

ALGEBRA GUIDELINES

To increase your success in mathematics courses, especially algebra, practice the following:

1. Simplify all fractions to lowest terms.
2. Simplify all expressions.
3. Show, in writing, all steps when working out solutions to problems.
4. Carefully read and follow all directions in homework exercises, worksheets, quizzes and tests.
5. Include proper units for all measured quantities such as distance, area, volume, time, weight, rate, money, etc.
6. Rounding:
 - Do not round off answers unless asked to do so.
 - Do not change fractions to decimals unless the conversion is a terminating decimal.
 - Do not change fractions to rounded decimals. Use fraction arithmetic to compute your answers.
 - If asked to round your answer, carry out all calculations to at least one more decimal place than is required. Round your answer at the end.