

As you complete word problems YOU MUST keep your work in your 3-ring binder and do a write-up.

Directions: For each word problem we do, make sure you do the following.

- ☐ Be Neat and Professional

Everything on the page should be written neatly, legibly, and cleanly WITHIN the lines. Do not squeeze your work into the lines. If you make a mistake, DO NOT ERASE YOUR WORK, instead draw a neat line through it and begin the problem again.

- ☐ Read, re-read, and read again

You may want to read the word problems out loud to each other (you will usually be working in groups).

- ☐ Note the important information

Highlight or underline the important information in the problem and then make a list of the numbers.

- ☐ Draw a picture or make a table if that is appropriate for the problem

It is amazing how much clearer a word problem can be once you've got a picture.

- ☐ List what you know

Anything you know (or that you find) that might help you solve the problem.

- ☐ Pick a method for solving the problem

From all of the stuff you have found so far, what seems the best approach to you?

- ☐ Do the problem

Use the approach you picked and work the problem using the important information.

- ☐ Check the problem

Ideally, you can check the answers somewhere. If you can't (or even if you can) you also want to do a "reality check." Ask yourself, does this answer make sense? Does it fully answer the question in the problem? Do my units make sense?

- ☐ Annotate the problem

Once you have the correct answer, go back through and annotate the problem. What does that mean? Describe in words how you did the problem. Every step should be annotated so that anyone who picks up your write-up can understand what you did. If you need help with this, check out the examples in your Math text book. Your annotation should look like the author's annotation.

- ☐ Did you learn anything from doing this problem?

Answer this question at the end. Be detailed.