1. **DOMAIN**: Find all values of x for which f(x) is defined.

2. INTERCEPTS:

- (a) x-intercepts: let y = 0, and solve for x
- (b) y-intercepts: let x = 0, and solve for y

3. SYMMETRY:

- (a) y-axis: if f(-x) = f(x)
- (b) origin: if f(-x) = -f(x)

4. ASYMPTOTES:

- (a) Vertical asymptotes: Find the values of a for which $\lim_{x \to a} f(x) = \infty$ or $\lim_{x \to a} f(x) = -\infty$ (NOTE: for a rational function, find where the denominator is equal to zero.)
- (b) Horizontal asymptotes: If $\lim_{x\to\infty} f(x) = L$ or $\lim_{x\to-\infty} f(x) = L$ then y = L is a horizontal asymptote.

5. INCREASING/DECREASING:

- (a) Increasing when f'(x) > 0.
- (b) Decreasing when f'(x) < 0.

6. LOCAL MAX/MIN:

- (a) Local Max: f(c) is a local max if f'(x) changes from + to at c.
- (b) Local Min: f(c) is a local max if f'(x) changes from to + at c.

7. CONCAVITY:

- (a) Concave up when f''(x) > 0
- (b) Concave down when f''(x) < 0
- 8. **POINTS OF INFLECTION**: P is point of inflection if the concavity of f changes at P. (NOTE: to be a point of inflection P must be in the domain of f.)
- 9. SKETCH GRAPH