

How to Write Your Math Homework

To Begin:

1. Write the assignment in your homework log with the date assigned and date due.
2. Get a blank piece of paper.
3. If your paper has holes, make sure the holes are on the left.
4. If your paper has lines and margins, make sure the big margin is at the top.
5. Put your name and date at the very top of the paper.
6. Put the title of your work on the top line as the heading. Include the page number and section number as well as the section name.

While doing your work:

1. If you circle the problem numbers, circle all of them.
2. Number each problem only before you do it. Don't number them all at the beginning.
3. Do no more than 8 problems per page.
4. Leave at least $\frac{1}{4}$ inch of space between the problems. Use a spacer to help you.
5. Write each problem before doing it. If there are too many words, summarize it in your own words.
6. Use the space to organize your thinking as you do the problem.

When you finish each problem:

1. Check to make sure you answered the question asked.
2. Make sure your answer can be found easily and quickly. If you circle the problem numbers, don't circle the answers.
3. Leave at least $\frac{1}{4}$ inch of space before starting the next problem.
4. Number the next problem in the same way you did the previous one.

When you finish the problem set:

1. Collect all the pages in order and staple them.
2. Make sure your name is on the first page and the rest of the pages have at least your initials.
3. Put the assignment in a safe place until you can get it turned in.
4. Log the assignment as finished and leave a space to record the grade.