1. List the important and relevant information given to you in the problem. (What do you know?)

2. Describe what the problem asks you to find or do. (What do you want to find?)

3. Show your method for solving the problem. On the left side of the space below show your steps, and on the right side explain in words what you’re doing at two or three of the major (“key”) steps. Draw arrows from your explanations that point at the relevant steps in the symbols.

4. Describe two parts of this problem that might confuse or cause trouble for some of your classmates, and describe a way of thinking about the problem or doing the steps that could help them avoid the confusion. (Include a page number if there is an example or explanation in the book that’s helpful.)

   - Confusion/Error #1:
   
   - Confusion/Error #2: