Communicating Mathematics Effectively

One of the important skills you need to develop in math is the ability to communicate effectively both verbally and in writing. In order to communicate your ideas effectively, it's important to pay attention to how you put your thoughts together. Homework is not an end in itself; it is a tool for learning! Done carefullyl, your homework will be an excellent resource when you are reviewing for tests.

This document aims to provide some guidelines for communicating your mathematical work effectively in writing. So that I may provide you with meaningful and worthwhile feedback, it is important that you put your homework in an easy to read, easy to navigate format. The way you present your work should demonstrate the ideas you are trying to communicate. With this in mind, the following are some guidelines for submitting homework in your mathematics courses.

Homework Guidelines

- Your handwriting should be legible. You may want to print.
- In the upper right-hand corner you should write (in this order)
  - ✓ Your name
  - ✓ The date the homework was assigned
  - ✓ Textbook section and problem numbers you are turning in
- Problems should be clearly labeled and numbered on the left side of the page. There should also be a visible separation between problems.
- Each solution should begin with the original problem statement.
- You should leave the top left margin and the entire left margin blank so that I may use this space for scoring and comments.
- Write the problems in the order they are assigned.
- When you begin work on problems a new section, start the new section on a new page.
- Each day's homework assignment should be stapled together in the upper left-hand corner
- It is good practice to first work out the solutions to homework problems on scratch paper and to then neatly write up your solutions. This will help you to turn in a clean finished product.

Easy to Read Homework Format

Sam Student
Jan 5, 2009
1.1, #1-88 EOO
1.2, #1-130 EOO
1.3, #1-96 EOO

Section 1.1

Problem statement
#1 – 14 Evaluate each expression for x = 4

Neatly written solution

1.　　$x + 8 = 4 + 8$
　　　　　$= 12$

5.　　$5x = 5(4)$
　　　　$= 20$

etc

Problem statement
#15 – 24 Evaluate each for x = 7, y = 5

Neatly written solution

17.　$2(x + y) = 2(7 + 5)$
　　　　　　$= 2(12)$
　　　　　　$= 24$

etc

Problem statement
#25 – 42 Write each phrase as an algebraic expression in x

Neatly written solution

25. four more than a number　　$x + 4$
29, sum of a number and four　　$x + 4$
33. nine decreased by a number　$9 - x$

etc