

Procedure – Simplifying Polynomial Expressions (Initial Procedure)

1. Starting to the left, and working right, make all coefficients of 1 or -1 explicit and change all subtractions to adding the opposite (the inverse).
2. Starting to the left and working right simplify any expressions inside grouping symbols.
3. Starting to the left and working right simplify terms and use the distributive property to replace any products with sums.
4. Starting to the left and working right use the coefficients to simplify the variable terms.
5. Starting to the left and working right simplify the constant terms.
6. Starting to the left and working right, write any explicit factors of 1 or -1 implicitly and write additions of a negative as subtraction.