

**Weekly Written Work:**

This is where most of the growth typically occurs. It's where you put together the basic skills from WebAssign and learn to communicate the mathematics in writing.

1. You will convert your written work to a PDF to be uploaded to the dropbox for the Assignment on D2L. I will upload the graded work as an attachment to the same place.

2. Black writing against a white background.

Practice on whatever paper you wish. For the work you turn in, however, it must be plain white background. No college-ruled paper.

3. There's more than one way to achieve good PDFs of your work:

CamScanner app for paper-and-pencil work works pretty good.

A good printer-scanner can do it.

A pen tablet can create good copy, as well. This might be best, at least for the final version that you turn in. I think you still want to use lots of looseleaf paper and spread out on the desk or table where you do math homework.

4. Arrange Exercises *vertically*!

#2 goes below #1

#3 goes below #2

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5. Leave a 1-inch left margin. This is where I put the points earned for each exercise.

6. Leave plenty of white space for grader comments.

Written work is as much formative as summative. If your work is cramped, I can't make helpful comments, and may not grade it at all.

7. Provide the context of the question, so that your work is a brief, complete report on the entire assignment. For instance, "#s 1 - 5 Find the equation of the line through the given points." Then for #s 1 - 5, write the two points, e.g. (5, 2), (3, - 6). "Context" is typically 1 out of 5 points for a typical 5-pointer.

8. Circle final answers.

9. Put a line through errors rather than erasing them. This saves time and may also earn more points, if I can make out something you got right, but changed your mind about.

10. For *word* problems, include a *lexicon* that defines the variables used in words and provides the units used. For instance, "Let  $x$  = the number of tickets sold," or "Let  $r$  = the radius of the circle, in centimeters," or "Let  $r$  = the radius of the circle (cm)." This is typically 1 out of 5 points for a typical 5-pointer.

11. Supporting work is always required. An answer sheet without supporting work will receive a '0.'

12. When saving your work to PDF, include your last name and first initial in the name:

SmithJ-wk1.pdf works for John Smith's Week 1 Assignment.

SmithJ-wk2.pdf for John Smith's Week 2, etc.

[Click here to see the Solutions to the Week 1 Written Assignment.](#)