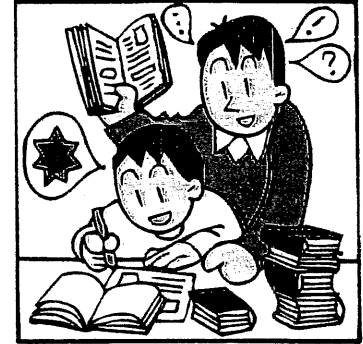


## Writing as Communication

Writing is an essential form of communication.

Here is a checklist that should be followed when preparing written problem solutions. Does this paper:



1. Clearly (re)state the problem to be solved?
2. Provide a paragraph that explains how the problem will be approached?
3. State the answer in a few complete sentences that stand on their own?
4. Give a precise and well-organized explanation of how the answer was found?
5. Clearly label diagrams, tables, graphs, or other visual representations?
6. Define all variables, terminology, and notation used?
7. Clearly state the assumptions that underlie the formulas and other results, and explain how each is derived or provide a reference?
8. Give acknowledgment where it is due?
9. Use correct spelling, grammar, and punctuation?
10. Contain correct calculations / mathematics?
11. Solve the problem(s) that were originally asked?

(Adapted from Tommy Ratliff, Wheaton College)