**Problem Solving**

1. Draw a diagram (if possible) or try and imagine the situation. Put yourself in the place set by the problem.
2. Underline any key facts or words.
3. Write down any formulae that may be relevant eg area of a trapezium, volume of cylinder….
4. Try putting in x for any unknowns.

If step 4 fails then

1. Use T & I; try positive, negative and fraction numbers if appropriate