STEPS TO SOLVE EQUATIONS / INEQUALITIES

1 GET RID OF GROUPING SYMBOLS. ( ) [ ] { }

2 COMBINE LIKE TERMS ON EACH SIDE.

3 MOVE THE VARIABLES TO THE SAME SIDE (MOVE THE SMALLER VARIABLE TERM TO THE SAME SIDE AS THE LARGER VARIABLE TERM).

4 ADD OR SUBTRACT TO GET THE VARIABLE TERM ALONE ON ONE SIDE.

5 MULTIPLY OR DIVIDE TO GET THE VARIABLE ALONE ON ONE SIDE.

6 CHANGE THE DIRECTION OF THE INEQUALITY OPERATOR <u>ONLY IF</u> BOTH SIDES OF THE INEQUALITY ARE MULTIPLIED OR DIVIDED BY A NEGATIVE NUMBER.