Underline the key bits

Read the question
Extract the key information
Always look at diagrams
Decide what the question is

Pick the maths to use
Link your working
Allow for different maths skills
Now do the work...

Work must be organised
One sentence at the end
$\mathbf{R e}$-read the question
Kalculations must be shown

Think of a rough estimate
Is your answer sensible?
Check your answer
Korrect units used?


NOTE: the maths involved is not always difficult. The problem is working out what is being asked, deciding what maths you need to use and remembering to explain your answer.

