| Topic/Skill | Definition/Tips | Example |
| :---: | :---: | :---: |
| 1. Solve | To find the answer/value of something <br> Use inverse operations on both sides of the equation (balancing method) until you find the value for the letter. | Solve $2 x-3=7$ <br> Add 3 on both sides $2 x=10$ <br> Divide by 2 on both sides $x=5$ |
| 2. Inverse | Opposite | The inverse of addition is subtraction. The inverse of multiplication is division. |
| 3. Rearranging Formulae | Use inverse operations on both sides of the formula (balancing method) until you find the expression for the letter. | Make x the subject of $y=\frac{2 x-1}{z}$ <br> Multiply both sides by z $y z=2 x-1$ <br> Add 1 to both sides $y z+1=2 x$ <br> Divide by 2 on both sides $\frac{y z+1}{2}=x$ <br> We now have x as the subject. |
| 4. Writing Formulae | Substitute letters for words in the question. | Bob charges $£ 3$ per window and a $£ 5$ call out charge. $C=3 N+5$ <br> Where $\mathrm{N}=$ number of windows and $\mathrm{C}=$ cost |
| 5. Substitution | Replace letters with numbers. <br> Be careful of $5 x^{2}$. You need to square first, then multiply by 5 . | $a=3, b=2$ and $c=5$. Find: <br> 1. $2 a=2 \times 3=6$ <br> 2. $3 a-2 b=3 \times 3-2 \times 2=5$ <br> 3. $7 b^{2}-5=7 \times 2^{2}-5=23$ |

