## Steps:

1) $\mathbf{G C F}$

Take out the greatest common factor of all terms, if any, put it outside the parenthesis and divide by it.
2) $\boldsymbol{B i g} X$
a) Label "a", "b" and "c"
b) Top: "a" times "c"
c) Bottom: b
d) Sides: factors of top (ac) that add up or subtract to bottom (b)

## 3) Parentheses

a) Set up your two parentheses with " $a x$ " inside each of them.
b) Place one of the side numbers in each parenthesis.
c) Simplify as if you were simplifying a fraction (divide each parenthesis by the GCF, but do not keep the GCF).
d) If you took out a GCF in step 1, attach it to your two final parentheses, to their left.

1) $9 k^{2}+66 k+21$

Step 1:
Step 2:
Step 3:
2) $15 n^{2}-27 n-6$

| Step 1: | Step 2: | Step 3: |
| :---: | :--- | :--- |
| Step 1: $16 b^{2}+60 b-100$ Step 2: Step 3: |  |  |

4) $-6 a^{2}-25 a-25$

Step 1:
Step 2:
Step 3:


