

North Olmsted High School
Mr. Ruggles'
Assignment Guidelines

1. Write your name, date and assignment clearly at the top of the very first page. If you use additional pages, put your name on the top of each additional page.
2. Use standard sized paper with lines or standard size graph paper.
3. Write out the original problem.
4. Write legibly in pencil. You may use blue or black ink, but pencil is preferred. If I cannot read the problem or answer, it is wrong.
5. Problems need to be worked out vertically.
6. **SHOW YOUR WORK.** This does not mean just copying the problem from the book and the answer from the book. SHOW ALL STEPS that go between the problem and the answer.
7. Put your final answer at the end of your work. I would suggest circling your final answer. Label your answers with the appropriate units.

You should use your instructor as a study aid, in addition to your textbook, study guides, and notes. If you develop good habits while working on your assignments, you generally will perform better on quizzes and test. The intention of these guidelines is to organize your work so that you can communicate the information to your instructor.