

## Step by Step Grid for Answering Maths Questions, see the Step by Step Guide for how to use it

Step	Write here. Check hints column only <i>if needed</i>	Hints
1. Read		This includes looking at any diagram or table of data. It's often helpful to underline the numbers or label them with the variable.
2. Write what's there		For each one, write the variable and then the value, followed by the unit.
3. Write what you need		What is the question asking for? Write down the symbol for the variable.
4. Formula?		The list of variables you wrote down in steps 2 and 3 will help you make the right choice. You might remember it, or you might need to check the formula sheet.
5. Convert?		Everything that is going into the formula needs to be in standard units. So if you've got a value in kilometres, you need to multiply by 1000 to get it in metres.
6. Rearrange?		In maths, this is often called "changing the subject of the equation." There are several ways to do this and you should use the one you are best at.
7. Substitute		Refer back to what you wrote down and write in each value.
8. Calculate		This is where you use your calculator. You might find there are numbers you can cancel first to make it easier.
9. Unit and check		Write the answer with the right unit (words or abbreviation). Before you move on, does it make sense?



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