1. Read the entire problem.

2. Rewrite or tell the question in sentence form, leaving a space for the answer.

3. Determine who and/or what is involved in the problem.

4. Draw the unit bar(s).

5. Chunk the problem, adjust the unit bars, and fill in the question mark.

6. Correctly compute and solve the problem.

7. Write the answer in the sentence, and make sure the answer makes sense.

8. Show the answer as a number sentence/equation.

9. Explain your answer.