

# How to solve a Word Problem

1. **Understand**-You need to carefully read and understand the problem including any technical vocabulary. What is the problem asking you? What terms and units are involved? What information do you need to focus on and what information is not important?
2. **Plan**-You need to think about what you will need to do to work and solve the problem. What formulas do you need? What operations should you use?
3. **Solve**-You will actually work and solve the problem. Draw a picture if needed and write down everything. Show all your work so you don't miss any steps, and if it doesn't work out, you can go back and find your error, instead of starting from scratch. Also, many teachers give partial credit if they can see that you worked the problem correctly, but just made a small error somewhere along the way.
4. **Look Back**-Look at your answer to see if it answers the question you are trying to solve. Does it make sense? Is the answer reasonable? Are the units correct? Is the answer in lowest terms?