Things you want to keep in mind when writing material that will be graded.

All work will be evaluated for your ability to present work that satisfies the following criteria.

- You need to use proper mathematical notation at all times.
- You need to make sure that you are using parentheses, fraction bars, operators, and exponents properly.
- When using function notation the input for the function must always be inside grouping symbols – this includes the input for trigonometric and logarithmic functions.
- Make sure that you properly use the $=$ (exactly equals) and $\approx$ (approximately equals) symbols.
- When simplifying expressions your work needs to be presented vertically with (relatively) lined up equal signs.
- When evaluating the limit of a product, sum, and/or difference the expression whose limit you are evaluating must be inside grouping symbols.
- The $\frac{d}{dx}$ symbol must always be accompanied by grouping symbols in which the expression to be differentiated resides
- You must use complete sentences when writing verbal responses.
- All graphs must have clearly labeled axes. If explicit points or explicit slopes are referenced from the graph the graph must have scales on each axis. The graphs must be accompanied by figure numbers and captions.
- All tables must have clearly defined column headings. The tables must be accompanied by table numbers and captions.
- When working multi-stepped problems you need to write a brief (one sentence) explanation for the reason you are going to perform some algebra *before* you perform the algebra. All multi-stepped problems need to be concluded with a complete conclusion sentence.
- In applied problems all variables need to be explicitly defined – this almost always includes specifying the unit attached to each variable.
- Do not encase your "answer" in a box, bubble, cloud, or any other isolation pen. Everything you write is your "answer" and it all will be read and evaluated.

I want you to get as much out of this class as possible.

One of my objectives for all of my students is that they learn to write and present mathematics correctly.