

# HOMWORK REFERENCE GUIDE

**Heading:** List page number and assigned problems.

**Skip line**

**Brief description**

**Skip line between problems.**

**Write down original problem.** Show solution steps. Box answer.

**Staple all pages together.** Name & page number each sheet.

**Page No.**  
**Name**  
**Period**  
**Date**

**Answer Column**  
Single-spaced w/  
problem number.

**Word problems:** List "Given" facts and what you need to "Find". Then solve.

**Work problems in vertical columns.** 2<sup>nd</sup> column optional if space permits.

**Pencil only.**

## Sample Homework Example

In math courses, the purpose of homework is to practice a **procedure**, not just get the correct answer. Practicing a simple procedure is the building block to being able to solve more complex problems later in the year. Students who take "short cuts" to save time in the short run will ultimately spend more time in the long run re-learning earlier concepts - or else they will be completely lost.

### Miscellaneous Notes & Reminders:

- ✓ Homework will be done on white 3-hole binder paper. *No spiral notebook pages.*
- ✓ Work should be neat, legible and **in pencil only**. *Homework in ink will result in a zero.*
- ✓ You must show all work to receive credit. This includes writing down initial problem, including intermediate steps (even if you think you can do it "in your head"), boxing your answer, and transferring your answer accurately to the answer column.
- ✓ If you do not understand a problem, write down what is given and leave some space. This shows that you attempted the problem and your homework will not be considered incomplete (0 points).
- ✓ Although these steps may seem tedious at first especially for the simple problems, this format was designed to get you organized. Your efforts in this matter will then contribute to your success in math as the problems throughout the year become more complex and lengthy.