hear thee*

- (8) *grow thereby*
- (9) *what is that good and acceptable and perfect will of God*
- (10) (a) grow
(b) knowledge
- (11) do
- (12) False
- (13) ask
- (14) submission
- (15) training
- (16) physical body
- (17) rest
- (18) b

REVIEW

- (1) secular reason
- (2) James 1:5; 2 Timothy 1:7; Philippians 4:13 (any one of these)
- (3) *Study to show thyself approved unto God, a workman that needeth not to be ashamed, rightly dividing the word of truth.*
- (4) to distinguish correctly
- (5) reverent trust in God
- (6) ask of God
- (7) from the front
- (8) We must will to do His will in order to know it (John 7:17a)
- (9) To grow in grace and in the knowledge of the Lord and Savior Jesus Christ
- (10) so they stand out during review

III. YOUR DEVOTIONAL LIFE

- (1) his personal devotional life
- (2) (a) grace
(b) knowledge
- (3) spirituality
- (4) (a) unskilled (Hebrews 5:13)
(b) discernment (Hebrews 5:14)
- (5) do
- (6) (a) ourselves
(b) God
- (7) John 4:23, *the Father seeketh such to worship him*
- (8) the thought that God seeks our fellowship
- (9) the cross of Calvary
- (10) to set apart a time
- (11) each must decide for himself
- (12) particularly directs our attention to some verse or thought
- (13) a very few verses
- (14) (a) the scanning method
(b) the method of concentration
(c) the devotional help method
- (15) (a) Is there an example here I may follow?

- (b) Is there a commandment here I should follow?
 - (c) Is there mention of any sin I should give up?
 - (d) Is there any promise that I should claim?
 - (e) Is there any any new thought about God Himself?
- (16) confessing
 - (17) he will not prosper
 - (18) (a) confession of sin
(b) forsaking of sin
 - (19) mocked
 - (20) have your supervisor check and initial your answer
 - (21) confess his sins specifically – this requires sincerity
 - (22) to say the same thing concerning something
 - (23) commission, wrong things one does – omission, good things one fails to do
 - (24) everything
 - (25) small
 - (26) the Word of God
 - (27) (a) yes
(b) no
(c) wait
 - (28) those things prohibited in God's Word
 - (29) to still our hearts – allow God to speak to us

REVIEW

- (1) (a) spend time with God
(b) read Scripture
(c) pray
- (2) (a) confession
(b) praise and thanks
(c) petitions
(d) meditation
- (3) confessing is saying the same thing as God regarding sin and to consequently break from it; asking forgiveness is feeling sorry in order to avoid punishment
- (4) c
- (5) John 4:23 – *the Father seeks such to worship him*
- (6) the scriptures
- (7) Divine enablement that helps us be more like Christ and to mature spiritually.
- (8) 20
- (9) The work of Christ on the cross
- (10) True

IV. THE USE OF TOOLS IN WWBI

- (1) 13th century
- (2) no
- (3) (a) Strong's Concordance of the Bible
(b) Young's Analytical Concordance of the Bible

- (c) Cruden's Concordance of the Bible
- (4) Cruden's Concordance of the Bible
- (5) alphabetical
- (6) (a) to find texts
(b) to study persons, places, or events
(c) to study themes or special ideas
- (7) Psalms 15:4
- (8) Amos 8:11
- (9) *Thou art my beloved son; in thee I am well pleased*
Luke 3:22
- (10) Judges 13, 14, 15, and 16; Hebrews 11
- (11) Genesis 32:31; Judges 8:8; 8:9; and 8:17; 1 Kings 12:25
- (12) Matthew, Mark, Luke, John, Acts, Romans, 1 Corinthians, Philippians, 1 Thessalonians, 2 Timothy, Hebrews, 1 Peter, Revelation
- (13) our Lord cometh
- (14) they denied both the resurrection and angelic or spiritual beings
- (15) have your supervisor check your answer and initial

REVIEW

- (1) (a) concordance
(b) Bible dictionary
- (2) the 13th
- (3) no
- (4) (a) Strong's Concordance of the Bible
(b) Young's Analytical Concordance of the Bible
(c) Cruden's Concordance of the Bible
- (5) (a) to find texts
(b) to study persons, places, or events
(c) to study themes or special ideas
- (6) it gives definitions of Bible words; treats problems of interpretation, information, geography, historical background, archeological discoveries, and biographical information
- (7) alphabetically
- (8) dictionary
- (9) Cruden's Concordance
- (10) True

PRE-TEST

- (1) *every man in all wisdom*
- (2) 80
- (3) four to six
- (4) False
- (5) the student
- (6) in the back of each STEP
- (7) if his score were less than 80% on the STEP-Test.
- (8) *Study to show thyself approved unto God, a workman that needeth not to be ashamed, rightly dividing the word of truth.*

- (9) d
- (10) e
- (11) f
- (12) c
- (13) b
- (14) a
- (15) distinguishing correctly between the parts of the Bible
- (16) reverent trust in God
- (17) fear the Lord (Proverbs 9:10) ask of God (James 1:5)
- (18) To train every man for Christian service
- (19) (a) grace
(b) knowledge of Christ
- (20) John 4:23, *the Father seeketh such to worship him.*
- (21) the cross of Calvary
- (22) (a) spend time with God
(b) read scripture
(c) pray
- (23) to say the same thing concerning something
- (24) commission, wrong things one does – omission, good things one fails to do
- (25) specific
- (26) waiting for the voice of God
- (27) it is used to locate texts, study persons, places, events, and study themes or special ideas
- (28) it gives definitions of Bible words; treats problems of interpretation, information, geography, historical background, archeological discoveries, and biographical information
- (29) Joshua 1:2
- (30) student's personal answer
- (31) MLA
- (32) True
- (33) False

STUDENT GOALS

STEP-test date _____

Pages in STEP _____

Pages per day necessary
to meet goal _____

GOAL CONTROL

Date begun _____

Date finished _____

STEP-test score _____

NAME _____

SCORE _____ %

DATE _____

STEP - TEST

ORIENTATION - STEP 1 INTRODUCTION TO WWBI

Each correct answer - 2.2 points

- (1) What do the Letters WWBI mean? _____

- (2) What are the textbooks called that are used by WWBI? _____
- (3) What is the meaning of the word STEP? _____

- (4) Name three advantages of having a Bible institute in your local church.
 - (a) _____
 - (b) _____
 - (c) _____
- (5) Write 2 Timothy 2:15 by memory. _____

- (6) According to Proverbs 9:10, what is the beginning of wisdom. _____

- (7) What is the first requirement for the Christian to know the will of God? He must be willing to _____ the will of God.
- (8) How do we know that God desires our communion? _____

(9) What are the three basic things we do during personal devotions?

(a) _____

(b) _____

(c) _____

(10) Reading the Bible devotionally, what are some of the questions to ask yourself?

(a) _____

(b) _____

(c) _____

(11) What does it mean to "confess"? _____

(12) What are the two uses of a concordance?

(a) _____

(b) _____

(13) What is the Bible dictionary used for? _____

(You may use a concordance to answer the following questions.)

(14) Which book of the Bible speaks of Melzar? _____

(15) *Come out from among them, and be ye separate, saith the Lord.* (Write the reference.) _____

(16) *And Mary said, My soul doth magnify the Lord.* (Ref.) _____

(17) *Keep ye judgment, and do justice: for my salvation is near.* (Ref.) _____

(18) What is the first thing you should do when receiving a STEP? _____

- (19) To know the date upon which you can take the final STEP-Test, you must know three important bits of information:
- (a) How long it takes you to do a single_____.
 - (b) How many_____are in your_____.
 - (c) How many hours you will study each_____.
- (20) After determining when you will finish a STEP, you must determine how many _____you must complete in each study session.
- (21) Using the Confirmation Key, the student will mark his errors with an_____.
- (22) After correcting a wrong answer and checking your new answer in the Confirmation Key, you must place a_____around the_____next to the corrected answer.
- (23) If you have difficulties or questions about setting goals, who can help you?

- (24) Describe the procedure for taking the final STEP-Test.
- (a) Where is the final STEP-Test taken? _____
 - (b) Who administers the test? _____
 - (c) What must you turn in before taking the test? _____

 - (d) What is a passing score? _____
 - (e) If you fail a STEP-Test what must you do? _____

- (25) Those who complete the six semester Basic Bible Course will receive a Bible Institute Diploma, issued by_____.

- (26) The In-Service Project (ISP) must be completed before _____.
- a. The student can take the Step-Test
 - b. The student can proceed to next Step.
 - c. The student can receive a Final Grade for the Step.
 - d. All of the above

True/False

- (27) All papers and reports must be typed and doubled spaced. _____
- (28) All papers should have indented paragraphs. _____
- (29) Every paper should have in the upper left hand corner your last name and the page number. _____
- (30) How should you note cited works throughout your paper? Use _____.