Homework Writing Guide

The purpose of homework isn’t just to “know” the answer, but also to practice communicating your knowledge in a clear and readable style.

1. Every solution must be written in such a way that the question that was asked is clear simply by reading the submitted solution.

2. Any table or graph that appears in the original problem must also appear somewhere in your solution.

3. All graphs that appear in your solution must contain axis names and scales. All graphs must be accompanied by a figure number and caption. When the graph is referenced in your written work, the reference must be by figure number. Additionally, graphs for applied problems must have units on each axis and the explicit meaning of each axis must be self-apparent either by the axis names or by the figure caption.

4. All tables that appear in your solution must have well defined column headings as well as an assigned table number accompanied by a brief caption (description). When the table is referenced in your written work, the reference must be by table number.

5. A brief introduction to the problem is almost always appropriate.

6. In applied problems, all variables and constants must be defined.

7. If you used the graph or table feature of your calculator in the problem solving process, you must include the graph or table in your written solution.

8. If you used some other non-trivial feature of your calculator (e.g., SOLVER), you must state this in your solution.

9. All (relevant) information given in the problem must be stated somewhere in your solution.

10. A sentence that orients the reader to the purpose of the mathematics should usually precede symbol pushing.
11. Your conclusion shall not be encased in a box, but rather stated at the end of your solution in complete sentence form.

12. Line up your equal signs vertically.

13. If work is word-processed all mathematical symbols must be generated with a math equation editor.

Finally, copying the answers from the back of the book is not sufficient.