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| Ratio | Ratio compares the size of one part to another part . Written using the ':' symbol. | 3 : 1  |
| Proportion | Proportion compares the size of one part to the size of the whole . Usually written as a fraction. | In a class with 13 boys and 9 girls, the proportion of boys is $\frac{13}{22}$ and the proportion of girls is $\frac{9}{22}$ |
| Simplifying Ratios | Divide all parts of the ratio by a common factor . | $5 : 10 = 1 : 2$ (divide both by 5) $14 : 21 = 2 : 3$ (divide both by 7) |
| Ratios in the form $1 : n$ or $n : 1$ | Divide both parts of the ratio by one of the numbers to make one part equal 1 . | $5 : 7 = 1 : \frac{7}{5}$ in the form $1 : n$ $5 : 7 = \frac{5}{7} : 1$ in the form $n : 1$ |
| Sharing in a Ratio | 1. Add the total parts of the ratio. 2. Divide the amount to be shared by this value to find the value of one part. 3. Multiply this value by each part of the ratio. Use only if you know the total . | Share £60 in the ratio $3 : 2 : 1$. $3 + 2 + 1 = 6$ $60 \div 6 = 10$ $3 \times 10 = 30, 2 \times 10 = 20, 1 \times 10 = 10$ £30 : £20 : £10 |
| Ratio already shared | Find what one part of the ratio is worth using the unitary method . | Money was shared in the ratio $3:2:5$ between Ann, Bob and Cat. Given that Bob had £16, found out the total amount of money shared. $£16 = 2$ parts So $£8 = 1$ part $3 + 2 + 5 = 10$ parts, so $8 \times 10 = £80$ |

