Quick Reference — Functional Skills Maths Entry Level 3

rewired for parents | Stick this on the fridge!

Place Value

- Hundreds | Tens | Units → 365 = 3 hundreds, 6 tens, 5 units
- Read numbers up to 1,000

Addition & Subtraction

- Column method: line up units, carry tens
- Check: reverse the operation (add to check subtraction)

Multiplication & Division

- Times tables up to 10×10 — learn them cold
- Division is reverse of multiplication: 24÷6=4 because 6×4=24
- Remainders: 17÷5 = 3 remainder 2

Fractions & Decimals

- ½ = 0.5 | ¼ = 0.25 | ¾ = 0.75 | 1/10 = 0.1
- Equivalent fractions: ½ = 2/4 = 3/6 = 5/10
- To find ¼ of something: divide by 4

Money

- £1 = 100p | Always line up decimal points
- Change = amount paid – cost
- Check: does my answer make sense in real life?

Time

- 1 hour = 60 mins | 1 day = 24 hours
- am = before noon | pm = after noon
- Duration: count on from start to end time

Measurement

- Length: mm → cm → m → km (×10, ×100, ×1000)
- Weight: g → kg (×1000) | Capacity: ml → litres (×1000)

Data & Charts

- Bar chart: read scale carefully — check what each square represents
- Tally marks: |||| = 5 | Count in 5s
- Table: read row AND column headers

Exam Tips

- Show ALL working — marks for method, not just answer
- Read the question twice. Underline key numbers.
- Estimate first, then calculate — does answer make sense?