

## CREATING AN OUTLINE:

EXAMPLE:

QUESTION: FIND "x"

$$3x + 3 = x + 5$$

OUTLINE:

Step 1: Use addition or subtraction to bring all of the "x" terms to the left side

$$\begin{array}{r} 3x + 3 = x + 5 \\ -x \quad -x \end{array}$$

$$3x - x + 3 = 5$$

$$2x + 3 = 5$$

Step 2: Use addition or subtraction to get all of the "now-x" terms on the right side

$$\begin{array}{r} 2x + 3 = 5 \\ -3 \quad -3 \end{array}$$

$$2x = 2$$

Step 3: Use division to get "x" by itself

$$\frac{2x}{2} = \frac{2}{2}$$

$$x = 1$$