

## MATHEMATICS DEPARTMENT FORMAT FOR WRITTEN WORK

- 1) Always do work in pencil.
- 2) In-class corrections should always be done in ink, written in a column to the right of the original problem.
- 3) Each assignment should be on a separate piece of white, standard, loose-leaf paper, without tattered edges.
- 4) Both sides of the paper may be used.
- 5) Follow the standard English format for the heading.
- 6) On the top line of the paper, put the page number, section number and the problems assigned. Sample heading:

	Mary Jones Algebra, B Block September 1, 2006
	Section 1.2, pgs. 11-15, #2-32 even
1.	T, F, S, N, E, T

- 7) Put the problem number next to each problem to the left of the red margin line.
- 8) Write the original problem, including the diagram, if appropriate.
- 9) Show all the steps involved in solving the problem.
- 10) Each step of the solution should be on a separate line below the previous one, aligned to the left margin.
- 11) If it is a word problem, follow the format outlined in your text.
- 12) Show ALL work neatly.
- 13) Circle or box your answers.
- 14) Answers should be given appropriately -
  - answers should be written in simplest form (i.e. reduce fractions)
  - answers should include units when appropriate
  - when solving for a variable, your problem should end:  
variable = solution    i.e.:  $x = 2$
- 15) Check the answers in the back of the book to make sure your solution is correct (if the answers are available). If your solution does not match that which is given, this means you are doing something wrong and need to re-work it.
- 16) Leave at least one line between problems.
- 17) Note the problems with which you are having trouble or about which you have questions. Write these problem numbers in the top left margin space for later in-class questions.
- 18) Every assigned problem must be attempted.