ASSIGNMENTS

- Put your name on the first page in upper right hand corner.
- On subsequent pages, in the upper right hand corner, list the chapter and section(s).
- If two sections are on the same page draw a line all the way across the page to separate them.
- **SHOW YOUR WORK.** Answers alone will not be accepted. Always work DOWN. Work the problem each step below previous step and do each problem beneath the previous problem.
- Make it readable. Do the steps in sequence. XXX out mistakes. No need to recopy.
- Presentation counts. Do in columns. Draw a line to separate the columns. Do not squeeze problems into available space. Leave blank spaces.
- Do them in order. Only exception: may do all the odd assigned problems first and then all the even assigned problems.
- Turn in only the assigned problems. No notes, no extra problems.
- Answers should always be simplified and follow the form of the problem. Problems that began as fractions (decimals, radicals, percents) should be answered as fractions (decimals, radicals, percents), unless specific directions to the contrary are given.
- Application problems require these steps:
  - (Identify the scenario and the facts.)
  - Define the variable.
  - Write the equation, first in English, then in Algebra
  - Solve the equation.
  - Express the answer in a complete sentence, including units.
  - (Check your answer. This may be “Is it reasonable?” or may be an algebraic check, or it may be putting the numbers back in the original sentences.)
- With the exception of applications, answers should be exact.
- If there are graphs, the work and the graph must be TOGETHER, on the same piece of paper.
  - Do not separate the work from the graph.
  - Do NOT put your work on one page and the graphs on another.
  - May use a template for the coordinate plane and only show axes.
  - May do all work on engineering paper or graph paper.
  - Keep in order.
- Make the problem numbers easy to see.
- Staple and remove rough edges. No half sheets. Use standard size paper. May use backs of computer printout rejects. May place in folder or turn in a spiral notebook.
- Follow instructions regarding calculator use.