How to Use This Book ..... 3
NCTM Standards ..... 4
Unit 1
How to Apply Problem-Solving Techniques with Single-Step Problems ..... 5
Practice Applying Problem-Solving Techniques ..... 6
Practice Using Code Words with Single-Step Problems ..... 7
Practice Using Code Words with More Single-Step Problems ..... 8
Unit 2
How to Recognize Word-Problem Patterns ..... 9
Practice Finding Word-Problem Patterns with Addition and Subtraction ..... 10
Practice Finding Word-Problem Patterns with Multiplication and Division ..... 11
Practice Word Problems with Patterns ..... 12
Unit 3
How to Solve Word Problems with Fractions and Mixed Numbers ..... 13
Practice Solving Word Problems with Fractions and Mixed Numbers ..... 14
Practice Solving More Word Problems with Fractions and Mixed Numbers ..... 15
Practice Solving Even More Word Problems with Fractions and Mixed Numbers ..... 16
Unit 4
How to Solve Word Problems with Decimals and Percentages ..... 17
Practice Solving Word Problems with Decimals ..... 18
Practice Solving Word Problems with Percents and Percentages ..... 19
Practice Solving Word Problems with Decimals and Percentages ..... 20
Unit 5
How to Solve Word Problems with Geometry ..... 21
Practice Solving Word Problems with Geometry ..... 22
Practice Solving More Word Problems with Geometry ..... 23
Practice Solving Even More Word Problems with Geometry ..... 24
? ? ?
Unit 6
How to Solve Two-Step and Multi-Step Problems ..... 25
Practice Solving Multi-Step Problems ..... 26
Practice Solving More Multi-Step Problems ..... 27
Practice Solving Even More
Multi-Step Problems ..... 28
Unit 7
How to Use Problem-Solving Strategies in Word Problems ..... 29
Practice Using Guess and Check ..... 30
Practice Working Backwards to Solve Problems ..... 31
Practice Using Visuals to Solve Problems ..... 32
Unit 8
How to Solve Word Problems with Algebra ..... 33
Practice Using Simple Equations to Solve Word Problems ..... 34
Practice Using Equations to Solve Word Problems ..... 35
Practice Using Equations to Solve More Word Problems ..... 36
Unit 9
How to Solve Word Problems with Ratios, Proportions, and Rates ..... 37
Practice Solving Word Problems with Simple Ratios and Rates ..... 38
Practice Solving Word Problems with Proportion ..... 39
Practice Solving Word Problems with Rates and Proportions ..... 40
Unit 10 (Word Problems)
Solving Word Problemswith Data and Graphs41
Solving Word Problems with Graphs and Statistics ..... 42
Unit 11 (Brain Teasers)Word Problems with Positiveand Negative Numbers43
Unit 12 (Technology)
Create an Imaginative Story and Maze ..... 44
Answer Key ..... 46

1 How to

## Facts to Know

Solving word problems isn't a matter of luck or guesswork. You just have to do the work step by step following a simple plan like this one.
Use this simple Five-Step Plan to help you solve the word problems in this book.
Five-Step Plan

1. Read the problem carefully.
2. State the problem to be solved.
3. Determine the operation to be used.
4. Do the operation.
5. Check the answer to see if it is reasonable. $\star \star \star \star$ Don't skip any steps! $\star \star \star \star$
6. Read the problem carefully. Check the meaning of words you don't know. You may need to read the problem again perhaps more slowly. Read the problem in parts-either every few words or every sentence. Use periods and commas as a guide.
7. State the problem to be solved. Restate the problem in your own words. Use the fewest possible words to describe what you have to find out. Talk it out with yourself or write it out in one or two sentences.
8. Determine the operation to be used. There are only four operations: addition, subtraction, multiplication, and division. Use the Code Word list to help you. Choose the most likely operation using all the clues you have found.
9. Do the operation. Check to see that no careless errors have been made and that your math facts are accurate.
10. Check the answer to see if it is reasonable. Compare your answer to the original problem to see if it makes sense.

## Code Words

Study the words listed below each operation and use this list when you are doing the problems in this book. These words usually-but not always-indicate the operation to be used.

| Addition + | Subtraction - | Multiplication $\mathbf{x}$ | Division $\div$ |
| :--- | :--- | :--- | :--- |
| altogether | change | times | split evenly |
| in all | how much more | compute the area | divided by |
| sum | difference | product | quotient |
| perimeter | how much less | find the volume | find the average |
| entire cost | how many fewer | percent | batting average |
| total | minus | times as many as | passing percentage |
| total cost | how much left | $\%$ of discount | shared evenly |
|  | how much saved | $\%$ of tax |  |
|  | how much taller |  |  |
|  | how much older |  |  |

## Five-Step Plan

1. Read the problem carefully.
2. State the problem to be solved.
3. Determine the operation to be used.
4. Do the operation.
5. Check the answer to see if it is reasonable.

Directions: Use the Five-Step Plan and the Code Words from page 5 to help you solve the following word problems.

1. You gave a clerk a $\$ 10.00$ bill to pay for a pair of socks that cost $\$ 7.88$. How much change should you receive?
I have to find out: $\qquad$

Operation to use: $\qquad$
Answer: $\qquad$
2. Robin's mother bought 16 burger and fry combos at the Burger Barn for a party. Each combo cost $\$ 2.29$. How much did she spend?
I have to find out: $\qquad$

Operation to use: $\qquad$
Answer: $\qquad$
3. Mike and 7 friends were given a huge box containing 224 old baseball cards. Mike divided the cards evenly among all 8 friends. How many cards did each person receive?
I have to find out: $\qquad$

Operation to use: $\qquad$
Answer: $\qquad$
4. Kevin has saved $\$ 49.67$ toward a new skateboard. The board he wants costs $\$ 60.00$. How much more money does he need?

I have to find out: $\qquad$

Operation to use: $\qquad$
Answer: $\qquad$

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