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 ÷ 6 = 10 3 x 10 = 30, 2 x 10 = 20, 1 x 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 x 10 = £80