Steps:

1) GCF

Take out the greatest common factor of all terms, if any, put it outside the parenthesis and divide by it.

2) Big 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 "ax" 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)
$$9k^2 + 66k + 21$$

Step 1:	Step 2:	Step 3:

2)
$$15n^2 - 27n - 6$$

Step 1:	Step 2:	Step 3:	
3) $16b^2 + 60b - 100$			
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Step 1:	Step 2:	Step 3:

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

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Step 1:	Step 2:	Step 3:

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5) $3p^2 - 2p - 5$			
Step 1:	Step 2:	Step 3:	
$\overline{6) 2n^2 + 3n - 9}$			
Step 1:	Step 2:	Step 3:	
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7) $b^2 + 8b + 7$			
Step 1:	Step 2:	Step 3:	
$\overline{8) n^2 - 11n + 10}$		<u> </u>	
Step 1:	Step 2:	Step 3:	
$\overline{9) 2k^2 + 22k + 60}$			
Step 1:	Step 2:	Step 3:	
10) $x^2 - 4x + 24$			
Step 1:	Step 2:	Step 3:	
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