

Reducing Fractions (Simplify)

example: Reduce the fraction $\frac{16}{20}$

1. List the factors of the numerator & denominator

* Factor - a number that divides evenly into another number

$$\frac{16}{20} - 1, 2, 4, 8, 16$$

$$20 - 1, 2, 4, 5, 10, 20$$

2. Circle the greatest common factor

$$\frac{16}{20} - 1, 2, \textcircled{4}, 8, 16$$

$$20 - 1, 2, \textcircled{4}, 5, 10, 20$$

3. Divide the numerator and denominator by the greatest common factor

$$\frac{16}{20} \left[\begin{array}{l} \div 4 \\ \div 4 \end{array} \right] = \frac{4}{5}$$