## Rule 0:

Do problems in PENCIL; erase, DON'T SCRATCH OUT errors.

## Rule 1:

Write the GIVEN info and UNKNOWN with correct SYMBOL \& UNITS.

## Rule 2:

Draw DIAGRAM or FBD when needed.

## Rule 3:

Convert all the units to MKS UNITS.

## Rule 4:

Write down the BASIC EQUATION.

## Rule 5:

REARRANGE the equation to SOLVE FOR UNKNOWN on the LEFT.

## Rule 6:

Write ONLY 1 (ONE) EQUAL SIGN PER LINE.

## Rule 7:

ALIGN all EQUAL SIGNS and EQUATIONS VERTICALLY.

## Rule 8:

SUBSTITUTE KNOWN VALUES, with UNITS, into the WORKING equation.

## Rule 9:

Answer must have SYMBOL, EQUAL SIGN, NUMBER, and correct UNITS.

## Rule 10:

Put FINAL ANSWER on a LINE BY ITSELF.

## Rule 11:

ROUND to proper number of SIG FIGS, usually THREE.

## Rule 12:

DOES THE ANSWER MAKE SENSE? If "YES", BOX IT!

## Rule 13:

Numbers must begin with a DIGIT from 0 to 9 , not a DECIMAL POINT.

## Rule 14:

No COMMAS in numbers. No DOTS or ' X ' to multiply or ' $\varnothing$ ' to divide. Use ( ).

## Rule 15:

Use SCIENTIFIC NOTATION when NUMBER in exponent is $<-3$ or $>3$.

