

- 1 Add the ratio parts: $3 + 1 = 4$ total parts.
- 2 Divide the amount by total parts: $16 \div 4 = 4$ for one part.
- 3 Multiply to find each share: $3 \times 4 = 12$ and $1 \times 4 = 4$.

- You must add the parts of the ratio before dividing the total quantity.
- When you share an amount in a ratio, the shares add back to the amount you started with.
- In the ratio 3:2, the person with the 2 gets the larger share.
- You can share any amount using a ratio without first finding total parts.