

How to CORRECTLY Type Math Problem Answers

- This Help Sheet is to provide information so that all students understand how to write and type math problems in order to have the answers correct.
- Answers typed incorrectly will not be counted wrong.
- However, the more incorrect answers are typed, the longer it will take for the faculty to post your test grades.

The abbreviation for a measure is placed after the quantity

2 mL

NO trailing decimal point or 0 is allowed after a whole number

6.0 mL

RIGHT	WRONG
6	6.0

Type 1 SPACE between the number and the letter of the unit

1 mL

The L in mL is ALWAYS capitalized

ALWAYS place a leading zero (0) before the decimal point

0.8 mg

RIGHT	WRONG
0.8	.8

2 mLs
4 mgS

NO "s" is added to the unit when the number is greater than 1

Values at 1,000 or greater must be written with a comma

1,000 mL

Fractions are written as a decimal

$\frac{1}{2} = 0.5$

2mg, 5mL

For multiple answers, place a comma and a space between answers

Words that MUST be completely written out with **NO ABBREVIATIONS & NO SYMBOLS**

USE	DO NOT USE
unit	U or u
International Unit	IU, I.U., iu, or i.u.
every day	qd
every other day	qod
morphine sulfate	MS
magnesium sulfate	MS
greater than	>
less than	<

To convert lb to kg divide by 2.2 and round to the nearest tenths *as needed*.

$$25 \text{ lb} \div 2.2 = 11.36 \text{ kg}$$
$$11.3\cancel{6} \text{ kg} = 11.4 \text{ kg}$$

To convert kg to lb multiply by 2.2 and round to the nearest tenths *as needed*.

$$37 \text{ kg} \times 2.2 = 81.4 \text{ lb}$$

NO ROUNDING NEEDED

For answers needing words instead of numbers use all lower letters (NO CAPS)

syringe